

# FAREHAM

BOROUGH COUNCIL

## AGENDA FOR THE EXECUTIVE

**Date:** Monday, 5 November 2018

**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, Health and Public Protection (Deputy Executive Leader)

Councillor F Birkett, Housing

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor S D Martin, Streetscene

**1. Apologies for Absence**

**2. Minutes (Pages 5 - 10)**

To confirm as a correct record the minutes of the meeting of Executive held on 03 September 2018.

**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. Health and Public Protection**

**Key Decision**

**(1) Public Spaces Protection Order (Dog Control) Consultation (Pages 11 - 32)**

A report by the Head of Streetscene.

**(2) Review of off-street Car Parks TRO (Pages 33 - 54)**

A report by the Director of Planning and Regulation.

**Non-Key Decision**

**(3) Review of Hackney Carriage Fares (Pages 55 - 68)**

A report by the Director of Planning and Regulation.

**9. Planning and Development**

**Non-Key Decision**

**(1) Self Build & Custom Housebuilding Register (Pages 69 - 72)**

A report by the Director of Planning and Regulation.

## 10. Policy and Resources

### Key Decision

**(1) Acquisition of Commercial Property in Fareham** (Pages 73 - 104)

A report by the Director of Finance and Resources.

### Non-Key Decision

**(2) Annual Review of the Corporate Strategy 2017-2023** (Pages 105 - 132)

A report by the Director of Finance and Resources.

**(3) Local Service Agreements** (Pages 133 - 156)

A report by the Director of Finance and Resources.

**(4) Treasury Management and Capital Monitoring Report 2018-19** (Pages 157 - 172)

A report by the Director of Finance and Resources.

**(5) Finance Monitoring Report 2018-19** (Pages 173 - 180)

A report by the Director of Finance and Resources.



P GRIMWOOD  
Chief Executive Officer  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
01 November 2018

**For further information please contact:**  
**Democratic Services, Civic Offices, Fareham, PO16 7AZ**  
**Tel: 01329 236100**  
**[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**





# FAREHAM

## BOROUGH COUNCIL

### **Minutes of the Executive**

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

**Date:** Monday, 3 September 2018

**Venue:** Collingwood Room - Civic Offices

**Present:**

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

**Also in attendance:**

Mrs C L A Hockley, Chairman of Leisure & Community Policy, Development and  
Review Panel, for item 12(1)  
J S Forrest, for items 9(1) and 12(3)  
Mrs K K Trott, for items 8(1) and 10(1)



**1. APOLOGIES FOR ABSENCE**

There were no apologies given for this meeting.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Executive held on 09 July 2018 be confirmed and signed as a correct record.

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

There were no Leader's Announcements given at this meeting.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**5. PETITIONS**

There were no petitions submitted at this meeting.

**6. DEPUTATIONS**

The Executive received a deputation in relation to item 11(1) – Response to Draft Titchfield Neighbourhood Plan, from Mr Nick Girdler, Chairman of The Titchfield Village Trust.

The Executive also received a deputation in relation to item 12(1) – Locks Heath Memorial Hall Progress Report, from Reverend Gavin Foster of the church of St John the Baptist, Locks Heath.

**7. MINUTES / REFERENCES FROM OTHER COMMITTEES**

Scrutiny Board – 28 June 2018

Minute 7 – Review of Policy Development and Review Panel and Scrutiny Board Meetings.

The Board considered a report by the Head of Democratic Services which set out details of the Vanguard review of the effectiveness of the current Policy Development and Review Panels and the Scrutiny Board meetings and proposed a new Committee structure as set out in Appendix B to the Report.

RESOLVED that the Scrutiny Board supports the proposals contained within the report and endorses that the Executive recommends to Council that:

- (a) the Policy Development and Review Panels be dissolved;
- (b) a Scrutiny Panel be created for each of the 6 Executive portfolios;
- (c) subject to (a) and (b) above, the current Scrutiny Board be dissolved;

- (d) each Scrutiny Panel be scheduled to meet 4 times per municipal year, with additional meetings created if necessary;
- (e) subject to (d) above, the revised schedule of meetings for the remainder of the municipal year 2018-19 be approved, as set out in Appendix A;
- (f) the Deputation scheme be amended to allow members of the public to apply to give a deputation on any subject to the relevant Scrutiny Panel;
- (g) subject to (a) (b) and (c) above, a revised allocation of seats be approved, as set out in Appendix C (with the nomination of councillors to seats being presented to Council in October);
- (h) subject to the agreement of the changes, an amendment to the current Members' Allowances Scheme be presented to Council for approval, as set out in paragraph 58 of the report; and
- (i) subject to the agreement of the changes, delegated authority be given to the Council's Monitoring Officer to review and amend the Constitution to:
  - i. create the new functions of the Scrutiny Panels;
  - ii. amend the Call-In procedures to reflect the changes to Portfolio Scrutiny Panels; and
  - iii. to review and amend the Constitution with regard to the Deputation Scheme.

This item is listed at Agenda item 12(4) for consideration by the Executive.

## **8. HOUSING**

### **(1) Housing Revenue Account Borrowing Programme Funding Bid**

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

RESOLVED that the Executive agrees to delegate authority to the Managing Director of Fareham Housing to submit bids for additional borrowing of up to £13million to the Ministry of Housing, Community and Local Government under the Housing Revenue Account Borrowing Programme (2019/20, 2020/21 and 2021/22 by the deadline of 07 September 2018.

## **9. STREETSCENE**

### **(1) Single Use Plastic Policy**

At the invitation of the Executive Leader, Councillor J S Forrest addressed the Executive on this item.

RESOLVED that the Executive approves:

- (a) the Council's single use plastic policy 'the Push' as set out in paragraph 20 of the report; and
- (b) the Communications Plan to promote the policy.

## **10. HEALTH AND PUBLIC PROTECTION**

### **(1) Air Quality - Outline Business Case and Consultation Proposals**

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

RESOLVED that the Executive approves the proposed consultation on the current list of Air Quality Improvement measures detailed in Appendix C.

## **11. PLANNING AND DEVELOPMENT**

### **(1) Response to Draft Titchfield Neighbourhood Plan**

The Executive received a deputation in respect of this item from Mr Nick Girdler, Chairman of the Titchfield Village Trust.

RESOLVED that the Executive agrees the Council's response to the Pre-submission (Regulation 14) Titchfield Neighbourhood Plan.

### **(2) Custom and Self Build Strategy and Delivery Plan**

RESOLVED that the Executive approves the Self-Build and Custom House Building Action Plan for implementation.

## **12. POLICY AND RESOURCES**

### **(1) Locks Heath Memorial Hall Progress Report**

The Executive received a deputation in respect of this item from Reverend Gavin Foster of the church of St John the Baptist, Locks Heath.

At the invitation of the Executive Leader, Councillor Mrs C L A Hockley addressed the Executive on this item.

RESOLVED that, having considered the business plan for Locks Heath Memorial Hall proposed by St John's Church, as appended to these minutes the Executive agrees that:

- (a) the previous decision made by the Executive to sell the site on the open market should not be reconsidered but that the church of St John the Baptist, Locks Heath be invited to submit its best and final offer for the purchase of the site by 30 September; and
- (b) that the land be sold under the direction of the Director of Finance and Resources, following consultation with the Executive Member for Policy and Resources.

(2) Business Rate Retention Pilots 2019-20

RESOLVED that the Executive:

- (a) agrees in principle to participate in the submission bid for Fareham to be part of a Hampshire-wide 75% business rate retention pilot; and
- (b) delegates the agreement of the final submission to the Leader and the Director of Finance and Resources.

(3) Daedalus Gate Guardian

At the invitation of the Executive Leader, Councillor J S Forrest addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) to erect a large and distinctive piece of public art known as a 'Gate Guardian' at Daedalus; and
- (b) a budget of £100,000, to be paid by developer contributions from National Grid.

(4) Review of Policy Development and Review Panels and Scrutiny Board Meetings

RESOLVED that the Executive recommends the proposals to Council for decision, which have been considered and endorsed by the Scrutiny Board, that:

- (i) the Policy Development and Review Panels be dissolved;
- (ii) a Scrutiny Panel be created for each of the 6 Executive portfolios;

- (iii) subject to (i) and (ii) above, the current Scrutiny Board be dissolved;
- (iv) each Scrutiny Panel be scheduled to meet 4 times per municipal year, with additional meetings created if necessary;
- (v) subject to (iv) above, the revised schedule of meetings for the remainder of the municipal year 2018-19 be approved, as set out in Appendix A;
- (vi) the Deputation scheme be amended to allow members of the public to apply to give a deputation on any subject to the relevant Scrutiny Panel, in addition to Council or any Committee;
- (vii) subject to (i), (ii) and (iii) above, a revised allocation of seats be approved, as set out in Appendix C (with the nomination of councillors to seats being presented to Council in October);
- (viii) subject to the agreement of the changes, an amendment to the current Members' Allowances Scheme be presented to Council for approval, as set out in paragraph 58 of the Executive briefing paper; and
- (ix) subject to the agreement of the changes, delegated authority be given to the Council's Monitoring Officer to review and amend the Constitution to;
  - 1) create the new functions of the Scrutiny Panels;
  - 2) amend the Call-In procedures to reflect the changes to Portfolio Scrutiny Panels;
  - 3) to review and amend the Constitution with regard to the Deputation Scheme; and
  - 4) to make any other minor or ancillary changes arising required to give effect to this report;

(The meeting started at 6.00 pm  
and ended at 7.38 pm).

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Health and Public Protection
<b>Subject:</b>	<b>Public Spaces Protection Order (Dog Control) Consultation</b>
<b>Report of:</b>	Head of Streetscene
<b>Corporate Priorities:</b>	Protect and enhance the environment

**Purpose:**

To address the issue of dog control within the borough of Fareham, authorisation is sought to undertake a formal consultation on making a Public Spaces Protection Order (Dog Control), in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.

**Executive summary:**

At its meeting on the 7 March 2016, the Executive authorised the making of a Public Spaces Protection Order (Dog Fouling) 2016. A PSPO can be made for a maximum duration of three years, after which it may be extended.

The current PSPO will expire on 31 March 2019 unless it is extended. However, instead of extending this current order, there is an opportunity to make a new order that not only includes dog fouling but other restrictions covering dog control at the same time.

The proposed PSPO would include restrictions on the following:

- Fouling and means of pick up
- Dogs on lead by direction
- Maximum number of dogs
- Dogs on leads and
- Exclusion of dogs

Appendix A outlines what the proposed PSPO could consist of and includes three schedules of proposed locations where the restrictions would apply.

Before introducing a PSPO the Council is required to carry out a consultation. It is proposed that an 8-week consultation will be publicised widely through the Council's website and E-panel, Twitter, Facebook, press releases to local media and emails to community groups. Contact will also be made with mandatory consultees, such as the police and HCC as well as vets and organisations affected by the restrictions

contained within the order. Consideration will also be given to the affect the order will have on people who rely on assistance dogs.

Copies of the order will be placed in the main reception of the Civic Offices. The consultation will also ask residents to identify areas that they think are dog fouling hot spots or areas where dog control has been issue.

**Recommendation/Recommended Option:**

It is recommended that the Executive approves that a consultation exercise be run between 19 November 2018 and 14 January 2019 on a draft Public Spaces Protection Order (Dog Control), in accordance with section 72 of the Anti-Social Behaviour Crime Policing Act 2014

**Reason:**

To seek views from members of the public on the renewal of the existing PSPO for dog fouling as well as the extension of a new order to include measures to control dogs in specific areas where members of the public have expressed concerns.

**Cost of proposals:**

The cost of the proposal can be met from within existing budgets

**Appendices:**

**A:** Draft Public Space Protection Order (Dog Control)

**Reference papers:**

Report to Executive 2 November 2015, Dog Fouling Strategy and Public Spaces Protection Order Consultation

Report to Executive 7 March 2016 Dog Fouling Public Spaces Protection Order



# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Public Spaces Protection Order (Dog Control) Consultation
<b>Briefing by:</b>	Head of Streetscene
<b>Portfolio:</b>	Health and Public Protection

#### INTRODUCTION

1. At its meeting on 2 November 2015, the Executive authorised the commencement of necessary consultation on a Public Spaces Protection Order (PSPO) relating to dog fouling within the borough. This consultation was carried out in accordance with section 72 of the Anti-Social Behaviour Crime and Policing Act 2014.
2. At its meeting on the 7 March 2016, the Executive authorised the making of a Public Spaces Protection Order (Dog Fouling) 2016.
3. A PSPO can be made for a maximum duration of three years, after which it can be reviewed, varied and/or extended for a further three years. If it is to be extended a further consultation exercise is required. The current PSPO expires on 31 March 2019.

#### BACKGROUND

4. Fareham Borough Council introduced an Enforcement Team in 2004, to patrol the Borough to enforce legislation relating to a wide range of environmental issues. The Enforcement team was also given the task of helping to educate the public to try and reduce the problem of dog fouling.
5. There are currently two Enforcement Officers in the Streetscene Team who are empowered to issue Fixed Penalty Notices (FPNs) for littering and dog fouling offences. The Animal (Enforcement) and Pest Control Officers, who cover both Fareham and Gosport Boroughs could issue FPNs if authorised to do so.
6. Originally, several local byelaws dealt with dog fouling offences. On a wider scale, dog fouling offences were covered by the Dogs (Fouling of Land) Act 1996 or by Dog Control Orders introduced under the Clean Neighbourhoods & Environment Act 2005 ('CNEA').
7. However, in October 2014 the Anti-Social Behaviour Crime & Policing Act 2014 repealed the ability to adopt new Dog Control Orders under the CNEA and set a limit on all existing Orders to expire within 3 years. Fixed Penalty Notices(FPN) under the 1996 Act could no longer be issued because of this piece of legislation.

8. To control dog fouling, the Council used new powers introduced in the 2014 Act to make a PSPO to replace a Dog Control Order or to replicate the type of offence that would have been covered by the Dogs (Fouling of Land) Act 1996. This meant that FPNs can now be issued again by the Council.

## **CURRENT DOG CONTROL MEASURES**

9. The current PSPO only covers the issue of dog fouling and does not include restrictions relating, for example, to where dogs are required to be on a lead or are excluded from time to time.
10. Historically, these dog control measures have been covered by several different byelaws.
11. Some older recreation grounds are covered by a byelaw dated August 1975. This byelaw was made under section 164 of the Public Health Act, 1875 and under sections 12 and 15 of the Open Spaces Act 1906.
12. This byelaw covers numerous restrictions, but Paragraph 10 of the byelaw specifically states that dogs shouldn't enter the listed recreation grounds unless they are under control and effectively restrained from causing a nuisance to any person or animal.
13. Obviously, any areas of open space that the Council has taken on since 1975 wouldn't be covered by any byelaws at all. A large proportion of Fareham's open spaces would fall into this category, i.e. all of Whiteley and most of the Western Wards.
14. With regard to dogs on the beach and promenade, between the 1 May and 30 September, dogs are prohibited from accessing the identified beach area and dogs should only be on the promenade if on a lead.
15. The above is covered by a byelaw dated December 1989 and was made under section 82 and 83 of the Public Health Amendment Act 1907 and section 235 of the Local Government Act 1972.
16. Due to the fact that these byelaws were both made more than 28 years ago, they are not really relevant to the areas of land that the Council currently owns or relate to the concerns that members of the public have.

## **PUBLIC SPACES PROTECTION ORDER**

17. As the current PSPO expires on 31 March 2019, it was considered an appropriate time to make a new order that not only included dog fouling but other dog control measures as well.
18. A PSPO is designed to make public spaces more welcoming. A local authority may make a PSPO if satisfied on reasonable grounds that two conditions are met.

"The first condition is that—

- a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
- b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities—

- a) is, or is likely to be, of a persistent or continuing nature,
- b) is, or is likely to be, such as to make the activities unreasonable, and
- c) justifies the restrictions imposed by the notice”

19. It is proposed that a PSPO is introduced, in accordance with the Act, which will make it an offence to fail to remove dog faeces in any public space within the Borough as well as other dog control measures in specific locations as indicated in Appendix A.
20. For clarity, the Act defines a public space as “any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission”.
21. Before introducing a PSPO the Council is required to carry out a consultation. It is proposed that an 8-week consultation will be publicised widely through the Council’s website, E-Panel, Twitter, Facebook, press releases to local media and noticeboards. Community groups and dog walking organisations and interest groups will also be consulted.
22. The mandatory consultees include, Chief officer of police, Police and Crime Commissioner, Community representatives, Hampshire County Council, and owners/occupiers of land within the restricted area.
23. Consultation will also be undertaken with dog law and welfare experts such as local vets, animal welfare officers and any organisations affected by the restrictions. The Kennel Club will also be consulted. Where possible, notices will be placed in the locations that will be affected by the restrictions.
24. As part of the consultation, consideration will be given to how any dog walking restrictions being proposed would affect those that rely on assistance dogs, ensuring any prohibition or requirement is compliant with the provisions of Equality Act 2010.
25. Copies of the order will be available in the main reception of the Civic Offices. In addition, the Council plans to publish a notice of its intention to make a PSPO in the local free newspaper, which covers the whole Borough. This is not required by the legislation, but guidance from the Department for Environment, Food & Rural Affairs suggests that this is best practice.
26. Once responses to the consultation have been received and considered the order may be amended and the final proposals will be presented to the Executive for approval in the new year.
27. Whilst a PSPO is in force any existing local byelaws will cease to have effect. A PSPO can only be in effect for a period of up to 3 years; however, that period can be extended for a further 3 years if it continues to be necessary following review during its period of operation.

## **WHAT IS PROPOSED IN THE PSPO?**

### **Fouling and means of pick up**

28. A current PSPO is already in place for both fouling and means to pick up but it is due to expire on 31 March 2019. The proposed new PSPO will again include these two areas.

29. As part of the consultation, when making of the current PSPO, the Communications Team ran a campaign called take the 'Oops out of the Poops'. This campaign was aimed at re-educating, informing and encouraging dog owners to change existing habits.
30. There were a mixture of fun and serious messages and this was very successful in highlighting the problems of dog fouling. There may be an opportunity to build on this and reiterate the 'clean up after your dog' message whilst undertaking further consultation.

### **Dogs on leads by direction**

31. This will give Enforcement Officers and any other officers, given the relevant powers, the ability to direct a person in charge of a dog to keep it on a lead if they consider it to be necessary to prevent a nuisance to other persons or animals.
32. There are many examples of when a person might be asked to put their dog on a lead, such as allowing them to stray on to a sports pitch, when they are worrying livestock or other dogs, when they are jumping up at people and children in particular.
33. This would be used in areas that aren't specifically listed in the schedules attached to the proposed PSPO.

### **Maximum dogs**

34. There has been an increase in the number of persons and businesses walking numbers of dogs together, and some of these have exercised poor control over these dogs.
35. This has caused problems for other dog owners and has also resulted in dog foul not being picked up. It is proposed to place limits on the number of dogs which may be walked together to enable greater control.

### **Dogs on leads**

36. Currently, there is an order made under section 27 of the Road Traffic Act 1988 that states "A person who causes or permits a dog to be on a designated road without the dog being held on a lead is guilty of an offence." A road includes the footway as well as the carriageway.
37. There is also a specific byelaw that relates to the keeping of dogs on leads along a section of the promenade at Hill Head between the Gosport boundary and the western most point of Salterns Road car park between 1 May – 30 September.
38. However, this is not the case along the other section of promenade in Hill Head between Hove car park and Gibley Ore. Residents and visitors have expressed concern about this particular area.
39. Other areas have been identified in Appendix A and these include areas that may be sensitive due to wildlife for example the around the lakes at Holly Hill or pieces of land that may have from time to time grazing animals.

### **Exclusion of dogs**

40. Currently, there is a specific byelaw that relates to the exclusion of dogs on the beach at Hill Head between the Gosport boundary and the western most point of Salterns Road car park between 1 May – 30 September.

41. However, this is not the case along the other section of beach in Hill Head between Hove car park and Giblet Ore. Residents and visitors have expressed concern about this particular area as it is heavily used during spring and summer.
42. These two proposed exclusion areas wouldn't prevent dogs being able to be taken onto two other stretches of beach easily accessible in the local vicinity.
43. The other areas that are proposed for dog exclusion will be play areas. Generally, residents already perceive that these areas are covered by legislation to prevent dogs from entering them, but this is not the case. Most play areas are fenced, have self-closing gates and associated signage. Complaints are still received about dogs entering play areas, both on leads and running loose.
44. Due to the majority of the play areas being fenced, it would not preclude dogs being able to run free on the remaining areas of open space adjacent to the play areas.
45. There are exemptions in all of the proposed exclusion areas for people who rely on assistance dogs and registered blind people.

## **CONCLUSION**

46. Dog fouling was highlighted as an issue within the Borough and the Council approved making use of the changes in legislation to implement a PSPO to provide improved powers to the Enforcement Officers and other authorised Officers for issuing FPNs. However, there is a need to expand these powers to enforce other dog control measures.
47. Complaints received directly from members of the public and the experience of the Enforcement Officers has informed the proposed areas to be included in the draft PSPO.
48. After the consultation, there may be alterations, deletions or even additions to the proposed PSPO depending on the feedback that is received.

## **Enquiries:**

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

# DRAFT

## ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

### PART 4, SECTION 59

#### PUBLIC SPACES PROTECTION ORDER (DOG CONTROL) 2019

This Order comes into force on the [ ] and will remain in force for a period of three (3) years from that date unless extended by further order under the Council's statutory powers.

Fareham Borough Council ("the Council") in exercise of its powers under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act") being satisfied that the conditions set out in section 59 of the Act have been met makes the following Order: -

#### 1. General provisions

##### Definitions

- 1.1 "Authorised Officer" means any officer of the Authority authorised by the Chief Executive of the Authority for the purposes of paragraphs 4 and 5 of the Order.
- 1.2 "Public Place" means any place in the administrative area of the Authority to which the public or a section of the public has access, on payment or otherwise, as of right by virtue of express or implied permission. The administrative area of the Authority is the land edged black in Schedule 1.
- 2.1 "Person in Charge" A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

##### Offence and Penalty

- 2.2 It is an offence under Section 67 of the Act for a person without reasonable excuse, (i) to do anything that they are prohibited from doing under the Order or (ii) to fail to comply with a requirement which they are subject to under the Order. A person guilty of an offence under section 67 is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- 3. Fouling
  - 3.1 The public health implications of dog fouling are well documented. This part and part 4 of the order are designed to prevent contamination of public spaces by dog faeces.
  - 3.2 If a dog defecates at any time on any Public Place the person who is in charge of the dog at the time must remove the faeces forthwith unless;
    - (a) they have a reasonable excuse for failing to do so; or
    - (b) the owner, occupier or other person or authority having control of the Public Place has consented (generally or specifically) to them failing to do so.

- 3.3 Placing the faeces in a receptacle which is provided for that purpose, or for the disposal of waste, shall be sufficient removal from the Public Place
- 3.4 Not being aware of the defecation or not having a device for or suitable means of removing the faeces shall not be a reasonable excuse for failing to remove it.
4. Means of pick up
- 4.1. A person in charge of a dog on any Public Space must have with him an appropriate means to pick up dog faeces deposited by that dog unless;
- (a) they have a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the Public Space has consented (generally or specifically) to them failing to do so.
- 4.2 The obligation is complied with if, after a request from an Authorised Officer, the person in charge of the dog produces an appropriate means to Pick up the dog faeces.
5. Dogs on Lead by Direction
- 5.1. In public places in the Borough of Fareham where dogs are permitted off leads, a minority of persons in charge of dogs allow them to cause damage to property, and cause problems for pedestrians and other dog owners. This part of the Order is designed to enable authorised Council Officers to direct that such a person put their dog on a lead.
- 5.2 An Authorised Officer may on any Public Place (other than those specified in Schedules 2 and 3 of the Order from which dogs are excluded from or must be kept on a lead in any event) direct a person in charge of a dog to keep the dog on a lead if such restraint is in the opinion of the Authorised Officer necessary to prevent nuisance to other persons or worry to animals.
- 5.3 A person issued with a direction under paragraph 5.1 of the Order must comply unless;
- (a) they have a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the Public Place has consented (generally or specifically) to them failing to do so.
6. Maximum of four dogs
- 6.1 There has been an increase in the number of persons and businesses walking numbers of dogs together, and some of these persons have exercised poor control over these dogs. This has caused problems for other dog owners and has also resulted in dog foul not being picked up. This part of the Order seeks to place limits on the number of dogs which may be walked together to enable greater control.
- 6.2 A person shall not at any time take more than four dogs on to any Public Place (other than those specified in Schedule 3 of the Order from which dogs are excluded in any event)

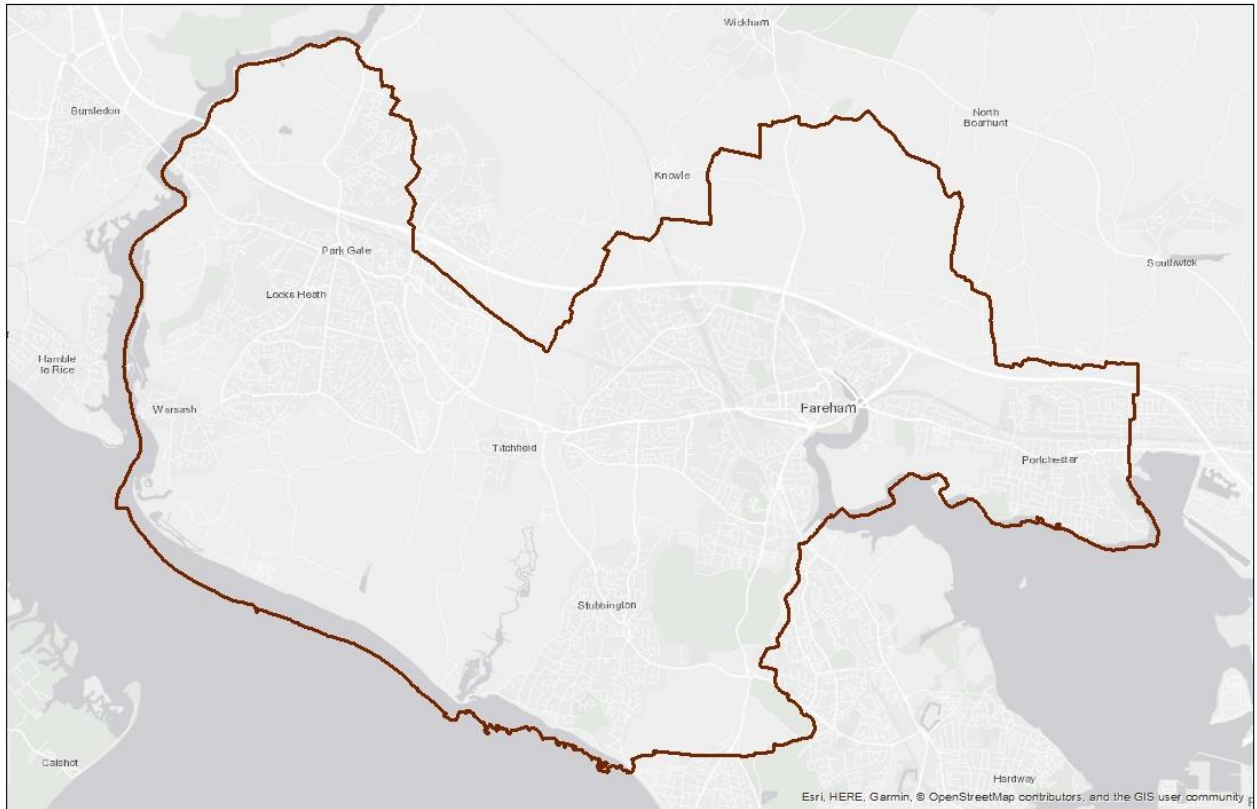
- 6.3 A person must comply with the requirement in paragraph 6.1 of this Order unless;
- (a) they have a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the Public Place has consented (generally or specifically) to them failing to do so.
7. Dogs on Leads
- 7.1 In some public places within the Borough of Fareham that are sensitive because of their nature or usage, or which are fragile environments, close control of dogs by their being on a lead is necessary to prevent damage or undue disturbance. The restrictions in this Order are designed to facilitate a sharing of these public places, whilst recognising that dogs do need to be exercised off lead.
- 7.2 A person in charge of a dog on any Public Place specified in Schedule 2 to the Order must keep the dog on a lead unless
- (a) they have a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the place has consented (generally or specifically) to them failing to do so.
8. Exclusion of dogs
- 8.1 There are specific public places in the Borough of Fareham from which dogs should be excluded for their safety and that of members of the public, and for public health and aesthetic reasons. This part of the Order states the relatively few places from where dogs will be excluded.
- 8.2 A person in charge of a dog must not take it into or keep it in any Public Place specified in Schedule 3 to the Order unless
- (a) they have a reasonable excuse for doing so; or
  - (b) the owner, occupier or other person or authority having control of the Public Place has consented (generally or specifically) to them failing to do so.
9. Exemptions
- 9.1 Nothing in this Order shall apply to a person who: -
- (a) is registered as a blind person in a register compiled under S.29 of the National Assistance Act 1948, or
  - (b) has a disability as defined by the Equality Act 2010 or its successor and who relies upon an accredited assistance dog trained by an accredited member of Assistance Dogs International (ADI) or the International Guide Dog Federation (IGDF).

