

# FAREHAM

BOROUGH COUNCIL

## COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 17 OCTOBER 2024**, commencing at **6.00 pm**.

The Mayor: Councillor Pal Hayre

The Deputy Mayor: Councillor Louise Clubley

Councillor Chrissie Bainbridge	Councillor Gemma Furnivall
Councillor Ian Bastable	Councillor David Hamilton
Councillor Susan Bayford	Councillor Tiffany Harper
Councillor Roger Bird	Councillor Connie Hockley
Councillor Fred Birkett	Councillor Stephen Ingram
Councillor Lisa Birkett	Councillor Kay Mandry
Councillor Pamela Bryant	Councillor Simon Martin
Councillor Frair Burgess	Councillor Andrew Murphy
Councillor Joanne Burton	Councillor Jacquie Needham
Councillor Malcolm Daniells	Councillor Paul Nother
Councillor Steve Dugan	Councillor Alison West
Councillor Tina Ellis	Councillor Lisa Whittle
Councillor Jack Englefield	Councillor Paul Whittle
Councillor David Foot	Councillor David Wiltshire
Councillor Michael Ford, JP	Councillor Kirsten Wiltshire



**1. Prayers**

The meeting will commence with a short service of prayers.

**2. Apologies for Absence**

**3. Minutes (Pages 5 - 18)**

To confirm as a correct record the minutes of the Council Meetings held on 25 July 2024.

**4. Mayor's Announcements**

**5. Executive Leader's Announcements**

**6. Executive Members' Announcements**

**7. Declarations of Interest**

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

**8. Presentation of Petitions**

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

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

**9. Deputations**

To receive any deputations of which notice has been given.

**10. Reports of the Executive**

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

(1) Minutes of meeting Tuesday, 3 September 2024 of Executive (Pages 19 - 24)

(2) Minutes of meeting Monday, 7 October 2024 of Executive (Pages 25 - 30)

(3) Schedule of Individual Executive Member and Officer Delegated Decisions (Pages 31 - 32)

**11. Reports of Other Committees**

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

(1) Minutes of meeting Tuesday, 2 July 2024 of Planning Committee (Pages 33 - 34)

- (2) Minutes of meeting Wednesday, 10 July 2024 of Planning Committee (Pages 35 - 44)
- (3) Minutes of meeting Thursday, 25 July 2024 of Planning Committee (Pages 45 - 56)
- (4) Minutes of meeting Thursday, 8 August 2024 of Planning Committee (Pages 57 - 66)
- (5) Minutes of meeting Thursday, 18 July 2024 of Audit and Governance Committee (Pages 67 - 72)
- (6) Minutes of meeting Monday, 23 September 2024 of Audit and Governance Committee (Pages 73 - 78)

## **12. Reports of the Scrutiny Panels**

To receive, consider and answer questions on reports and recommendations of the meetings of the Scrutiny Panels.

- (1) Minutes of meeting Wednesday, 17 July 2024 of Daedalus Scrutiny Panel (Pages 79 - 82)
- (2) Minutes of meeting Tuesday, 30 July 2024 of Streetscene Scrutiny Panel (Pages 83 - 88)
- (3) Minutes of meeting Wednesday, 18 September 2024 of Planning and Development Scrutiny Panel (Pages 89 - 92)
- (4) Minutes of meeting Wednesday, 2 October 2024 of Leisure and Community Scrutiny Panel (Pages 93 - 96)

## **13. Questions under Standing Order 2.12**

To answer questions pursuant to Standing Order 2.12 for this meeting.

## **14. Motions under Standing Order 2.6**

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 2.6 but received after print and dispatch of the agenda.

- (1) Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty (Pages 97 - 98)

The Motion submitted by Councillor Mrs T L Ellis on 09 September 2024 in respect of Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty is attached as Appendix A.

## **15. Council Tax Long Term Empty and Second Home Premium Charges (Pages 99 - 126)**

A report by the Assistant Director (Finance and ICT).

**16. Schedule of Committee Meetings 2025/26 (Pages 127 - 132)**

A report by the Assistant Director (Democracy).

**17. Appointments to Outside Bodies**

(1) Earl of Southampton Trust

The term of office for Trustee Ian Brewerton is due to end in October. At the request of the Board of Trustees, Council is invited to appoint Mr Brewerton for a further 4-year term of office.

(2) William Price Trust

The terms of office of Councillors Mrs P M Bryant and Mrs T L Ellis are due to end in October.

Council is now invited to confirm the re-appointment of Councillors Mrs P M Bryant and Mrs T L Ellis to the William Price Charitable Trust for a further 4-year term of office.

**18. Appointments to Committees**

To make any changes in appointments to the seats on committees in accordance with the wishes of political groups. Such appointments will take effect from 18/10/2024.



A WANNELL  
Chief Executive Officer

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

09 October 2024

**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 Council

**Date:** Thursday, 25 July 2024

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

Mrs P K Hayre  
(Mayor)

Mrs L E Clubley  
(Deputy Mayor)

**Councillors:** C A Bainbridge, I J Bastable, Mrs S M Bayford, R N Bird, F W Birkett, Mrs L M Birkett, Mrs P M Bryant, F L Burgess, Miss J Burton, M R Daniells, S Dugan, Mrs T L Ellis, J M Englefield, D G Foot, M J Ford, G Furnivall, D J Hamilton, Miss T Harper, Mrs C L A Hockley, S P Ingram, Mrs K Mandry, S D Martin, A M J Murphy, Mrs J Needham, P M Nother, A West, L J Whittle, P W Whittle, D P Wiltshire and K Wiltshire



## 1. APOLOGIES FOR ABSENCE

There were no apologies for absence given for this meeting.

## 2. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 26 June 2024.

## 3. MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcements:

As part of the Council's celebrations to commemorate the 50<sup>th</sup> year of Fareham having Borough status, The Mayor was pleased to open the giant sandpit which is installed in Fareham Shopping Centre. The 'Pop Up Beach' will be in place for the whole summer, until 16 September, for families to enjoy for free.

It was a privilege to be invited to officially open the Community First Showcase event in Fareham Town Centre last weekend. The exhibition of over 70 local community groups and volunteer organisations provided a great deal of information on the support available to the public.

The Mayor was delighted to be invited to present a civic award for pupils of Sarisbury Junior School and it was also a joy to host a visit of pupils from Locks Heath School for a visit to the parlour.

## 4. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements.

## 5. EXECUTIVE MEMBERS' ANNOUNCEMENTS

### **Executive Member for Leisure and Community**

#### Community Showcase

The Executive Member reported that the Community Showcase took place last weekend in the Town Centre and was an excellent event. Children are enjoying the pop-up beach sand pit and that the number of children and families using it is excellent. Members were encouraged to visit the facility as it is really enjoyable.

### Fareham Live

The Executive Member visited the site with the Chairman of the Leisure and Community Scrutiny Panel and reported that the progress is breathtaking. All Members are encouraged to book their tickets for the Gala opening event on 1 October which is a gala performance of the Rocky Horror Show.

Other updates for the Fareham Live project include that the theatre specialist wiring is nearing completion; the fly tower mechanical systems are installed with rows and rows of wires and pulleys in place; the main auditorium stage is constructed; the toilet vanity units are installed; the professional kitchen installation has commenced and it's looking brilliant.

To date, 16,276 tickets have been sold with many more shows coming up for sale in the future.

## **Executive Member for Planning and Development**

### Environment Strategy

The Executive Member announced that he was pleased to provide Members with an update on the progression of the Council's Environment Strategy.

The Fareham's Greener Future publication agreed by the Executive in March this year successfully captured the scale and breadth of the Council's actions on the environment. It explained all the initiatives undertaken in recent years to reduce the carbon footprint of delivering Council services, whether through reduced energy use or the use of HVO in our vehicle fleet. It also showcased a raft of wildlife and tree planting projects, which alongside our excellent planning work on nutrient neutrality and bird mitigation, show that the Council is playing a leading role in nature recovery across the Borough.

The next challenge is to draw up an over-arching Environment Strategy. Building on the Council's Climate Change Action Plan, this will seek to establish our 'route map' to achieving carbon neutrality in service delivery in 2030. It will also how we will meet the new responsibilities set out in the 2021 Environment Act whether in relation to biodiversity and nature recovery, or recycling changes.

As we progress through the municipal year, progress on the formulation of the Environment Strategy will be shared with the Climate Change Scrutiny Panel. However, the Strategy will affect many parts of Council service delivery and so there will be plenty of opportunities for wider Member engagement. A draft Environment Strategy will then be considered and agreed by the Executive for consultation and engagement with both our residents and businesses, as their views on these matters will also be vitally important.

The Executive Member undertook to continue to keep Members updated on progress.

## 6. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

## 7. PRESENTATION OF PETITIONS

There were no petitions presented at this meeting.

## 8. DEPUTATIONS

A deputation was received from Mr Andy Rolfe on behalf of Friends of the Earth in respect of agenda item 13(1) - Climate and Nature Bill Motion – Update.

(1) Climate and Nature Bill Motion - Update

The Mayor brought this item forward on the agenda and it was heard directly after item 8.

A deputation was received in respect of this item from Mr Andy Rolfe on behalf of Friends of the Earth.

The comments of the Climate Change Scrutiny Panel were noted in considering this item.

At the invitation of the Mayor, Councillor C A Bainbridge introduced the motion.

An amendment to the Motion was proposed by Councillor M Daniells, as detailed at Appendix A to these minutes and as tabled at the meeting.

An amendment to the proposed amended Motion was proposed by Councillor C A Bainbridge, as detailed at Appendix A to these minutes and tabled at the meeting. Having been duly seconded by Councillor A J West and on being put to the meeting, the amendments to the amended motion were declared LOST with 10 voting in favour and 21 voting against.

The substantive motion, as proposed by Councillor M Daniells was then put to the meeting. Having been duly seconded by Councillor T L Ellis, the substantive motion was declared CARRIED with 21 voting in favour and 10 voting against.

RESOLVED that the Council agrees to:

- (a) deliver our environmental strategy, which will be the Council's response to address climate change and nature concerns;
- (b) where possible, reduce net greenhouse gas emissions to meet our obligations under the Paris 2015 agreement;
- (c) our biodiversity net gain delivery as part of the Environment strategy which is designed to halt the decline in nature and promote recovery.



We advocate for the use of reliable and meaningful data about nature that is measurable and understandable to the general public to demonstrate our support;

- (d) encourage the Government to work towards the development of an internationally accepted accounting mechanism for costing emissions and ecology, by supporting the Climate and Nature Bill;
- (e) aim to reduce the use of fossil fuels and transition towards relying solely on affordable and renewable energy sources. In doing so we will continue to use a mix of energy sources, including fossil fuels, to ensure that we can continue to function effectively as an authority;
- (f) support retraining of those people wishing to move into the new eco-industries;
- (g) support these amendments to the Motion;
- (h) inform local residents and inform local press/media of this decision; and
- (i) write to all three MPs who represent the Borough to inform them that this motion has been passed.

## 9. REPORTS OF THE EXECUTIVE

Councillor Mrs C L A Hockley left the meeting at the start of this item.

- (1) Minutes of meeting Monday, 1 July 2024 of Executive

RESOLVED that the minutes of the meeting of the Executive held on Monday 01 July 2024 be received.

- (2) Minutes of meeting Monday, 15 July 2024 of Executive

A revised page 22 of the agenda pack was tabled at the meeting to correct the resolution at item 8(4) of the agenda for the meeting of the Executive held on 15 July 2024. A copy is attached as Appendix B to these minutes.

RESOLVED that the minutes of the meeting of the Executive held on 15 July 2024 be received.

- (3) Schedule of Individual Executive Member and Officer Delegated Decisions

RESOLVED that the Schedule of Individual Executive Member and Officer Delegated Decisions be received.

- (4) Schedule of Urgency Provisions

RESOLVED that the Schedule of Urgency Provisions be noted.

**10. REPORTS OF OTHER COMMITTEES**

- (1) Minutes of meeting Wednesday, 12 June 2024 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on Wednesday 12 June 2024 be received.

**11. REPORTS OF THE SCRUTINY PANELS**

- (1) Minutes of meeting Thursday, 27 June 2024 of Health and Public Protection Scrutiny Panel

RESOLVED that the minutes of the meeting of the Health and Public Protection Scrutiny Panel held on Thursday 27 June 2024 be received.

- (2) Minutes of meetings Thursday, 27 June 2024 and Thursday 11 July 2024 of Housing Scrutiny Panel

The minutes of the meeting of the Housing Scrutiny Panel held on Thursday 27 June 2024 were tabled at the meeting for consideration and are attached as Appendix C to these minutes.

RESOLVED that the minutes of the meeting of the Housing Scrutiny Panels held on Thursday 27 June 2024 and Thursday 11 July 2024 be received.

- (3) Minutes of meeting Tuesday, 25 June 2024 of Leisure and Community Scrutiny Panel

RESOLVED that the minutes of the meeting of the Leisure and Community Scrutiny Panel held on Tuesday 25 June 2024 be received.

- (4) Minutes of meeting Monday, 17 June 2024 of Policy and Resources Scrutiny Panel

RESOLVED that the minutes of the meeting of the Policy and Resources Scrutiny Panel held on Monday 17 June 2024 be received.

- (5) Minutes of meeting Tuesday, 9 July 2024 of Climate Change Scrutiny Panel

RESOLVED that the minutes of the meeting of the Climate Change Scrutiny Panel held on Tuesday 09 July 2024 be received.

**12. QUESTIONS UNDER STANDING ORDER 2.12**

There no questions submitted for this meeting.