EXECUTED AS A DEED BY AFFIXING THE COMMON SEAL OF FAREHAM BOROUGH COUNCIL IN THE PRESENCE OF:



SOLICITOR

-SCHEDULE 1-  
Administrative Area of the Borough of Fareham



**FAREHAM**  
BOROUGH COUNCIL

**Administrative Area of Fareham**

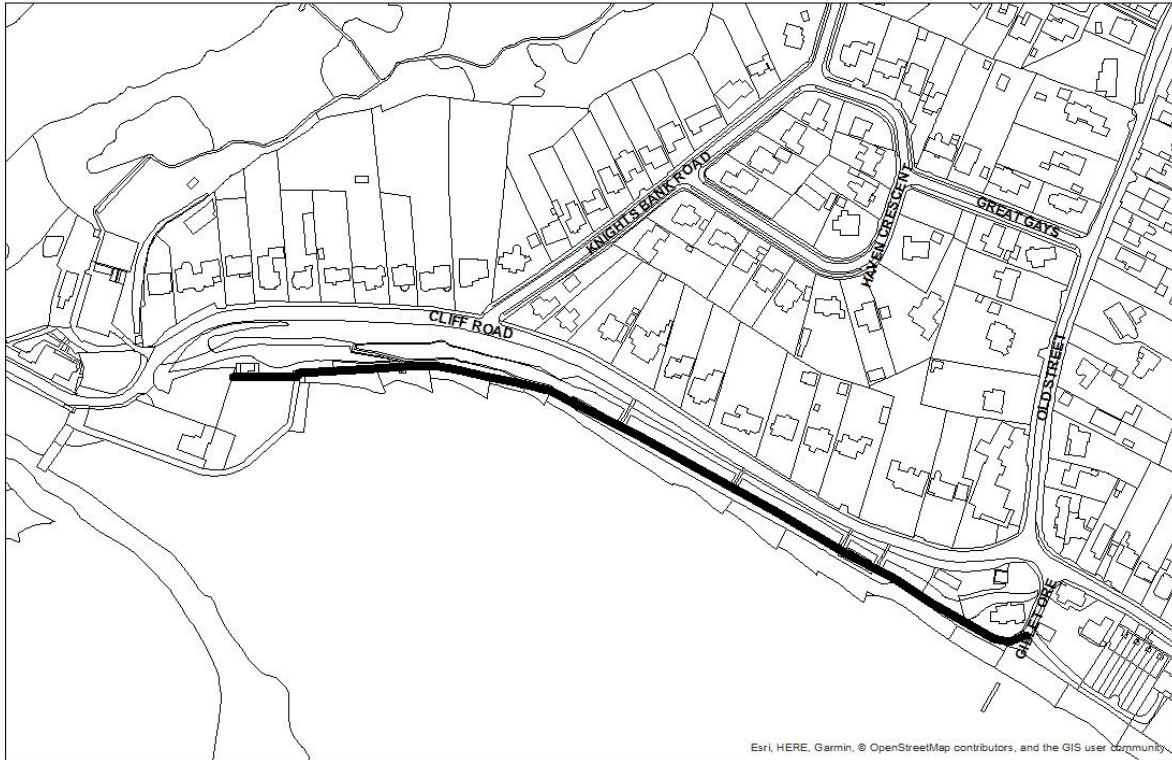
© Crown copyright and database rights 2018 Ordnance Survey 100019110. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.

-SCHEDULE 2-

PARAGRAPH 7 "DOGS ON LEADS"

This Order applies to the following Public Places in the Borough of Fareham

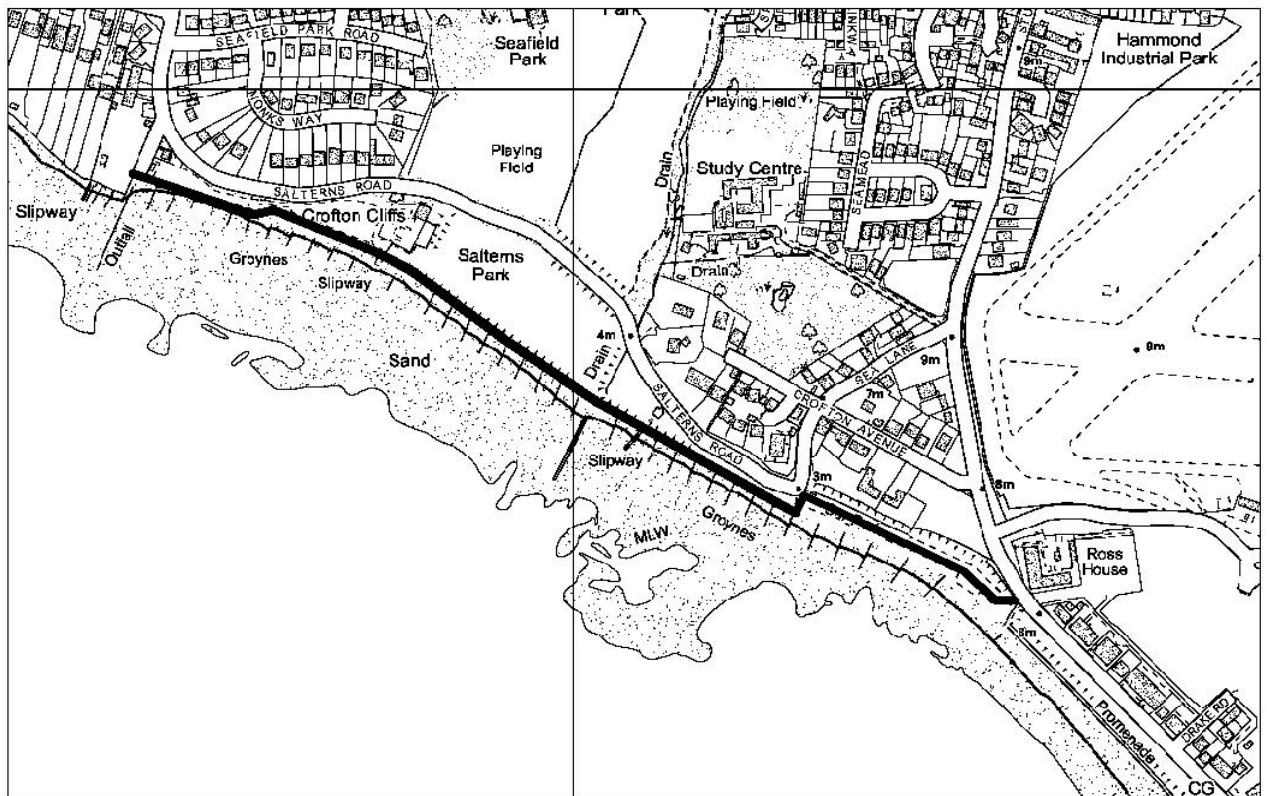
1. Any cemetery or churchyard  
Crofton Cemetery, Oakcroft Lane, Stubbington  
Wickham Road Cemetery, Fareham  
St Peter's Cemetery, Church Street, Titchfield  
Posbrook Lane Cemetery, Titchfield  
Roman Grove Cemetery, Castle View Road, Portchester  
St Johns Cemetery, St Johns Road, Locks Heath  
St Paul's Cemetery, Barnes Lane, Sarisbury  
Holly Hill Cemetery, Barnes Lane, Sarisbury  
  
St Peter and St Paul's Churchyard, Osborn Road, Fareham  
St Peter's Churchyard, Church Street, Titchfield  
Crofton Churchyard, Lychgate Green, Stubbington  
St Mary's Churchyard, Castle Street, Portchester  
St Paul's Churchyard, Barnes Lane, Sarisbury
2. Westbury Manor Museum Garden, Fareham Town Centre
3. Sensory Garden of Reflection, Osborn Road, Fareham
4. Cliff Road Promenade, Hill Head (*refer to plan*)
5. Salterns Road Promenade, Hill Head (*refer to plan*)
6. Holly Hill Woodland Park (*refer to plan*)
7. Holly Hill Play Area (*refer to plan*)
8. Burridge Pond (*refer to plan*)
9. Coldeast Open Space (*refer to plan*)
10. Any area within Fareham that is:
  - i). Designated as a Site for Special Scientific Interest ("SSSI") or; ii), where the Authority keep animals and where signage is present;
    - a) Portchester Common (*refer to plan*)
    - b) Abbey Meadows (*refer to plan*)



**FAREHAM**  
BOROUGH COUNCIL

**Cliff Road Promenade, Hill Head**

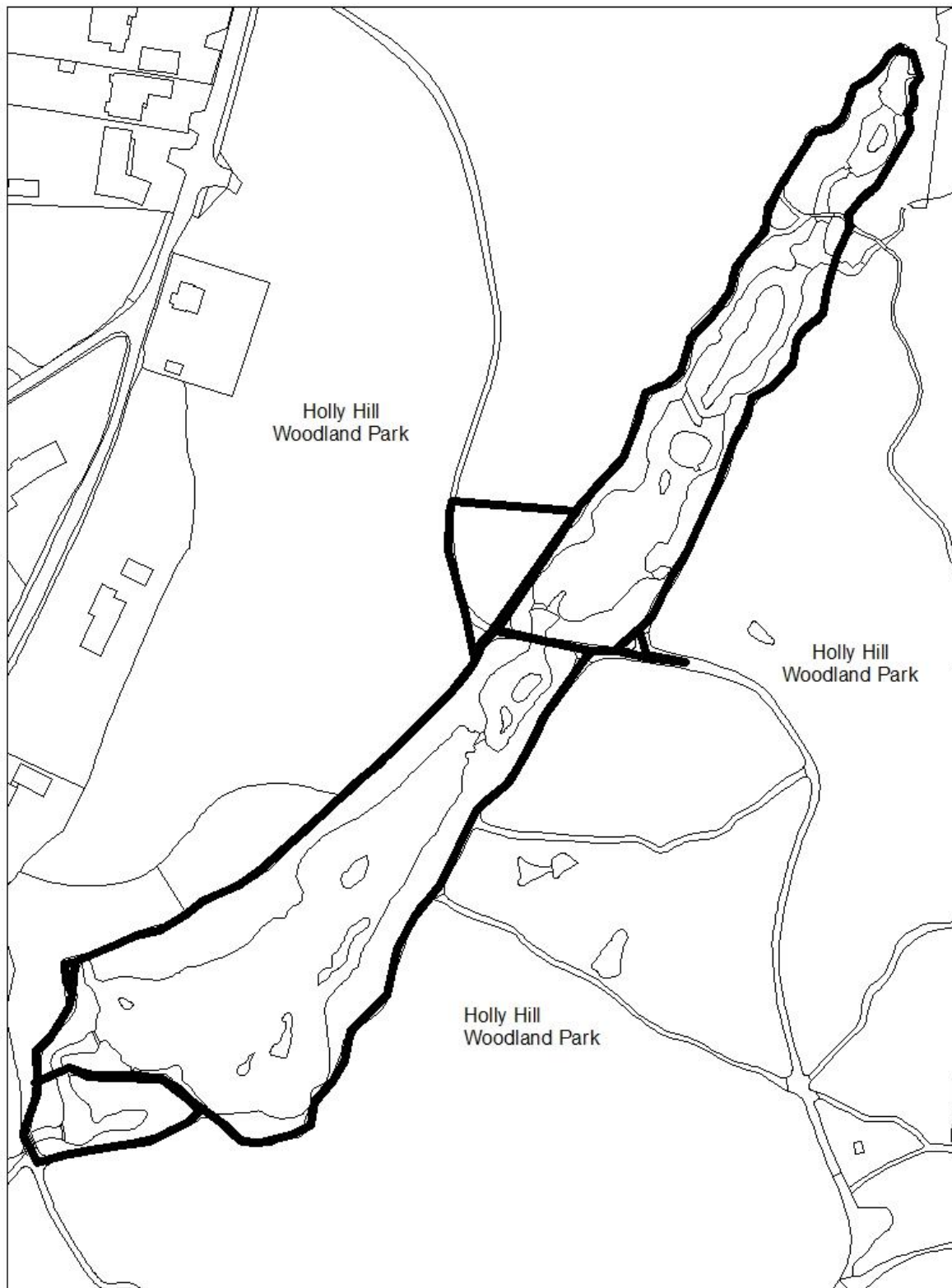
© Crown copyright and database right 2018 Ordnance Survey 100019110. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provides you with the data. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.



**FAREHAM**  
BOROUGH COUNCIL

**Salterns Road Promenade, Hill Head**

© Crown copyright and database right 2018 Ordnance Survey 100019110. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provides you with the data. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.

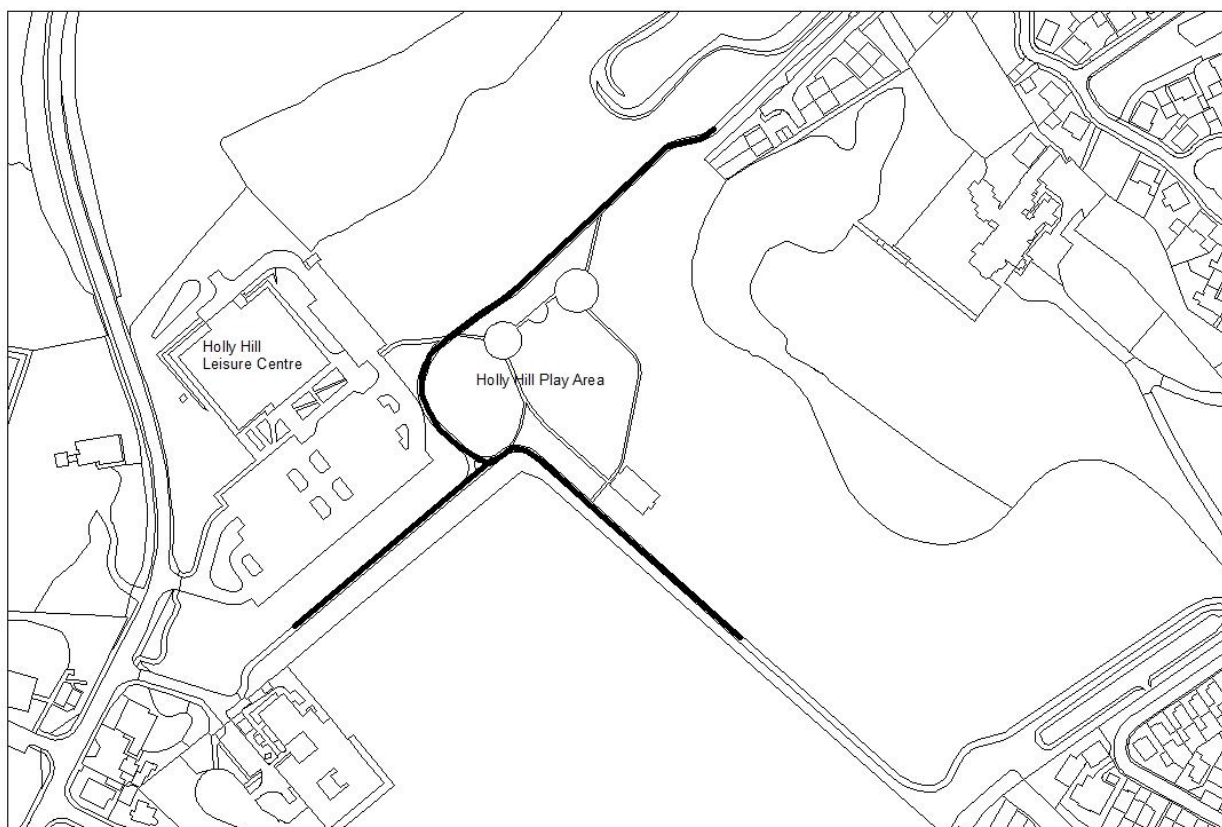


**FAREHAM**  
BOROUGH COUNCIL

**Holly Hill Woodland Park, Sarisbury**

© Crown copyright and database rights 2016 Ordnance Survey  
100018110. You are permitted to use the data solely to enable you  
to respond to, or interact with, the organisation that provided you  
with the data. You are not permitted to copy, sub-licence, distribute  
or sell any of the data or its parts in any form.

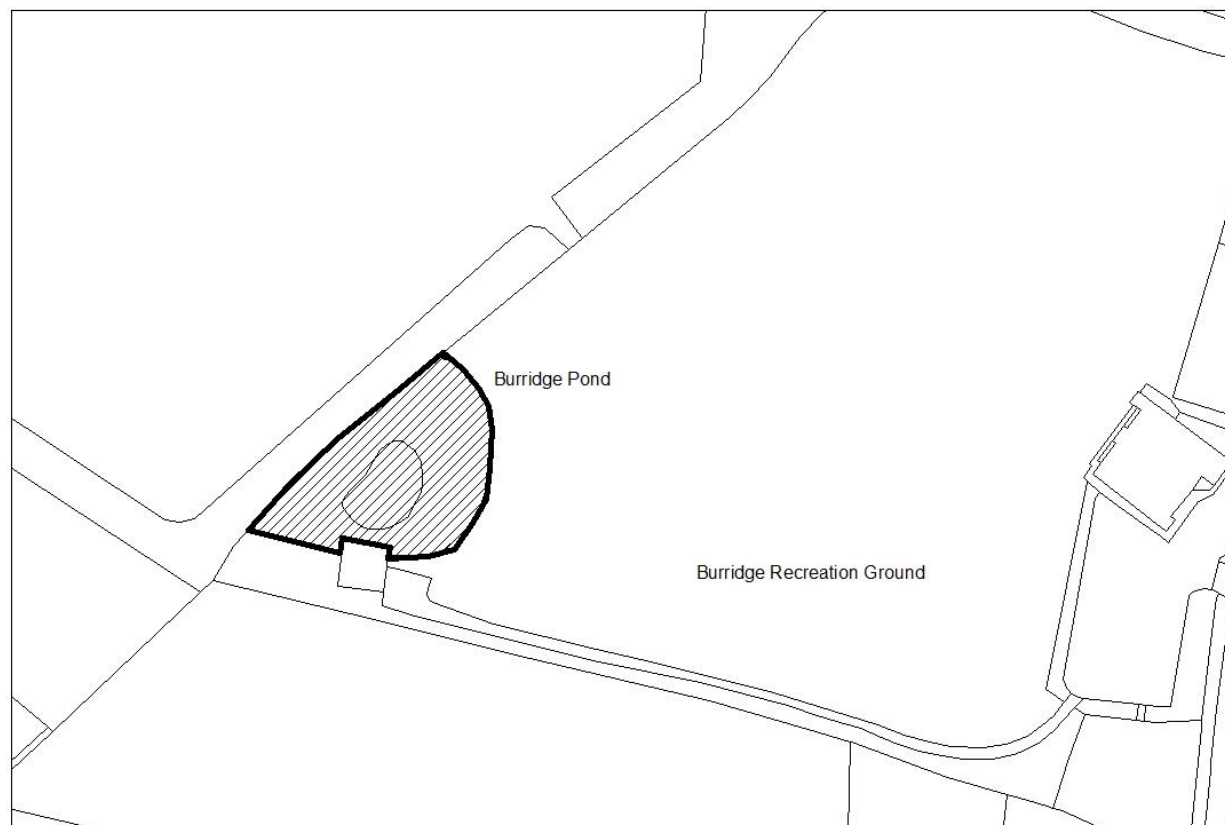




**FAREHAM**  
BOROUGH COUNCIL

### Holly Hill Play Area

© Crown copyright and database rights 2018 Ordnance Survey  
100018115. You are permitted to use the data solely to enable you  
to respond to, or interact with, the organisation that provided you  
with the data. You are not permitted to copy, sub-license, distribute  
or sell any of the data to third parties in any form.

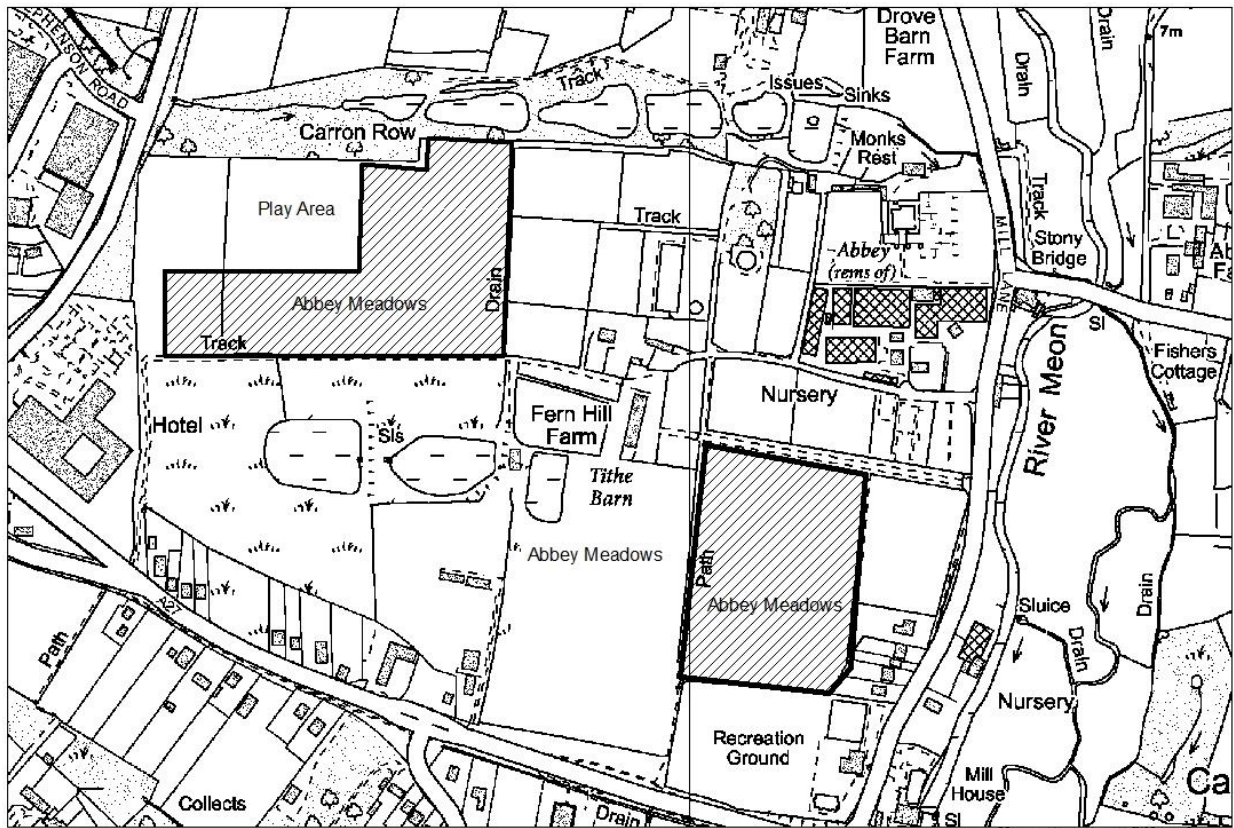


**FAREHAM**  
BOROUGH COUNCIL

### Burridge Pond, Burridge Recreation Ground

© Crown copyright and database rights 2018 Ordnance Survey  
100018115. You are permitted to use the data solely to enable you  
to respond to, or interact with, the organisation that provided you  
with the data. You are not permitted to copy, sub-license, distribute  
or sell any of the data to third parties in any form.