**13. MOTIONS UNDER STANDING ORDER 2.6**

- (2) Notice of Motion dated 15 July 2024 received from Councillor G Furnivall

A notice of Motion was presented by Councillor G Furnivall:

“That this Council notes that:

- Fareham Borough is the proud home of a large, diverse and thriving LGBTQ+ community.
- Results of the 2012 Census show that 8.14% of residents (16 and over) identify as LGB- i.e. approximately 1 in 12. Furthermore, 0.27% of residents state that their gender is different to that assigned at birth – i.e. approximately 1 in 370.
- According to Home Office statistics sexual orientation hate crime in Hampshire rose by 65% in 2022 from the year before. In fact, all hate crime rose by 64% making Hampshire the highest rise in the South East.
- The Stonewall and YouGov 2018 ‘LGBT in Britain – health report’ stated that 1 in 8 LGBT people (18-24) had tried to take their own life in the previous year and almost half of trans people surveyed said the same.

Council therefore notes:

- That harm has been done to the LGBTQ+ people in the past and that discrimination exists.
- The Home Office has stated that increased discussions of “transgender issues” could be behind the rise in anti-LGBTQ+ hate crimes.
- That more could be done to support and enable equity in Fareham society.
- That all LGBTQ+ people deserve to be treated with dignity and respect.

Fareham Borough Council resolves:

- To show support for the LGBTQ+ people by flying the Pride Flag during Pride month from 2025.
- To explore how to ensure anyone dealing with the Council may be offered the opportunity to be addressed using pronouns of their choice if they wish. “

Having been duly proposed by Councillor G Furnivall and seconded by Councillor C A Bainbridge, the motion was referred to the Policy and Resources Scrutiny Panel for consideration.

**14. APPOINTMENTS TO COMMITTEES**

RESOLVED that there were no changes to appointments to Committees made at this meeting.

(The meeting started at 7.25 pm  
and ended at 9.06 pm).

..... Chairman

..... Date

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Council

**Date:** Thursday, 25 July 2024

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

Mrs P K Hayre  
(Mayor)

Mrs L E Clubley  
(Deputy Mayor)

**Councillors:** C A Bainbridge, I J Bastable, Mrs S M Bayford, R N Bird, F W Birkett, Mrs L M Birkett, Mrs P M Bryant, F L Burgess, Miss J Burton, M R Daniells, S Dugan, Mrs T L Ellis, J M Englefield, D G Foot, M J Ford, G Furnivall, D J Hamilton, Miss T Harper, Mrs C L A Hockley, S P Ingram, Mrs K Mandry, S D Martin, A M J Murphy, Mrs J Needham, P M Nother, A West, L J Whittle, P W Whittle, D P Wiltshire and K Wiltshire



**1. PRAYERS**

The meeting commenced with a service of prayers led by the Mayor's Chaplin, Reverend Sam Cullen.

**2. APOLOGIES FOR ABSENCE**

There were no apologies given for this meeting.

**3. HONORARY ALDERMEN**

Councillor F W Birkett joined the meeting during this item.

Council was reminded that this was a special meeting of the Council convened in accordance with Section 249 of the Local Government Act 1972 to consider the investiture of office of Honorary Alderman to Katrina Trott, Susan Walker, Nicholas Walker and Seán Woodward.

(1) Katrina Trott

The following motion was proposed by Councillor S D Martin and seconded by Councillor I J Bastable:

"That former Councillor Katrina Trott, be admitted to the Roll of Honorary Alderman of the Borough of Fareham in recognition and acknowledgement of her eminent services to the Council from 2002 to 2024."

In reaching this decision the Council took account of Katrina's service as a member of Fareham Borough Council for 22 years where between May 2007 and May 2008, she was Mayor of Fareham.

During her time on the Council, Katrina served on many different Panels and Committees over the years including the Housing Tenancy Board, Planning and Transportation, Strategic Planning & Environment, Leisure & Community, the Licensing & Regulatory Affairs Committee and the Housing and Climate Change Scrutiny Panels.

Katrina was also recognised for her contributions as the Council's representative on a number of Outside Bodies including the Homelessness Working Group, Fareham Community Association committee, the Wallington Village Community Association committee, the Town Centre Management Steering Group, Tenants' & Leaseholders Borough Panel and the Fareham/Vannes and Fareham/Pulheim Twinning committees.

At the invitation of the Mayor, Councillors P W Whittle, Mrs C L A Hockley, Mrs P M Bryant, MJ Ford, Mrs K Mandry, D J Hamilton and Mrs S M Bayford addressed the meeting on this item.

On being put to the meeting the motion was declared carried unanimously.

RESOLVED that Katrina Trott be admitted to the Honorary Roll of Alderman of the Borough of Fareham in recognition and acknowledgment of her eminent services to the Council from 2022 to 2024.

Upon the motion being carried, the Mayor presented Alderman Trott with a formal document commemorating the grant of office, together with her badge of office. Alderman Trott was invited to sign the Roll of Honour, duly witnessed by the Mayor and the Chief Executive.

Alderman Trott addressed the Council in reply.

(2) Susan Walker

The following motion was proposed by Councillor S D Martin and seconded by Councillor I J Bastable:

“That former Councillor Susan Walker be admitted to the Roll of Honorary Alderman of the Borough of Fareham in recognition and acknowledgement of her eminent services between 1987 and 2024.”

In reaching its decision the Council took account of Susan’s service as a member of Fareham Borough Council for 22 years.

During her time on the Council Susan was Chairman of the Leisure & Community PDR Panel between 2011 to 2015, and Executive Member for Leisure & Community from 2015 to 2024.

Susan served on many different Panels and Committees including Housing, Staff & Establishment, Environmental Services, HMS Daedalus Joint Working Group, Scrutiny & Housing Tenancy Boards, Portchester Community Centre Task & Finish Panel and the Licensing & Regulatory Affairs Committee.

The Council also recognised the contributions made by Susan as a Ward Councillor for Sarisbury and the Portchester West since she was first elected in 1987 and as a representative of the Borough Council at many local organisations concerned with the benefit of Fareham and the welfare of its citizens.

At the invitation of the Mayor, Councillors Mrs C L Hockley, Mrs P M Bryant, M J Ford and F W Birkett addressed the meeting on this item.

On being put to the meeting the motion was declared carried unanimously.

RESOLVED that Susan Walker be admitted to the Honorary Roll of Alderman of the Borough of Fareham in recognition and acknowledgement of her eminent services to the Council between 1987 to 2024.

Upon the motion being carried, the Mayor presented Alderman Susan Walker with a formal document commemorating the grant of office, together with her badge of office. Alderman Susan Walker was invited to sign the Roll of Honour, duly witnessed by the Mayor and the Chief Executive.

Alderman Susan Walker addressed the Council in reply and requested that her thanks be put on record to Emma Bowler and her team for their help and support over the years.

(3) Nicholas Walker

The following motion was proposed by Councillor S D Martin and seconded by Councillor I J Bastable:

“That former Councillor Nicholas Walker be admitted to the Roll of Honorary Alderman of the Borough of Fareham in recognition and acknowledgment of his eminent services to the Council between 1982 and 2024.”

In reaching its decision the Council took account of Nick’s service as a member of Fareham Borough Council over 36 years. During his time as a Councillor, Nick was Vice-Chairman of the Town Planning Committee before serving as Chairman of the Planning Committee for many years.

The Council also recognised the contribution made by Nick as a Ward Councillor for Portchester since he was first elected in 1982 and as a representative of the Borough Council at many local organisations concerned with the benefit of Fareham and the welfare of its citizens.

At the invitation of the Mayor, Councillors Mrs C L A Hockley, D Foot, Mrs P M Bryant, F W Birkett, M J Ford, Mrs K Mandry and Mrs T L Ellis addressed the meeting.

On being put to the meeting the motion was declared carried.

RESOLVED that Nicholas Walker be admitted to the Honorary Roll of Aldermen of the Borough of Fareham in recognition and acknowledgment of his eminent services to the between 1982 and 2024.

Upon the motion being carried, the Mayor presented Alderman Walker with a formal document commemorating the grant of office, together with his badge of office. Alderman Walker was invited to sign the Roll of Honour, duly witnessed by the Mayor and the Chief Executive.

Alderman Nicholas Walker addressed the Council in reply and asked that his thanks be put on record to Lee Smith and Melanie Bettley for the support they have provided to him as Chairman of the Planning Committee.

(4) Seán Woodward

The following motion was proposed by Councillor S D Martin and seconded by Councillor I J Bastable:

“That former Councillor Seán Woodward, be admitted to the Roll of Honorary Alderman of the Borough of Fareham in recognition and acknowledge of his eminent services to the Council from 1986 to 2024.”



In reaching its decision the Council took account of Seán’s service as a member of Fareham Borough Council for 38 years.

During his time on the Council, Seán was Deputy Leader of the Conservative Party between 1995 and 1996 and Leader of the Conservative Party from 1996 to 2024. Executive Member for Policy and Resources and Chairman of the Partnership for Urban South Hampshire between 2004 and 2024. In addition to this Sean also served as a member of Hampshire County Council for Sarisbury between 2005 and 2024.

The Council also recognised the contribution made by Seán as a Ward Councillor for Sarisbury since he was first elected in 1986 and as a representative of the Borough Council at many local organisations concerned with the benefit of Fareham and the welfare of its citizens.

At the invitation of the Mayor, Councillors Mrs P M Bryant, M J Ford, Miss J Burton, F W Birkett, F Burgess, Mrs S M Bayford and Mrs C L A Hockley addressed the meeting on this item.

On being put to the meeting the motion was declared carried.

RESOLVED that Seán Woodward, be admitted to the Honorary Roll of Alderman of the Borough of Fareham in recognition and acknowledgment of his eminent services to the Council from 1986 to 2024.

Upon the motion being carried, the Mayor presented Alderman Woodward with a formal document commemorating the grant of office, together with his badge of office. Alderman Woodward was invited to sign the Roll of Honour, duly witnessed by the Mayor and the Chief Executive.

Alderman Woodward addressed the Council in reply.

The Mayor gave her personal thanks and congratulations to all Aldermen and then concluded the meeting.

(The meeting started at 5.30 pm  
and ended at 7.25 pm).

..... Chairman

..... Date



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Executive

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

**Date:** Tuesday, 3 September 2024

**Venue:** Collingwood Room - Civic Offices

**Present:**

S D Martin, Policy and Resources (Executive Leader)  
I J Bastable, Streetscene  
F W Birkett, Housing  
Miss J Burton, Health & Public Protection  
M R Daniells, Planning and Development  
Mrs C L A Hockley, Leisure and Community

**Also in attendance:**



## 1. APOLOGIES FOR ABSENCE

There were no apologies for absence given for this meeting.

## 2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on Monday 15 July 2024 be confirmed and signed as a correct record.

## 3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader made the following announcements:

### Fareham Live

The Executive Leader was pleased to announce that the Council accepted practical completion from Neilcott Construction last week, putting the building under the control of Trafalgar Theatres. Trafalgar will now spend the next few weeks getting the building ready for its first guests.

A vibrant programme of shows and events continues to be developed, with creative learning opportunities and dedicated spaces for local community groups and businesses and there really is something for everyone.

The Executive Leader stated that nearly 21,000 tickets have so far been sold, with new shows being added every week. He advised members that if they had not yet looked at the website or picked up a brochure, he would highly recommend that they do so, as some shows have already sold out.

The Executive Leader also announced that the car parking adjacent to Fareham Live is now complete and is due to be opened later this week offering a high quality, convenient parking experience for visitors to Fareham town centre and Fareham Live.

### Fareham Town Centre Regeneration

The Executive Leader announced that the Council's town centre regeneration programme is developing at pace. The north/south route through Fareham Shopping Centre will be operational by Fareham Live's opening night on the 1<sup>st</sup> October and this will provide a direct and secure connection between West Street and Fareham Live and will help ensure the economic benefits for the wider town are maximised.

The Executive Leader stated that we want visitors to Fareham Live to enjoy pre and post theatre drinks and dinner in the town and we want to make it as easy and enjoyable as we can for them to do this. The design of the route will also inject some fun and personality and offer visitors a visually engaging experience as they walk from Market Quay, across West Street and through the Shopping Centre.

The Executive Leader also stated that, importantly, the Council has received capital receipts from Daedalus land sales and it is intended that these receipts be used to support the delivery of the town centre regeneration proposals.

### **National Planning Policy Framework**

The Executive Leader announced to Members that they would be aware that at the end of July, the Government commenced a consultation on proposed changes to the National Planning Policy Framework (NPPF) with any comments on the consultation needing to be submitted to the Government by 24 September.

The consultation proposes a number of changes to national planning policy, including increasing the number of new houses local authorities will need to plan for.

The Executive Leader stated that in light of the implications for this Borough, Officers will be providing an informal Member briefing on the proposed changes to the NPPF during the afternoon of Wednesday 18 September. Members will receive an invitation for that meeting shortly. On the same day, the Planning and Development Scrutiny Panel will be invited to consider and comment on an Individual Executive Member Decision report setting out the Council's proposed response to the proposed changes to the NPPF and to pass on any comments to the Executive Member accordingly. The individual decision will be made by the Executive Member for Planning and Development at a meeting to be scheduled on a date between 19 and 24 September which is yet to be finalised.

#### **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**

There were no deputations made at this meeting.

#### **7. REFERENCES FROM OTHER COMMITTEES**

There were no References from other committees.

#### **8. HOUSING**

(1) Fareham Housing Repairs Policy - Consultation

An updated copy of the Draft Fareham Housing Repairs & Maintenance Policy was tabled at the meeting to include live website links to the policy document that were missing from the published version.

RESOLVED that the Executive:

- (a) notes that the Housing Scrutiny Panel had no comments or suggestions to make in respect of this Policy; and
- (b) approves the draft Fareham Housing Repairs and Maintenance policy going forward for 6 weeks public consultation.

(2) Tenant Engagement Strategy - Adoption

RESOLVED that the Executive:

- (a) agrees that the Tenant Engagement Strategy, as provided in Appendix A to the report, be adopted;
- (b) notes that the Continuous Improvement Action Plan element of the Strategy will be a live document that will be kept up to date by the Principal Tenant Engagement Officer; and
- (c) agrees that authority be delegated to the Director of Housing, following consultation with the Executive Member for Housing, to make any minor changes to the Strategy providing they do not alter the approach and objectives of the Strategy.

**9. HEALTH AND PUBLIC PROTECTION**

(1) Anti-social Behaviour Policy - Adoption

A revised page 77 of the agenda pack was tabled at the meeting to show Foot Note 1 which was missing from the published Draft Anti-Social Behaviour Policy document.

RESOLVED that the Executive:

- (a) approves Fareham Borough Council’s Anti-Social Behaviour Policy, as attached at Appendix A to the report; and
- (b) agrees that authority be delegated to the Director of Neighbourhoods, following consultation with the Executive Member for Health and Public Protection, to make any minor changes to the Policy that may be required.

At the close of the meeting, with the agreement of the Executive Leader, Councillor Mrs C L A Hockley asked to place on record her thanks to the Chief Executive Officer and all Officers involved with the progress of Fareham Live as the venue nears completion.

(The meeting started at 6.00 pm and ended at 6.28 pm).

..... Chair

..... Date





# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Executive

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

**Date:** Monday, 7 October 2024

**Venue:** Collingwood Room - Civic Offices

**Present:**

S D Martin, Policy and Resources (Executive Leader)  
F W Birkett, Housing  
Miss J Burton, Health & Public Protection  
M R Daniells, Planning and Development  
Mrs C L A Hockley, Leisure and Community

**Also in attendance:**

P W Whittle, for items 9(1) and 10(1)



## 1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor I J Bastable.

## 2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on Tuesday 03 September 2024 be confirmed and signed as a correct record.

## 3. EXECUTIVE LEADER'S ANNOUNCEMENTS

### Corporate Peer Review

The Executive Leader announced that whilst we all know that this Council delivers some incredible outcomes for our residents, we also know that there is always work to do to continue providing high quality services against the ever-rising demand from customers and tightening finances. To help us continue with this mission, we have invited the Local Government Association to help us, by carrying out a Corporate Peer Review of the way we work.

Recognised as best practice, the review will be led by a small team of experience, independent Councillors and senior officers with the aim of recognising the good practice already in place and helping us to draw from examples of strong performance across the country, in areas where we can improve. This is an improvement and assurance tool run by the sector, and will examine 5 key themes, these being:-

- Local priorities and outcomes
- Organisational and place leadership
- Governance and culture
- Financial planning and management
- Capacity for improvement

The team will also be asked to examine our emerging plans for the regeneration in the town centre.

The review is planned to take place over 3 days in March 2025, and Members will have an opportunity to get involved we as develop our self-assessment for the Peer team.

### Fareham Live

Following the amazing launch of Fareham Live last week, I have been inundated with messages and emails congratulating Fareham Borough Council on its success. I wanted to thank everyone at the Council who delivered this project on time and within budget.

I spoke to a number of the cast from the Rocky Horror Show after the performance, including Jason Donovan who was effusive in the praise for our venue. This was mirrored by many of the VIP guests who were invited to the event by Trafalgar. The vibrant programme of shows and events continues to

be developed and over 30,000 tickets have been sold with new shows being added every week.

Initial estimates indicate that footfall through Fareham Town Centre has increased by 10% in the first week of Fareham Live opening and we hope that this will continue to rise, The newly opened north-south link through the shopping centre has proven to be very popular and was also delivered on time and within budget.

I have asked the Chief Executive Officer to pass on our thanks and appreciation to the staff involved for everything they have done in delivering this amazing venue.

The Executive Member for Leisure and Community, Councillor Mrs C L A Hockley added her thanks to the team.

#### **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**

There were no deputations made at this meeting.

#### **7. REFERENCES FROM OTHER COMMITTEES**

##### **Leisure and Community Scrutiny Panel – 02 October 2024**

###### *Minute 6 – Fareham Park Vision Update*

The Panel received an Executive report and supporting presentation from the Leisure and Community Officer providing Members with an update on the Fareham Park Vision to create a Masterplan for new leisure, community and recreation facilities.

The presentation, which is appended to these Minutes, provided Members with a detailed overview of the developing project including, timescales, community engagement and how this has fed into the options chosen and the next steps with the Executive decision on Monday 07 October, which if approved will allow for the planning application to be submitted in the coming months.

Members of the Panel showed overall support for the exciting project, although raised concerns over the uncertainty surrounding the car parking on site, due to the current Hampshire County Council consultation with regards to the future of Henry Cort school. Members of the Panel were reassured by the Officers' phased approach which will allow for the various possible scenarios to be fed into the project as it moves forward.

RESOLVED that the Leisure and Community Scrutiny Panel:-

- a) notes the contents of the Executive report at Appendix 1; and
- b) asks that the Executive consider the comments above at their meeting on the 07 October 2024.

## **8. HOUSING**

### (1) The Draft Fareham Housing Mutual Exchange Policy

An amendment to sections 9 and 10 of the Policy was tabled at the meeting for Members' consideration.

RESOLVED that the Executive:

- (a) agrees the Draft Fareham Housing Mutual Exchange policy be adopted;
- (b) notes the outcome of the consultation, and the changes made to the Policy and accompanying documents; and
- (c) agrees to delegate powers to make any amendments needed in line with future updates to Government guidance to the Director of Housing, following consultation with the Executive Member for Housing.

### (2) Fareham Housing Development Sites Update

RESOLVED that the Executive notes the progress made with individual sites and tenures proposed.

## **9. LEISURE AND COMMUNITY**

### (1) Fareham Park Vision Update

The comments of the Leisure and Community Scrutiny Panel were taken into account in considering this item.

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

RESOLVED that the Executive:

- (a) notes the content of the report and supports the identified next steps:
- (b) considered the comments of the Leisure and Community Scrutiny Panel;
- (c) agrees to the submission of the outline Planning Application to progress the Fareham Park Vision; and
- (d) notes the financial challenges of delivering such a transformative project for the Fareham Park area.

## **10. STREETSCENE**

### (1) Seafield Park, Hill Head Mini-Forest project

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

RESOLVED that the Executive:

- (a) grants approval for the planting of a mini forest on part of the Seafield Park open space as shown on the plan attached to the report at Appendix A; and
- (b) notes that this Council will be responsible for the future upkeep, inspection and works to the mini forest following planting.

**11. PLANNING AND DEVELOPMENT**

- (1) Hook Lake Coastal Management Study

RESOLVED that the Executive approves the Hook Lake Project Board recommendation to not move to the next design stage of the project until and unless there is more certainty the project is affordable and can be delivered.

**12. POLICY AND RESOURCES**

- (1) Proposals for alterations to security arrangements at Faraday Business Park

RESOLVED that the Executive:

- (a) approves a budget of £35,000, together with the relevant budgets outlined in the confidential Appendix A to the report, for implementing alterations to security arrangements at Faraday Business Park; and
- (b) authorises the Director of Planning and Regeneration, following consultation with the Executive Member for Policy and Resources, to take any action necessary to resolve associated matters as outlined in the confidential Appendix A to the report.

(The meeting started at 6.00 pm and ended at 6.50 pm).

..... Chairman

..... Date



# FAREHAM

## BOROUGH COUNCIL

### SCHEDULE OF EXECUTIVE MEMBER & OFFICER DELEGATED DECISIONS

The following decisions have been made by individual Executive Members since those reported at the meeting of Council on 25 July 2024:

<b>Leisure and Community – 01 August 2024</b>	<b>Decision No: 2024/25 2564</b>
<b>Fareham Park Play Area – Award of Contract</b>	
RESOLVED that the Executive Member for Leisure and Community awards a contract to the most advantageous tender, as outlined in confidential Appendix A to the report, to provide new play and recreational facilities at Fareham Park.	
<b>Leisure and Community – 28 August 2024</b>	<b>Decision No: 2024/25 2565</b>
<b>Community Fund Application – Stubbington Football Club</b>	
RESOLVED that the application be approved.	

<b>Planning and Development – 19 September 2024</b>	<b>Decision No: 2024/25 2571</b>
<b>Consultation response to on proposed change to the National Planning Policy Framework</b>	
<p>RESOLVED that the Executive Member for Planning and Development:</p> <ul style="list-style-type: none"> <li>(a) advised that the response at Appendix A and the Minutes of the Planning and Development Scrutiny Panel, together with the relevant comments received directly from Members, fully reflects the views of the Council;</li> <li>(b) notes that Officers will submit the proposed response at Appendix A, with the additional amendments, by no later that the 24 September; and</li> <li>(c) agrees that a letter be sent from the Council to the Deputy Prime Minister setting out the Council’s key observations on the proposed changes to the NPPF.</li> </ul>	
<b>Leisure and Community – 30 September 2024</b>	<b>Decision No: 2024/25 2573</b>
<b>Voluntary Sector Funding Application – Titchfield Community Association</b>	
<p>RESOLVED that the Executive Leader approves the application to award £150 from the Voluntary Sector Support Fund.</p>	



# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Planning Committee

(to be confirmed at the next meeting)

**Date:** Tuesday, 2 July 2024

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

**Councillor** D G Foot (Chairman)

**Councillor** I J Bastable (Vice-Chairman)

**Councillors:** Miss J Burton, G Furnivall, S P Ingram, Mrs J Needham, P M Nother, K Wiltshire and Mrs K Mandry (deputising for S Dugan)

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor S Dugan.

**2. CHAIRMAN'S ANNOUNCEMENTS**

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

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**4. DEPUTATIONS**

There were no deputations made at this meeting.

**5. EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that the public and representatives of the press be excluded from the remainder of the meeting in accordance with Section 100A(4) of the Local Government Act 1972, on the grounds that the matter to be dealt with involves the likely disclosure of exempt information as defined in Paragraph 3 Part 1 of Schedule 12A of the Local Government Act.

**6. WELBORNE GARDEN VILLAGE - SECTION 106 FUNDING MECHANISM**

The Panel considered a report by the Head of Planning on the Section 106 funding mechanism for the Welborne Garden Village.

RESOLVED that the Committee approves the recommendations as set out in the confidential report.

(The meeting started at 2.00 pm  
and ended at 2.36 pm).

..... Chair

..... Date

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Planning Committee

(to be confirmed at the next meeting)

**Date:** Wednesday, 10 July 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** D G Foot (Chairman)

**Councillor** I J Bastable (Vice-Chairman)

**Councillors:** Miss J Burton, S Dugan, G Furnivall, S P Ingram,  
Mrs J Needham, P M Nother and K Wiltshire

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

There were no apologies of absence.

**2. MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the Planning Committee meeting held on 12 June 2024 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

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

**4. DECLARATIONS OF INTEREST**

In accordance with Standing Orders and the Council's Code of Conduct Councillor Miss J Burton declared a Personal Interest in item 6 (4) – Newlands Farm, Stroud Green Lane in that TS Tyres are known to her.

**5. DEPUTATIONS**

The Committee received a deputation from the following in respect of the applications indicated and were thanked accordingly.

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute No/ Application No/Page No	Dep Type
<b>ZONE 1 – 2.30pm</b>					
Sarah Hockin (Agent)		LAND OFF TITCHFIELD ROAD STUBBINGTON – RESIDENTIAL DEVELOPMENT OF 9 DWELLINGS, WITH ASSOCIATED ACCESS FROM RANVILLES LANE, PARKING, LANDSCAPING AND OPEN SPACE	<b>Supporting</b>	6(1) P/22/1308/FP Pg 10	<b>In person 3 mins</b>
<b>ZONE 2 – No items</b>					

<b>ZONE 3 – 3.30pm</b>					
Robert Collett	Representing - Elizabeth Sadiq	NEWLANDS FARM STROUD GREEN LANE – CHANGE OF USE OF BUILDING TO USE CLASS E(G)(III) AND/OR B8, FORMATION/ALTERATION OF ON-SITE CIRCULATION SPACE, PROVISION OF ADDITIONAL PARKING SPACES AND WIDENING OF ACCESS TRACK TO FACILITATE A DIVERSION OF A PUBLIC RIGHT OF WAY	<b>Opposing</b>	6(4) P/23/1182/CU Pg 53	<b>In Person 3 mins</b>
Nick Baird		-DITTO-	<b>Supporting</b>	-Ditto-	<b>In person 3 mins</b>
Mrs J Marsh	Spokesperson for; Mrs J Pool, Mrs S Wilson, Mr Mannion and Mr R Chilvers	SEASCAPE CROFTON AVENUE FAREHAM PO13 9NJ – DEMOLITION OF EXISTING HOUSE AND ERECTION OF REPLACEMENT HOUSE WITH ASSOCIATED ACCESS AND LANDSCAPE WORKS	<b>Opposing</b>	6(5) P/24/0392/FP Pg 72	<b>In Person 6 mins</b>
Ashley Adams		-DITTO-	<b>Supporting</b>	-Ditto-	<b>In Person 2 mins</b>
Mark Wells		-DITTO-	<b>Supporting</b>	-Ditto-	<b>In Person 2 mins</b>
Ryan Fronda		-DITTO-	<b>Supporting</b>	-Ditto-	<b>In Person 2 mins</b>
Tony Munford		36 BURNT HOUSE LANE STUBBINGTON – FELL ONE OAK PROTECTED BY TPO 653 – T1	<b>Supporting</b>	6(6) P/24/0607/TO Pg 87	<b>In person 3 mins</b>
Daniel Barratt	Representing - John and Christine Barratt	17 OLD STREET FAREHAM PO14 3HT – VARIATION OF CONDITIONS 2 (APPROVED PLANS), 3 (SUBMISSION OF MATERIAL DETAILS), AND 5 (SUBMISSION OF LANDSCAPING SCHEME)	<b>Opposing</b>	6(7) P/24/0750/VC Pg 92	<b>In person 3 mins</b>

		TO P/21/1653/FP – REPLACEMENT DWELLING AND NEW BOUNDARY FENCING AND ENTRANCE GATES			
Joanne Smith		-DITTO-	<b>Supporting</b>	-Ditto-	<b>In Person 3 mins</b>
Connor Mallen (Agent)		-DITTO-	<b>Supporting</b>	-Ditto-	<b>Written</b>

**(1) WRITTEN DEPUTATIONS**

The Committee noted the content of the written deputation that had been published on the Council’s website prior to the meeting.