FAREHAM  
BOROUGH COUNCIL

Abbey Meadows, Titchfield

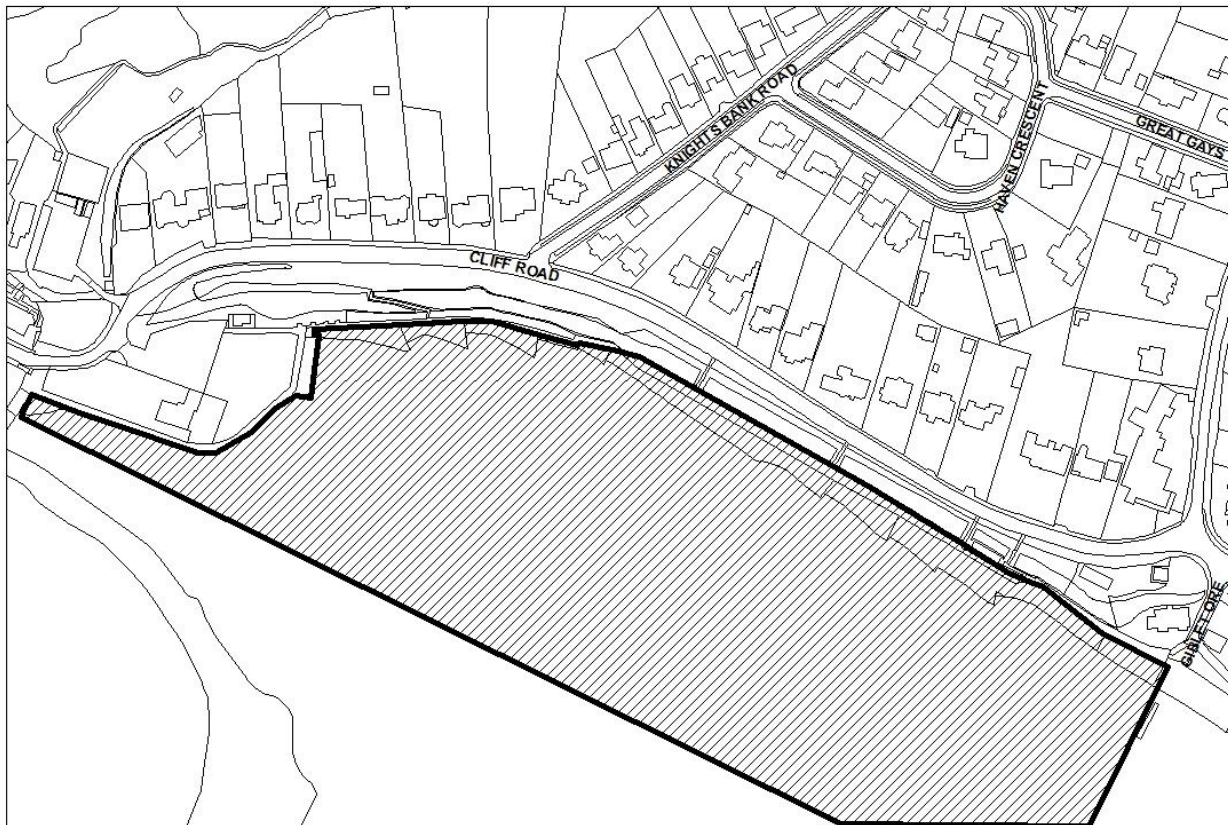
Copyright © 2011. You are permitted to use the data solely to enable you to report to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-license, distribute or sell any of the data to third parties in any form.



SCHEDULE 3  
PARAGRAPH 8 EXCLUSION OF DOGS

This Order applies to the following Public Places in the Borough of Fareham

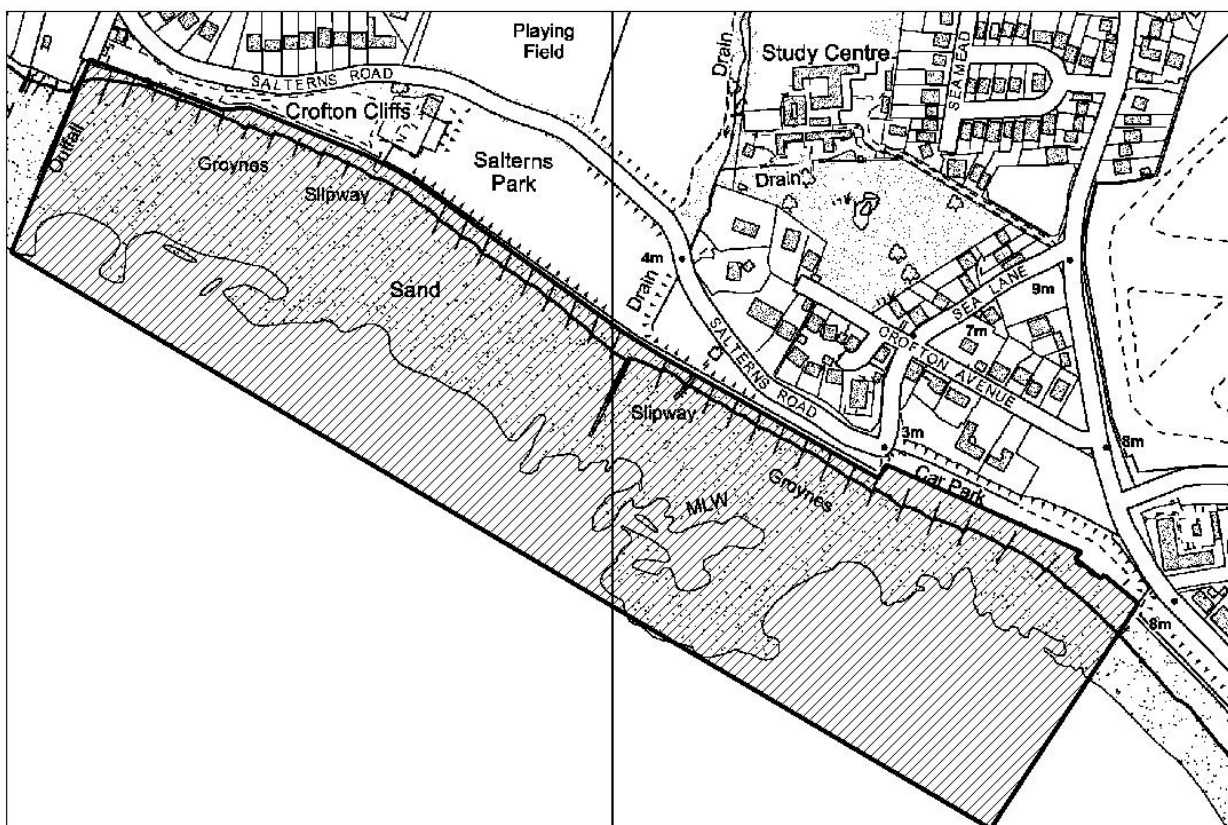
1. Between 1 May and 30 September inclusive in any year the following beach areas;
  - i). any area of beach between the promenade and Low Water Mark of Medium Tides and contained between the points enclosed with notional lines extending from the westernmost point of Hove To car park and Gibley Ore which is shown outlined in black on the accompanying plan.
  - ii). any area of beach between the promenade and Low Water Mark of Medium Tides and contained between the points enclosed with notional lines extending from the westernmost of Salterns Road car park and the Borough Boundary with Gosport which is shown outlined in black on the accompanying plan.
2. Any enclosed area designated solely for the purpose of children's play on which there is fixed play equipment or apparatus installed and where signage refers.
3. Any unenclosed area designated for the purpose of children's play on which there is fixed play equipment or apparatus installed and where signage refers. *(please refer to the plan(s))*
  - i. Holly Hill Play Area
  - ii. Abbey Meadows Play Area



FAREHAM  
BOROUGH COUNCIL

Cliff Road Beach

© Crown copyright and database rights 2015 Ordnance Survey 100018115. You are permitted to use the data solely to enable you to report to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-license, distribute or sell any of the data to third parties in any form.



FAREHAM  
BOROUGH COUNCIL

Salterns Road Beach

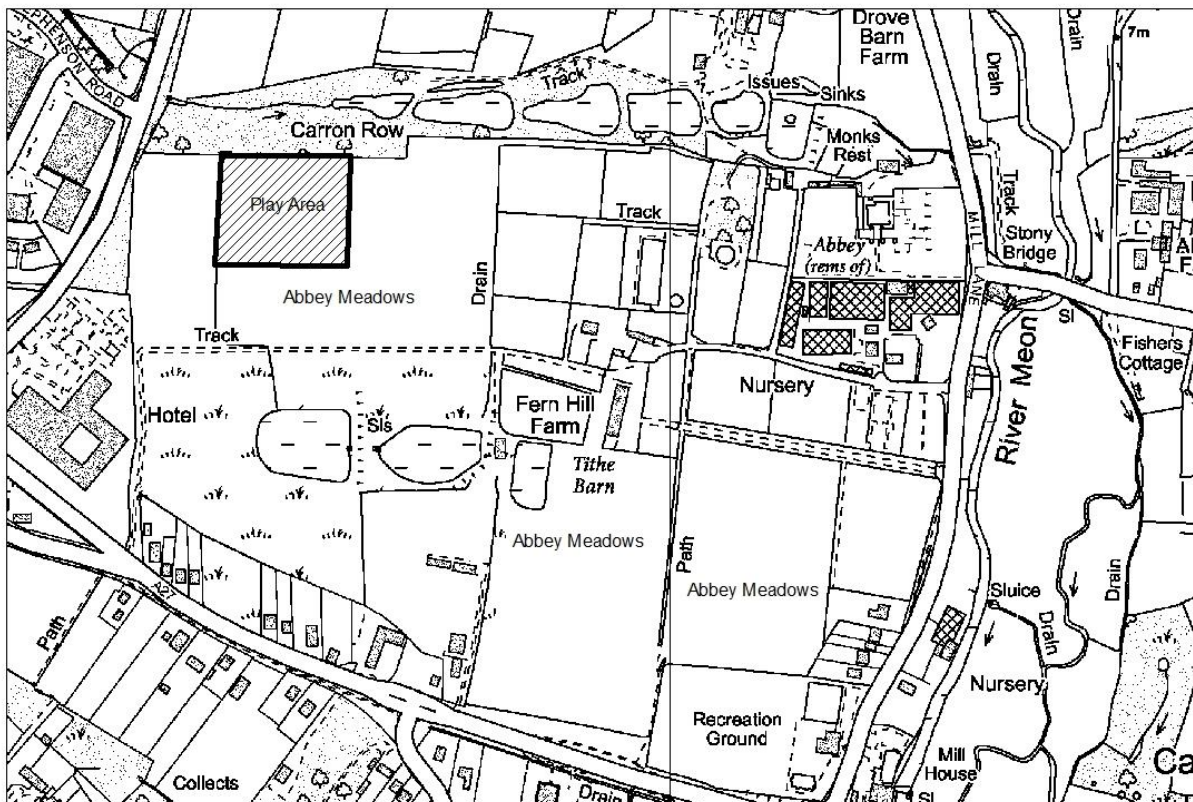
© Crown copyright and database rights 2015 Ordnance Survey 100018115. You are permitted to use the data solely to enable you to report to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-license, distribute or sell any of the data to third parties in any form.



FAREHAM  
BOROUGH COUNCIL

Holly Hill Play Area

© Crown copyright and database rights 2018 Ordnance Survey  
100019110. You are permitted to use the data solely to enable you  
to report to, or interact with, the organisation that provided you  
with the data. You are not permitted to copy, reproduce, distribute  
or sell any of the data to third parties in any form.



FAREHAM  
BOROUGH COUNCIL

Abbey Meadows Play Area, Titchfield

© Crown copyright and database rights 2018 Ordnance Survey  
100019110. You are permitted to use the data solely to enable you  
to report to, or interact with, the organisation that provided you  
with the data. You are not permitted to copy, reproduce, distribute  
or sell any of the data to third parties in any form.





# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Health & Public Protection
<b>Subject:</b>	<b>Review of Off-Street Car Parks TRO</b>
<b>Report of:</b>	Director of Planning and Regulation
<b>Corporate Priorities:</b>	Maintain and Extend Prosperity

**Purpose:**

To consider the introduction of a Traffic Regulation Order (TRO) to amend the current Borough of Fareham (Off-Street Parking Places) Consolidation Order 2017.

**Executive summary:**

This report considers the reasons for proposing amendments to the current TRO governing the use of the Council's Off-Street parking provision.

**Recommendation/Recommended Option:**

It is recommended that the Executive:

- (a) delegates authority to the Director of Planning and Regulation to make any necessary minor amendments to the draft TRO as deemed necessary prior to public consultation;
- (b) approves the statutory public advertisement of the proposed Traffic Regulation Order (TRO); and
- (c) delegates authority to the Director of Planning and Regulation, in consultation with the Executive Member for Health and Public Protection, to undertake the public consultation the proposed Traffic Regulation Order, consider any representations received in relation to the proposals, and implement the Traffic Regulation Order.

**Reason:**

To enable appropriate enforcement measures to be undertaken to maintain the use of the car parks for which Fareham Borough Council is responsible.

**Cost of proposals:**

The cost of the proposals will be met by the existing Off-Street Parking budget.

**Appendices:**

**A:** Map of locations of car parks for consideration in this report

**B:** Meon House Letter for Unauthorised Vehicles

**C:** Draft of The Borough of Fareham (Off Street Parking Places) Consolidation Order 2017 (Amendment)

**Background papers:**

Report to the Executive for Decision on 04 June 2018, titled 'Provision of Overflow Parking for Burr ridge Village Hall'

**Reference papers:**

None

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Review of Off-Street Car Parks TRO
<b>Briefing by:</b>	Director of Planning and Regulation
<b>Portfolio:</b>	Health & Public Protection

#### Introduction

1. Fareham Borough Council owns, maintains and enforces numerous off-street car parks within the Borough. These car parks are subject to the Borough of Fareham (Off Street Parking Places) Consolidation Order 2017 Traffic Regulation Order (TRO), a legal document governing the use of the car parks and brought into operation on 16<sup>th</sup> June 2017.
2. Requests have been received from the Leisure & Community, Parking & Enforcement and Property Services Teams to implement or amend restrictions in a number of car parks in the Borough. This report details those requests individually, however the resulting TRO will amalgamate them into one proposed amendment to the 2017 Consolidation Order.
3. The locations of the affected parking areas are shown geographically in Appendix A and are detailed in the remainder of the report. The locations are:
  - Meon House Car Park (off Civic Centre Road);
  - Burrridge Village Hall (Main Car Park);
  - Middle Road Car Park, Park Gate;
  - The Green Car Park, Stubbington; and
  - Car Park to the rear of Standen House, Stubbington.
4. In addition to the above amendments, it is seen as an opportune time to also change the articles within the TRO to reflect:
  - the discontinuation of swipe cards for disabled access to the Town Centre barrier operated car parks (Osborne Road Multi-Storey, Shopping Centre Multi-Storey & Market Quay), in favour of the use of the ANPR system for registered users;
  - the discontinuation of physical paper permits for staff within the Civic Offices and season tickets, which are to be virtual permits, whereby Civil Enforcement Officers are able to use their handheld devices to check a vehicle's permit status; and

- the necessary amendments and additions to the expressions and their description used within the Order to better reflect the meanings behind the text governing the Order.

### **Meon House Car Park - Background**

5. Fareham Borough Council Estates acquired the site in 1975 and granted a lease for the car park to the County Council of the Royal County of Berkshire who owned Meon House at the time and used the property as offices for a term of 25 years. The lease was then assigned to Evergreen Properties in the 90's, then Eastleigh Housing Association and later transferred to Atlantic Housing Association in 2007.
6. In 1998 Eastleigh Housing Association were granted Planning permission to convert Meon House from offices to 15 flats and as part of the planning consent there was a requirement to provide parking spaces. However, in March 2009 the Housing Association served notice to terminate the lease of the car park as it wasn't being utilised by the tenants. The Council Planning department confirmed that there was no ongoing requirement for Atlantic Housing to provide car parking to their tenants and so the lease was not renewed, and the car park was handed back to FBC. Since then, FBC have been issuing annual car parking permits to a number of the businesses along High Street allowing the permit holders to park in the Meon House Car Park.
7. The Car Park consists of 21 spaces, of which 14 are exclusively for permit holder use, 3 are used by the Depot, 2 spaces are vacant and 2 are unusable. A map of the car park can be seen in Appendix A. The current permit fee is £521.49 per annum, and generates an annual income of £7,300 for FBC.
8. FBC Estates also permit access across the car park to Truffles restaurant for their deliveries. In addition to this consented access, there also appears to be a presumed pedestrian right of way through the car park to High Street.
9. It became apparent from the outset of Councils management of the car park that regular problems with unauthorised vehicles using the car park were occurring, and it was agreed in March 2010 that the Council would use the barrier and a combination padlock at the entrance of the car park to restrict access. On several occasions, the padlock was forcible removed and resulted in a number of confrontational situations between permit holders and some tenants of Meon House and the use of the barrier to control access was abandoned.

### **Meon House Car Park – Previous Enforcement**

10. In November 2010, the Council instructed Shoal Enforcement to undertake clamping enforcement in the carpark, however this proved to cause more issues than it solved and therefore in April 2011 the enforcement methods were changed. The contract was transferred to a company called capital2coast who issued Penalty Charge Notices to vehicles infringing the parking rules.
11. This was successful for a period, however in 2014 capital2coast appeared to stop regular monitoring and patrolling of the car park and FBC would have to request enforcement visits following notification by permit holders of unauthorised parking. Vehicles that had been reported would have inevitably moved on by the time enforcement officers attended.



12. In 2016 capital2coast was taken over by One Parking, and FBC had hoped enforcement patrols would improve. However, since taking over One Parking have proved to be increasingly more difficult to contact. The contract has since expired and despite numerous requests for a new contract, nothing has been received. As a result there are currently no enforcement patrols of the car park and there has been a significant increase in the number of unauthorised vehicles using Meon House Car Park in the last 18 months.

### **Meon House Car Park – Enforcement Options Discounted**

13. Several options have been considered and subsequently discounted. These options are detailed below.
14. From an enforcement point of view, all the Estates Department is able to do is to place a letter on the windscreen of an offending vehicle. A copy of the letter can be seen in Appendix B. However, this is proving ineffective, and FBC is aware of persistent offenders. Estates have also written to all the residents of the Meon House to explain that the car park is not for their benefit/use. However, the parking of non-permit holder vehicles is still rife.
15. Barrier & Padlock – Communications with permit holders have been sent indicating that an option open to the Council is to reinstate the existing barrier gate at the car park entrance along with a combination padlock, however this was met with resistance from a number of the businesses who feel that this would inconvenience them as car park users, especially in inclement weather where they would have to exit their vehicle to open the padlocked gate, drive into the car park and then have to lock the gate again. They also raised safety concerns, in that whilst opening the barrier to access the Car Park, their vehicles would be protruding onto the access road to the Shopping Centre Multi-Storey Car Park and cause an obstruction.
16. Conversion to Public Car Park - An on-site meeting was held between Estates and Parking teams to discuss possible solutions. The Parking Team indicated that to bring the car park up to an acceptable standard for use as a public car park would be very costly given the condition of the car park and the lack of electricity supply which would be needed to install an automatic or remote-control barrier system.
17. Understandably, the permit holders are becoming increasingly frustrated that this longstanding issue is still not resolved especially as they are the ones who are regularly inconvenienced.

### **Meon House Car Park – Proposed Solution**

18. Following further discussions between Planning Strategy & Regulation, Estates and Parking Teams on the most efficient and best value for money enforcement solution, it is proposed to implement a Traffic Regulation Order to govern the use of the car park the Car Park.
19. The TRO would enable the Council to specify the Car Park as a Permit Holders Only Car Park, and allow timely and effective enforcement from FBC Civil Enforcement Officers, permitting the issuing of Penalty Charge Notices to vehicles in contravention of the Order.

### **Burridge Village Hall - Background**

20. On the 4<sup>th</sup> June 2018, the Executive approved the recommendations in the Report on the Provision of Overflow Parking for Burridge Village Hall. Paragraph 3 of that report stated that, “The Council is currently determining community opinions regarding the introduction of Traffic Regulation Orders (TROs) for this site, which will reduce the misuse of the carpark by the vehicles from the Industrial Park”.

### **Burridge Village Hall – Surveys and Outcomes**

21. An online survey was undertaken between the 6<sup>th</sup> and 25<sup>th</sup> June 2018 requesting comments on the concept of introducing parking restrictions in the car park for the purpose helping to ensure there is enough space available for Village Hall users. The survey requested that respondents considered the following issues:
- Some local businesses and employees appear to park their vehicles in the car park
  - The recreation ground has been damaged by cars parking on the grass when the car park is full
  - There are no other public car parks close by
  - Parking on the main road could lead to safety concerns
  - Extending the tarmac car park would be expensive and there is little available space to do so
  - The Council has been working with the Village Hall to identify overflow parking possibilities
22. Views were sought on the introduction of a time limits on vehicles parking in the Village Hall Car Park; it was also suggested that the Council would make a number of Parking Permits available to the Village Hall and Sports Clubs for their members to use when they have legitimate reasons to exceed this time limit.
23. A total of 46 responses were received in which 34 (74%) were in support of the idea of implementing restrictions; 2 (4%) respondents were against; and the remaining 10 (22%) respondents were neither for or against.

### **Burridge Village Hall – Proposal**

24. The proposal is for the introduction of a 4 hour maximum waiting period, combined with a no return period of 2 hours, which will enable a turnover of vehicles and effective management of the limited parking spaces within the Village Hall Car Park, whilst limiting the parking of vehicles by drivers who utilise the car park for their convenience rather than legitimate Village Hall business.

### **Middle Road (Park Gate), The Green (Stubbington) & Rear of Standen House (Stubbington) Car Parks - Background**

25. The Parking and Enforcement Team has requested an amendment to the TRO governing the use of Middle Road (Park Gate), The Green (Stubbington) & Rear of Standen House (Stubbington) Car Parks.
26. The car parks are located in areas close to local district centres and provide crucial off-street parking facilities, primarily for the use of customers of local shops, in areas where there is limited on-street parking facilities.

27. Middle Road car park, located near the junction of Middle Road and Botley Road, Park Gate, Fareham has 33 spaces (including 1 disabled bay), and is subject to a maximum waiting period of 2 hours.
28. Located in the centre of Stubbington, The Green car park, comprising of 19 spaces including 1 disabled bay, and the car park to the rear of Standen House with 24 spaces including 3 disabled bays, are both subject to a maximum waiting period of 1 hour.
29. Although the maximum waiting periods are short for the Middle Road, The Green and Rear of Standen House car parks, and should provide a good turnover of vehicles, it has been noted that the car parks are regularly used by staff from local business that park for the maximum permitted period, and then move the vehicles from one bay to another, or leave the car park to conduct business and then return to the car park, effectively using the car park as a free business car park.
30. The effect of this behaviour restricts the number of spaces for legitimate customers of the shops and small businesses within the local areas and results in lower footfall and jeopardises the financial viability of some businesses through less trade.
31. The on-street parking provision in immediate vicinity of The Green, Rear of Standen House and Middle Road car parks, is restricted to 1 hour maximum stay between 8.00am to 6.00pm Monday to Saturday with no return within 2 hours. This caters to support a high turnover of vehicles and good footfall to the local shops.
32. The introduction of a longer no return in the car parks is suitable as the car parks should be used in supporting footfall to the shops and the lengthier no return period will ensure all day parking does not occur, benefiting the business and the shops in the local area.

#### **Middle Road, The Green & Rear of Standen House Car Parks - Proposals**

33. To prevent all day parking by facilitating a turnover of vehicles by providing increased availability of spaces, and in so doing giving rise to additional footfall in the area, it is proposed to introduce a 'no return within' period to the car parks.
34. The proposed 'no return' period is shown below for each car park:

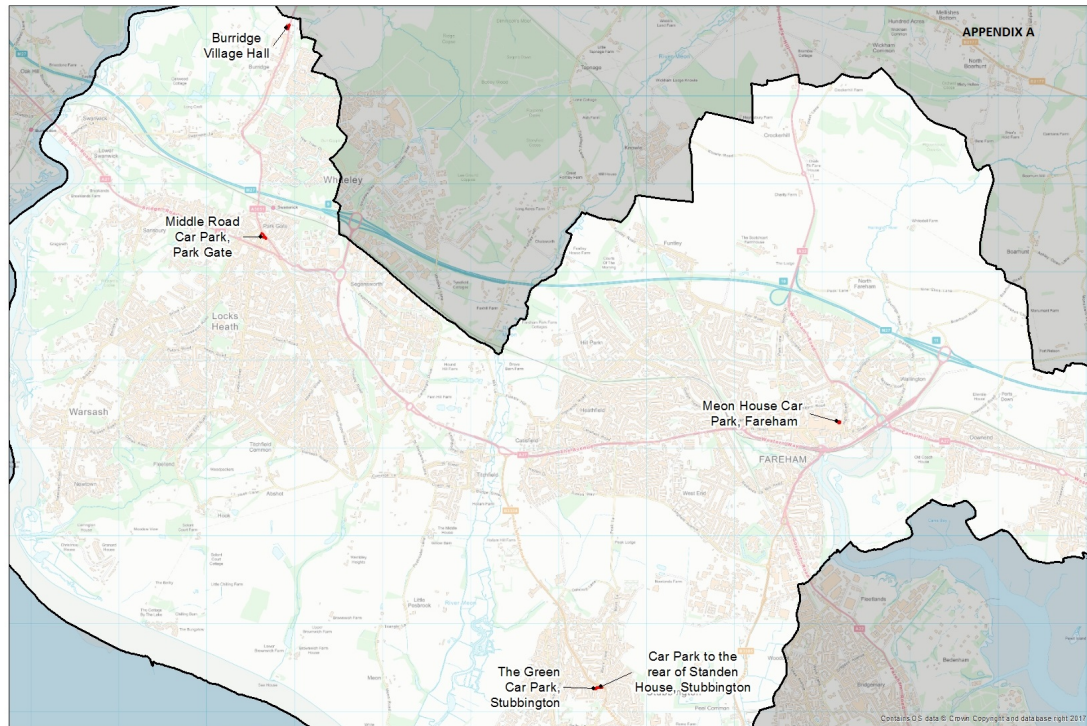
<b>Car Park</b>	<b>'No Return' period</b>
Middle Road (Park Gate)	4 hours
The Green (Stubbington)	4 hours
Rear of Standen House (Stubbington)	4 hours

#### **Conclusion**

35. The proposed changes to Off-Street Parking provision in the aforementioned car parks necessitates the introduction of the amendment TRO, and allows for the effective enforcement of the car parks to encourage improved parking practices to be put into place for the benefit of the car park users and the local shops and businesses by encouraging higher footfall within the area.

**Enquiries:**

For further information on this report please contact Ian Rickman. (Ext 4773)





# FAREHAM

## BOROUGH COUNCIL

APPENDIX B

FAO Vehicle Owner

Director of Finance  
and Resources  
Andrew Wannell

**Your Ref:**

**Our Ref:** DH/

**Contact:** Mrs D Harrison

**Ext.:** 2416

**Date:** XXXX 2018

FAO Vehicle Owner,

**Registration Number –**

According to our records, the above vehicle does not have a licence agreement from Fareham Borough Council to use this car park. This has resulted in the licensee of this parking space having to park elsewhere. Please remove your vehicle immediately as you are parking in a private car park owned by the Council and licensed and paid for by others.

Inspections of this car park are undertaken on a regular basis, please ensure that you do not park in this car park again.

Yours faithfully

[Redacted Signature]

**Dawn Harrison**  
**Estates Officer**





**THE BOROUGH OF FAREHAM  
(OFF-STREET PARKING PLACES) (AMENDMENT 2) ORDER 2018**

Fareham Borough Council in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (“the Act”) and of all other enabling powers, after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby makes the following Order:

**CITATION**

- 1** This Order shall come into operation on XXXX and may be cited as The Borough of Fareham (Off-Street Parking Places) (Amendment 2) Order 2018.

**INTERPRETATION**

- 2** In this Order:
- (i) “Principal Order” shall mean The Borough of Fareham (Off-Street Parking Places) Consolidation Order 2017.
  - (ii) Except where otherwise stated, any reference to an Article or Schedule shall be construed as a reference to that Article or Schedule in this Order.
  - (iii) Any reference to an enactment shall be construed as a reference to that enactment as amended by any subsequent enactments.