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

The Committee noted a report by the Director of Planning and Regeneration on the development control matters, including information on new planning appeals and decisions.

**(1) P/22/1308/FP - LAND OFF TITCHFIELD ROAD STUBBINGTON**

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

Upon being proposed and seconded the officer recommendation: -

- (i) Subject to the applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted to the satisfaction of the Solicitor to the Council to secure:
  - a) The delivery of 40% of the permitted dwellings as a mixture of 2 on-site affordable houses and an off-site financial contribution equivalent to 1.6 units.
  - b) A financial contribution towards improvements to the Hampshire and Isle of Wight Wildlife Trust Pylon Field Mitigation Scheme as compensation towards the loss of Low Use Solent Waders and Brent Goose site.
  - c) Financial contributions to provide for satisfactory mitigation of the ‘in combination’ effects that the increase in residential units on the site would cause through increased recreational disturbance on The Solent and Southampton Water Special Protection Area, and New Forest Special Protection Area.
  - d) To secure the delivery of publicly accessible open space and provision of footpaths links through the open space between

Ranvilles Lane and Titchfield Road, including details of and responsibilities for the on-going management and maintenance.

- (ii) GRANT planning permission, subject to: -
  - a) The conditions in the report; and
  - b) The amendment to condition 1 to read “The development hereby permitted shall begin within 18 months from the date of this decision.

THEN

- (iii) DELEGATE authority to the Head of Planning to:
  - (a) Make any necessary modification, deletion or additions to the proposed conditions or heads of terms for the section 106 legal agreement; and
  - (b) Make any necessary changes arising out of detailed negotiations with the applicant which may necessitate the variation, addition or deletion of the conditions and heads of terms as drafted to ensure consistency between the two sets of provisions.

Was voted on and CARRIED.  
(Voting: 8 in favour; 1 against)

RESOLVED that: -

- (i) Subject to the applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted to the satisfaction of the Solicitor to the Council to secure:
  - a) The delivery of 40% of the permitted dwellings as a mixture of 2 on-site affordable houses and an off-site financial contribution equivalent to 1.6 units.
  - b) A financial contribution towards improvements to the Hampshire and Isle of Wight Wildlife Trust Pylon Field Mitigation Scheme as compensation towards the loss of Low Use Solent Waders and Brent Goose site.
  - c) Financial contributions to provide for satisfactory mitigation of the ‘in combination’ effects that the increase in residential units on the site would cause through increased recreational disturbance on The Solent and Southampton Water Special Protection Area, and New Forest Special Protection Area.
  - d) To secure the delivery of publicly accessible open space and provision of footpaths links through the open space between Ranvilles Lane and Titchfield Road, including details of and responsibilities for the on-going management and maintenance.

- (ii) PLANNING PERMISSION be granted, subject to: -
  - a) The conditions in the report; and
  - b) The amendment to condition 1 to read “The development hereby permitted shall begin within 18 months from the date of this decision.

THEN

- (iii) AUTHORITY BE DELEGATED to the Head of Planning to:
  - (a) Make any necessary modification, deletion or additions to the proposed conditions or heads of terms for the section 106 legal agreement; and
  - (b) Make any necessary changes arising out of detailed negotiations with the applicant which may necessitate the variation, addition or deletion of the conditions and heads of terms as drafted to ensure consistency between the two sets of provisions.

**(2) P/24/0712/FP - 11 HAZEL GROVE LOCKS HEATH SO31 6SH**

The Committee’s attention was drawn to the Update Report which contained the following information: -

*The following matter was not included within the considerations within the Committee Report:*

*‘Within the application, the section on Trees and Hedges, question one, has been marked as ‘No’. The semi-mature Hawthorn tree, directly to the front of the house, is of a size and location to fall within the remit of BS 5837:2012 (Trees in relation to design, demolition and construction) and as such a full survey and report should have been submitted at the time of application. Although the tree is not significant in its own rights, it is part of the original estates planting and contributed to the roads tree lined appeal.’*

*Officers have considered the concern raised and whilst the tree is a nice feature within the street scene, it is modest in size, unprotected tree and could be removed at any time without consent. The proposal does not include any ground works to be carried out close to the tree, which is already bounded by timber sleepers with the remainder of the front garden covered in slate chippings. Taking the above into account, it would be unreasonable and unnecessary to require a tree protection plan/condition in this case.*

Upon being proposed and seconded the officer recommendation: -

- (i) GRANT planning permission, subject to the conditions in the report.

Then



- (ii) DELEGATE authority to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.

(Voting: 9 in favour: 0 against)

RESOLVED that: -

- (i) PLANNING PERMISSION be granted, subject to the conditions in the report.

Then

- (ii) AUTHORITY BE DELEGATED to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

**(3) Q/0859/24 - EYERSDOWN FARM BURRIDGE**

Upon being proposed and seconded the officer recommendation to delegate to the Head of Planning in consultation with the Solicitor to the Council to complete a deed of variation to the existing Section 106 legal agreement dated 16<sup>th</sup> May 2022 to: update the mortgagee exclusion clause to reflect the National Housing Federation requirements, was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that delegation to the Head of Planning in consultation with the Solicitor to the Council to complete a deed of variation to the existing Section 106 legal agreement dated 16<sup>th</sup> May 2022 to: update the mortgagee exclusion clause to reflect the National Housing Federation requirements be APPROVED.

**(4) P/23/1182/CU - NEWLANDS FARM STROUD GREEN LANE PO14 2HT**

The Committee received the deputations referred to in Minute 5 above.

Councillor Miss J Burton declared a personal interest in this item as TS Tyres are known to her.

The Committee's attention was drawn to the Update Report which contained the following information: -

*Paragraph 8.44 of the officer report has been included in error and should be removed.*

Upon being proposed and seconded the officer recommendation: -

- (i) GRANT planning permission, subject to the conditions in the report.

Then

- (ii) DELEGATE authority to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.

(Voting: 8 in favour; 1 against)

RESOLVED that: -

- (i) PLANNING PERMISSION be granted, subject to the conditions in the report.

Then

- (ii) AUTHORITY BE DELEGATED to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

**(5) P/24/0392/FP - SEASCAPE CROFTON AVENUE FAREHAM PO13 9NJ**

The Committee received the deputations referred to in Minute 5 above.

Upon being proposed and seconded the officer recommendation: -

- (i) GRANT planning permission, subject to the conditions in the report.

Then

- (ii) DELEGATE authority to the Head of Planning to:

Make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that: -

- (i) PLANNING PERMISSION be granted, subject to the conditions in the report.

Then

- (ii) AUTHORITY BE DELEGATED to the Head of Planning to:

Make any necessary modification, deletion or addition to the proposed conditions.

**(6) P/24/0607/TO - 36 BURNT HOUSE LAND PO14 2LT**

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

Upon being proposed and seconded the officer recommendation to grant consent to fell one oak tree protected by TPO 653, subject to the condition of a

replacement tree – size and species to be agreed, was voted on and CARRIED.

(Voting: 8 in favour; 1 against)

RESOLVED that, subject to a replacement tree – size and species to be agreed, CONSENT be granted to fell one Oak Tree protected by TPO 653.

**(7) P/24/0750/VC - 17 OLD STREET FAREHAM PO14 3HT**

The Committee received the deputations referred to in Minute 5 above.

The Committee's attention was drawn to the Update Report which contained the following information: -

Nine further letters of objection have been received from 8 different households, all of which had previously submitted comments. No new material planning considerations have been raised.

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

(Voting: 9 in favour; 0 against)

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

**(8) Q/0757/24 - NORTHFIELD PARK PORTCHESTER PO16 8NF**

Upon being proposed and seconded the officer recommendation to delegate to the Head of Planning in consultation with the Solicitor to the Council to complete a deed of variation to the existing Section 106 legal agreement dated 20<sup>th</sup> August 2021 to vary the terms of Schedule Two to allow for the phased payment of the affordable housing contribution, was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that members APPROVE the delegation to the Head of Planning in consultation with the Solicitor to the Council to complete a deed of variation to the existing Section 106 legal agreement dated 20<sup>th</sup> August 2021 to vary the terms of Schedule Two to allow for the phased payment of the affordable housing contribution.

**(9) Planning Appeals**

The Committee noted the information in the report.

**(10) UPDATE REPORT**

The Update Report was circulated prior to the meeting and considered alongside the relevant agenda items.

(The meeting started at 2.30 pm  
and ended at 5.10 pm).

..... Chair

..... Date

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Planning Committee

(to be confirmed at the next meeting)

**Date:** Thursday, 25 July 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** D G Foot (Chairman)

**Councillor** I J Bastable (Vice-Chairman)

**Councillors:** S Dugan, G Furnivall, S P Ingram, Mrs J Needham, P M Nother, K Wiltshire and Mrs C L A Hockley (deputising for Miss J Burton)

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

An apology of absence was received from Councillor Miss J Burton.

**2. CHAIRMAN'S ANNOUNCEMENTS**

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

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**4. DEPUTATIONS**

The Committee received a deputation from the following in respect of the application indicated and were thanked accordingly.

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Item No/ Application No/Page No	Dep Type
<b>ZONE 1 – No items</b>					
<b>ZONE 2 – 11.00am</b>					
Joesph Carr		WELBORNE LAND NORTH OF FAREHAM – RESERVED MATTERS FOR ACCESS, APPEARANCE, LANDSCAPING, LAYOUT AND SCALE PURSUANT TO PLANNING PERMISSION P/17/0266/OA FOR THE VILLAGE CENTRE OF WELBORNE, INCLUDING THE PROVISION OF 71 RESIDENTIAL	<b>Supporting</b>	5(1) P/23/1644/RM Pg 5	<b>In Person 3 mins</b>

DWELLINGS OF VARIOUS TYPES AND TENURES, OFFICE, COMMUNITY HALL, FOOD RETAIL AND OTHER RETAIL SPACE, A RESTAURANT, A PUBLIC HOUSE AND HOTEL, OPEN SPACE, HOME OFFICE BUILDINGS, PLAY EQUIPMENT, A MARKET SHELTER, ACCESS AND PARKING, UTILITY CONNECTIONS, DRAINAGE, INFRASTRUCTURE, PEDESTRIAN AND CYCLE LINKS, CYCLE PARKING, SOIL MOVEMENT, THE REALIGNMENT OF KNOWLE ROAD TO CREATE A STAGGERED CROSS ROADS, PROVISION OF OTHER INTERNAL ROADS TO OTHER DEVELOPMENT AREAS, OTHER ANCILLARY ENGINEERING OPERATIONS AND THE DISCHARGE OF CONDITION 17 (LEVELS), CONDITION 19 (GROUND CONTAMINATION), CONDITION 22 (CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN), CONDITION 27 (SURFACE WATER), CONDITION 28 (BIODIVERSITY ENHANCEMENT), CONDITION 29

		(ARBORICULTURE), CONDITION 32 (FOUL DRAINAGE), CONDITION 34 (HIGHWAY DETAILS), CONDITION 37 (ENERGY STATEMENT), CONDITION 38 (WATER EFFICIENCY MEASURES), AND CONDITION 39 (HOUSING STATEMENT) OF THE OUTLINE PLANNING PERMISSION			
<b>ZONE 3 – No Items</b>					

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

The Committee noted a report by the Director of Planning and Regeneration on the development control matters, including information on new planning appeals and decisions.

**(1) P/23/1644/RM - WELBORNE - VILLAGE CENTRE LAND NORTH OF FAREHAM**

The Committee received the deputation referred to in Minute 4 above.

The Committee’s attention was drawn to the Update Report which provided the following information: -

*Welborne, Land North of Fareham*

*The Highway Authority, Hampshire County Council, have confirmed that the issue of cycle visibility splays at vehicle accesses on the North/South Secondary Street has been satisfactorily addressed by the updated highway drawings provided by the applicant. With this in mind the Officer recommendation at paragraph 10.1 is amended accordingly to remove the first bullet point which it was made ‘subject to’.*

*The conditions referred to at paragraph 10.2 of the Officer Committee Report are as follows:*



1. The development shall be carried out in accordance with the following approved documents:
  - 1) Site Boundary - WEL-PBF-VC-XX-DR-CH-00001.S4-P03
  - 2) A-100 - Village Centre - Proposed Site Plan RevR
  - 3) A-101 - Village Centre - Unit Mix and Tenure Plan RevR
  - 4) A-102 - Village Centre - Parking Strategy Plan RevR
  - 5) A-103 - Village Centre - Storey Height Plan RevR
  - 6) A-104 - Village Centre - Proposed EV Charging Point Location RevR
  - 7) A-105 - Village Centre - Refuse Strategy Plan RevR
  - 8) A-106 - Village Centre - Materials Plan RevR
  - 9) A-107 - Village Centre - Use Plan RevR
  - 10) Landscape General Arrangement Plan - DD557L20 Rev F
  - 11) General Arrangement (GA) Overview - WEL-PBF-VC-XX-DR-CH-00108.S4 Rev P04
  - 12) General Arrangement 1 - WEL-PBF-VC-XX-DR-CH-00101.S4-P05 GA Sheet 1
  - 13) General Arrangement 2 - WEL-PBF-VC-XX-DR-CH-00102.S4-P05 GA Sheet 2
  - 14) General Arrangement 3 - WEL-PBF-VC-XX-DR-CH-00103.S4-P05 GA Sheet 3
  - 15) General Arrangement 4 - WEL-PBF-VC-XX-DR-CH-00104.S4-P04 GA Sheet 4
  - 16) General Arrangement 5 - WEL-PBF-VC-XX-DR-CH-00105.S4-P05 GA Sheet 5
  - 17) General Arrangement 6 - WEL-PBF-VC-XX-DR-CH-00106.S4-P03 GA Sheet 6
  - 18) General Arrangement 7 - WEL-PBF-VC-XX-DR-CH-00107
  - 19) WEL-PBF-VC-XX-DR-CH-00701.S4-P04 Levels Layout 1
  - 20) WEL-PBF-VC-XX-DR-CH-00702.S4-P04 Levels Layout 2
  - 21) WEL-PBF-VC-XX-DR-CH-00703.S4-P05 Levels Layout 3
  - 22) WEL-PBF-VC-XX-DR-CH-00704.S4-P03 Levels Layout 4
  - 23) WEL-PBF-VC-XX-DR-CH-00705.S4-P04 Levels Layout 5
  - 24) WEL-PBF-VC-XX-DR-CH-00706.S4-P04 Levels Layout 6
  - 25) Levels Sheet 7 - WEL-PBF-VC-XX-DR-CH-00707
  - 26) WEL-PBF-VC-XX-DR-CD-00501.S4-P04 Drainage Layout 1
  - 27) WEL-PBF-VC-XX-DR-CD-00502.S4-P04 Drainage Layout 2
  - 28) WEL-PBF-VC-XX-DR-CD-00503.S4-P05 Drainage Layout 3
  - 29) WEL-PBF-VC-XX-DR-CD-00504.S4-P03 Drainage Layout 4
  - 30) WEL-PBF-VC-XX-DR-CD-00505.S4-P04 Drainage Layout 5
  - 31) WEL-PBF-VC-XX-DR-CD-00506.S4-P03 Drainage Layout 6
  - 32) Drainage and Utilities Sheet 7 - WEL-PBF-VC-XX-DR-CD-00507
  - 33) A-200 - Village Centre - Street elevations AA' and BB' RevH
  - 34) A-201 Village Centre - Street elevations CC and DD RevH
  - 35) A-300 Village Centre - Plot 1-2 - Plans and Elevations RevH
  - 36) A-301 Village Centre - Plot 3-4 - Plans and Elevations RevH
  - 37) A-302 Village Centre - Plot 5 - Plans and Elevations RevH
  - 38) A-303 Village Centre - Plot 5 HoG - Plans and Elevations RevH
  - 39) A-304 Village Centre - Building GH - Plans RevH
  - 40) A-305 Village Centre - Building GH - Plans RevH
  - 41) A-306 Village Centre - Building GH - Elevations RevH
  - 42) A-307 Village Centre - Plot 16 - Plans and Elevations RevH
  - 43) A-308 Village Centre - Plot 17-19 - Plans and Elevations RevH

- 44) A-309 Village Centre - Plot 16-19 Car Barn RevH
- 45) A-310 Village Centre - Building E - Plans RevI
- 46) A-311 Village Centre - Building E - Plans RevI
- 47) A-312 Village Centre - Building E - Elevations RevI
- 48) A-313 Village Centre - Building F - Plans RevH
- 49) A-314 Village Centre - Building F - Elevations RevH
- 50) A-315 Village Centre - Building D - Plans and Elevations RevH
- 51) A-316 Village Centre - Building C - Plans and Elevations RevH
- 52) A-317 Village Centre - Building B - Plans and Elevations RevH
- 53) A-318 Village Centre - Building A - Plans RevH
- 54) A-319 Village Centre - Building A - Elevations RevH
- 55) A-320 Village Centre - Building I - Plans RevH
- 56) A-321 Village Centre - Building I - Elevations RevH
- 57) A-322 Village Centre - Building JL - Plans RevH
- 58) A-323 Village Centre - Building JL - Plans RevH
- 59) A-324 Village Centre - Building JL - Elevations RevH
- 60) A-325 Village Centre - Building M - Plans And Elevations RevH
- 61) A-326 Village Centre - Building N - Plans And Elevations RevH
- 62) A-327 Village Centre - Building O - Plans RevH
- 63) A-328 Village Centre - Building O - Plans RevH
- 64) A-329 Village Centre - Building O - Elevations RevH
- 65) A-330 Village Centre - Plot 63 - Plans And Elevations RevH
- 66) A-331 Village Centre - Plot 64 - Plans And Elevations RevH
- 67) A-332 Village Centre - Plot 65 - Plans And Elevations RevH
- 68) A-333 Village Centre - Plot 66-67 - Plans And Elevations RevH
- 69) A-334 Village Centre - Plot 68 - Plans And Elevations RevH
- 70) A-335 Village Centre - Plot 68 HoG - Plans And Elevations RevH
- 71) A-336 Village Centre - Plot 69-70 - Plans And Elevations RevH
- 72) A-337 Village Centre - Plot 71 - Plans And Elevations RevH
- 73) A-338 Village Centre - Car Barns - Plans And Elevations RevH
- 74) A-339 Village Centre - Ancillary Buildings - A1 B1 C1 & C2 RevH
- 75) A-340 Village Centre - Ancillary Buildings - O1 Market Shelter & Substation RevH
- 76) Biodiversity Enhancement Strategy Compliance Statement - June 24
- 77) Construction Environmental Management Plan - 240628 FINAL Rev 1 ISSUED
- 78) Arboricultural Method Statement V5 Complete - JFA0173VC - 2024-06-28
- 79) Jigsaw Plan - DD557J09D\_CHB\_A3\_BES
- 80) Tree Strategy Plan - DD557L21D\_CHB
- 81) Lighting layout Staggered Junction - 2947-DFL-HLG-XX-DR-EO-13005-S3-P07
- 82) Village Centre, Welborne (RM) - Transport Statement Part 2 Apps Bii - G (Bound) 164.0051TS7
- 83) Village Centre, Welborne (RM) - Transport Statement Part 1 Report + Apps A - Bi (Bound) 164.0051TS7
- 84) Village Centre, Welborne - Construction Traffic Management Plan - 164.0051CTMP7
- 85) Ecological Impact Assessment - 27-06-24
- 86) Street Lighting details - staggered junction - Private Lighting Layout Plan - 2947-DFL-HLG-XX-DR-EO-13009-S3-P01

- 87) *Street Lighting details - staggered junction - 2947-DFL-HLG-XX-CA-EO-13026-S3-P01*
- 88) *Street Lighting details - staggered junction - 2947-DFL-HLG-XX-CA-EO-13025-S3-P01*
- 89) *Street Lighting details - staggered junction - 2947-DFL-HLG-XX-CA-EO-13010-S3-P01*
- 90) *Street lighting details - staggered junction - 2947-DFL-HLG-XX-CA-EO-13009-S3-P01*
- 91) *Street Lighting details - staggered junction - 2947-DFL-HLG-XX-CA-EO-13008-S3-P01*
- 92) *Street Lighting details - Staggered Junction - 2947-DFL-HLG-XX-CA-EO-13007-S3-P06*
- 93) *Street Lighting details - electrical schematic plan - 2947-DFL-HLG-XX-SC-EO-14001-S3-P01*
- 94) *Street Lighting details - Design Summary Report - 2947-DFL-HLG-XX-RP-EO-13005-S3-P02*
- 95) *Street Lighting details - staggered junction Private Lighting Design report - 2947-DFL-HLG-XX-RP-EO-13006-S3-P01*
- 96) *Village Centre Housing Statement Feb 24*
- 97) *Village Centre, Flood Risk Assessment and Drainage Strategy - 164.5051.FRADS.2 CH-B*
- 98) *WEL-PBF-HB-XX-DR-CH-09001.S4.P02 Levels Raising Eng Layout*
- 99) *WEL-PBF-HB-XX-DR-CH-09601.S4-P01 Levels Raising Isopachyte*
- 100) *Knowle Road Egress. - WEL-PBF-KR-XX-DR-CH-07201.S4-P02*
- 101) *Welborne Geophysical Report - Part 1*
- 102) *Welborne Geophysical Report – Part 2*
- 103) *Welborne Geophysical Report - Part 3*
- 104) *Welborne Geophysical Report - Part 4*
- 105) *Welborne Geophysical Report - Part 5*
- 106) *Lighting - 2947-DFL-HLG-XX-DR-EO-13004-S3-P05*
- 107) *Contaminated Land Report - Area 1-B Omnia Phase II V2 Issue 1.6.23*
- 108) *Contaminated Land Report - Area 5 Phase II Issue 1.6.23*
- 109) *Contaminated Land Report - Area E Phase II Issue 1.6.23*
- 110) *Contaminated Land Report - Area VC Omnia Phase II\_Part1*
- 111) *Contaminated Land Report - Area VC Omnia Phase II\_Part2*
- 112) *Energy and Sustainability Statement - Welborne Village Centre - Rev1*
- 113) *Contamination Report - J23-041-R01 - Area 5 - RS JUL23 V2*
- 114) *Private car parking lighting - 2947-DFL-HLG-XX-DR-EO-13010-S2-P01*
- 115) *Landscape Plan - Typical Tree Pit Details DD557D04*
- 116) *Shadow Appropriate Assessment (updated March 2024)*
- 117) *Nitrogen Budgets Supporting Information for Appropriate Assessment (updated February 2024)*

*REASON: To avoid any doubt over what has been permitted.*

2. *No development of any building hereby permitted shall proceed beyond damp proof course level until details of all proposed external facing materials (including providing access to samples where requested by the Local Planning Authority) have been submitted to and approved by the Local Planning Authority in writing for that building. The*

*development shall be carried out in accordance with the approved details.*

*REASON: To secure the high quality appearance of the development.*

3. *None of the public spaces shall be brought into use until details of all proposed street furniture, including bollards, seating etc. (including providing access to samples where requested by the Local Planning Authority) have been submitted to and approved by the Local Planning Authority in writing. The development shall be carried out in accordance with the approved details.*

*REASON: To secure the high quality appearance of the development.*

4. *None of the development hereby approved shall be occupied until details of the layout of the public open space to the south of Knowle Road have been submitted to and approved in writing by the Local Planning Authority. The submitted details shall be broadly consistent with the indicative design and specification of this open space provided on the approved Landscape General Arrangement Plan (rev F) and shall include, but need not be limited to, details of tree planting, seating opportunities, informal and mown grass areas and pedestrian connection links from the village centre to the southern cycle and pedestrian link. The development shall be carried out in accordance with the approved details.*

*REASON: To secure the high quality appearance of the development; to provide suitable public open space to meet the needs of local residents of the Village Centre; in the interests of good pedestrian connectivity.*

5. *None of the development hereby approved shall be occupied until a plan of the position, design, materials and type of boundary treatment to be erected to all boundaries has been submitted to and approved in writing by the Local Planning Authority. Furthermore, no individual dwelling shall be occupied until the approved boundary treatment for that dwelling has been fully implemented. The approved boundary treatments shall thereafter be retained at all times unless otherwise agreed in writing with the Local Planning Authority.*

*REASON: To protect the privacy of the occupiers of the neighbouring property, to prevent overlooking, and to ensure the high quality appearance of the development.*

6. *No dwelling, hereby approved, shall be first occupied until the approved parking spaces (including car barns where appropriate but not garages) and turning areas (where appropriate) for that property have been constructed in accordance with the approved details and made available for use. These areas shall thereafter be kept available for the parking and turning of vehicles at all times unless otherwise agreed in writing by the Local Planning Authority following the submission of a planning application for that purpose.*

*REASON: To ensure appropriate parking provision is made and retained at all times following the occupation of those dwellings; to reduce the demand for on-street parking as a result of inadequate allocated parking spaces and in the interests of highway safety.*

7. *The car barns hereby approved shall not be enclosed or have doors added, unless otherwise agreed in writing by the Local Planning Authority following the submission of a planning application for that purpose.*

*REASON: To ensure appropriate parking provision is retained at all times following the occupation of those dwellings; to reduce the demand for on-street parking as a result of inadequate allocated parking spaces and in the interests of highway safety.*

8. *At no time shall a roof void within any of the dwellings hereby approved be used to increase the floorspace of the gross internal area of that dwelling (when compared with the floorplans hereby approved) unless first agreed in writing with the Local Planning Authority following the submission of a planning application.*

*REASON: To ensure appropriate parking provision is made and retained at all times following the occupation of those dwellings; to reduce the demand for on-street parking as a result of inadequate allocated parking spaces and in the interests of highway safety.*