**AMENDMENTS**

- 3.** Article 2 of the Principal Order shall be amended as follows

- (i) After the definition of “Council Offices” the following wording shall be inserted

“Disabled Persons” or “Blue Badge” have the same meaning as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 SI 682

“Disabled Persons Vehicle” has the same meaning as in the Local Authorities Traffic Orders (Exemptions for Disabled Persons) (England and Wales) Regulations 2000”

- (ii) After the definition of “Motor Cycle” the following words shall be inserted

“Official Permit” and “Permit” mean a parking permit which states “AUTHORISED PARKING”, issued by the Council to park in a car park or designated parking place(s) as specified on the parking permit

“Outer Car Park” or “Outer Car Parks” has the meaning of being one, or all, of the following Car Parks or Parking Places: Bath Lane, Holy Trinity Church, Lysses, Malthouse Lane, Osborn Road West, Trinity Street or Youth Centre

- (iii) After the definition of “Relevant Position” the following words shall be inserted

“Season Ticket” means a virtual season ticket issued by the Council, to a vehicle registered with the Council specifying the designated parking place(s) in which the Vehicle is permitted to be left”

“Ticket”, “Parking Ticket” and “Pay and Display Tickets” means a ticket issued by a ticket machine pursuant to this Order and indicating the charge that has been paid, the time at the beginning of the period for which payment was made and/or the time when the period expires”

4. Article 2 of the Principal Order shall be amended as follows. The definition of “Relevant Position” shall be deleted and replaced by

“Relevant Position” means

(a) in respect of a Disabled Persons Badge and parking disc has the same meaning as in the Local Authorities Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 and

(b) in respect of all other tickets and permits referred to in this Order means exhibited on the dashboard or fascia of the vehicle, motorhome or trailer or where the vehicle, motorhome or trailer does not have a dashboard or fascia in a conspicuous position on the vehicle so that the whole of the information on the front of the ticket is clearly legible from the outside of the vehicle.”

5. Article 3 of the Principal Order shall be deleted and replaced by the following wording

“3. Class and Position of Vehicles

Each Parking Place specified in Column 1 of Schedules 2,3,4,5,6 and 7 to this Order may be used, subject to the following provisions of this Order, for the parking of Vehicles only of such class or classes as are specified in Column 2 of the said Schedules and only in the position specified in Column 3 of the said Schedules.”

6. Article 4 of the Principal Order shall be deleted and replaced by the following wording

“4. Manner of Parking of Trailers

- (1) No Vehicle drawing a Trailer or the Trailer itself shall be left in any Parking Place specified in Column 1 of Schedules 2,3,4,5,6 and 7 to this Order where Trailers are excepted under Column 2 of the said Schedules.
- (2) For the purpose of this Order:-
  - (a) the drawing Vehicle and the Trailers shall be deemed to be separate Vehicles
  - (b) Each of the Vehicles must be parked wholly in accordance with the provisions of this Order save that:-
    - (i) any parking ticket referred to in Article 21 of this Order in respect of the Trailer shall be displayed in the Relevant Position on the drawing Vehicle
    - (ii) any Penalty Charge Notice issued in respect of the Trailer shall be attached to the drawing Vehicle or if the drawing Vehicle is not present in the Parking Place the Notice of Charge shall be affixed to the Trailer.”

7. Article 8 of the Principal Order shall be deleted and replaced by the following wording

“8. Maximum Period of Parking

Where in Schedules 2,3,4,5,6 and 7 to this Order a Parking Place is described as available on specified days, during specified hours or for a maximum period of stay, no person shall permit a Vehicle to wait in that Parking Place on any day, during such hours or for any period other or longer than those specified.”

8. Article 10 of the Principal Order shall be deleted and replaced by the following

“10. Movement of Vehicles in a Parking Place in Emergencies

- (1) A Civil Enforcement Officer or any other person duly authorised by the Council may in a case of emergency, move or cause to be moved, Vehicles left in a Parking Place, to any place he thinks fit.
- (2) Where a Vehicle is Left in a Parking Place in a position other than that specified in column 2 of Schedules 2,3,4,5,6 and 7 to this Order a Civil Enforcement Officer or any other person duly authorised by the Council may move the Vehicle or cause it to be moved in a position which complies with that specified in Column 2 of that Schedule.”

9. Article 27 of the Principal Order shall be deleted and replaced by the following wording

“(1) The driver of a Vehicle left strictly in accordance with the provisions of this Order in the Outer Car Parks, as defined in paragraph 2 of this Article, shall be exempt from payment of any parking charge if a valid Season Ticket has been purchased from the Council and that Vehicle is registered with the Council as having a valid Season Ticket. FOR THE AVOIDANCE OF DOUBT, if any Vehicle is left in any of the parking places specified as an Outer Car Park in such a manner as not to comply with Articles 3 to 8 and 13 to 15 of this Order, a contravention shall have occurred irrespective of whether or not a valid Season Ticket had been purchased and registered with the Council.

(2) A Season Ticket will only be valid when:-

- (a) purchased from the Council; and
- (b) registered with the Council for the Vehicle specified at the time of purchase,
- (c) for the period specified at the time of purchase,

(3) The prices of the Season Tickets referred to in this Article are given in Schedule 1 to this Order.”

10. Article 29 of the Principal Order shall be deleted and replaced by the following wording

“29. Contravention

If a Vehicle is left in or driven in a Parking Place referred to in Schedules 2,3,4,5,6 and 7 to this Order without complying with the requirements of this Order, a contravention shall have occurred and a Penalty Charge shall be payable. A Penalty Charge Notice showing the information required by the Civil Enforcement of Parking Contraventions (England) General Regulation 2007 or any subsequent replacement regulation can be issued by a Civil Enforcement Officer. “

11. Article 38 of the Principal Order shall be deleted and replaced by the following wording

“(i) Any vehicle which is a Disabled Persons Vehicle which displays in the relevant position a Disabled Persons badge and which, immediately before or after any period of waiting in a Parking Place, has been or is about to be driven by the Disabled Person whose badge is displayed, or as the case may be, used for carrying disabled persons(s) as passenger(s) shall be exempt of charges and from compliance with the maximum period of waiting and prohibition of return (if any) specified in respect of the Parking Place.

(ii) In barrier operated car parks, a vehicle which is a Disabled Persons Vehicle and is displaying, in the Relevant Position, a Disabled Persons badge issued in accordance with the provision of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 or any subsequent replacement regulations may make an application to the Council for the registration(s) for a maximum of two vehicles with the Council, to be held on record, so as to be exempt of charges and from compliance with the maximum period of waiting and prohibition of return (if any) specified in respect of the Parking Place”

- 12.** Schedule 1 shall be deleted from the Principal Order and replaced by the wording set out in Schedule 1.
- 13.** The article relating to “Civic Office Car Park” in Schedule 3 shall be deleted from the Principal Order and replaced by the wording set out in schedule 2.
- 14.** The wording in respect of BurrIDGE Village Hall Car Park (Main) set out in Schedule 3 shall be inserted into Schedule 5 of the Principal Order.
- 15.** The plan set out in Schedule 4 shall be inserted into Schedule 5 of the Principal Order.
- 16.** The Articles in Schedule 5 of the Principal Order in respect of Middle Road Car Park, Park Gate, The Green Car Park Stubbington and the Car park at the rear of Standen House, Stubbington shall be deleted from the Principal Order and replaced by the wording set out in Schedule 5
- 17.** The heading of “Schedule 6 - 24 hour (minimum) car parks (free) shall be deleted from the Principal Order and replaced by “Schedule 6 – 24 hour (maximum) car parks (free)
- 18.** Schedule 7 of the principal order will now become Schedule 8 of the principal order.
- 19.** A new Schedule 7 entitled “Schedule 7 – 24 hour (maximum) car parks (Permit Holders Only) shall be inserted into the Principal Order as set out in Schedule 6.
- 20.** The Plan set out in Schedule 7 shall be inserted into Schedule 7 of the Principal Order.

THE COMMON SEAL of  
FAREHAM BOROUGH COUNCIL  
was hereunto affixed this XX day  
of XXX 201X

in the presence of:

Authorised Signatory

Schedule 1

SCHEDULE 1

PRICES OF SEASON TICKETS REFERRED TO IN ARTICLE 27 HEREOF

Malthouse Lane; Trinity Street; Osborn Road West; The Youth Centre; Bath Lane; Lysses; Holy Trinity and the top floor (only) of the Osborn Road multi-storey Parking Place

Full Day					
	1 Day	2 Days	3 Days	4 Days	Weekly
One Month	£13.00	£30.00	£50.00	£60.00	£70.00
Quarterly	£35.00	£80.00	£110.00	£150.00	£170.00
Half Yearly	£65.00	£140.00	£200.00	£270.00	£300.00
Annual	£110.00	£230.00	£340.00	£470.00	£520.00

Part Day (5 hours per day)					
	1 Day	2 Days	3 Days	4 Days	Weekly
One Month	£10.00	£20.00	£30.00	£40.00	£45.00
Quarterly	£20.00	£50.00	£70.00	£90.00	£100.00
Half Yearly	£40.00	£80.00	£120.00	£160.00	£180.00

Schedule 2 – Pay and Display Car Parks (Inner)

Civic Offices Car Park	All Vehicles except a) Goods Vehicles exceeding 1525kg unladen weight; b) Passenger Vehicles adapted to carry more than 12 passengers exclusive of the driver; c) Motor Cycles; and d) Trailers	Wholly within a Bay not reserved for any other class of Vehicle or person	10 Hours	£1 per hour to apply 8am to 6pm Saturdays and 10.30am to 4pm Sundays and Bank Holidays	Permit holders only Monday to Friday 8am to 6.30pm Blue badge holders may use designated bays 8am to 6.30pm subject to a maximum stay of 1 hour
------------------------	---	---	----------	--	---

Schedule 3 – Limited Wait car parks (free)

Name of Parking Place	Classes of Vehicles	Position in which Vehicles may wait	Maximum Period for which Vehicles may wait
Burridge Village Hall Car Park (Main)	All Vehicles except a) Goods Vehicles exceeding 1525kg unladen weight; b) *Passenger Vehicles adapted to carry more than 12 passengers exclusive of the driver; and c) Trailers	Wholly within a Bay not reserved for any other class of Vehicle or person.	4 Hours, No Return to Car Park within 2 hours. Official Permit Holders may wait for a period not exceeding 24 hours

Schedule 4

Plan Burr ridge Village Hall

Schedule 5 – Limited Wait Car Park (free)



Name of Parking Place	Classes of Vehicles	Position in which Vehicles may wait	Maximum Period for which Vehicles may wait
Middle Road Car Park, Park Gate	All Vehicles except a) Goods Vehicles exceeding 1525kg unladen weight; b) Passenger Vehicles adapted to carry more than 12 passengers exclusive of the driver; and c) Trailers	Wholly within a Bay not reserved for any other class of Vehicle or person. Motor Cycles may only wait within a Bay marked "Motor Cycles Only"	2 hours, No Return within 4 hours.
The Green Car Park, Stubbington	All Vehicles except a) Goods Vehicles exceeding 1525kg unladen weight; b) Passenger Vehicles adapted to carry more than 12 passengers exclusive of the driver; and c) Trailers	Wholly within a Bay not reserved for any other class of Vehicle or person.	1 hours, No Return within 3 hours.
Car Park Rear of Standen-House, Stubbington	All Vehicles except a) Goods Vehicles exceeding 1525kg unladen weight; b) Passenger Vehicles adapted to carry more than 12 passengers exclusive of the driver; and c) Trailers	Wholly within a Bay not reserved for any other class of Vehicle or person. Motor Cycles may only wait within a Bay marked "Motor Cycles Only"	1 hours, No Return within 3 hours.

“Schedule 7 – 24 hour (maximum) car parks (Permit Holders Only)

Name of Parking Place	Classes of Vehicles	Position in which Vehicles may wait	Maximum Period for which Vehicles may wait	Parking Period
Meon House Car Park	All Vehicles except a) Goods Vehicles exceeding 1525kg unladen weight; b) Passenger Vehicles adapted to carry more than 6 passengers exclusive of the driver; and c) Trailers	Wholly within a Bay not reserved for any other class of Vehicle or person.	24 Hours	Official Permit holders only, 7 days a week.

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Health and Public Protection & Policy and Resources
<b>Subject:</b>	<b>Review of Hackney Carriage Fares</b>
<b>Report of:</b>	Director of Planning and Regulation
<b>Corporate Priorities:</b>	Protect and enhance the environment

**Purpose:**  
To set the level of Hackney Carriage Tariff for licensed vehicles in the Borough.

**Executive summary:**

Each year the views of the taxi trade are sought in respect of whether they wish the Council to consider an increase to the taxi tariff.

In July this year, a letter was sent to the taxi trade which sought their views on whether they wished to have an increase to the taxi tariff. We received 24 responses of which 15 were requesting a change. On 3<sup>rd</sup> July 2018 we received an email from the Secretary of the Hackney Carriage Association regarding a vote the Hackney Carriage Association had taken in regard to a tariff increase. The result was that 93 written votes were received with 26 voting for no increase and 67 voting for an increase.

The responses received in response to the newsletter are detailed in a report presented at the meeting of the Licensing and Regulatory Affairs Committee held on the 18 September 2018. A copy of this report is attached as Appendix A.

Having considered the report and the responses received from individuals and the Hackney Carriage and Private Hire Association in respect of changes to the tariff, it was resolved that the Committee recommends that the Executive approves the following changes to the current tariffs:

- (a) a minimum pull off charge of £2.60 for the first 180 metres (or part thereof) with a charge of 20p for each succeeding 180 metres (or part thereafter);
- (b) a charge of 20p for each period of 55 seconds waiting time (or part thereof); and
- (c) that Easter Sunday from 06:00 hours until 2330 hours be charged at Rate 2.

**Recommendation/Recommended Option:**

It is recommended that the Executive agrees to amend the current Hackney Carriage tariff so that:

- (a) there is a minimum pull off charge of £2.60 for the first 180 metres (or part thereof) with a charge of 20p for each succeeding 180 metres (or part thereafter);
- (b) there is a charge of 20p for each period of 55 seconds waiting time (or part thereof); and
- (c) Easter Sunday from 06:00 hours until 23:30 hours be charged at Rate 2.

**Reason:**

The majority of the responses from the taxi trade, individual drivers and Licensing and Regulatory Affairs Committee, are in favour of an increase this year.

**Cost of proposals:**

Advertising change to tariff in local press.

**Appendices:**

**A:** Report to the Licensing and Regulatory Affairs Committee – 18<sup>h</sup> September 2018

**Background papers:**

None

**Reference papers:**

None

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Review of Hackney Carriage Fares
<b>Briefing by:</b>	Director of Planning and Regulation
<b>Portfolio:</b>	Health and Public Protection & Policy and Resources

#### INTRODUCTION

1. Each year the taxi trade is consulted in respect of the level of taxi tariff. The last time the trade indicated it wanted a tariff increase following consultation was in 2008, and the matter was considered by the Committee at that time and an increase was granted.
2. In July this year a letter was sent to the taxi trade to consult upon the taxi tariff. The Council received 24 responses of which 15 were requesting a change. There are currently 200 Hackney Carriage vehicles licensed in the Borough, 155 licensed Hackney Carriage drivers and 206 Dual Licensed Drivers.
3. The Licensing and Regulatory Affairs Committee at its meeting on 18 September 2018 considered this matter and their recommendation to the Executive was in favour of an increase for the 2019/20 financial year.

#### INDICES

4. **Average Weekly Earnings** in real terms (adjusted for consumer price inflation and seasonality), were reset in August 2015 to an index of 100 and have increased 1.5% since that date.
5. **RPI All Items:** Percentage change over 12 months:  
**3.2%** 2018 Jul. Release date: 15 August 2018.
6. **Consumer price inflation** is currently at **2.5%**.
7. There are no significant risk considerations in relation to this report.

#### CONCLUSION

8. That members consider the information contained in the report when making their decision in setting the level of Fareham Taxi Tariff.

**Background Papers:** None

**Reference Papers:** None

**Enquiries:** For further information on this report please contact Ian Rickman (Ext 4473).

# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date** 18 September 2018

**Report of:** Head of Environmental Health

**Subject:** REVIEW OF HACKNEY CARRIAGE FARES

#### **SUMMARY**

Each year the views of the taxi trade are sought in respect of whether they wish the Council to consider a change to the taxi tariff. The last time the trade indicated they wanted a tariff increase was in 2008, and the matter was considered by the Committee at that time and an increase was granted. In July this year a letter was sent to the taxi trade, which sought their view on whether they wished to have an increase to the taxi tariff. There were 24 individual responses from individual drivers, 9 for no change, 15 requesting a range of changes, which are detailed within the report, the Hackney Carriage and Private Hire Association (HCPHA) had also voted in favour of a tariff increase, details are included below.

#### **RECOMMENDATION**

It is recommended that the Committee:

- (a) considers the responses received from individuals and the HCPHA in respect of changes to the tariff;
- (b) considers if a change is appropriate; and
- (c) makes a recommendation to the Executive in that respect.

## INTRODUCTION

1. Each year the taxi trade is consulted in respect of the level of taxi tariff. The last time the trade indicated they wanted a tariff increase following consultation was in 2008, and the matter was considered by the Committee at that time and an increase was granted.
2. In 2015 the trade did not request a change in the fares but asked for two other changes to the tariff which were both granted. One was for a change to the cost of carrying luggage and the second was for an increase in the fee for fouling a vehicle.
3. In 2016 the taxi Trade via the Association requested an increase in the fee for picking up at Fareham Railway Station and a statement regarding dogs to be removed. These were both implemented.
4. In 2017 no increase was made to the level of the taxi tariff for the 2018/19 financial year.
5. In July this year a letter was sent to the taxi Trade to consult upon the taxi tariff (Appendix 1). We received 24 responses of which 15 were requesting a change. A list of responses can be seen as Appendix 2.
6. On 3<sup>rd</sup> July 2018 we received an email from the Secretary of the Hackney Carriage Association regarding a vote the Hackney Carriage taken in regard to a tariff increase. The result was that 93 written votes were received with 26 voting for no increase and 67 voting for an increase. (Appendix 3)
7. There are currently 195 Hackney Carriage vehicles licensed in the Borough, 156 licensed Hackney Carriage drivers and 75 Dual Licensed Drivers.

## INDICES

8. Average Weekly Earnings in real terms (adjusted for consumer price inflation and seasonality), were reset in August 2015 to an index of 100 and have increased 1.5% since that date.

	Real AWE (2015 £)	Real AWE (Index numbers 2015=100)
Aug-15	454	100.0
Jan-16	458	101.0
Jun-16	461	101.5
Jun-17	459	101.1
Jun 18	461	101.5

9. RPI All Items: Percentage change over 12 months:  
**3.2%** 2018 Jul. Release date: 15 August 2018.
10. Consumer price inflation is currently at **2.5%**.
11. Members are asked to review the fare comparison spreadsheet (Appendix 4) and consider whether to recommend an increase in the tariff. Also in Appendix 4 are some example increases in order to further assist members including, that proposed by the



Hackney Carriage Association.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

13. That members consider the information contained in the report when making their decision regarding the level of Fareham Taxi Tariff.

**Background Papers:** None

**Reference Papers:** None

**Enquiries:** For further information on this report please contact Helen Spires. (Ext 4411)

APPENDIX 1	Letter to Trade consulting on Tariff
APPENDIX 2	Responses received and comments Vote of HC&PH Association
APPENDIX 3	Vote of HC&PH Association
APPENDIX 4	Current Tariff card
APPENDIX 5	Fares Comparison Spreadsheet and examples of increase to tariff

# FAREHAM

## BOROUGH COUNCIL

«Merge Record #»  
 «Name»  
 «Address1»  
 «Address2»  
 «Address3»  
 «Postcode»

Head of Environmental Health  
 Ian Rickman

Contact: Helen Spires  
 Ext.: 4411  
 Date: 02 July 2018

Dear Owner/Driver

### ANNUAL TARIFF CHANGE CONSULTATION

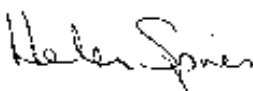
Fareham Borough Council annually contacts drivers and owners of Hackney Carriage vehicles to see if they want to request any changes to the Tariff.

Please indicate on the slip below if you wish to request any changes to be made. All replies need to be received by the Licensing Team by Friday 3rd August 2018. Please return the slip to the Licensing Team, Fareham Borough Council, Civic Offices, Civic Way, Fareham, PO16 7AZ. These can be handed into our ground floor reception, or sent in the post or you mail email your response to: [Licensing@fareham.gov.uk](mailto:Licensing@fareham.gov.uk).

If we receive requests to change the tariff we add them to the report to the September 2018 Licensing and Regulatory Affairs Committee. Any changes agreed by Committee will be effective from April 2019.

Should you have any queries regarding this letter, please do not hesitate to contact me, Helen Spires on 01329 824411 or email [hspires@fareham.gov.uk](mailto:hspires@fareham.gov.uk).

Yours faithfully



Helen Spires  
 Licensing Manager

Driver Name:

Badge or Plate No.

Would you like to propose any changes: YES ☐  
 NO ☐

If yes, proposed changes (please continue on separate page if required):

Signed:

Dated:

Licensing Department  
 Civic Offices Civic Way Fareham PO16 7AZ  
 Keep up to date with our latest news: like  Fareham on Facebook  
 and follow  @FarehamBC on Twitter

## APPENDIX 2

Change Y/N	Comment
N	
N	
N	
N	
N	
N	
N	
N	I personally I'm not in favour of an increase in the tariff, but if there has to be an increase it should be in the only initial hire cost. The price that the metre starts at to be increased to know more than £3 pull off.
N	
Y	A small increase in the start charge would I feel be required to alleviate any further increase in the meter charge.
Y	Tariff increase
Y	Because fuel expensive, repair, insurance, car cost very expensive
Y	
Y	Increase +30p
Y	Tariff increase please. Havant taxis are minimum fare is £3.00
Y	£2.60 start on meter, thereafter 20p every 180 metres.
Y	The rising cost of fuel
Y	My opinion is minimum charge £3.00
Y	In accordance with suggestions by Fareham Hackney Carriage Association following a Trade meeting on 25th June
Y	I feel that now is the right time for a tariff increase. The Hackney Carriage drivers in Fareham have not had a 'Pull Off' increase or 'Distance' change since 2008. The trade has absorbed all the increases in the expenses involved in running a taxi for ten years and cannot continue without an increase. The is still worried about 'Out of Town' Companies and Uber but many now feel that an increase is now necessary. I would like to see the increase asked for by the Association which is, for Rate 1, a pull off of £2.60 for the first 180M or part thereof and 20p for each additional 180M. There has not been an increase in 'Waiting Time' for at least ten years so I agree that an increase should be considered and I recommend 20p for each period of 50seconds that the vehicle is stationery or travelling at less than four miles per hour. Currently, for a three mile journey we would charge £7.20 and with the above increase we would charge £7.80 which is an increase of about 8.3%. That 60p increase would be equivalent to 6p per year (about 0.8%) if we had been asking for an increase every year since our last increase which was 2008 (10 years ago).
Y	My proposal is £2.40 pull off then .20p for each 180m.
Y	As per Fareham hackney carriage associations proposal
Y	
Y	I would like to propose rise of the tariff at least 25% up.

**RESPONSE FROM HACKNEY CARRAIGE ASSOCIATION**

Hi Helen,

The Fareham Hackney Carriage and Private Hire Association recently had a survey, asking its members if the Pull Off and/or Distance Travelled sections of the Hackney Carriage Tariff in Fareham, should increase or remain as it has been since 2008. The number of voting slips returned plus Email replies totalled 93. In conclusion we had 67 voting for an increase and 26 voting for no increase.

At a meeting of the Association on Monday the 25<sup>th</sup> June 2018 the members agreed that we should request an increase to the tariff. The changes agreed and requested by the members are:-

**1. DISTANCE**

The current tariff states:-

Rate 1: For the First 190M or part thereof a minimum charge of £2.20

Rate 2: For the First 190M or part thereof a minimum charge of £3.30

Rate 3: For the First 190M or part thereof a minimum charge of £4.40

Our Association request that the tariff changes to:-

Rate 1: For the First 180M or part thereof a minimum charge of £2.60

Rate 2: For the first 180M or part thereof a minimum charge of £3.90

Rate 3: For the First 180M or part thereof a minimum charge of £5.20

**2. WAITING TIME**

The current tariff states:-

Rate 1: For each period of 60 seconds or part 20p

Rate 2: For each period of 60 seconds or part 30p

Rate 3: For each period of 60 seconds or part 40p

Our Association request that the tariff changes to:-

Rate 1: For each period of 55 seconds or part 20p

Rate 2: For each period of 55 seconds or part 30p

Rate 3: For each period of 55 seconds or part 40p

3. That Easter Sunday from 0600hours till 2330 hours change from Rate 1 to Rate 2.

There has been no increase to the Pull Off or Distance Travelled since 2008 some 10 years ago. The trade have agreed that it is now right to have an increase and we hope that you and the Councillors on the Licensing and Regulatory Committee will support these changes.

Regards,

Mel Chorlton

Secretary for the Fareham Hackney Carriage and Private Hire Association.

# FAREHAM

BOROUGH COUNCIL

## TAXI FARES (INCLUSIVE OF VAT)

DISTANCE		RATE1
RATE 1:	For the first 190 meters or part thereof minimum charge	<b>£2.20</b>
	For each succeeding 190 meters or part	<b>20p</b>
RATE 2:	For the first 190 meters or part thereof minimum charge	<b>£3.30</b>
	For each succeeding 190 meters or part	<b>30p</b>
RATE 3:	For the first 190 meters or part thereof minimum charge	<b>£4.40</b>
	For each succeeding 190 meters or part	<b>40p</b>
WAITING TIME		RATE 2
RATE 1:	For each period of 60 seconds or part	<b>20p</b>
RATE 2:	For each period of 60 seconds or part	<b>30p</b>
RATE 3:	For each period of 60 seconds or part	<b>40p</b>
EXTRA CHARGES		RATE 3
	For each person in excess of two	<b>10p</b>
	Luggage carried outside of the passenger compartment	<b>50p</b>
	This does not include items relating to a disability	
	Passengers picked up at Fareham Station	<b>£1.00</b>
	Assistance dogs must be carried free of charge unless the driver has a current exemption in place not to do so.	surcharge
<b>A MAXIMUM CHARGE OF £70 MAY BE MADE AGAINST ANY PERSON FOULING THE VEHICLE OR ALLOWING AN ANIMAL TO FOUL THE VEHICLE</b>		
Complaints should be made to The Licensing Officer, Regulatory Services, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ or email: <a href="mailto:Licensing@fareham.gov.uk">Licensing@fareham.gov.uk</a>		

### HACKNEY CARRIAGE NO. 16 TO CARRY 4 PERSONS

**SEAT BELTS ARE PROVIDED FOR ALL PASSENGERS IN THIS VEHICLE YOU ARE REQUIRED BY LAW TO WEAR THEM**

## TAXI TARIFF COMPARISON

District	Cost/Distance	£ per 6 miles
SOUTHAMPTON	Pull off £2.80 for first 110 metres 20p each 110 metres thereafter until distance travelled of 330 metres 20p each 195 thereafter	12.76
PORTSMOUTH	Pull off £2.20 for the first 274 metres (or 51.43 seconds) 20p each 182.88 metres until fare reaches £12.60 then 20p each 141.73 metres thereafter	12.46
GOSPORT	Pull off £2.20 for the first 199 metres 20p each 178 metres thereafter	12.25
FAREHAM (existing)	Pull off £2.20 for first 190 metres 20p each 190 metres thereafter	12.20

## Examples of effect of different increases to tariff

District	Cost/Distance	£ per 6 miles
Fareham (existing)	Pull off £2.20 for first 190 metres 20p each 190 metres thereafter	12.20
Fareham+2.5%	Pull off £2.40 for first 199 meters 19p each 178 metres thereafter	12.47
Fareham (existing) +5%	Pull off £2.20 for first 190 metres 21p each 190 metres thereafter	12.87
<b>HC&amp;PH Association proposal (+7%) (rate 1 only shown here)</b>  For each period of 60 seconds or part 20p  Easter Sunday currently Rate 1	Pull off £2.60 for the first 180 metres (or part thereof) 20p each 180 metres thereafter  For each period of 55 seconds or part 20p  That Easter Sunday from 0600 hours till 23:30 hours change to Rate 2.	13.08

**NB** The percentage increase in fare decreases as the journey length increases.





# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Planning and Development
<b>Subject:</b>	<b>Self Build &amp; Custom Housebuilding Register</b>
<b>Report of:</b>	Director of Planning and Regulation
<b>Corporate Priorities:</b>	Providing Housing Choices Strong, safe, inclusive and healthy communities

**Purpose:**

To approve the removal of the charging fee for the Council's Self Build and Custom Housebuilding Register.