9. *The first floor bathroom window proposed to be inserted into the northern elevation of the dwelling at Plot 68 shall be:*

*a) Obscure-glazed; and*

*b) Of a non-opening design and construction to a height of 1.7 metres above internal finished floor level; and shall thereafter be retained in that condition at all times.*

*REASON: To prevent overlooking and to protect the privacy of the occupiers of the adjacent property.*

10. *Following the commencement of development, at no time during the lifetime of the development permitted pursuant to this reserved matters approval shall the land edged in yellow and labelled as "Offset for Village Centre" on the plan at paragraph 6.10 of the approved Shadow Appropriate Assessment (updated March 2024) be used for agriculture or for any other use that would produce a nitrogen saving of less than 9.82 kg/TN (as set out in the final column of Table 2 at paragraph 4.11 of the approved document "Nitrogen Budgets Supporting Information for Appropriate Assessment updated February 2024").*

*REASON: To demonstrate that suitable mitigation has been secured in relation to the effect that nitrates from the development has on the Protected Sites around The Solent.*

11. *None of the development hereby permitted shall be occupied until a timetable, setting out the phasing of the implementation of the landscaping details hereby approved, has been submitted to and approved in writing by the Local Planning Authority. The approved landscaping details shall be implemented and completed according to the approved timetable and maintained in accordance with the agreed schedule. Any trees or plants which, within a period of five years from first planting, are removed, die or, in the opinion of the Local Planning Authority, become seriously damaged or defective, shall be replaced, within the next available planting season, with others of the same species, size and number as originally approved.*

*REASON: To ensure the provision, establishment and maintenance of a standard of landscaping.*

12. *Before the occupation of the 800th residential unit approved pursuant to P/17/0266/OA, an application will be submitted to the Highway Authority to undertake the delivery of a controlled crossing, linking the green link across North Woods Avenue, with a copy also submitted to the local planning authority pursuant to this condition. The precise form and design of this crossing will be detailed within this application. The crossing shall be carried out in full in accordance with the approved details before the occupation of the 1,000th dwelling, unless otherwise agreed in writing by the local planning authority.*

*REASON: To provide satisfactory connectivity and pedestrian priority in order to promote active travel modes and sustainability, in line with LT/120 and Sport England's Active Design Guidance.*

13. *The development hereby permitted shall not be commenced for a period of at least 21 days from the date of this decision.*

*REASON: In accordance with the requirements of Section 28I of the Wildlife and Countryside Act 1981.*

Upon being proposed and seconded the officer recommendation: -

- (i) Subject to:
- Consideration by the Head of Planning of any comments received from Natural England in response to the consultation on the Council's Appropriate Assessment and consideration of any additional conditions or modifications to the proposed conditions that they may recommend.

Then

- (ii) APPROVE reserved matters and details pursuant to conditions 17, 19, 22, 27, 28, 29, 32, 34, 37, 38 and 39 of the outline permission, subject to the conditions in the Update Report.

Then

- (iii) DELEGATE authority to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.  
 (Voting: 9 in favour; 0 against)

RESOLVED that: -

- (i) Subject to:
  - Consideration by the Head of Planning of any comments received from Natural England in response to the consultation on the Council’s Appropriate Assessment and consideration of any additional conditions or modifications to the proposed conditions that they may recommend.

Then

- (ii) Reserved matters and details pursuant to conditions 17, 19, 22, 27, 28, 29, 32, 34, 37, 38 and 39 of the outline permission, subject to the conditions in the Update Report be APPROVED.

Then

- (iii) AUTHORITY BE DELEGATED to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

**(2) UPDATE REPORT**

The Update Report was circulated prior to the meeting and considered alongside the relevant agenda items.

(The meeting started at 11.00 am  
 and ended at 12.15 pm).

..... Chair

..... Date





# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Planning Committee

(to be confirmed at the next meeting)

**Date:** Thursday, 8 August 2024

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

**Councillor** D G Foot (Chairman)

**Councillor** I J Bastable (Vice-Chairman)

**Councillors:** S Dugan, G Furnivall, S P Ingram, Mrs J Needham, P M Nother, Mrs K Mandry (deputising for Miss J Burton) and P W Whittle (deputising for K Wiltshire)

**Also Present:** Councillor Mrs P K Hayre (Item 5(1))



**1. APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillors Miss J Burton and K Wiltshire.

**2. CHAIRMAN'S ANNOUNCEMENTS**

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

**3. DECLARATIONS OF INTEREST**

Councillor D G Foot declared a personal interest for item 5(1) as one of the deputies is known to him.

**4. DEPUTATIONS**

Name	Spokes person representing the persons listed	Subject	Supporting or Opposing the Application	Item No/ Application No/Page No	Dep Type
<b>ZONE 1 – No items</b>					
<b>ZONE 2 – No items</b>					
<b>ZONE 3 – 1.30am</b>					
<b>Nick Carter</b>		<p><b>P/20/0646/OA – LAND SOUTH OF LONGFIELD AVENUE, FAREHAM</b></p> <p>OUTLINE APPLICATION WITH ALL MATTERS RESERVED (EXCEPT ACCESS) FOR UP TO 1,200 NEW HOMES (C3); 80 BED CARE HOMES (C2); A NEW 2 FORM ENTRY PRIMARY SCHOOL (D1); A LOCAL CENTRE TO COMPRISE FLEXIBLE COMMERCIAL</p>	<b>opposing</b>	5(1) P/20/0646/OA	Written Statement

		FLOORSPACE (A1, A2, A3 AND A5 UP TO 800SQ.M) AND COMMUNITY CENTRE AND HEALTH CARE FACILITY (D1 USE UP TO 700SQ.M); THE FORMATION OF NEW MEANS OF ACCESS ONTO LONGFIELD AVENUE AND PEAK LANE; NEW OPEN SPACE INCLUDING THE LAYING OUT OF A NEW COUNTRY PARK AND SPORTS FACILITIES; DRAINAGE INFRASTRUCTURE; WALKING AND CYCLING INFRASTRUCTURE AND OTHER ASSOCIATED INFRASTRUCTURE WORKS.			
<b>Mary Thompson</b>		-ditto-	<b>opposing</b>	-ditto-	Written Statement
<b>Pearl Adams</b>		-ditto-	<b>opposing</b>	-ditto-	Written Statement
<b>Nick Morrill</b>		-ditto-	<b>opposing</b>	-ditto-	In person
<b>Ronald Charnock</b>		-ditto-	<b>opposing</b>	-ditto-	Written Statement
<b>Rose Christopherson</b>		-ditto-	<b>opposing</b>	-ditto	Written Statement
<b>Jennifer Holgate</b>		-ditto-	<b>opposing</b>	-ditto	Written Statement
<b>Neil McMonagle</b>		-ditto-	<b>opposing</b>	-ditto-	Written Statement
<b>Bob Marshall on behalf of The Fareham Society</b>		-ditto-	<b>opposing</b>	-ditto	Written Statement
<b>Ed Tooley</b>		-ditto-	<b>opposing</b>	-ditto-	In person

<b>Dame Caroline Dinenage, MP</b>		-ditto-	<b>opposing</b>	-ditto-	Written Statement
<b>Paul Holmes, MP</b>		-ditto-	<b>opposing</b>	-ditto-	Written Statement

**(1) WRITTEN DEPUTATIONS**

The Committee noted the content of the written deputations that had been published on the Council’s website prior to the meeting.

**(2) ADDITIONAL WRITTEN DEPUTATION**

The Committee noted the content of the written deputations that had been published on the Council’s website prior to the meeting.

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

The Committee noted a report by the Director of Planning and Regeneration on the development control matters.

**(1) P/20/0646/OA - LAND SOUTH OF LONGFIELD AVENUE FAREHAM**

The Committee received the deputations referred to in Minute 5 above.

The Committee’s attention was drawn to the Update Report which contained the following information: -

*P/20/0646/OA (Stubbington Ward)*

*Land South of Longfield Avenue, Fareham*

**Appeal Status**

*The Planning Inspectorate has confirmed that the appeal is valid and that the process will take the form of an Inquiry. The Inquiry will start at 10am on 29th October 2024 and is currently scheduled to take place over 8 days.*

**Amendments to the Report**

*For clarification, deletions to the report are ~~scored through~~ and additional text is in italics.*

*Off-Site Pedestrian and Cyclist Provision*

*8.60 The Local Highway Authority also refer to several interventions identified within the Infrastructure Delivery Plan that supports the Local Plan and Fareham’s Local Cycling and Walking Infrastructure Plan (LCWIP) that contributions are required towards. ~~that would improve pedestrian and cyclist routes close to the site and between the site, Fareham Town Centre and the train station.~~*

- 8.61 *The interventions that are in close proximity to the site together with those that are required to improve pedestrian and cycle links from the site to: the Rapid Transit bus services; existing PROW; Fareham Town Centre and the rail station, are required by policy HA55 and Officers consider satisfy the tests set out under the NPPF and the CIL Regulations.*
- 8.62 *There are however also financial contributions sought by the Local Highway Authority towards improvements within the Town Centre as part of the LCWIP route 270 that are not required by policy HA55 (a review of the West Street / Trinity Street signalised junction, a review of the West Street / Osborne Road South / Kings Road signalised junction and the provision of walking and cycling facilities within East Street) that are considered by Officers to not satisfy the aforementioned tests.*
- 8.63 *The applicant argues that the interventions identified within the Infrastructure Delivery Plan that supports the Local Plan and Fareham's Local Cycling and Walking Infrastructure Plan are strategic and should be funded by the Community Infrastructure Levy rather than by separate financial contributions secured within the legal agreement. Officers however consider the financial contributions sought by the Local Highway Authority to be:*
- 
- 1) necessary to make the development acceptable in planning terms;*
- 2) directly related to the development; and*
- 3) fairly and reasonably related in scale and kind to the development.*
- 8.64 *The financial contributions are necessary to ensure the development accords with policies TIN2 and HA55. The financial contributions also satisfy the tests set out in the NPPF and the CIL regulations and should be secured within the S106 legal agreement as without these contributions, the development would not be acceptable in planning terms.*

*Conclusion Regarding Recreational Disturbance*

- 8.124 *The Council agrees with the conclusions of the shadow Appropriate Assessment that provision of on-site high quality open space will fully mitigate the impacts of the development upon the Habitats Sites both alone and in ~~contribution~~ combination with other plans and projects.*

**Recommendation**

- 9.1 *Members confirm that had they been able to determine the planning application they would have resolved to:*
- (A) *GRANT OUTLINE PLANNING PERMISSION, subject to conditions and the completion of a planning obligation with the applicant pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council in respect of the following:*
- To secure the delivery of 40% of the permitted dwellings as affordable housing;*
  - To secure the delivery of an extra care facility;*
  - To secure the delivery housing built to adaptable or accessible standards (15% at category 2 of Building Regulations and 5% to category 3);*

- *To secure the delivery of serviced plots for 10% of the housing to be either self or custom build;*
- *To secure the delivery of sustainable mode improvements;*
- *To secure the delivery of mitigation and safety schemes to off-site local and strategic highway;*
- *To secure the delivery, management and maintenance of publicly accessible open space to include;*
- *To secure the delivery, management and maintenance of 10 hectares of publicly inaccessible open space (the bird reserve);*
- *To secure the delivery of a community facility;*
- *To secure the delivery of the local centre;*
- *To secure the provision of a financial contribution towards off-site healthcare provision;*
- *To secure the delivery of sports pitches;*
- *To secure the delivery of early years provision;*
- *To secure the delivery of a primary school on site;*
- *To secure the provision of a financial contribution towards the production and monitoring of a school travel plan;*
- *To secure the provision of a financial contribution towards places for pupils with special educational needs and disabilities;*
- *To secure the provision of a financial contribution to increase off-site secondary school capacity;*
- *To secure an employment and skills training plan;*
- *To secure the provision of a financial contribution towards upgrading and maintaining Public Rights of Way;*
- *To secure the provision of a monitoring fee in line with the obligations*

AND

*(B) DELEGATE authority to the Head of Planning to make (1) any necessary changes to proposed heads of terms for the section 106 legal agreement and (2) any other changes to the Council's case where this is considered necessary as a consequence of detailed negotiations and/or the production of further evidence during the course of the appeal.*

#### *Representations*

*Two further objections to the application have been received. They do not contain any new material considerations beyond those stated in the Committee Report*

At the invitation of the Chairman, Councillor Mrs P Hayre addressed the Committee on this item.

Councillor D Foot, declared a personal interest in this item as one of the deputies is known to him. He remained present in the meeting for the debate on the application and took part in the vote.

Members carefully considered all relevant planning matters and policies and acknowledged the site's allocation within the adopted Fareham Local Plan 2037.

A motion to approve the officer recommendation that had Members been able to determine the planning application they would have resolved to:

- (i) GRANT outline planning permission, subject to conditions and the completion of a planning obligation with the applicant pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council in respect of the following:
- To secure the delivery of 40% of the permitted dwellings as affordable housing;
  - To secure the delivery of an extra care facility;
  - To secure the delivery housing built to adaptable or accessible standards (15% at category 2 of Building Regulations and 5% to category 3);
  - To secure the delivery of serviced plots for 10% of the housing to be either self or custom build;
  - To secure the delivery of sustainable mode improvements;
  - To secure the delivery of mitigation and safety schemes to off-site local and strategic highway;
  - To secure the delivery, management and maintenance of publicly accessible open space to include;
  - To secure the delivery, management and maintenance of 10 hectares of publicly inaccessible open space (the bird reserve);
  - To secure the delivery of a community facility;
  - To secure the delivery of the local centre;
  - To secure the provision of a financial contribution towards off-site healthcare provision;
  - To secure the delivery of sports pitches;
  - To secure the delivery of early years provision;
  - To secure the delivery of a primary school on site;
  - To secure the provision of a financial contribution towards the production and monitoring of a school travel plan;
  - To secure the provision of a financial contribution towards places for pupils with special educational needs and disabilities;
  - To secure the provision of a financial contribution to increase off-site secondary school capacity;
  - To secure an employment and skills training plan;
  - To secure the provision of a financial contribution towards upgrading and maintaining Public Rights of Way;
  - To secure the provision of a monitoring fee in line with the obligations

Then

- (ii) DELEGATE authority to the Head of Planning to make (1) any necessary changes to proposed heads of terms for the section 106 legal agreement and (2) any other changes to the Council's case where this is considered necessary as a consequence of detailed negotiations and/or the production of further evidence during the course of the appeal.

Was proposed and seconded, and voted on and declared LOST.  
(Voting: 4 in favour; 5 against)

The Chairman adjourned the meeting to allow Officers time to prepare advice for Members prior to their consideration of a further proposal.

When the meeting was reconvened Officers drew Members' attention to paragraph 8.222 of the Officer's report which requires that they consider the titled balance in paragraph 11(d) of the NPPF as a material consideration.

Members carefully considered all relevant planning policies and matters, including the site's allocation within the adopted Fareham Local Plan 2037 and that the extent and amount of financial contributions towards necessary infrastructure was still ongoing and yet to be agreed. A further motion that had members had been able to determine the planning application they would have resolved to REFUSE the application, was voted on and CARRIED.  
(Voting: 5 in favour; 0 against; 4 Abstained)

RESOLVED that had Members had the opportunity to determine the application;

- (i) The application would have been REFUSED.

Reasons for Refusal:

The development would be contrary to policies HP5, HP7, HP8, R4, NE1, NE3, NE5, TIN1, TIN2, TIN4 and D1 of the Fareham Local Plan 2037, and is unacceptable in that it fails:

- To secure the delivery of 40% of the permitted dwellings as affordable housing;
- To secure the delivery of an extra care facility;
- To secure the delivery of housing built to adaptable or accessible standards (15% at category 2 of Building Regulations and 5% to category 3);
- To secure the delivery of serviced plots for 10% of the housing to be either self or customer build;
- To secure the delivery of sustainable mode improvements;
- To secure the delivery of mitigation and safety schemes to off-site local and strategic highway;
- To secure the delivery, management and maintenance of publicly accessible open space;
- To secure the delivery, management and maintenance of 10 hectares of publicly inaccessible open space (the bird reserve);
- To secure the delivery of a community facility;
- To secure the delivery of the local centre;
- To secure the provision of a financial contribution towards off-site healthcare provision;
- To secure the delivery of sports pitches;
- To secure the delivery of early years provision;
- To secure the delivery of a primary school on site;
- To secure the provision of a financial contribution towards the production and monitoring of a school travel plan;
- To secure the provision of a financial contribution towards places for pupils with special educational needs and disabilities;



- To secure the provision of a financial contribution to increase off-site secondary school capacity;
- To secure an employment and skills training plan;
- To secure the provision of a financial contribution towards upgrading and maintaining Public Rights of Way;
- To secure the provision of a monitoring fee in line with the obligations.

And to also:

(ii) DELEGATE authority to the Head of Planning to make: -

- (1) Any necessary changes to proposed heads of terms for the Section 106 Legal Agreement;
- (2) Any other changes to the Council's case where this is considered necessary as a consequence of detailed negotiations and/or the production of further evidence during the course of the appeal.

**(2) UPDATE REPORT**

The Update Report was circulated prior to the meeting and considered alongside the relevant agenda item.

(The meeting started at 1.30 pm  
and ended at 4.03 pm).

..... Chairman

..... Date



# FAREHAM

BOROUGH COUNCIL

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

**Date:** Thursday, 18 July 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** R N Bird (Chairman)

**Councillor** Miss T Harper (Vice-Chairman)

**Councillors:** F L Burgess, Mrs T L Ellis, D G Foot, D J Hamilton and  
P W Whittle

**Also  
Present:**



**1. APOLOGIES**

There were no apologies received at the meeting.

**2. MINUTES**

RESOLVED that the Minutes of the Audit and Governance Committee meeting held on the 11 March 2024 be signed and agreed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed the new Members to the Committee and passed on his thanks to the previous Chairman.

The Chairman added that he had recently met with the new external audit managers, Simon Mathers and Tom Wilkins, from Ernst and Young LLP (EY) in order to establish a working relationship in line with the action plan set for the Committee in March 2024.

The Chairman then went on to make the following announcement: -

'Members will recall that Ben Lazarus from Ernst and Young gave us an update in March on what was happening with the delayed sign off of the 2022/23 accounts.

He explained that a national consultation had been launched from the Department of Levelling Up, Housing and Communities recommending some backstop dates to clear the backlog and a review process to prevent a similar problem happening again. Ben also advised on the approach being taken by Ernst and Young which was to concentrate on the 2023/4 accounts this year and complete this audit before the required backstop date. They were not, however, intending to fully complete the 2022/23 audit other than the work already completed and would need to issue a disclaimer to their opinion.

I understand that the national consultation process did not have time to be completed before the election was called which means the first backstop date is likely to change. Tom (Senior Manager from EY) are you able to provide the committee with any further update on what is happening in this regard?'

Tom Wilkins from EY addressed the Committee to confirm that the consultation has now completed, and that the legislation is in a position to be considered by the new government. EY are continuing to work to the timetable they had set. Members challenged that if the backstop date is to change, why can this time not be used to complete the 2022/23 audit. Tom explained that this time will be used to ensure that the 2023/24 audit is completed on time.

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

Councillor P Whittle declared a non-pecuniary interest for item 6 – External Audit Annual Plan 2023/24, as he previously had a professional relationship with the Council’s external auditors Ernst & Young LLP.

#### **5. DEPUTATIONS**

No deputations were received at the meeting.

#### **6. EXTERNAL AUDIT ANNUAL PLAN 2023/24**

The Committee received the External Audit Plan from the Council's external auditors, Ernst & Young (EY). The plan, attached as Appendix A to the report, provided the Committee with a basis to review the proposed audit approach and scope of work for the 2023/24 audit (carried out in 2024/25). Tom Wilkins from EY was in attendance at the meeting to present the report to the Committee.

*Councillor P Whittle declared a non-pecuniary interest for at this item, as he previously had a professional relationship with the Council’s external auditors Ernst & Young LLP.*

Members asked for clarification if the ‘increase in risk’ highlighted on page 18 of the agenda pack should be a concern for the Council. Tom explained that the increase in risk does not mean that there is a concern, just that there are unusual items within the Council’s asset portfolio that will need extra work to audit, especially as they were not covered in 2022/23.

RESOLVED that the Audit and Governance Committee:

- a) approves the 2023/24 Audit Plan, attached as Appendix A to this report; and
- b) confirms its understanding of, and agreement to, the materiality and reporting levels set out on page 25 of Appendix A.

#### **7. COUNTER FRAUD ANNUAL REPORT**

The Committee received the Counter Fraud Annual Report from the Assistant Director (Finance & ICT) which updated the Committee on the counter fraud work carried out in the last 12 months including the numbers and outcomes of fraud cases.

Members of the Committee enquired about the four whistleblowing cases that had been reported within the last twelve months, asking if this was a typical amount compared to previous years. Officers advised that the four cases were an increase on previous years, but this was partly due to a change in the definitions used for whistleblowing rather than an increase in cases and therefore should not be a concern. Officers also advised that was a sign of good governance if concerns are being raised and acted on. Members agreed that this will be something to watch in future reporting.

RESOLVED that the Audit and Governance Committee: -

- a) note the contents of the report; and
- b) passed comment and approve the new Anti-Bribery Policy, at Appendix D.

## **8. CHIEF INTERNAL AUDITOR'S ANNUAL OPINION**

The Committee received the Chief Internal Auditor's Annual Opinion report from the Assistant Director (Finance & ICT) which set out the Internal Audit coverage, findings and performance for 2023/24 and provided an overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control.

As part of the assurance coverage the report included an overview of the effectiveness of the various partnership governance arrangements that the Council has. Members, although generally satisfied with the agreements and contracts in place, enquired about the issues with Project Integra and asked if this was an issue specific to Fareham Borough Council. Officers explained that the issues with the partnership are across all districts and stressed that a project team had been established to work through some of the challenges.

Members of the Committee asked several questions for clarification in order to better understand the internal audit processes that have led to the positive opinion from the internal audit team. During discussions questions were asked about the scope of the audits and how these are determined, especially in relation to audits where no opinion is given. The Assistant Director (Finance & ICT) explained what coverage is needed for an audit opinion to have a meaning and how some audits are at a manager's request and have a narrower focus. The Committee asked that Officers consider the training given to Officers to support them in their role in suggesting internal audit coverage during the audit plan or audit scoping discussions. Officers need to understand the internal audit process and how this relates to each service area.

RESOLVED that the Audit and Governance Committee: -

- a) ask Officers to consider training be given to those Officers whose input is relied upon as part of the internal audit planning and scoping to ensure that they understand the internal audit process and how this relates to each service area; and
- b) note the contents of the report as a source of evidence for the 2023/24 Annual Governance Statement.

## **9. ANNUAL GOVERNANCE STATEMENT**

The Committee received the 2023/24 Annual Governance Statement (AGS) from the Assistant Director (Finance & ICT) for member approval before publishing with the Statement of Accounts.

Members enquired about the section of the AGS which provides information on the Council's Whistleblowing Policy. Members discussed the contents at length and asked if Officers, in consultation with the Chairman, could look to reword this section to provide greater clarity with regards to the type of whistleblowing that had been reported and if publishing the number of reports was appropriate. Members also asked that Officers look to remove the reference to the 2017/18 focus groups as Members did not consider this to be relevant current information.

RESOLVED that the Audit and Governance Committee:-

- a) Request that Officers, in consultation with the Chairman, look to reword the section on whistleblowing to provide greater clarity with regards to the type of whistleblowing that has been reported and if publishing the number of reports is appropriate, and also ask that Officers look to remove the reference to the 2017/18 focus groups; and
- b) with the changes at a) approves the Annual Governance Statement for 2023/24, as attached at Appendix C of the report.

## **10. CHIEF INTERNAL AUDITOR'S QUARTERLY REPORT**

The Committee received the Chief Internal Auditor's Quarterly report which is a standard item on the Audit and Governance Committee agenda with the aim of providing Members with the assurances arising from the latest internal audit work. It also gives an update on the progress being made with setting and delivering the audit plans.

RESOLVED that the Audit and Governance Committee notes the progress and findings arising from Internal Audit work.

## **11. COMMITTEE REPORT**

The Committee received the new style Committee Report from the Assistant Director (Finance & ICT) which updated Members on a variety of assurances which are within the functions of the Audit and Governance Committee, but do not require a full report in their own right. Included in this report were; the Committees Work Programme, and updates to the Council's Financial Regulations.

The Assistant Director (Finance & ICT) explained that a new item needed adding to the work programme to reflect the new complaints standards that have been adopted. The first annual report will be brought to members in September and will include an introduction to the new arrangements.

The Chairman addressed the Committee to formally propose that an additional item be added to the Committee Work Programme to provide a platform for the Committee to publish a statement, the purpose of which would be to clarify the rationale for the disclaimer which will be published for the 2022/23 incomplete external audit. The proposal was seconded and the Committee then discussed the proposal at length before it was withdrawn by the Chairman pending further clarity on the proposed wording of the disclaimer by Government.

RESOLVED that the Audit and Governance Committee: -

- a) note the contents of the report at Part One; and
- b) ask that Council endorse the updated Financial Regulations as set out at Appendix B.

(The meeting started at 6.00 pm  
and ended at 7.50 pm).

..... Chairman

..... Date



# FAREHAM

## BOROUGH COUNCIL

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

**Date:** Monday, 23 September 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** R N Bird (Chairman)

**Councillor** Miss T Harper (Vice-Chairman)

**Councillors:** F L Burgess, Mrs T L Ellis, D G Foot, D J Hamilton and P W Whittle

**Also  
Present:**



## **1. APOLOGIES**

There were no apologies received at this meeting.

## **2. MINUTES**

Members of the Committee asked if officer attendance, in particular officers from Ernst & Young LLP (EY), be marked as in attendance within the Minutes. It was confirmed that Officers from EY should be named at the relevant Minute item therefore the Minutes from the last meeting would be amended to reflect Tom Wilkins attendance at item 6.

Members also highlighted that the Chairman's announcement from the last meeting did not reflect what was said at the meeting due to the lack of quotation marks. It was agreed that quotation marks would be added to the Chairman's announcement to assist in clarifying what was said by the Chairman and Tom Wilkins at the meeting.

Members also requested an update on the actions from the previous meeting which were provided from the officers present.

RESOLVED that with the addition of the amendments above, the Minutes of the Audit and Governance Committee meeting held on the 18 July 2024 be signed and agreed as a correct record.

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

The Chairman made the following announcement: -

I am booked to attend some training sessions run by the Institute of Chartered Accountants in England & Wales which focus on the purpose and operation of Audit Committees. I will provide an update to Members at the next meeting.

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

Councillor P Whittle declared a non-pecuniary interest for item 8 - Review of the Procurement and Contract Procedure Rules, as he is a qualified Chartered Contract Management Professional.