**Executive summary:**

On the 21<sup>st</sup> March 2016, the Council launched the Self Build and Custom Housebuilding Register, which ensured the Authority complied with relevant Government policy, legislation and regulation. On 10<sup>th</sup> July 2017, the Executive approved the introduction of both a 'local connection test' and a charge in response to new relevant Government regulations. Since then, the Council has produced a Self Build and Custom Housebuilding Action Plan, that considered what it could do to promote this form of housing. This Action Plan was approved by the Executive on 3<sup>rd</sup> September 2018. In paragraph 7.4 of the Action Plan, the Council recognised that the register is a helpful guide to understanding interest and potential demand for self-build and custom-housebuilding. The Action Plan also explained that it is important that the Council undertakes more detailed research to obtain a realistic understanding of local demand and need, including such individuals and organisations abilities to afford such housing options. Consequently, the Council considers the lifting of a charge will encourage interest in self-build and custom housebuilding in the Borough.

**Recommendation:**

It is recommended that the Executive currently removes the administrative charge for the Self Build and Custom Housebuilding Register.

**Reason:**

To encourage interest in self-build and custom housebuilding in the Borough, in a housing sector which is currently in its infancy.

**Cost of proposals:**

The costs of administering the Self Build and Custom Housebuilding Register will be met within existing operational budgets.

**Appendices:** None

**Background papers:** None

**Reference papers:** None

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Self Build & Custom Housebuilding Register
<b>Briefing by:</b>	Director of Planning and Regulation
<b>Portfolio:</b>	Planning and Regulation

#### BACKGROUND TO THE REGISTER

1. A key Council responsibility, required by national legislation, is to keep a register of those seeking to acquire serviced plots in the area for their own self-build and custom-built home in the Borough. The Council are also subject to duties to have regard to this and to give enough suitable development permissions to meet the identified demand.
2. The Self and Custom Build Register was launched on the Council's website on 21st March 2016. The eligibility criterion for entry onto the Council's self-build register is established through 'The Self-Build and Custom Housebuilding (Register) Regulations 2016'. It stipulates that any individual or member of an association that signs up to the register must be aged 18 or older and a British citizen, or a national from an EEA State other than the UK, or national of Switzerland. The individual or member of an association must also seek to acquire a serviced plot of land in the Borough to build a house to occupy as their sole or main residence.

#### INTRODUCTION OF AN ADMINISTRATIVE CHARGE LAST YEAR

3. As the Executive may recall, it approved an Executive Report making several changes to the register in July last year, largely due to the Housing and Planning Act 2016, which amended the Self Build and Custom Housebuilding Regulations. These changes not only placed an additional duty on authorities to provide sufficient development permissions (i.e. plots with permission) to meet the need for self build and custom housebuilding in the Borough. It also provided such authorities with an option to establish a fee charge for applicants wishing to gain entry and remain on the self and custom housebuilding register.
4. The Self-build and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016 enabled local planning authorities to charge a fee for entry onto the register and a separate annual fee for remaining on it. Fees must be set on a cost recovery basis, in other words the cost must clearly relate to the Council's time in maintaining the register in accordance with the regulations.

5. The charge was set at £20 to join the register and an annual fee of £10 to remain on the register. This minimal charge took account of the staff time required to determine the applications for the register, time taken to test whether an applicant has a local connection, maintaining correspondence and dealing with any queries. Since then, the Council has produced a Self Build and Custom Housebuilding Action Plan, which considered what it could do to optimise the promotion of this form of housing.

### **REMOVAL OF THE ADMINISTRATIVE CHARGE**

6. The Self Build and Custom Housebuilding Action Plan was approved at the previous Executive (3<sup>rd</sup> September 2018). Consequently, the Council considers the lifting of a charge will encourage interest in self-build and custom housebuilding in the Borough.
7. In paragraph 7.4 of the Action Plan, the Council recognised that the register is a helpful guide to understanding interest and potential demand for self-build and custom-housebuilding. It also explains however that it is important that the Council undertakes more detailed research to obtain a realistic understanding of local demand and need, including such individuals and organisations abilities to afford such housing options.
8. The Council believes that with increased awareness of the initiative, along with the removal of the administrative charge, there will be more engagement with individuals or associations who are keen to develop this form of housing. Whilst clearly this is a matter the Council will keep under review, as part of the Action Plan, it currently believes this administrative charge can be borne by the Council within existing operational budgets.

### **Enquiries:**

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

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Acquisition of Commercial Property in Fareham</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Corporate Priorities:</b>	A dynamic, prudent and progressive Council

**Purpose:**

To obtain the view of the Executive on whether the Council should proceed to purchase the investment opportunity at Broadcut Retail Park, Broadcut, Fareham, PO16 8SU, on the terms set out in the confidential Appendix A.

**Executive summary:**

This report advises that a commercial investment opportunity has become available at Broadcut Retail Park, Broadcut, Fareham.

The confidential Appendix A sets out an analysis of the investment, financial information, and lease details to enable the Executive to decide if the investment should be purchased.

**Recommendation/Recommended Option:**

It is recommended that the Executive considers the purchase of Broadcut Retail Park, Broadcut, Fareham as a commercial investment on the basis of the information set out in confidential Appendix A.

**Reason:**

To obtain the view of the Executive on whether the Council should proceed to purchase the commercial investment at Broadcut Retail Park, Broadcut, Fareham.

**Cost of proposals:**

The purchase price and ancillary costs e.g. Stamp Duty Land Tax are set out in the confidential Appendix A.

**Appendices:** **A:** Confidential appendix setting out the terms agreed for the conditional purchase of Broadcut Retail Park, Broadcut, Fareham,

PO16 8SU, site plan, purchase report and photographs (exempt by virtue of paragraphs (3) of Part 1 of Schedule 12A of the Local Government Act 1972)

**Background papers:**

**Reference papers:**

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

Document is Restricted





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

Document is Restricted



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

Document is Restricted



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

Document is Restricted



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Annual Review of the Corporate Strategy 2017-2023</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Corporate Priorities:</b>	All Corporate Priorities apply

**Purpose:**

The Council's performance management framework requires the Executive to undertake an annual review of the corporate vision and priorities. The purpose is to confirm future priorities and to update the wording where necessary. The outcome of the review will influence budgets and local service agreements for the next financial year.

**Executive summary:**

The Corporate Strategy provides a clear focus on the most important issues that need to be addressed for the 2017-2023. This annual review is an opportunity to consider progress made in delivering corporate priorities and to assess the impact of any other influences on the Council's services and initiatives.

**Recommendation/Recommended Option:**

It is recommended that the Executive recommends to the Council the amendments to the strategy document, as set out in paragraph 14 of this report, along with any other amendments arising from the review.

**Reason:**

To meet the requirements of the Council's performance management framework.

**Cost of proposals:**

The financial implications of amending any of the Council's priorities would need to be calculated and reflected in the Council's medium term financial strategy.

**Appendices:**                      **Appendix A: Corporate Strategy 2017 - 2023**

**Background papers:**    **None**

**Reference papers:**        **None**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Annual Review of Corporate Strategy 2017-2023
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	Policy and Resources

#### INTRODUCTION

1. The Council's performance management framework requires the Executive to undertake an annual review of the corporate vision and priorities. The purpose is to confirm future priorities and update the wording where necessary. The outcome of the review will influence the budgets and local service agreements for the next financial year.
2. This is the first review of the Corporate Strategy 2017-23, which was adopted by the Council on 14 December 2017. A copy is attached as Appendix A.
3. Any changes proposed to the wording will need to be approved by the Council, because the Corporate Strategy comes within the Council's policy framework under the Constitution.

#### Progress made in delivering Corporate Priorities

4. The Strategy contains a number of Corporate Priorities for improvement. Progress on each priority is listed below.

#### Providing Housing Choices

- Good progress is being made in the delivery of Welborne Garden Village. A major milestone was reached in September 2017 when land assembly was achieved.
- The Welborne Delivery Group was established with Buckland Development Ltd to plan collaboratively for the Garden Village.
- The Council in partnership with Hampshire County Council secured £10M from the Housing Infrastructure Fund towards upgrading J10 of the M27 into an 'all-moves' junction. The funding is effectively the last piece of the jigsaw in terms of finance needed to carry out the work for this critical part of Welborne's infrastructure.



- A further £725,000 in Government funding was secured to support the technical work to bring forward Welborne.
- The draft Local Plan was consulted on with the public during October and December 2017 with over 4,500 comments received.
- The £4.8m sheltered housing scheme, Sylvan Court was officially opened in August 2017.
- A new department of the Council was created, Fareham Housing. The purpose of Fareham Housing is to provide affordable and sustainable housing solutions for borough residents, prioritising those in greatest need.
- An Affordable Housing Strategy is being prepared and will be consulted on in the near future. Once adopted it will place the Council in a good position to maximise the delivery of new affordable homes, particularly for those whom the current system does not provide.
- More than 70 representatives from partners, support agencies, local churches, voluntary groups and public-sector organisations attended a rough sleeping conference in July 2018. Fareham Street Aid was launched at the conference, creating a single forum for those working with rough sleepers with the aim of providing consistent messages to the public.

### **Protect and Enhance the Environment**

- Early works started on the fields and verges on the northern part of Daedalus, known as Daedalus Common. This area will be transformed into an exciting new area of public open space for the local community.
- The Council obtained the land to create a new park at Titchfield. The name of which, Abbey Meadows was chosen by residents. The park is due to be formally opened in 2019.
- Coldeast open space has been transformed. Six interpretation panels have also been positioned around the open space.
- The £1m Hill Head seawall replacement works were completed in December 2017.
- The Council received various accolades at the South and South East in Bloom Awards 2017, including a 14th consecutive winning entry in the Small City category receiving a Gold Award and declared Category Winner.
- Holly Hill Woodland Park and the Sensory Garden in Fareham retained their prestigious Green Flag Awards. Both were nominated as one of the nation's favourite parks in the People's Choice Awards.
- The Council agreed to implement the Definitive Solent Recreation Mitigation Strategy (SRMS). This aims to reduce the impact on birds' habitat from new housing developments.
- Over 72 events were attended and 1,500 people spoken to about reducing food waste, as part of the Great Food Rescue campaign run in partnership with Sainsbury's.

- A policy was agreed in September, with the aim of phasing out Single Use Plastics (SUPs) in Council buildings by 2020. A public communications campaign was also launched at the end of September 2018.

### **Strong, Safe, Inclusive and Healthy Communities**

- £150,000 in Joint Air Quality Unit (JAQU) funding was secured towards a taxi replacement scheme. The scheme offers financial incentives to taxi drivers to replace their older diesel vehicles with Ultra Low Emission vehicles (ULEVS) or hybrid vehicles.
- A further £500,000 in JAQU funding was secured to support the work of the Council's Air Quality Working Group.
- The Council consulted on a series of measures designed to help improve the Borough's air quality during September and early October 2018. A final business case for funding of the measures will be submitted to JAQU by the end of the year.

### **Maintain and Extend Prosperity**

- Approval was given in July 2018 to start detailed work on the Fareham Civic Quarter Regeneration project.
- Eleven new hangars for general aviation use and businesses in the aviation, aerospace and marine sectors were opened at Daedalus.
- The £7m extension to the Fareham Innovation Centre at Daedalus was officially opened in July 2018.
- Facilities in the control tower at the Solent Airport at Daedalus have been improved for the public, pilots and the wider aviation community.
- The Council won 'Development of the Year' and 'Business Park Innovation of the Year' at the prestigious South Coast Property Awards for its work with Daedalus in July 2018.
- The Council supported the construction of the improved southern section of Newgate Lane that was completed in April 2018.

### **Leisure Opportunities for Health and Fun**

- Westbury Manor reopened in July 2017 following a remodelling that transformed the museum into a vibrant "culture stop".
- A vision to transform Ferneham Hall into a new arts and entertainment venue with a community focus was agreed in June 2018. Feedback on the plans from residents, hirers and the entertainment industry has been positive.
- New sports pitches and Holly Hill play area were opened at Coldeast in July 2018.

### **Dynamic, Prudent and Progressive Council**

- The average score for the quarterly 10/10 customer satisfaction surveys conducted by customer facing services that have gone through a systems thinking intervention was 9.1 out of 10. Highlighting the benefits of embedding a systems thinking approach to service design.

- A systems thinking intervention into procurement was concluded in 2018. It was agreed that a new Procurement and Contract Procedure Rules policy be introduced. This encourages officers to focus on supporting customer satisfaction and achieving the best value for money as opposed to their focus being solely on cost when procuring.
- The Intervention review of Committee Services focused on the Policy Development and Review Panels as well as the Scrutiny Board. Recommended changes will be presented at the October Council meeting.
- The Council's investment in commercial properties boosted income by £1.7m during 2017/18.
- The Civic Offices now has 3.5 floors dedicated to external organisations bringing in income and enabling better partnership working with these organisations.
- The Southampton and Fareham Legal Services Partnership was named Project Team of the Year at the Local Government Legal Awards 2017.
- Council Tax Collection rate remains excellent at 99.05%. This compares very well to the national average collection rate of 97.2% and as such we remain one of the best performing authorities in Hampshire, and nationally.

### **External impacts**

5. The revised National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) were both published by the Government in July. The revised requirements set out in the NPPF and PPG change how Local Planning Authorities must calculate their housing need figure. This has increased annual housing need from 420 dwellings to 544 dwellings; a 30% increase in the Borough's annual housing requirement and a considerable impact on the Council's five-year housing land supply.
6. The draft Local Plan is now being updated to reflect the NPPF with new sites being identified and assessed. There will be further consultation on the updated draft Local Plan.
7. In November 2018, a Housing Delivery Test will be introduced. It will determine whether councils have met the new housing requirements over the previous three years. If that test shows below 95%, the Council must prepare a Housing Delivery Action Plan to show how delivery can be increased. If the results are below 85%, councils will be required to plan not just for the new housing numbers, but an extra 20% on top for the next five years.
8. The General Data Protection Regulations (GDPR) came into effect in May 2018. These resulted in changes to working practices being implemented to ensure compliance.

### **Any matters arising from reviews and/or inspections**

9. The most recent figure available, estimating the population of Fareham was published by the Office for National Statistics in 2018. The population of the Borough is currently estimated to be 117,100.
10. The Council was inspected by the Investigatory Powers Commissioner's Office (IPCO) in February 2018 who reviewed our Regulation of Investigatory Powers Act (RIPA) management arrangements and systems. The inspection report was very complementary and highlighted that the Council has a good understanding and healthy

approach to the use of covert surveillance powers.

11. The Annual Review Letter from the Local Government and Social Care Ombudsman set out the number of complaints received and decided during the financial year 2017/18. During 2017/18 the Local Government Ombudsman received and made decisions on seven complaints. No complaints were upheld against Fareham Borough Council in 2017/18. This meant that there were no remedies that the Council needed to implement.

### **Annual Audit**

12. The Council's external auditors, Ernst & Young provide an annual audit letter and annual governance report that gives an overall assessment of the Council. Both documents cover the Council's accounts for the year ended 31 March 2018.
13. The Council was overall found to have put in place proper arrangements to securing the economy, efficiency and effectiveness in the use of resources.

### **Proposed changes**

14. Overall, the Corporate Strategy remains on track and it is proposed that the Executive recommends that the Council approves the following minor changes to the Corporate Strategy document, attached as Appendix A, which incorporates these changes.
  - Add 'A £7m extension was opened in 2018' to paragraph two, to reflect the new extensions at the Innovation Centre (High Flying Plans, page 5).
  - Amend the third paragraph to reflect the Vision for a new entertainment venue:  
  
'The Council also continues to support a wide range of cultural and entertainment activities including Westbury Manor Museum. We have also produced a vision to remodel Ferneham Hall into a new arts and entertainment venue' (Safe and Healthy, page 6).
  - Update paragraph two with the latest figures for property price increases in the Borough, 'Despite an increase of 38% in property prices between 2013 and 2018' (Home is Where the Heart is... page 7).
  - Include a reference to Abbey Meadows in paragraph three, 'A new open space, Abbey Meadows is set to open in 2019' (The Great Outdoors, page 8).
  - Update the number of consecutive years that Fareham in Bloom has received a Gold Award from 13 to 14 on paragraph four (The Great Outdoors, page 8).
  - Amend 'Housing Strategy' to 'Affordable Housing Strategy' on bullet point three (Priority one, page 14).
  - Amend bullet point two to reflect the name chosen by residents for the new park at Titchfield:  
  
'Create Abbey Meadows, a new Park at Titchfield, providing easy access to the countryside for local people (Priority one, page 14).
  - Amend bullet point four to reflect the work to tackle potential future exceedance of NO2 levels in small areas of the Borough:

‘Explore the best approaches to improving air quality in areas where the levels of NO2 exceed, or are likely to exceed national guidelines’ (Priority three, page 16).

- Add (Complete March 2018) to bullet point two to reflect the opening of the Innovation Centre (Priority four, page 17).
  - Add (Newgate Lane complete April 2018) to bullet point six (Priority four, page 17).
  - Add (Complete July 2017) to bullet point one to reflect the successful remodelling of Westbury Manor (Priority five, page 18).
  - Amend bullet point two to better reflect the plans to remodel Ferneham Hall:  
  
‘Transform Ferneham Hall into a new arts and entertainment venue with a community focus (Priority five, page 18).
  - Add (Complete July 2018) to bullet point three to reflect the opening of Holly Hill play area and sports pitches at Coldeast.
  - Amend bullet point two to include a reference to and explanation of systems thinking:  
  
‘Continue to implement systems thinking\* across all Council services to ensure a customer focussed approach and the quick resolution of problems.  
  
\*Systems thinking helps to design Council services so that the needs of the customer are met in the simplest and most efficient way’ (Priority six, page 19).
15. This report is a key stage in the Council's performance management framework. The Executive is invited to report the Corporate Strategy 2017 – 2023 so that the Council's priorities can be reflected in the budgets and local service agreements for the next financial year.

## **Enquiries:**

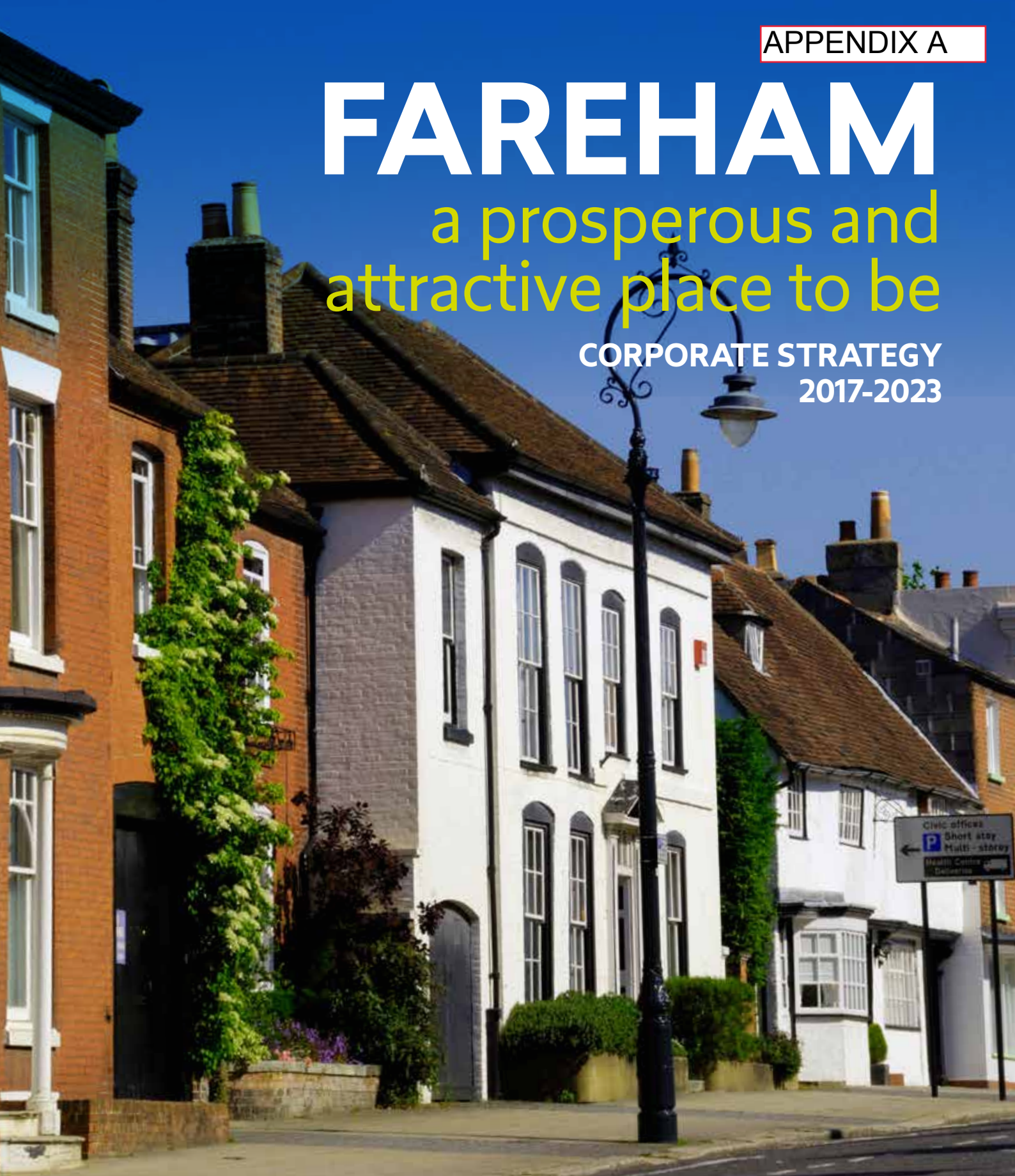
For further information on this report please contact Roy Brown (Ext 4409)



# FAREHAM

a prosperous and  
attractive place to be

CORPORATE STRATEGY  
2017-2023







# PLANNING FOR FAREHAM'S FUTURE

## Prosperous, safe, attractive...

**Our corporate strategy for Fareham Borough Council sets out our priorities for the next few years, from 2017 to 2023, and shows how we have planned to ensure that Fareham remains a prosperous, safe and attractive place to live and work.**

Our approach has been led by a number of factors. First and foremost, our residents, customers, partners and others have told us what is important to them. Our research has also highlighted a range of external influences we need to consider such as economic and social factors and indeed changes to the way our residents live and work.

One factor that cannot be ignored is the continuing reduction in government funding awarded to Fareham Borough Council.

Yet despite this reduction, as you will read, we have exciting plans for the next few years that will provide benefits to many people working and living within the Borough of Fareham.

By focusing on these we believe we can help make sure that Fareham continues to be a great place to live and work.

**“...FAREHAM  
CONTINUES  
TO BE A GREAT  
PLACE TO LIVE  
AND WORK.”**



# A GREAT PLACE

# TO LIVE...

Located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton, Fareham is a popular and attractive place to live. It is well connected to the M27 motorway and has good rail links to London and the wider rail network. There is also easy access to ferry ports and Southampton airport.

Fareham is growing. Our population has steadily increased over the last 30 years and that trend is expected to continue. People are living longer and we have an increasingly ageing population.

For example, Fareham has experienced the largest rise in the number of residents aged

“...THE MAKE-UP OF FAREHAM’S HOUSEHOLDS IS CHANGING.”

## FAREHAM'S POPULATION

2001: 107,977

2015: 114,799

2017: 117,000

2022: 120,000

2037: 130,000

85+ in Hampshire during the last 20 years. By contrast the number of people of working age living in the Borough has reduced; particularly those aged between 25 and 39.

Consistent with the rest of the country the make-up of Fareham’s households is changing. Around a quarter of people now choose to live alone so that adds to the number of smaller homes that we need. Additionally an increase in divorce and break ups also means that there are now more ‘blended families’ living together than ever before. Minority ethnic groups make up a small, but slowly growing, proportion of the population.

Fareham has five distinct communities: **Fareham town; Portchester; Titchfield; Western Wards** and **Hill Head and Stubbington**. The development of **Welborne**, made up of around 6,000 homes, will create a new distinct community whilst, at the same time, help to meet our future housing needs.

# OPEN FOR BUSINESS

With a well-educated workforce and low levels of unemployment, Fareham is a thriving place for business.

**A well-educated workforce makes Fareham an attractive proposition for local businesses. The local talent pool is rich with potential employees equipped with all the skills they need to meet their needs and, whilst Fareham salaries tend to be higher than the national average, they remain well below London-weighted salaries.**

The proportion of Fareham residents educated to college level and above is higher than both the south east region and the country as a whole. This is a boost to businesses both in Fareham and its neighbouring cities.

Fareham is a hard-working Borough with the percentage of local people in work higher than both regional and national averages. By contrast the number of residents claiming out of work benefits is low.

**“...FAREHAM IS A THRIVING PLACE FOR BUSINESS.”**



# HIGH FLYING PLANS...

Solent Airport at Daedalus is owned by Fareham Borough Council. Forming part of the Solent Enterprise Zone, the site features two new business parks: Faraday and Swordfish.

“...AN UNFLINCHING  
COMMITMENT TO  
SUPPORTING AND  
ENCOURAGING  
BUSINESS  
GROWTH...”

**Underpinned by an unflinching commitment to supporting and encouraging business growth, Fareham Borough Council’s vision for Solent Airport at Daedalus has already begun to take shape.**

The Council’s Fareham Innovation Centre opened in 2015 as an incubation hub to provide support and guidance to small and start-up businesses. It reached 100% occupancy within a year of opening. A £7m extension was opened in 2018.

With much of the site benefiting from being part of the Solent Enterprise Zone, businesses

that meet the criteria can enjoy access to a range of benefits. This has included a

number of businesses receiving five years of business rate relief.

Over the coming years, the new development at Welborne, which lies to the north of Fareham, will also play a significant role in creating jobs for the Borough.



# SAFE AND HEALTHY

**Fareham is a safe and healthy place to live and work. Overall crime levels are low when compared to similar Boroughs in the area.**

Life expectancy is higher than the national average for both men and women and our residents are generally healthier than most other areas in the country. Deprivation levels across the Borough are generally very low, but there are some small pockets of deprivation within Fareham town.

Fareham is a great place to be healthy and has a variety of sports and leisure facilities for residents to enjoy. We have invested significantly in facilities such as the multi-million pound Holly Hill Leisure Centre which opened in 2016. Within the Borough, residents benefit from two leisure centres, 18 community

centres, 24 football pitches, nine cricket squares and two rugby pitches. There are also 17 outdoor recreation sites and 43 children's play areas. The Council also continues to support a wide range of cultural and entertainment activities including Westbury Manor Museum. We have also produced a vision to remodel Ferneham Hall into a new arts and entertainment venue.

# 694

**PITCH BOOKINGS  
BETWEEN  
SEPTEMBER 2015  
AND APRIL 2016**





# HOME is where the HEART is...

**Fareham residents are, on the whole, well housed. Around 80% of homes are now owner occupied, which is much higher than the national average. By contrast the proportion of social and private rented housing is very low.**

Despite an increase of 38% in property prices between 2013 and 2018 for an average home in Fareham, house prices remain slightly lower than the Hampshire average although they are higher than some neighbouring authorities. First-time buyers in Fareham struggle to get onto the property market as the ratio between average house prices and earnings is higher than the level for most other areas in south Hampshire.

**“FIRST-TIME  
BUYERS IN  
FAREHAM  
STRUGGLE TO  
GET ONTO THE  
PROPERTY  
MARKET...”**



# THE GREAT OUTDOORS...

**With many acres of space safeguarded for wildlife and miles of natural coastline there are ample opportunities for getting out and about with or without the family.**

The Council manages 331 acres of land for nature conservation across 25 different sites that include two nature reserves (Holly Hill Woodland Park and Warsash Common), and a Site of Special Scientific Interest (Portchester Common).

Cultivated spaces are important too and add quality to our everyday lives. Two open spaces, the Sensory Garden in Fareham Town Centre and Holly Hill Woodland Park, have consistently been awarded the prestigious Green Flag Award. A new open space, Abbey Meadows is set to open in 2019.

Additionally, for 14 consecutive years 'Fareham In Bloom' work has been recognised with a Gold Award in the South and South East in Bloom awards, brightening up our communities.

The great outdoors includes our streets and buildings too and important historic buildings are protected for future generations.

In fact there are 13 conservation areas and nearly 600 listed buildings within the Borough, each offering a little piece of history and helping to weave a picture of Fareham across the ages.

## **THERE ARE 13 CONSERVATION AREAS:**

**CAMS HALL  
CATISFIELD  
FAREHAM HIGH STREET  
HOOK  
OSBORN ROAD  
PORTCHESTER, CASTLE STREET  
SARISBURY GREEN  
SWANWICK SHORE  
TITCHFIELD  
TITCHFIELD ABBEY  
TOWN QUAY  
WALLINGTON  
WARSASH**





# Tell us what **WORKS** and what **DOESN'T**


**Listening to residents' views is essential to the way the Council works and helps us deliver better services.**

Community Action Team (CAT) meetings take place where there is a local 'hot topic' of interest to residents.

Residents can have their say using an online Customer Engagement Panel (the E-Panel) to help customers better understand how we work, have their say and increase openness and transparency. They can also take part in various consultations that take place throughout the year.

Social media is important too. Residents can contact the Council directly on Facebook and Twitter, both of which are used to keep customers up-to-date with useful information including details of any new consultations taking place, public meetings or local events.

Our website contains all the Council's latest news and copies of the Council's Online magazine 'Fareham Today' whilst Council



Connect, in Fareham shopping centre, is also a good place to check for information.

**Sign up for the Council's e-panel at:**  
[www.fareham.gov.uk/epanel](http://www.fareham.gov.uk/epanel)

**Check out any current consultations at:**  
[www.fareham.gov.uk/consultations](http://www.fareham.gov.uk/consultations)

**SIGN UP TO OUR  
ONLINE CUSTOMER  
ENGAGEMENT PANEL  
(THE E-PANEL) AND JOIN  
IN THE CONVERSATION**





# OUR VISION

Fareham is a prosperous, safe and attractive place to live and work. This has occurred through careful management and development, as well as constant attention to our environment and the needs of our communities. Our vision for Fareham's future is based upon the assumption that residents want to preserve all that is good about Fareham, whilst increasing prosperity, providing new homes for our growing communities and making it an even more inclusive and attractive place to live and work.

**“FAREHAM IS  
A PROSPEROUS,  
SAFE AND  
ATTRACTIVE  
PLACE TO LIVE  
AND WORK.”**



# OUR VALUES

Everything we do is guided by a set of values which are shared by all elected members and employees.

## OUR CORPORATE VALUES

Listening and being responsive to our customers

Recognising and protecting the identity of existing communities

Enhancing prosperity and conserving all that is good

Being efficient, effective and providing value for money

Leading our communities and achieving change for the better



# OUR PRIORITIES

“LEISURE OPPORTUNITIES AVAILABLE FOR RESIDENTS AND VISITORS ALIKE...”

We will achieve our vision by focusing our efforts and resources on six corporate priorities:



## 1 PROVIDING HOUSING CHOICES

by working with our key partners to enable and support a diverse housing market so that residents have access to good quality housing that is affordable and offers a choice of tenures. We will take positive steps to prevent homelessness and assist individuals and families in finding good quality accommodation.



## 2 PROTECT AND ENHANCE THE ENVIRONMENT

by ensuring that Fareham remains a clean and attractive place to live and work. We will make sure that our heritage and natural environment are conserved and enhanced for future generations. We will also minimise the impact on the environment by reducing our use of natural resources; minimising the generation of waste and maximising the collection of recyclable materials.



## 3 STRONG, SAFE, INCLUSIVE AND HEALTHY COMMUNITIES

by working with others to provide an environment where people of all ages feel safe. We will give people greater influence over the decisions that affect their lives and build more inclusive communities by providing easy access to information and services provided by the Council. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.



## 4 MAINTAIN AND EXTEND PROSPERITY

by working with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities, together with the delivery of an employment-led vision for Daedalus will be vital to achieving this.



## 5 LEISURE OPPORTUNITIES FOR HEALTH AND FUN

so that residents and visitors of all ages can socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.



## 6 DYNAMIC, PRUDENT AND PROGRESSIVE COUNCIL

by making sure that the decisions we make are transparent and that arrangements are in place to secure on-going improvement. Our overall priority is to ensure that we offer good value for money by providing high quality services and maintaining high levels of customer satisfaction, whilst keeping council tax levels low when compared to other district councils.

“WE WILL GIVE PEOPLE GREATER INFLUENCE OVER THE DECISIONS THAT AFFECT THEIR LIVES...”

# It's the **LITTLE THINGS** **THAT MATTER**

Although it is the big projects that get the headlines, it is the day to day work we carry out that takes up most of our time and energy. It is also what the Fareham element of your council tax pays for. We know how important it is to you that we get the basics right and we work really hard to ensure that every day services are run in a way that **is cost effective, efficient and gives good value for money.**





# PRIORITYone

Between now and 2023 we have big plans for improvements all of which are driven by our corporate priorities. You will be able to keep an eye on how we are doing as key milestones will be included in our annual review.

## PROVIDING HOUSING CHOICES

**Ensuring everyone has somewhere to live is a vital role for Council.**

Working against the backdrop of a national shortfall in housing and accommodation, we have worked hard to develop key strategies that will enable us to ensure there are housing choices for people in Fareham. We will...

- Enable the delivery of a new Garden Village at Welborne, providing thousands of new homes, new jobs, new schools and new leisure facilities.
- Prepare a new Local Plan, which will plan for the provision of new homes, and employment space, across the Borough up to 2036.
- Prepare and implement a new Affordable Housing Strategy, which will determine the Council's future role in the provision of housing.



**“ENSURING EVERYONE HAS SOMEWHERE TO LIVE IS A VITAL ROLE FOR COUNCIL.”**

# PRIORITYtwo

## PROTECT AND ENHANCE THE ENVIRONMENT

The environment in which we live helps to shape our experiences and the way we live our lives. We want to make sure that the things we enjoy today will still be around for future generations.

As well as protecting our assets, the next few years will see some exciting developments across the Borough. We will....

- Transform the fields and verges on the boundary of Daedalus into an exciting new area of public open space for the local community.
- Create Abbey Meadows, a new park in Titchfield, providing easy access to the countryside for local people.
- Transform woodland areas at Coldeast to create new public open spaces.
- Deliver major coastal defence schemes at Portchester and Hill Head.
- Increase our recycling rates and reduce the amount of household waste.

“WE WANT TO MAKE SURE THAT THE THINGS WE ENJOY TODAY WILL STILL BE AROUND FOR FUTURE GENERATIONS.”





# PRIORITYthree

**STRONG, SAFE  
INCLUSIVE AND  
HEALTHY COMMUNITIES**



**Feeling safe and secure in our homes and everyday activities is vital for our wellbeing and peace of mind.**

We also know it is important to local people that we recognise and protect the identity of existing and new communities. This includes the provision of local facilities. We will...

- Promote and support the delivery of a Garden Village at Welborne, as part of a planned sustainable new community to come forward over the next 20 years.
- Build 400 new graves as an extension to Holly Hill cemetery to increase the number of burial plots available to those living in the west of the Borough.
- Review our approach to Community Safety, including analysis of CCTV, street lighting and landscaping to ensure that we make the Borough as safe as possible.
- Explore the best approaches to improving air quality in areas where the levels of NO<sup>2</sup> exceed, or are likely to exceed national guidelines.

**“PROMOTE AND SUPPORT THE DELIVERY OF WELBORNE...”**

# PRIORITYfour

## MAINTAIN AND EXTEND PROSPERITY

We recognise that business growth is essential to the local economy, providing good quality jobs for local people and creating attractive, vibrant town and district centres.

As well as supporting and protecting existing businesses we want to attract new employers to our Borough providing opportunities for future generations. We will...

- Commence the regeneration of Fareham Town Centre, which will include the provision of new homes, improvements to retail, leisure and entertainment facilities and changes to parking provision.
- Construct a second phase extension to our highly successful Innovation Centre at Daedalus, offering office and working space to new businesses and creating new jobs within the Borough. (Complete March 2018).
- Enable the redevelopment of Portchester District Centre, which will include improvements to the shopping precinct, the provision of new homes and improvements to car parking facilities.
- Continue to implement our vision for Daedalus. We will build the necessary roads and services to unlock new employment opportunities at Swordfish Business Park, building new hangars and facilities to support the development of the airport and encourage employers to relocate and grow their businesses on the site.
- Support the construction of major highway schemes across the Borough to include the Stubbington Bypass, improvements to the southern section of Newgate Lane and a redesigned “all moves” Junction 10 on the M27. (Newgate Lane complete April 2018).
- Encourage the provision of more A Level courses within the Borough.



**“A VIBRANT  
SHOPPING  
CENTRE IS AN  
ASSET TO ANY  
COMMUNITY...”**



# PRIORITY five

## LEISURE OPPORTUNITIES FOR HEALTH AND FUN

**Fareham is an attractive place to live and well-equipped with a whole host of leisure activities.**

As a Council we are constantly seeking to improve leisure facilities for residents and over the coming years we will see some exciting developments. We will...

- Transform Westbury Manor into a vibrant “culture stop” in Fareham Town Centre. (Complete July 2017).
- Transform Ferneham Hall into a new arts and entertainment venue with a community focus.
- Provide new sports pitches and children’s play area at Coldeast. (Complete July 2018).
- Provide a new allotment site in the Stubbington area.
- Improve the facilities at Cams Alders Recreation Ground to meet the needs of the sports clubs and encourage greater participation by the community.



**“TRANSFORM  
WESTBURY MANOR  
MUSEUM INTO A  
‘CULTURE STOP’...”**



# PRIORITY six

## A DYNAMIC, PRUDENT AND PROGRESSIVE COUNCIL

We are constantly seeking ways to reduce our spending and make your money work harder so that we can continue to deliver good services.

We will...

- Continue to work within a balanced and sustainable budget, recognising the reduction in Government funding.
- Continue to implement systems thinking\* across all Council services to ensure a customer focused approach and the quick resolution of problems.
- Develop the Civic Offices to be an attractive working environment for existing and prospective tenants.
- Undertake a major review of all Council owned land and buildings to ensure that we are making the best use of our assets.
- Be alive to new opportunities for further investment in commercial properties to boost income and help meet corporate priorities.
- Continue to explore opportunities for shared services, partnerships and joint working with neighbouring Councils.

\*Systems thinking helps to design Council services so that the needs of the customer are met in the simplest and most efficient way.



# Holly Hill



# Strategic FRAMEWORK

Our strategic framework is made up of key financial and planning documents that help shape the work of the Council.

**CORPORATE STRATEGY** sets out our vision and priorities for the medium-term (i.e. five years). It also includes a set of improvement actions that describe the key projects and initiatives that we will focus on over this period.

**LOCAL PLAN** sets out the policies that will determine future land use to meet the needs of the corporate strategy.

**MEDIUM TERM FINANCIAL STRATEGY AND ANNUAL BUDGET** addresses the financial implications of all the Council's strategies and plans.

The corporate strategy and other strategies and plans are supported by local service agreements, which include a range of measures that demonstrate the general performance and degree of success of the Council.

Email your comments to [corporatepolicy@fareham.gov.uk](mailto:corporatepolicy@fareham.gov.uk)



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

**Portfolio:** Policy and Resources

**Subject:** **Local Service Agreements**

**Report of:** Director of Finance and Resources

**Corporate Objective:** All Corporate Objectives Apply

**Purpose:**  
To provide an overview of the Council's performance for the 2017/18 financial year

**Executive summary:**  
The Council's strategic framework includes Local Service Agreements to provide details of actions delivered by individual services. The Local Service Agreements provide an overview of how the Council is performing alongside the Corporate Strategy. This annual review is an opportunity to consider how well the Council as a whole is performing as well as in key service areas.

**Recommendations:**  
It is recommended that the Executive notes the Council's performance for the 2017/18 financial year.

**Reason:**  
To provide details of Fareham Borough Council's performance for the 2017/18 financial year.

**Cost of options:**  
There are no cost implications associated with the recommendations in this report.

**Appendix A:** Local Service Agreements April 2017 to March 2018

**Background papers:** None

**Reference papers:** Corporate Strategy 2017-2023

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Local Service Agreements
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	All Corporate Objectives Apply

#### INTRODUCTION

1. The Council's strategic framework includes Local Service Agreements to provide details of the actions delivered by individual services. The Local Service Agreements provide an overview of how the Council is performing alongside the Corporate Strategy. This report is the sixth update since the Local Service Agreements were implemented in 2012.
2. Overall, performance across the indicators is comparable to previous years. There have been some significant changes in several areas as outlined below:
  - a. Recorded crime within Fareham increased 13.3% from the previous year.
  - b. An additional 364,225 visitors were recorded as visiting a Leisure Centre. This increase follows the opening of Holly Hill Leisure Centre, which saw 508,453 visitors in 2017.
  - c. Expenditure on community funding has increased by approximately £68,000 since 2016/17. There were also 3 more grants awarded in 2017/18 than 2016/17. The increase can be attributed to two large grants of £20,000 to the Warsash Wasps for a new path and £40,000 to Victory Hall for building repairs.
  - d. 83% of abandoned vehicles were removed within 5 working days, which is a 21.5% increase on the previous year.
3. Appendix A is a copy of the Local Service Agreement document updated with the details for the 2017/18 financial year. The design has been updated to look and feel more engaging with simplified text and infographics.

#### 10/10 SURVEYS

4. It was agreed at a meeting of the Executive on 7 December 2015, that the 10/10 surveys would replace the then biennial Residents' Survey as the major way for measuring resident satisfaction.



5. The quarterly 10/10 customer satisfaction surveys enable individual service areas to collect high quality feedback in a timely and less resource intensive way. The 10/10 surveys have so far focused on customer facing service areas that have worked through a systems thinking intervention.
6. The 10/10 survey approach involves Heads of Service/Intervention Leads telephoning customers and asking three questions:
  - a. **Question 1:** What does good service look like to you?
  - b. **Question 2:** Please rate the service you received from 1 to 10, with 1 being very bad and 10 very good.
  - c. **Question 3:** If we didn't get 10, what can we do next time to make sure we do?
7. These open-ended questions allow us to track satisfaction levels and analyse comments on specific areas that could be improved further. Service leads can then action these where necessary.
8. The following services conduct quarterly 10/10 surveys:
  - a. Housing
  - b. Building Services – responsive repairs
  - c. Benefits
  - d. Development Management
  - e. Environmental Health
9. Some areas that have undertaken an intervention, such as Parking Enforcement, are less likely to provide useful customer satisfaction data. This is because people are not likely to be satisfied about anything to do with being issued with a Penalty Charge Notice. More customer facing service areas will undertake 10/10 surveys as they proceed through their own Vanguard interventions.

## **Housing**

10. The Housing intervention focused on the housing allocation process. Using the 10/10 surveys, the following areas were shown to be the most important to customers accessing the service:
  - a. Getting information
  - b. The right property
11. During 2017/18, the average overall score given by customers was 9.8. The lowest score received was 9 out of 10. Looking at the comments given, a majority focused on the quality of service provided by the officers, for example 'absolutely fantastic'.

12. Whilst the results are good, it is helpful to look at the comments given by those people that did not give a maximum score of ten:
- a. Length of time waiting
  - b. Wanting a flat in a different location
13. Employees within the service have reflected on the feedback given and will use it to further improve the service.

### **Building Services – responsive repairs**

14. The Building Services Team maintain the Council's properties and respond to customer requests for repairs. The service is primarily delivered by Council operatives supported by contractors when needed.
15. Using the 10/10 surveys, the following areas were shown to be the most important to customers accessing the service:
- a. Finishing quickly
  - b. Repairing the problem
16. During 2017/18 the average overall score given by customers was 9.7, with the lowest score being 7 out of 10. Several respondents praised the swiftness of our response and the politeness of the operatives. The comments from those that did not give a maximum score included:
- a. Not sorting the problem the first time
  - b. Repairing what should have been replaced
17. Sometimes a repair does not stay fixed.

### **Benefits**

18. The Benefits intervention team reviewed the process for handling new claims and changes of circumstances for Housing Benefit and Council Tax Support. Benefit Assessment Officers are now assigned responsibility for each claim, which they process to completion
19. When 'changes of circumstances' customers were asked, what was important, the following themes emerged:
- a. Update information
  - b. Explanation of benefits
20. Using the 10/10 surveys, customers informing us of a change of circumstances gave the service an average score of 9.8 during 2017/18. Looking at the responses from customers who informed us of a change of circumstances, comments included, 'very helpful' and 'quick easy and efficient'.

21. When asked, customers making a new claim, said the following were important to them:

- a. Help with rent
- b. Help with council tax
- c. Understanding entitlement
- d. Understanding how to claim

22. Using the 10/10 surveys, customers making a new claim gave the service an average score of 10 during 2017/18. The supporting comments were very positive. For example, 'very helpful and very clear', and 'whole service from the start has been exceptional'.

### **Development Management**

23. The intervention within Development Management focussed on the planning application decision process. The new method has increased communication with officers, giving good advice to applicants and their agents throughout the application process. Officers look to make decisions as soon as practically possible, rather than rigidly focusing on targets.

24. Responses to the 10/10 surveys highlighted the following issues as important to customers:

- a. Getting a quick decision
- b. Access to planning officer
- c. Being regularly updated

25. The average score given by customers was 8.6 out of 10 during 2017/18. Several respondents praised the fast decision, and good contact with case officer.

26. The lowest score given, by a respondent, was 7. For this score, the customer said that to get a score of 10, they would need more 'clarity over what changes the planner would like'.

### **Environmental Health**

27. The Environmental Health team deal with different service areas such as pollution, infectious diseases, pest control, health and safety and dog control. The initial intervention focused on the Pollution Team and noise complaints.

28. As part of the intervention the team moved to a more informal, personal style, with officers meeting face-to-face with customers and neighbours. The new approach is significantly faster and generally takes 2-3 weeks to complete.

29. Customers raised the following themes, as important to them, during the 10/10 surveys:

- a. Noise to stop
- b. Mess cleared up

30. The average score given was 8.2, with 1 being the lowest given by anybody. The customer giving the lowest score felt that their noise complaint was not dealt with

adequately. However, comments were generally very positive, such as 'all sorted, brilliant' and 'quick response'.

31. When asked what we could do to get a 10, one customer said that the noise was not stopped, while another customer said they wanted a 'quicker outcome'.

## **FINANCIAL IMPLICATIONS**

32. There are no anticipated financial implications associated with this report.

## **CONCLUSION**

33. The Council's performance across most Local Service Agreements is broadly comparable or better than in previous years.

34. The 10/10 surveys indicate a high level of customer satisfaction with the customer facing services that have undertaken a systems thinking intervention. Officers have taken on board any possible areas for improvement identified in the feedback.

## **Enquiries:**

For further information on this report please contact Roy Brown, Customer Engagement Manager (ext. 4409).



# **Local Service Agreements How are we doing?**

## **Performance from April 2017 to March 2018**





# Introduction

This document gives an overview of how the Council is performing and provides more detail about the Council's Vision and Priorities as set out in the Corporate Strategy 2017-23.

## What are the priorities?

- To Provide Housing Choices 
- To Protect and Enhance the Environment 
- To build Strong, Safe, Inclusive and Healthy Communities 
- To Maintain and Extend Prosperity 
- To provide a range of Leisure Opportunities for Health and Fun 
- To be a Dynamic, Prudent and Progressive Council 

## What are Local Service Agreements?

Each priority has a number of measurements that allow the Council to monitor how well it is performing from year-to-year. These are known as Local Service Agreements and they allow the Council to be open and transparent, by making its performance available to the residents of the Borough.

The Council also carries out 10/10 surveys in a number of service areas. Every quarter, randomly selected customers are asked to score the service they received out of ten. They are also asked how we could improve the service. The overall scores for the year are included in this document.



# Providing Housing Choices



## What is this priority about?

We will work with our partners to enable and support a diverse housing market so that residents have access to good quality housing that is affordable and offers a choice of tenures. We will take positive steps to prevent homelessness and assist individuals and families in finding good quality accommodation.

## What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Enable the delivery of Welborne Garden village, providing thousands of new homes, new jobs, new schools and new leisure facilities;
- Prepare a new Local Plan, which will plan for the provision of new homes, and employment space across the Borough up to 2036;
- Prepare and implement a new Housing Strategy to include affordable options



## What else are we doing?

### Supporting and enabling an affordable housing market

- Enabling access to rented homes for people on low incomes and people who are homeless or vulnerable.
- Ensuring that there is enough land for housing development across the Borough.
- Ensuring that all sectors of the community are able to be housed appropriately.
- Working with landlords to maintain housing standards.
- Offering advice and grants to help reduce energy costs.
- Providing home safety and security checks.
- Providing grants to adapt homes to enable people with disabilities to live independently.

### Preventing homelessness

- Providing advice and assistance to prevent homelessness.
- Ensuring that good temporary accommodation is available for homeless people in priority need.



## **Providing access to affordable housing**

- Providing affordable homes for people in housing need.
- Providing a support and advice service to the Council's tenants.
- Repairing and improving the Council's housing.
- Consulting and involving the Council's tenants in the way the service is delivered.



## **Maintaining the Borough's rented housing stock**

- Assessing local housing conditions.
- Providing advice on the legal standards for rented housing.
- Improving standards of Houses in Multiple Occupation (HMOs).
- Reducing the level of hazards under the Housing Health and Safety Rating System.
- Improving home energy ratings under the Standard Assessment Procedure (SAP).
- Bringing empty properties back into use.
- Reducing the number of vulnerable households living in sub-standard homes.
- Working closely with private sector landlords to improve housing conditions and standards of management and maintenance.



# How did we do in 2017/18?



## Providing Housing Choices

**9.9**

Based on our \*10/10 surveys the **Housing allocations service** received a score of 9.9 out of 10

**£10m**

in Government funding secured for vital road improvements at Welborne Garden Village

**8.6**

Based on our 10/10 surveys the **planning service** received a score of 8.6 out of 10

**£4.8m**

sheltered housing scheme, Sylvan Court opened

**8 Days**

on average to complete a **housing repair**. This is a decrease of 2.1 days from 2016/17. The council also attended **90% of appointments on time**, which is an improvement of 1.1% on the previous year.

**54**

**affordable homes** have been provided in the Borough

**9.7**

Based on our 10/10 surveys the **housing repair service** received a score of 9.7 out of 10

**£725,000**

in funding secured to support the work to bring forward Welborne

\*10/10 surveys are one of the main ways that the Council gauges the level of resident satisfaction with our services.



# Protect and Enhance the Environment



## What is this priority about?

We will make sure that our heritage and natural environment are conserved and enhanced for future generations. We will also minimise the impact on the environment by reducing our use of natural resources; maximising the collection of recyclable materials.

## What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Transform fields and woodland across the borough to create exciting new areas of public open space;
- Deliver major coastal defence schemes at Portchester and Hill Head;
- Reduce the quantity of household waste and maximise the amount that is reused or recycled.



## What else are we doing?

### Planning the future shape of the Borough

- Preparing plans that guide the future use and development of land within the Borough.

### Ensuring high quality development

- Providing planning advice to applicants seeking to undertake development in the Borough.
- Ensuring planning applications meet the Council's policies.

### Conserving and improving public spaces

- Protecting historic buildings and areas, trees and wildlife areas.
- Undertaking environmental improvements in public spaces.

### Managing the coast and responding to climate change

- Keeping the beaches clean.
- Looking after coastal and flood defences.
- Preparing for and adapting to a changing climate.
- Helping residents to improve home energy efficiency.

### **Enabling easy access to well managed public and open spaces**

- Providing and maintaining parks, open spaces, woodlands and allotments for your enjoyment.
- Mowing the grass.

### **Improving local air quality and ensuring land is free from contamination**

- Improving air quality through the local air quality action plan.
- Continuously monitoring air quality.
- Investigating land for contamination.
- Ensuring local businesses do not pollute the environment.

### **Keeping streets and open spaces clean and tidy**

- Cleaning the streets.
- Providing litter bins.
- Removing abandoned vehicles.
- Fining people for littering, dog fouling and fly tipping.
- Providing clean toilets for public use.
- Removing graffiti.

### **Providing a sympathetic and caring burial service**

- Maintaining cemeteries.
- Arranging burials and working in partnership to run Portchester Crematorium.

### **Collecting waste**

- Collecting household, garden, health care waste and recyclable materials.
- Providing assisted collections for households in need.
- Providing chargeable collections for bulky household waste, trade waste and commercial recycling.



# How did we do in 2017/18?



## Protect and Enhance the Environment

**100%**



**of offensive graffiti was removed within 5 working days.** An increase of 5.6% on the previous year

**83%**



**of abandoned vehicles were removed within 5 working days.** An increase of 21.5% on the previous year

**£500,000**



Government funding secured to help improve air quality

**100%**



**of fly-tipped waste was removed within 5 working days**

**33%**



**of household waste was sent for refuse, recycling and composting.** A decrease of 0.6% on the previous year



**Completion of new £1m sea wall at Hill Head**



# Strong, Safe, Inclusive and Healthy Communities



## What is this priority about?

We will work with others to continue to provide an environment where people of all ages feel safe. We will give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy access to information and services provided by the Council. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.

## What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Promote and support the delivery of a Garden Village at Welborne, as part of a planned sustainable new community to come forward over the next 20 years;
- Build 400 new graves as an extension to Holly Hill cemetery to increase the number of burial plots available to those living in the west of the Borough;
- Review our approach to Community Safety, including analysis of CCTV, street lighting and landscaping to ensure that we make the Borough as safe as possible;
- Explore the best approaches to improving air quality in areas where the levels of NO2 exceed national guidelines.

## What else are we doing?

### Reducing crime and disorder

- Providing CCTV coverage across the Borough in partnership with Gosport Borough Council.
- Providing community lighting for the safety of pedestrians on the public highway, parks and open spaces.

### Protecting the health and safety of people

- Controlling pests and preventing the spread of infectious diseases.
- Collecting stray dogs and encouraging responsible dog ownership.
- Controlling the pollution of air, land and water.
- Ensuring businesses comply with food safety and health and safety legislation.
- Licensing and checking of premises, vehicles and people to ensure activities are undertaken and provided safely.
- Using powers to ensure residents live in satisfactory housing conditions.
- Ensuring public safety and protecting the community against the consequences of major incidents.
- Providing an emergency out-of-hours service.
- Protecting public health and preventing nuisance.

### Managing highways, traffic and parking

- Assisting Hampshire County Council to manage traffic and keep the highways safe.
- Managing car parks and residents' parking schemes, applying traffic regulations, and taking action against parking offences.

### **Promoting good health**

- Working with Fareham and Gosport Clinical Commissioning Group to improve access to health facilities.

### **Ensuring new and existing buildings are safe**

- Ensuring building works comply with building regulations and safety standards.
- Providing residents with pre-application advice on construction related projects.
- Providing a 24 hour emergency response service for unsafe buildings.
- Ensuring the safe demolition of buildings.



- **Building stronger communities**
- Providing opportunities for local people to get involved in their neighbourhoods.
- Ensuring customers can make their views known to the Council.

### **Building inclusive communities**

- Making sure all customers can access the Council's services.

### **Enabling people to play an active part in society**

- Helping vulnerable or disadvantaged people to become involved in community activities and use community facilities.
- Planning and providing community and leisure facilities.
- Providing grants to voluntary organisations.
- Ensuring that people who are eligible to vote are registered to vote.

### **Paying housing and Council Tax Support**

- Providing a housing benefit and council tax benefits service.
- Investigating all allegations of benefit fraud.



# How did we do in 2017/18?



Strong, Safe, Inclusive and Healthy Communities

9.9



Based on our 10/10 surveys, the average score of **benefits service** was 9.9. Every customer gave a score of 10, except one who gave a score of 9.

20



grants worth **£103,123** were paid out in community funding.

6 Days



it took on average to deal with **new benefit claims**.

250



Vehicles were licensed

339



Environmental Health Inspections

2 Days



it took on average to deal with **changes of circumstance claims**



Supported the completion of Newgate Lane, Peel Common roundabout, St Margarets roundabout and the station roundabout to Gudge Heath lane.



# Maintain and Extend Prosperity



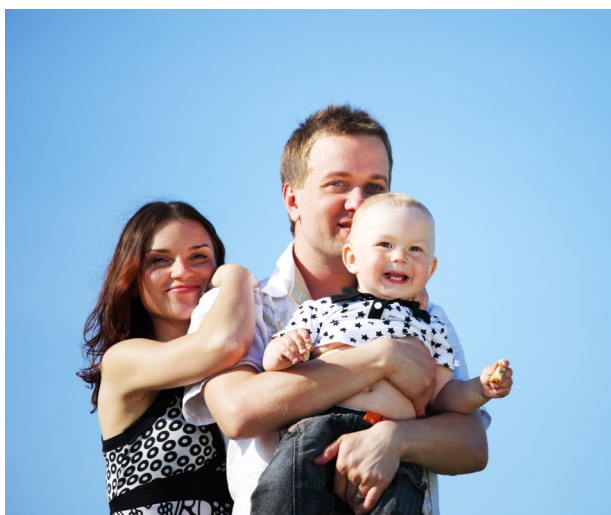
## What is this priority about?

We will work with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities, together with the delivery of an employment-led vision for Daedalus will be vital to achieving this.

## What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Create attractive, vibrant town and district centres, providing new homes, and improvements to retail, leisure, entertainment and parking facilities;
- Continue to implement our vision for Daedalus by supporting the development of the airport and encouraging employers to relocate and grow their businesses on the site;
- Support the construction of major new highway schemes across the Borough.



## What else are we doing?

### Enabling employment opportunities

- Securing an adequate supply of land for business development in easy to get to locations.
- Encouraging new businesses and attracting well-paid jobs to the borough.
- Working with partners to enable residents to improve their workplace skills.
- Managing the Council's commercial land and properties.

### Meeting transport and mobility needs

- Providing travel choices that are accessible and environment friendly.
- Supporting the provision of public and community transport.

### Improving town and district centres

- Planning a district centre for Welborne and for maintaining the prosperity of Fareham town centre.
- Identifying new sites for business development.
- Carrying out environmental improvements.
- Working in partnership with the Fareham Town Centre Management initiative.
- Supporting the provision of markets.
- Providing a range of off-street parking choices.

# How did we do in 2017/18?



## Maintain and Extend Prosperity

**0.8%**



**of working age residents in Fareham were claiming Jobseeker's Allowance.**

The average for the South East for this period was 1.3%

**£7m**



Extension to Fareham Innovation Centre complete

**600 new jobs**



created at Daedalus since Council took control in 2015

**88.9%**



**of shops were occupied, which represents a decrease of 2.6% from the previous year**

# Leisure Opportunities for Health and Fun



## What is this priority about?

We will provide opportunities for residents and visitors of all ages to socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.

## What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Transform Westbury Manor Museum into a vibrant “culture stop” in Fareham Town Centre;
- Develop long term plans aimed at bringing the Ashcroft Arts Centre and Ferneham Hall together into a new and exciting single arts and entertainment venue;
- Provide new sports pitches and children’s play area at Coldeast;
- Provide a new allotment site in the Stubbington area;
- Improve the facilities at Cams Alders Recreation Ground to meet the needs of the sports clubs and encourage greater participation by the community.



## What else are we doing?

### Providing leisure and cultural opportunities

- Providing a balanced programme of arts and entertainments activities at Ferneham Hall.
- Providing play equipment to meet the needs of the local community.
- Providing swimming, indoor sport and fitness facilities at Fareham Leisure Centre.
- Providing opportunities for residents and visitors to the Borough to explore the local history





# How did we do in 2017/18?



## Leisure Opportunities for Health and Fun



**69,965**

**people watched performances at Ferneham Hall.** This is an increase of around 4,100 people on the previous year.



**16,388**

**visited Westbury Manor Museum,** an increase of 2,800 visitors on the previous year.

**65%**



**of adults aged 16+ in Fareham, were considered to be active.**

Active is defined as doing at least 150 minutes of physical activity each week. This is higher than the national average of 60.6%.

**1,146,160**



**visited either Fareham or Holly Hill Leisure Centre,** an increase of 364,000 people on the previous year.

**£264,000**



**Holly Hill play area opened**

# A Dynamic, Prudent and Progressive Council



## What is this priority about?

We will make clear decisions that can be understood by all. Action will be taken to improve our openness in decision-making. Above all our priority is to offer good value for money by providing high quality services and maintaining high levels of customer satisfaction, whilst keeping council tax levels low when compared to other district councils.

## What do we aim to achieve?

The improvement actions that we aim to achieve by 2023 are to:

- Continue to work within a balanced and sustainable budget, recognising the reduction in Government funding;
- Continue to implement the Vanguard Methodology across all Council services to ensure a customer focussed approach and the quick resolution of problems;
- Develop the Civic Offices to be an attractive working environment for existing and prospective tenants;
- Undertake a major review of all Council owned land and buildings to ensure that we are making the best use of our assets;
- Be alive to new opportunities for further investment in commercial properties to boost income and help meet corporate priorities;
- Continue to explore opportunities for shared services, partnerships and joint working with neighbouring Councils.

## What else are we doing?

### Managing the Council's resources

- Publishing a statement of the Council's accounts.
- Maintaining effective financial control and internal audit.
- Maximising the rate of Council Tax collection.
- Preventing, detecting and investigating fraud and corruption.
- Putting plans in place to keep our services going in an emergency.

### Ensuring transparent decision making

- Supporting elected members to carry out their role.
- Providing timely access to meeting papers and maximising decisions made in public.
- Setting rules and procedures to be followed by the Council and Committees when carrying out their business.

### Encouraging local democracy

- Registering residents who are eligible to vote in elections.
- Organising elections.
- Reviewing boundaries and election arrangements.

### Ensuring suitable measures are in place to bring about steadily improving services

- Demonstrating continuous improvement and achievement of value for money.
- Maximising partnership arrangements with other organisations to benefit the Borough.
- Reviewing services and achieving better value for money.



# How did we do in 2017/18?



A Dynamic, Prudent and Progressive Council

**£1,599.38**



is the **Council Tax for a band D property in Fareham for a year.**

From this Fareham Borough Council only takes a sum of £155.22 to help fund your services. The majority is passed on to the County Council, the Police and the Fire Authority

**99.3%**



**of business rates due were collected.** This is an increase of 0.5% on the previous year

**3.5**



**of the floors in the Civic Offices are taken up by tenants, generating income.**

**37%**



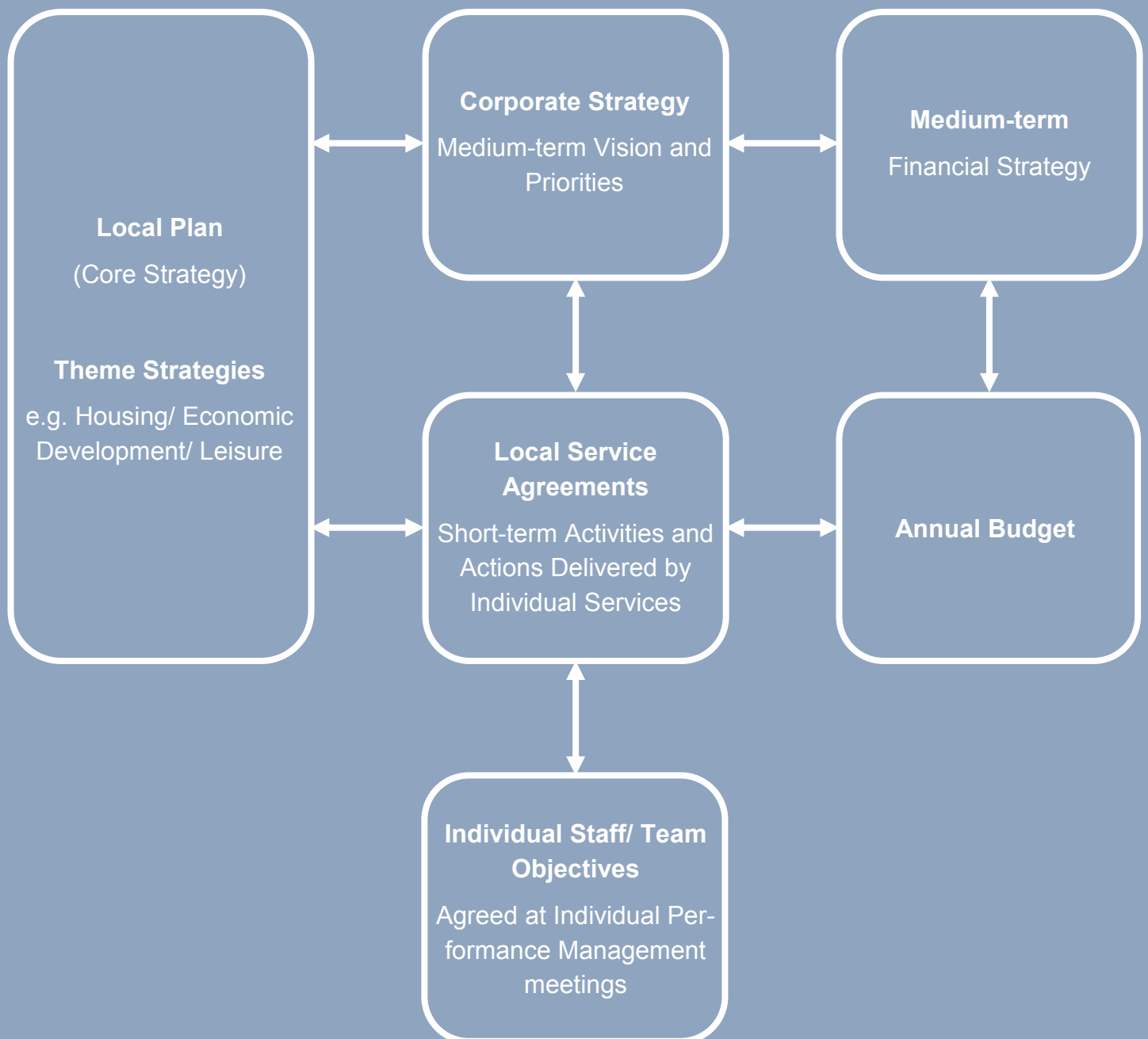
**of the registered electors turned out to vote at the last Fareham Borough Council election (May 2018).** This was 0.4% higher than the average turnout for the previous year.

**99.1%**



**of Council Tax due was collected.** This is the same as the previous year.

# Strategic Framework



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Treasury Management and Capital Monitoring Report 2018-19</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Corporate Priorities:</b>	A dynamic, prudent and progressive Council

**Purpose:**

This report summarises the Council's investment activity and capital expenditure up to 30 September 2018 and provides details of the Council's money market transactions. It also provides information on the performance against the Treasury and Prudential Indicators.

**Executive summary:**

During the first half of the year the Council operated within the Treasury and Prudential Indicators.

The overall investment position is set out in the following table:-

	<b>31 March 2018 Actual £'000</b>	<b>Movement £'000</b>	<b>31 Sept 2018 Actual £'000</b>
Total borrowing	52,017	(9,507)	42,510
Total investments	(12,000)	(750)	(12,750)
<b>Net borrowing</b>	<b>40,017</b>	<b>(10,257)</b>	<b>29,760</b>

A summary of the capital programme expenditure against budgets in the current year, is set out in the following table:-

<b>Capital Programme</b>	<b>Budget 2018/19 £'000</b>	<b>Budget to 30 Sep 18 £'000</b>	<b>Actual to 30 Sep 18 £'000</b>	<b>Variation £'000</b>
General Fund	14,760	2,442	2,100	-342
HRA	5,021	2,349	1,180	-1,169
<b>Total</b>	<b>19,781</b>	<b>4,791</b>	<b>3,280</b>	<b>-1,511</b>

**Recommendation:**

It is recommended that the Executive notes the Treasury Management and Capital Monitoring Report for 2018/19.

**Reason:**

To inform the Executive of the Council's investment, borrowing and repayment and capital programme activity up to 30 September 2018.

**Cost of proposals:**

Not applicable.

**Appendices:**

**A:** Economic Commentary and Outlook by Arlingclose

**B:** Treasury and Prudential Indicators

**Background papers:** None

**Reference papers:**

Treasury Management Strategy and Prudential Indicators  
2018-19, Council, 23 February 2018

Prudential Code for Capital Finance in Local Authorities  
(2017)

Treasury Management in the Public Services Code of  
Practice (2017)

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Treasury Management Monitoring Report 2018-19
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	Policy and Resources

#### INTRODUCTION

1. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management at least twice yearly (mid-year and at year end). This report therefore ensures the Council is implementing best practice in accordance with the Code.
2. The Council's Treasury Management Strategy for 2018/19 was approved by Full Council on 26 February 2018.
3. The Council has borrowed and invested large sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.
4. An economic commentary by the Council's Treasury Advisors, Arlingclose, can be found in Appendix A.
5. The report also includes progress to 30 September 2018 on the Capital Programme.

#### BORROWING ACTIVITY

6. At 30 September 2018, the Council held £42.5 million of loans, (a decrease of £9.5 million on 31 March 2018). The Council expects to borrow externally up to £8 million in 2018/19 to part fund the capital programme.
7. The Council's main objective when borrowing continues to be striking an appropriately low risk balance between securing low interest rates and achieving cost certainty over the period for which the funds are required.
8. In keeping with this objective, no new borrowing was undertaken, while all £10 million of existing short-term loans were allowed to mature without replacement.

9. With short-term interest rates remaining much lower than long-term rates, the Council considered it to be more cost effective in the near term to use internal resources rather than taking out short-term loans. This strategy enabled the Council to reduce net borrowing costs and reduce overall treasury risk.
10. Borrowing activity to 30 September 2018 was:

	<b>Balance on 31 March 2018 £'000</b>	<b>Balance on 30 Sept 2018 £'000</b>	<b>Average Rate</b>
Long-term borrowing	40,000	40,000	3.50%
Short-term borrowing	10,000	0	0.89%
Portchester Crematorium	2,017	2,510	0.25%
<b>Total Borrowing</b>	<b>52,017</b>	<b>42,510</b>	

The Council holds investments from Portchester Crematorium Joint Committee which is treated as a temporary loan.

## INVESTMENT ACTIVITY

11. The Council holds large invested funds, representing income received in advance of expenditure plus balances and reserves held. During the six-month period, the Council's investment balance ranged between £10 and £18 million due to timing differences between income and expenditure.
12. The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
13. Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2018/19. The policy details the high quality and secure counterparty types the Council can invest with.
14. Details on investment activity to 30 September 2018 are summarised in the table below:

	<b>Balance on 31 March 2018 £'000</b>	<b>Balance on 30 Sept 2018 £'000</b>	<b>Average Rate</b>
Long-term investments	2,000	2,000	4.13%
Short-term investments	7,000	10,000	0.77%
Cash and cash equivalents	3,000	750	0.68%
<b>Total Investments</b>	<b>12,000</b>	<b>12,750</b>	

## COMMERCIAL PROPERTIES

15. The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return.



16. The table below shows the current valuation of the commercial property investment acquisitions:

	<b>Date of Purchase</b>	<b>Premises Type</b>	<b>Valuation £m</b>
Clifton House, Segensworth	1 Aug 2013	Industrial	1,980
122-134 Seaside, Eastbourne	20 Dec 2013	Convenience Store	1,020
86-88 Mitcham Lane, Streatham	10 Mar 2014	Convenience Store	1,360
83 St Thomas St, Weymouth	29 Sept 2014	Retail	730
470 Ringwood Road, Poole	24 Nov 2014	Convenience Store	1,230
2 Armstrong Road, Oxford	20 Oct 2015	Nursery	1,980
136-138 Southampton Road, Park Gate	29 Feb 2016	Retail	7,535
Southampton Road Retail Park	16 Nov 2016	Retail	11,600
<b>Total</b>			<b>27,435</b>

17. The eight premises are expected to generate rental income of £1.9 million during 2018/19.

## **BUDGETED INCOME AND OUTTURN**

18. Having raised policy rates in August 2018 to 0.75%, the Bank of England's Monetary Policy Committee (MPC) has maintained expectations of a slow rise in interest rates over the forecast horizon. Arlingclose's central case is for the Bank Rate to rise twice in 2019.
19. The Council's budgeted net interest received for the year is £459,900 (£417,911 was received in 2017/18).

## **COMPLIANCE WITH TREASURY AND PRUDENTIAL INDICATORS**

20. The Council confirms compliance with its Treasury and Prudential Indicators for 2018/19, which was set on 26 February 2018 as part of the Council's Treasury Management Strategy.
21. Performance for the first half of the year is shown in Appendix B. During the financial year to date the Council has operated within the treasury limits and prudential indicators.

## CAPITAL PROGRAMME

22. On 5 February 2018, the Executive approved the 2018/19 capital programme for General Fund services of £12.5m and Housing Revenue Account (HRA) of £5.5m giving a combined total of £18m.
23. Details of actual capital expenditure in 2017/18 were reported to the Executive on 9 July 2018 and it was noted that the carry forward on the capital programme for 2017/18 was £1.2 million for the General Fund and a £0.5 million spend ahead of the programme for HRA services. The net carry forward of £0.7 million has now been included in the capital programme for 2018/19.
24. Since the capital programme was approved earlier in the year, a number of new schemes, as shown below, have been added to the 2018/19 programme giving a revised total of £19.8m:-
- Hedge Cutting Plant and Machinery - £120,000
  - Play Area Improvement Programme - £500,000
  - Burridge Village Hall Overflow Parking – £12,000
  - Night Time Closure of Multi-Storey Car Parks - £100,000
  - Depot Building Improvements - £220,000
  - Daedalus Gate Guardian - £100,000
25. The following table sets out the updated capital programme for 2018/19 and has been used as the basis for monitoring progress to 30 September 2018:-

	<b>Approved Programme 2018/19 £</b>	<b>2017/18 Slippage £</b>	<b>New Schemes £</b>	<b>Updated Programme 2018/19 £</b>
Health & Public Protection	0	0	100,000	100,000
Streetscene	569,700	61,500	0	631,200
Leisure & Community	316,100	104,000	512,000	932,100
Housing	840,000	308,200	0	1,148,200
Planning & Development	30,000	11,600	0	41,600
Policy & Resources	10,787,500	679,400	440,000	11,906,900
<b>Total General Fund</b>	<b>12,543,300</b>	<b>1,164,700</b>	<b>1,052,000</b>	<b>14,760,000</b>
Housing Revenue Account	5,498,000	(477,400)	0	5,020,600
<b>Updated Capital Programme</b>	<b>18,041,300</b>	<b>687,300</b>	<b>1,052,000</b>	<b>19,780,600</b>

## MAJOR CAPITAL SCHEMES

26. The Council has a number of major capital schemes where budgeted expenditure for 2018/19 is in excess of £500,000. These schemes, with forecast budget to 30 September 2018, are detailed in the following table:-

Capital Scheme	Budget	Budget to	Actual to	
----------------	--------	-----------	-----------	--

	2018/19 £	30 Sep 18 £	30 Sep 18 £	Variation £
Daedalus Schemes	9,486,800	550,000	507,633	-42,367
HRA Capitalised Repairs/Renewals	2,822,800	1,692,500	688,216	-1,004,284
Bridge Road	1,000,000	0	0	0
Vehicles and Plant	1,025,300	750,000	731,296	-18,704
HRA Stock Repurchases	794,300	556,500	483,949	-72,551
Civic Offices Improvement Programme	753,200	30,000	27,876	-2,124
Disabled Facilities Grant	646,700	354,500	301,062	-53,438
Play Area Improvement Scheme	500,000	0	0	0

27. Progress updates on the major schemes are detailed below:-

- (a) Most of the expenditure to date on the **Daedalus Schemes** relate to the refurbishment of the control tower and new car park and final works to the 6 new business hangars. The budget will be reprofiled to reflect current spending plans.
- (b) Expenditure to date for **HRA Capitalised Repairs/Renewals** is underspent against the budget to date in this financial year. A stock condition survey has been commissioned and will inform a detailed programme of works that will be reflected in the revised capital programme budget.
- (c) The capital budget for **Bridge Road** will be reprofiled to show consultants costs only in the current financial year and building costs in 2019/20 as the phasing of completion is reviewed.
- (d) Expenditure to date on **Vehicles and Plant** has been for three refuse trucks, three transit vans, a sweeper and various items of plant and machinery for grounds maintenance as part of bringing the hedge cutting contract back in-house.
- (e) Four properties have been purchased so far in the current financial year for **HRA Stock Repurchases**.
- (f) Expenditure on the **Civic Offices Improvement Programme** is expected to be less than budget for 2018/19. The budget will be reprofiled to reflect current spending plans.
- (g) Arrangements for the processing of **Disabled Facilities Grants** was passed to Portsmouth City Council on 1 April 2017. Expenditure for the first half of the year is slightly below budget.
- (h) The **Play Area Improvement Programme** has slipped due to the tendering process. Eight play area improvements will take place in 2019/20 and the budget will be reprofiled to reflect this.

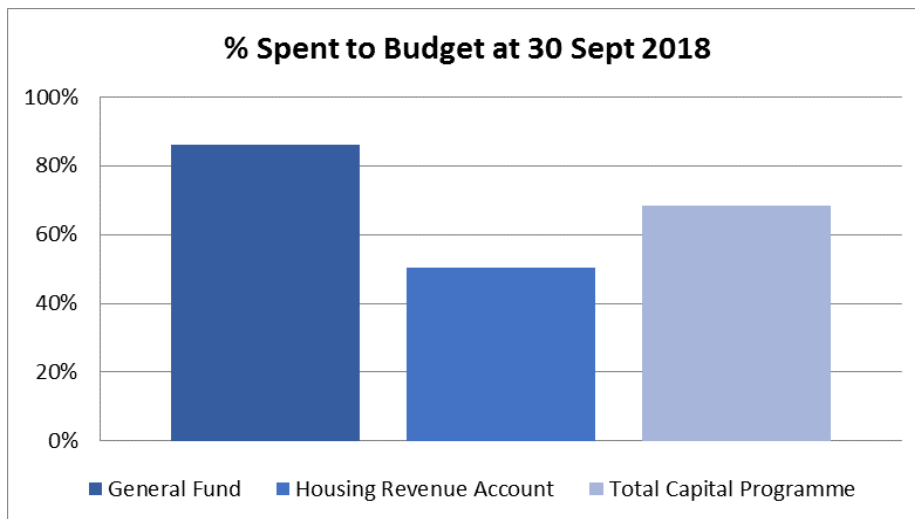
## CAPITAL MONITORING

28. The following table provides summary information for the period to 30 September

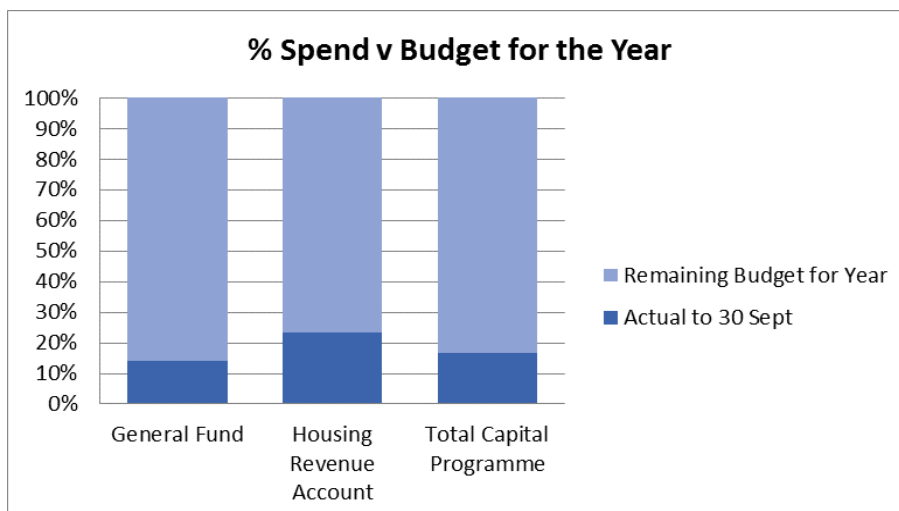
2018, for the schemes within each portfolio.

	<b>Budget 2018/19</b>	<b>Budget to 30 Sep 18</b>	<b>Actual to 30 Sep 18</b>	<b>Variation</b>
	£	£	£	£
<b>Health and Public Protection</b>	<b>100,000</b>	<b>20,000</b>	<b>16,799</b>	<b>-3,201</b>
<b>Streetscene</b>	<b>631,200</b>	<b>20,000</b>	<b>75,775</b>	<b>55,775</b>
- Holly Hill Cemetery Extension	274,500	0	880	880
- Bus Shelters	331,500	20,000	11,547	-8,453
- Other	25,200	0	63,348	63,348
<b>Leisure and Community</b>	<b>932,100</b>	<b>474,000</b>	<b>141,849</b>	<b>-332,151</b>
- Buildings	258,000	319,000	42,909	-276,091
- Play and Parks	585,000	135,000	88,248	-46,753
- Grants to Community Groups	25,000	0	0	0
- Other Community Schemes	64,100	20,000	10,693	-9,308
<b>Housing</b>	<b>1,148,200</b>	<b>400,000</b>	<b>499,015</b>	<b>99,015</b>
- Enabling	360,000	0	38,090	38,090
- Home Improvement Schemes	788,200	400,000	460,924	60,924
<b>Planning and Development</b>	<b>41,600</b>	<b>37,682</b>	<b>67,654</b>	<b>29,972</b>
- Car Parks	23,900	20,000	4,986	-15,014
- Coastal Protection	17,700	17,682	62,668	44,986
<b>Policy and Resources</b>	<b>11,906,900</b>	<b>1,490,146</b>	<b>1,298,414</b>	<b>-191,732</b>
- Daedalus	9,486,800	550,000	507,633	-42,367
- Civic Offices	753,200	30,000	27,876	-2,124
- Depot	220,000	0	0	0
- Vehicles and Plant	1,025,300	750,000	731,296	-18,704
- ICT	416,600	160,146	31,610	-128,536
- Town Centre Hotel	5,000	0	0	0
<b>Total General Fund</b>	<b>14,760,000</b>	<b>2,441,828</b>	<b>2,099,505</b>	<b>-342,323</b>
<b>Housing Revenue Account</b>				
- New Build	1,000,000	100,000	7,737	-92,263
- Capitalised Repairs/Renewals	2,822,800	1,692,500	688,216	-1,004,284
- Stock Repurchases	794,300	556,500	483,949	-72,551
- Other HRA Schemes	403,500	0	0	0
<b>Total Housing Revenue Account</b>	<b>5,020,600</b>	<b>2,349,000</b>	<b>1,179,901</b>	<b>-1,169,099</b>
<b>Total Capital Programme</b>	<b>19,780,600</b>	<b>4,790,828</b>	<b>3,279,406</b>	<b>-1,511,422</b>

29. The graphs below show the actual expenditure to 30 September 2018 as a percentage of the programme for the equivalent period and for the whole year.
30. 68% of the capital programme has been spent compared to the profiled budget for the first half of the year.



31. 17% has been spent compared to the total budget for the year. The budgets will be reviewed and re-phased where applicable as part of the forthcoming budget setting process.



## RISK ASSESSMENT

32. In the current economic climate, there are continued risks that financial institutions holding Council investments could default and be unable to fulfil their commitments to repay the sums invested with them.
33. To help mitigate this risk, the Council maintains a list of approved institutions based on a grading system operated by the Council's treasury management advisors. Maximum limits are also set for investments with individual institutions.

### Enquiries:

For further information on this report please contact Caroline Hancock (Ext 4589).

## ECONOMIC COMMENTARY BY TREASURY ADVISORS ARLINGCLOSE

**Economic background:** Oil prices rose by 23% over the six months to around \$82/barrel. UK Consumer Price Inflation (CPI) for August rose to 2.7% year/year, above the consensus forecast and that of the Bank of England's in its August *Inflation Report*, as the effects of sterling's large depreciation in 2016 began to fade. The most recent labour market data for July 2018 showed the unemployment rate at 4%, its lowest since 1975. The 3-month average annual growth rate for regular pay, i.e. excluding bonuses, was 2.9% providing some evidence that a shortage of workers is providing support to wages. However real wages (i.e. adjusted for inflation) grew only by 0.2%, a marginal increase unlikely to have had much effect on households.

The rebound in quarterly GDP growth in Q2 to 0.4% appeared to overturn the weakness in Q1 which was largely due to weather-related factors. However, the detail showed much of Q2 GDP growth was attributed to an increase in inventories. Year/year GDP growth at 1.2% also remains below trend. The Bank of England made no change to monetary policy at its meetings in May and June, however hawkish minutes and a 6-3 vote to maintain rates was followed by a unanimous decision for a rate rise of 0.25% in August, taking Bank Rate to 0.75%.

Having raised rates in March, the US Federal Reserve again increased its target range of official interest rates in each of June and September by 0.25% to the current 2%-2.25%. Markets now expect one further rise in 2018.

The escalating trade war between the US and China as tariffs announced by the Trump administration appeared to become an entrenched dispute, damaging not just to China but also other Asian economies in the supply chain. The fallout, combined with tighter monetary policy, risks contributing to a slowdown in global economic activity and growth in 2019.

The EU Withdrawal Bill, which repeals the European Communities Act 1972 that took the UK into the EU and enables EU law to be transferred into UK law, narrowly made it through Parliament. With just six months to go when Article 50 expires on 29<sup>th</sup> March 2019, neither the Withdrawal Agreement between the UK and the EU which will be legally binding on separation issues and the financial settlement, nor its annex which will outline the shape of their future relationship, have been finalised, extending the period of economic uncertainty.

**Financial markets:** Gilt yields displayed marked volatility during the period, particularly following Italy's political crisis in late May when government bond yields saw sharp moves akin to those at the height of the European financial crisis with falls in yield in safe-haven UK, German and US government bonds. Over the period, despite the volatility, the net change in gilt yields was small. The 5-year benchmark gilt only rose marginally from 1.13% to 1.16%. There was a larger increase in 10-year gilt yields from 1.37% to 1.57% and in the 20-year gilt yield from 1.74% to 1.89%. The increase in Bank Rate resulted in higher money markets rates. 1-month, 3-month and 12-month LIBID rates averaged 0.56%, 0.70% and 0.95% respectively over the period.



**Credit background:** Reflecting its perceived higher risk, the Credit Default Swap (CDS) spread for non-ringfenced bank NatWest Markets plc rose relatively sharply over the period to around 96bps. The CDS for the ringfenced entity, National Westminster Bank plc, has held steady below 40bps. Although the CDS of other UK banks rose marginally over the period, they continue to remain low compared to historic averages.

The ringfencing of the big four UK banks - Barclays, Bank of Scotland/Lloyds, HSBC and RBS/Natwest Bank plc – is complete, the transfer of their business lines into retail (ringfenced) and investment banking (non-ringfenced) is progressing and will need to be completed by the end of 2018.

There were a few credit rating changes during the period. Moody's downgraded Barclays Bank plc's long-term rating to A2 from A1 and NatWest Markets plc to Baa2 from A3 on its view of the credit metrics of the entities post ringfencing. Upgrades to long-term ratings included those for Royal Bank of Scotland plc, NatWest Bank and Ulster Bank to A2 from A3 by Moody's and to A- from BBB+ by both Fitch and Standard & Poor's (S&P). Lloyds Bank plc and Bank of Scotland plc were upgraded to A+ from A by S&P and to Aa3 from A1 by Moody's.

Our treasury advisor Arlingclose will henceforth provide ratings which are specific to wholesale deposits including certificates of deposit, rather than provide general issuer credit ratings. Non-preferred senior unsecured debt and senior bonds are at higher risk of bail-in than deposit products, either through contractual terms, national law, or resolution authorities' flexibility during bail-in. Arlingclose's creditworthiness advice will continue to include unsecured bank deposits and CDs but not senior unsecured bonds issued by commercial banks.

## 2018/19 INDICATORS – HALF YEARLY PERFORMANCE

## PRUDENTIAL INDICATORS

## 1) Level of Planned Capital Expenditure

ON TRACK

This prudential indicator is a summary of the Council's capital expenditure plans and shows how these plans are being financed by capital or revenue resources.

Capital Expenditure and Financing	Original Estimate £'000	Actual to 30 Sept £'000
Health and Public Protection	0	17
Streetscene	570	76
Leisure and Community	316	142
Housing	840	499
Planning Development	30	68
Policy and Resources	10,787	1,298
<b>Total General Fund</b>	<b>12,543</b>	<b>2,100</b>
<b>HRA</b>	<b>5,498</b>	<b>1,180</b>
<b>Total Expenditure</b>	<b>18,041</b>	<b>3,280</b>
Capital Receipts	856	198
Capital Grants	2,031	850
Capital Reserves	6,017	1,271
Revenue	1,326	768
Internal Borrowing	7,811	193
<b>Total Financing</b>	<b>18,041</b>	<b>3,280</b>

Expenditure to 30 September is within the overall original budget for the year. The budgets will be reviewed and re-phased where applicable as part of the forthcoming budget setting process to take account of carry forwards from 2017/18 and new schemes approved during the year.

## 2) The Council's Borrowing Need (Capital Financing Requirement)

ON TRACK

The Capital Financing Requirement (CFR) is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure financed by borrowing will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing in line with the asset's life.

ON TRACK

	Estimate £'000	Actual to 30 Sept £'000
<b>General Fund</b>	44,546	39,600
<b>HRA</b>	50,681	51,149
<b>Total CFR</b>	<b>95,227</b>	<b>90,749</b>

The CFR is slightly lower than projected due to lower internal borrowing for Daedalus capital expenditure.

### 3) Financing Costs as % of Net Revenue Stream

ON TRACK

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

	Estimate	Actual to 30 Sept
<b>General Fund</b>	3%	7%
<b>HRA</b>	14%	14%
<b>Total</b>	<b>10%</b>	<b>13%</b>

### 4) Incremental Impact of Capital Investment Decisions

ON TRACK

This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and housing rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed.

	Estimate	Actual to 30 Sept
<b>Council tax band D</b>	£1.22	£1.23
<b>Weekly housing rent levels</b>	£0.04	£0.34

### 5) Housing Revenue Account (HRA) Ratios

ON TRACK

Due to the HRA Reforms in 2012, the Council moved from a subsidy system to self-financing and was required to take on £49.3 million of debt. The table below shows additional local indicators relating to the HRA in respect of this debt.

	Estimate	End of Year Forecast
<b>HRA debt £'000</b>	49,268	49,268
<b>HRA revenues £'000</b>	11,140	12,594
<b>Number of HRA dwellings</b>	2,400	2,411
<b>Ratio of debt to revenues %</b>	4.42:1	3.91:1
<b>Debt per dwelling £</b>	£20,528	£20,435

## TREASURY INDICATORS

### 6) Investments - Principal Sums Invested for Periods Longer than 364 days

ON TRACK

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

£M	Estimate	Actual
<b>Principal sums invested &gt; 364 days</b>	10	2

£2 million is placed with a pooled property fund which is a long-term investment and the remaining investments are currently placed for less than 364 days to allow cash to be available for schemes in the capital programme that require internal borrowing.

### 7) Borrowing - Gross Debt and the Capital Financing Requirement

ON TRACK

In order to ensure that over the medium-term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence. The indicator shows that total debt is expected to remain below the CFR.

£'000	Estimate £'000	Actual to 30 Sept £'000
Debt at 1 April	51,835	42,510
Expected change in debt	7,800	193
<b>Gross Debt at 31 March</b>	<b>59,635</b>	<b>42,703</b>
Capital Financing Requirement (CFR)	95,227	90,749
<b>Under/(Over) Borrowing</b>	<b>35,592</b>	<b>48,046</b>
<b>CFR for last, current and next 2 years</b>	<b>332,649</b>	<b>370,611</b>

### 8) Borrowing - Limits to Borrowing Activity

ON TRACK

The actual debt levels are monitored against the Operational Boundary and Authorised Limit for External Debt, below.

	Limit £'000	Actual £'000
<b>Operational Boundary</b>		
Borrowing	63,000	42,510
Other long-term liabilities	5,000	0
<b>Total</b>	<b>68,000</b>	<b>42,510</b>
<b>Authorised Limit</b>		
Borrowing	105,000	42,510
Other long-term liabilities	7,000	0
<b>Total</b>	<b>112,000</b>	<b>42,510</b>

Total debt at 30 September was £42.5 million. During the first half of 2018/19 the Authorised Limit of £112 million was not breached at any time.

## 9) Interest Rate Exposures

ON TRACK

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed are, shown in the table below.

Upper limits on interest rate exposures	Limit %	Actual %
Upper limit on variable interest rate exposures	25	2
Upper limit on fixed interest rate exposures	100	100

## 10) Maturity Structure of Borrowing

ON TRACK

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing are:

Maturity structure of borrowing	Upper Limit %	Actual %
Loans maturing within 1 year	25	6
Loans maturing within 1 - 2 years	25	0
Loans maturing within 2 - 5 years	25	0
Loans maturing within 5 - 10 years	50	0
Loans maturing in over 10 years	100	94

The £40m HRA loans represent 94% of loans maturing in over 10 years. The Council holds investments from Portchester Crematorium which is treated as a temporary loan. These represent 6% of loans maturing within 1 year.





# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 November 2018

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Finance Monitoring Report 2018-19</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Corporate Priorities:</b>	A dynamic, prudent and progressive Council

**Purpose:**

This report provides comparative information on the Council's revenue expenditure for the period ended 30 September 2018. Members are invited to consider the financial performance and any corrective action that may be deemed appropriate.

**Executive summary:**

This report provides summary information on the overall spending position against the revenue budgets in the current year, as set out in the following tables: -

<b>General Fund</b>	<b>Budget 2018/19</b>	<b>Budget to 30 Sep 18</b>	<b>Actual to 30 Sep 18</b>	<b>Variation</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Service Budgets	10,769	1,957	1,833	-124
Non-Service Budgets	-2,329	-536	-534	2
<b>Net Budgets</b>	<b>8,440</b>	<b>1,421</b>	<b>1,299</b>	<b>-122</b>

<b>Housing Revenue Account</b>	<b>Budget 2018/19</b>	<b>Budget to 30 Sep 18</b>	<b>Actual to 30 Sep 18</b>	<b>Variation</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Income Budgets	-12,497	-6,265	-6,297	-32
Expenditure Budgets	11,222	3,627	3,238	-389
Other Budgets	1,140	0	0	0
<b>Net Budgets</b>	<b>-135</b>	<b>-2,638</b>	<b>-3,059</b>	<b>-421</b>

Revenue spending plans are showing an under spend for the period up to 30 September 2018.

While there are no areas of immediate concern, it is appropriate to monitor financial performance over the second half of the financial year to ensure that any slippage does not adversely affect the services provided to residents and customers. Commentary on the most significant variations is set out in the briefing paper accompanying the report.

**Recommendation/Recommended Option:**

It is recommended that the Executive notes the Revenue Monitoring Report.

**Reason:**

To provide members of the Executive with a summary of the Council's budgetary performance to 30 September 2018.

**Cost of proposals:**

Not applicable.

**Appendices:**                **None**

**Background papers:** **None**

**Reference papers:**

- (a) 5 February 2018 Executive Report - Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19.
- (b) 9 July 2018 Executive Report – General Fund and Housing Revenue Account Outturn 2017/18 and Capital and Treasury Management Outturn 2017/18.

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 November 2018
<b>Subject:</b>	Finance Monitoring Report 2018-19
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	Policy and Resources

#### INTRODUCTION

1. This report sets out, in detail, the variations between the budgeted and actual income/expenditure to 30 September 2018 for the revenue budgets.
2. To follow in line with the outturn reports that are reported to the Executive in July each year, this report now contains an updated position for the Housing Revenue Account as well as the General Fund.
3. This report had previously shown the up to date capital position for the General Fund along with the Housing Revenue Account and this information is now shown as part of the Treasury Management Monitoring Report which appears later as part of this agenda.

#### REVENUE EXPENDITURE SUMMARY

4. The details of the budget and spend for each of the Council's committees and portfolios for the first six months of the 2018/19 financial year are shown in the following table:-

## ACTUAL REVENUE EXPENDITURE TO 30 SEPTEMBER 2018

	Budget 2018/19 £	Budget to 30 Sep 18 £	Actual to 30 Sep 18 £	Variation £
Committees				
Planning	565,100	166,000	229,350	63,350
Licensing & Regulatory Affairs	501,500	197,400	221,063	23,663
Executive - Portfolio Budgets				
- Leisure & Community	2,222,700	419,000	369,614	-49,386
- Housing	1,082,500	405,900	309,769	-96,131
- Planning & Development	170,200	-320,000	-316,789	3,211
- Policy & Resources	-989,100	-1,007,900	-1,107,047	-99,147
- Health & Public Protection	2,182,300	805,000	743,964	-61,036
- Streetscene	5,034,200	1,291,100	1,382,768	91,668
<b>TOTAL SERVICE BUDGETS</b>	<b>10,769,400</b>	<b>1,956,500</b>	<b>1,832,692</b>	<b>-123,808</b>
<b>NON-SERVICE BUDGETS</b>	<b>-2,328,900</b>	<b>-536,000</b>	<b>-534,208</b>	<b>1,792</b>
<b>NET BUDGET</b>	<b>8,440,500</b>	<b>1,420,500</b>	<b>1,298,484</b>	<b>-122,016</b>

### THE KEY COUNCIL SERVICES

5. The Council has a number of services that would be considered as major or demand led services as they have a large impact on the council tax and any major variation in these budgets could lead to unacceptable rises in council tax. The details are shown in the following table:-

Service	Budget 2018/19 £	Budget to 30 Sep 18 £	Actual to 30 Sep 18 £	Variation £	
<b>Income Budgets</b>					
Housing Benefit Payments	-77,600	703,500	664,175	-39,325	😊
Industrial and Commercial Estates	-593,100	-583,300	-618,645	-35,345	😊
Investment Properties	-3,290,100	-1,362,900	-1,371,848	-8,948	😊
Trade Waste	-78,800	-593,900	-582,973	10,927	😞
Local Land Charges	-133,900	-78,800	-56,492	22,308	😞
Parking Services	-783,000	-415,200	-294,794	120,406	😞
Solent Airport at Daedalus	-675,100	-1,131,400	-908,360	223,040	😞
<b>Service</b>	<b>Budget 2018/19</b>	<b>Budget to 30 Sep 18</b>	<b>Actual to 30 Sep 18</b>	<b>Variation</b>	

	£	£	£	£	
<b>Expenditure Budgets</b>					
Local Tax Collection	829,500	392,500	298,369	-94,131	😊
Local Plan	1,638,500	496,200	423,506	-72,694	😊
Homelessness	385,000	147,700	110,947	-36,753	😊
Street Cleansing	964,500	384,700	352,925	-31,775	😊
Ferneham Hall	508,000	113,000	120,805	7,805	😞
Community Parks and Open Spaces	534,300	131,300	143,186	11,886	😞
Planning Applications	135,700	-3,800	14,890	18,690	😞
Waste & Recycling Total	2,056,600	774,800	848,041	73,241	😞
Cost of Employment	16,591,000	7,720,928	7,906,214	185,286	😞

6. The main variations in the key services are detailed as follows:-

- (a) **Housing benefits** payments are currently £39,000 under the budget for the year. The forecast will be reviewed at the mid-point of the financial year and will reflect the updated position on changes in caseload and amounts paid in benefits. The benefits paid out during the year are supported by grant payments.
- (b) **Industrial and Commercial estates** are showing a variation of almost £35,000 above the budget for the first 6 months of the year. This is because rental income is slightly above budget and there has been less spend on maintenance during the year.
- (c) **Investment properties** are showing as slightly above budget which is mainly due to reduced spend on maintenance costs while the rental income is also slightly above budget.
- (d) **Trade Waste** is currently showing an overall reduction in income. The service is showing an increase in income due to an increase in the number of customers using the service. This increase in income has been offset by increased spend on employee's costs along with additional vehicle costs.
- (e) **Local Land charges** is showing a variation of £22,000 income underachieved compared to the budget which is due to a reduction in the type of applications that are being received. There are increasing users of the service going through personal search companies for which there is no charge.
- (f) **Parking Services** is showing a variation of £83,000 reduced income compared to the budget. Income from users of the Council's car parks is £86,000 less than budgeted for and is almost £78,000 lower than the figure of a year ago. There has also been less spend on employees, equipment purchase and maintenance during the year.

- (g) **Solent Airport at Daedalus** is showing as over the budget mainly as a result of higher costs to the buildings including maintenance, electricity and rates. The income from licence fees is also below budget although these budgets will be reviewed as the site expands operations. It is anticipated that the budget position will move to break even by the end of the financial year.
- (h) **Local Tax Collection** is showing an underspend as a result of vacancies savings and some additional grant that has been received during the year.
- (i) The **Local Plan** is showing spend of less than the budget for the first six months. This is mainly due to implications of changes to national planning policy, which meant further work to inform the next stage of the plan was halted. It is anticipated that spend will match budget during the latter part of the year as the plan progresses through to its next stage.
- (j) The **Homelessness** budget is showing a reduction in spend against budget for the year of almost £37,000. There has been additional rental costs but these have been more than offset by more income from properties and additional grant for the service.
- (k) **Street Cleansing** is showing spend being under the budget in the early part of the year mainly as a result of reduced employee's costs and additional income from vehicle sales.
- (l) **Ferneham Hall** is showing an over spend after 6 months mainly due to higher levels of spend on employees, repairs to the building and spend on purchases of equipment. There has also been lower than anticipated income from sales and hirings.
- (m) **Community Park and Open Spaces** is showing an overspend for the first six months of the year mainly due to increased spend on tree maintenance and reduced income from sales and grants.
- (n) **Processing Applications** is showing as being over budget by almost £19,000. The income for the year is currently higher than the budget for the year by over £51,000. This has been offset by an increase in the use of consultants and legal costs for more complex planning applications.
- (o) **Waste Collection and Recycling** services is showing an over spend at the half year point mainly as a result of higher spend on agency staff in all of the waste services due to cover for vacancies and sickness. Some of this over spend has been offset by vacancy savings and additional income.
- (p) Expenditure on **employees** represents approximately 60% of the Council's gross expenditure (excluding benefit payments) and therefore it is important that the total establishment cost is monitored collectively, as well as monitoring at service level. During the first 6 months of the year, savings on salaries and wages have arisen, mainly as a result of employee vacancies. This has been partly offset by the additional expenditure on agency employees used to cover some of those vacancies. On top of this there has been additional expenditure due to contract terminations but these will be funded from reserves where salary savings do not meet the full costs.



## THE COUNCIL'S FUNDAMENTAL PARTNERSHIPS

7. The Council has six fundamental partnerships and it is appropriate that the expenditure in relation to each partnership is specifically monitored. The table below shows the financial performance relating to this Council's element of each partnership:-

<b>Service</b>	<b>Budget 2018/19 £</b>	<b>Budget to 30 Sep 18 £</b>	<b>Actual to 30 Sep 18 £</b>	<b>Variation £</b>	
Project Integra	25,000	0	0	0	😊
Community Safety Partnership	183,900	71,400	62,031	-9,369	😊
Fareham & Gosport CCTV Partnership	151,600	62,600	53,589	-9,011	😊
Portchester Crematorium JC	-150,000	0	0	0	😊
Environmental Health Partnership	1,519,900	622,800	568,691	-54,109	😊
Building Control Partnership	216,500	94,600	53,709	-40,891	😊

8. There are no particular causes for concern within the Council's fundamental partnerships.

## HOUSING REVENUE ACCOUNT

9. The Housing Revenue Account shows an underspend to Period 6 2018/19, as set out in the following table. At this point in the year this is shown as a surplus, but this does not take account of year-end adjustments between the revenue account and earmarked reserves. An explanation of the variances is given below.

	<b>Budget 2018/19 £</b>	<b>Budget to 30 Sep 18 £</b>	<b>Actual to 30 Sep 18 £</b>	<b>Variation £</b>
Income	-12,497	-6,265	-6,297	-32
Management and Finance	4,489	1,702	1,726	24
Revenue Repairs	3,709	1,925	1,512	-413
Revenue Capital Contributions	3,024	0	0	0
<b>Surplus(-)/Deficit</b>	<b>-1,275</b>	<b>-2,638</b>	<b>-3,059</b>	<b>-421</b>
Transfer to Debt Repayment Fund	1,140	0	0	0
<b>Transfer of Balance to(-)/from Revenue Reserve</b>	<b>-135</b>	<b>-2,638</b>	<b>-3,059</b>	<b>-421</b>

10. There has been additional income received for the extension of leases on leasehold properties. The grounds maintenance and leaseholder service charge

income are slightly ahead of budget to date and will be reviewed. Management and finance costs are slightly overspent against the budget to date.

11. The main area of underspend is in the revenue responsive and void maintenance area, as new working and management arrangements are settling into place. Vacancies remain in the building services employee establishment, and a tender process is currently underway seeking a single suitable contractor to carry out refurbishment of Fareham Borough Council's Housing stock in four categories of work. These are voids, reactive replacement kitchens and bathrooms, disabled adaptations and other occasional reactive works.

## **RISK ASSESSMENT**

12. Whilst it would be too early to draw very firm conclusions regarding the final revenue budget position for 2018/19 after six months, it is equally important that the Executive is made aware of the trends in both expenditure and income where they differ from those anticipated when the original budgets were prepared.
13. It is also worth noting that expenditure tends to increase during the latter months of the year as work programmes proceed so any under spends in the first half of the financial year are unlikely to continue throughout the whole of the financial year.
14. The Council's expenditure and income are monitored by officers throughout the year. Known spending pressures will be reflected in the Finance Strategy for 2019/20. The budget that will reflect the revised position will be reported to the Executive in January 2019.

## **CONCLUSION**

15. It is important that there is a timely reporting system in place to focus the Executive on key variances. To reflect this the revenue monitoring reports include detailed information about the more significant areas of the Council's expenditure and income.
16. No particular actions are considered necessary at the present time. Officers will, however, continue to monitor the actual revenue expenditure very closely and any variance that will impact on the Council's overall financial position will be reported to the Executive as soon as possible, in advance of the normal monitoring arrangements.

### **Enquiries:**

For further information on this report please contact Neil Wood (Ext 4506)