## **5. DEPUTATIONS**

No deputations were made at this meeting.

## **6. COMPLAINTS HANDLING**

The Committee received a report by the Assistant Director (Democracy) providing details on the Council's new Complaints Handling policy and processes since implementation earlier this year.

Councillor P Whittle advised that he would be attending the Local Government Association (LGA) conference next month and asked if there was any

feedback from Officers on the new complaints handling policy. Officers explained that, although it is still early days with the policy only being implemented in April this year, two themes that are clear at this time are, the new process is very resource intensive and can be too formal for some smaller complaints.

RESOLVED that the Audit and Governance Committee:

- a) notes the contents of this report;
- b) notes the 2024 Interim Annual self-assessment to the Housing Ombudsman attached at Appendix A; and
- c) notes the annual report of the Council's performance from the Ombudsman as linked at paragraph 27.

## **7. HOUSING ANNUAL COMPLAINTS PERFORMANCE & SERVICE IMPROVEMENT 2023/24**

The Committee received a report from the Director of Housing providing an insight and analysis of the Fareham Housing Complaints.

Members of the Committee discussed the report and asked questions for clarification around the response times and impact on resources within the Fareham Housing Team. Members noted the Complaints Performance and Service Improvement Report at appendix 1, highlighting the positive culture around complaints handling and the marked improvement in response times for 2024/25.

RESOLVED that the Audit and Governance Committee: -

- a) note the content of the 2023/24 Complaints Performance and Service Improvement Report (at Appendix 1), which relates to Fareham Housing; and
- b) ask that the response to the report above be published on the Council's website and made available to the Housing Ombudsman.

## **8. REVIEW OF PROCUREMENT AND CONTRACT PROCEDURE RULES**

The Committee received a report from the Assistant Director (Finance & ICT) providing detail on the recent review and subsequent changes to the Council's Procurement and Contract Procedure Rules.

The Strategic Procurement Specialist addressed the Committee to confirm that since publication of the report, the implementation date for the new Procurement Act 2023, has been put back to February 2025.

Members asked several questions to gain greater understanding on the various updates highlighted within the report and queried areas such as SME tracking, contract performance monitoring and the due diligence in place to avoid threshold levels being broken.

The Committee also asked that some additional wording be added to the table at paragraph 56 of Appendix 1, in order to mirror the narrative at Appendix M. This will provide clarification that the Executive is required to make a decision on awards of contracts with values over £500k if within the Council's budget & policy framework. Council will only be required to take a decision if 'outside' of Council's budget or policy framework, or for responsibilities that require Council approval.

RESOLVED that the Audit and Governance Committee:-

- a) reviews and comments on the contents of this report;
- b) ask that Council endorse the revised Procurement and Contract Procedure Rules attached at Appendix 1 to be implemented on the same date that the Procurement Act 2023 goes live; and
- c) supports the request that Council grants delegated authority to the Assistant Director (Finance and ICT) to update the Appendices to the Procurement and Contract Procedure Rules as subsequent changes needed are identified, including the additional wording to be added to paragraph 56 to clarify when Council is required to take a decision over £500k.

## **9. CHIEF INTERNAL AUDITORS QUARTERLY REPORT**

The Committee received the Chief Internal Auditor Quarterly Report which provided an update on the progress of the internal audit plans since the last meeting.

Members of the Committee discussed in detail the relationship between the recommendations made and the assurance opinion given, with officers clarifying procedures and how these are outlined within the Internal Audit Strategy. It was agreed that in future the report will make clear the type of audit assignment completed which would influence if an audit opinion would be expected. It was also agreed that that when concerns are raised from members on the number of recommendations made, that these audits will be followed up and be included in a future report to provide an update to the Committee.

RESOLVED that the Audit and Governance Committee notes the progress and findings arising from Internal Audit work.

## **10. RISK MANAGEMENT MONITORING REPORT**

The Committee received a report from the Assistant Director (Finance and ICT) on the latest Risk Management Monitoring Report.

Members commented on the new style of the report conveying their increased reassurance in the refreshingly open approach.

RESOLVED that the Audit and Governance Committee reviewed the report as a source of evidence that the current Risk Management Policy is operating in practice.

## 11. STATEMENT OF ACCOUNTS 2023/24

The Committee received a report from the Assistant Director (Finance and ICT) on the Council's Statement of Accounts (SoA) for 2023/24.

The Committee discussed the draft SoA in detail and asked several questions for clarification to provide a better understanding of the detail included and why some figures may be higher or lower than expected. Officers explained that the document is a snapshot of the Council finances and various factors can influence the figures captured in the draft document. Members of the Committee asked that where figures are higher than previous years, that narrative be provided to explain the reasons for these fluctuations where appropriate. An example was given at Note 22 Short Term Creditors on page 64, where the central government bodies figure for this year is significantly higher than in 2022/23. Officers explained that this is due to the Nitrate Mitigation Grant Funds received from central government as this must be repaid if not used by the end of this financial year. Members also requested that Officers check the figures given in Note 5.

A number of other small grammatical and typographical errors were highlighted by Members of the Committee and the Chairman welcomed any further amendments to be sent to Officers to assist in finalising the document prior to publication.

Members of the Committee expressed concerns over the wording of the recommendation and asked that the word 'approves' be changed to 'accept' as the SoA is in draft form at this time and therefore would not be appropriate for the Committee to approve. They also reiterated that they would not expect there to be any signatures on the document at this stage when it is published on the Council's website.

RESOLVED that the Audit and Governance Committee accept the unaudited Statement of Accounts for 2023/24, attached as Appendix A to the report, for publication by 30 September 2024.

## 12. COMMITTEE REPORT

Members received the Committee Report by the Monitoring Officer and Assistant Director (Finance and ICT) which provided a variety of assurances which are within the functions of the Committee but do not require a full report in their own right.

RESOLVED that the Audit and Governance Committee:-

- a) note the contents of Part One of the report for information; and
- b) consider the amendments to the Constitution as set out in Part Two of the report.

(The meeting started at 6.00 pm  
and ended at 7.43 pm).

..... Chairman

..... Date

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Daedalus Scrutiny Panel (to be confirmed at the next meeting)

**Date:** Wednesday, 17 July 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** S Dugan (Chair)

**Councillor** Mrs J Needham (Vice-Chair)

**Councillors:** Mrs S M Bayford, Mrs P K Hayre, Mrs K Mandry and  
D P Wiltshire

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

An apology of absence was received from Councillor J M Englefield.

**2. MINUTES**

RESOLVED that the minutes of the Daedalus Scrutiny Panel meeting held 21 February 2024 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

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

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

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PRESENTATION - INTRODUCTION TO THE DAEDALUS SCRUTINY PANEL**

The Panel received a presentation from the Director of Planning and Regeneration providing an overview of the Daedalus Scrutiny Panel. The presentation provided details of the role and function of the Panel and then went into more specific details with regards to the various work streams relating to Daedalus, which fall within the Executive portfolio for Policy and Resources. (A copy of the presentation is appended to these minutes).

RESOLVED that members noted the content of the presentation.

**7. EXECUTIVE BUSINESS**

The Panel considered the Executive items of business which falls under the remit of the Policy and resources Portfolio, specifically in relation to Daedalus, including Executive Member decisions and Officer delegated decisions that have taken place since the last meeting of the Panel.

The Panel considered the decisions at items 7(1) to 7(3).

**(1) Daedalus Vision and Outline Strategy - 2024 Update - Progress and Next Steps**

There were no comments received.

**(2) Solent Enterprise Zone - Retained Business Rates and Infrastructure Investment Plan**



Councillor Mrs P Hayre asked questions in relation to this decision. The Director of Planning and Regeneration confirmed that the Memorandum of Understanding has not yet been signed by all parties, and he will provide a further update on this when appropriate.

**(3) CONFIDENTIAL - Sale of Land Parcel at Faraday Business Park, Daedalus**

The Panel resolved to go into private session for this item to allow Officers to take questions from members with regard to this decision.

At the end of this item, the Panel resolved to return to public session.

**8. SCRUTINY PRIORITIES**

The Panel was asked to consider the Scrutiny Priorities for the Daedalus Scrutiny Panel. The Head of Asset Management and Daedalus Programme (Airsides) Lead addressed the Panel to provide an overview of a potential work programme, which had been set out to propose how various work streams underway by Officers could be delivered to the Panel throughout the municipal year. The Director of Planning and Regeneration addressed the Panel to confirm that the work programme is flexible and subject to change, but requested that Members consider which items they wish to be brought before them for consideration.

Members asked for three items to be considered for inclusion within the work programme. 1) Fareham Innovation Centre – Annual Operator report (Oxford Innovation); 2) Solent Airport Annual Operator report (RCA); 3) Airport Investment Programme – Delivery Update; 4) Faraday Business Park Development Strategy; 5) Swordfish Business Park Development Strategy; 6) Airport – Procurement of Future Operator; 7) Daedalus Financial and Business Plan. The Director of Planning and Regeneration confirmed that these topics will be incorporated into the work programme as appropriate through the municipal year.

Councillor Mrs Bayford also requested that the Panel have a visit to the Innovation Centre as she found this useful previously. The Director of Planning and Regeneration confirmed that this will be arranged.

Councillor Wiltshire enquired as to whether there were any plans to increase airside revenue and whether this was something that could be reported to the Panel. The Director of Planning and Regeneration provided confirmation that this the Finance and Business Plan item will address this issue as referenced above.

**9. EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that the public and representatives of the press be excluded from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972.

**10. PRESENTATION - FAREHAM INNOVATION CENTRE - PROCUREMENT OF FUTURE OPERATOR**

The Panel received a presentation from the Daedalus Programme Lead (Airside) on the Procurement of the Future Operator of the Fareham Innovation Centre.

Officers took questions from Members on the presentation.

RESOLVED that the Panel note content of the report.

(The meeting started at 6.00 pm  
and ended at 7.03 pm).

..... Chair

..... Date

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Streetscene Scrutiny Panel (to be confirmed at the next meeting)

**Date:** Tuesday, 30 July 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** Miss T Harper (Chair)

**Councillor** Mrs P K Hayre (Vice-Chair)

**Councillors:** C A Bainbridge, Mrs L E Clubley, Mrs K Mandry,  
Mrs J Needham and K Wiltshire

**Also Present:** Councillor P W Whittle, for item 9



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Streetscene Scrutiny Panel held on 21 March 2024 be confirmed and signed as a correct record.

**3. CHAIR'S ANNOUNCEMENTS**

The Chair announced that she would like to put on record her personal thanks to Mark Bowler, the previous Head of Streetscene. Mark worked for the Council for over 20 years, firstly in Leisure and Community and secondly, for the last 6 years, in Streetscene. He was extremely knowledgeable and helpful and a true asset that will be sorely missed. The Chair was delighted to welcome Mick Gore to the meeting and congratulated him on the appointment to his new role as Head of Streetscene, and advised Members that whilst it is always a delight to promote from within, this has now caused a cascade of internal changes which would be detailed in the forthcoming presentation later in the meeting.

The Chair also announced that there had been two recent press releases as follows:

- In May, the Council received just under £1m to cover the capital costs of introducing new food waste collections.
- In July, Green Flag awards were retained by 2 parks in the Borough – Holly Hill Woodland Park and the Sensory Garden in Fareham Town Centre.

Finally the Chair announced that Members will be invited to attend a briefing session on the 02 September which will update them on the Simpler Recycling arrangements.

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

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. EXECUTIVE BUSINESS**

**(1) Holly Hill Woodland Park Restoration**

There were no comments or questions for clarification in respect of this item.

## **7. INTRODUCTION TO THE PANEL AND PORTFOLIO SERVICES**

The Panel received a presentation which outlined the role of the Panel and provided an overview of the Streetscene portfolio services. A copy of the slides is attached as Appendix A to these minutes.

Members discussed the potential impact that increasing budget pressures could have on service delivery as a result of land development across the Borough.

A trial arrangement was discussed that has been made with Stubbington Park which involves members of the community taking formal responsibility for the maintenance of some of the facilities at the site. If successful, it may be possible to roll this out further across the Borough.

In discussing the maintenance of public conveniences, members were advised that there is currently a refurbishment programme in place. This will be reviewed to see if it is properly targeted at those toilets in the greatest need. Members were also advised that refurbishment of public convenience facilities is a current corporate priority for the Council.

The ability for Members to be able to easily identify ownership of Council land when dealing with residents' queries was discussed and it was highlighted that this information is available on the Council's website at the following link: <https://www.fareham.gov.uk/GISmaps.aspx>.

During this item it was suggested and agreed that Hampshire County Council be invited to attend a future meeting of the Panel to update members on their role as part of Project Integra to prepare for Simpler Recycling.

RESOLVED that the Streetscene Scrutiny Panel notes the content of the presentation.

## **8. SIMPLER RECYCLING UPDATE**

The Panel received a presentation by the Director of Neighbourhoods which provided information for members on the Government's requirements to standardise waste collection services across the United Kingdom, the implication for Fareham and the issues around implementation. A copy of the presentation slides is attached as Appendix B to these minutes.

In discussing this item, Members asked whether conversations were taking place with Hampshire County Council, as Waste Disposal Authority, to agree the way forward with implementing the simpler recycling regulations. The Panel was advised that discussions were being held with all relevant parties within Project Integra and, in addition, Andy Wannell is leading a piece of work with the Hampshire Waste Collection Authority Chief Executives to consolidate the approach to future waste collection services in Hampshire.

The Panel raised concern about the difficulties that residents in sheltered homes and flats will face in managing the new requirements and was reassured that the Waste Collection Team is geared up to provide services

specific to different households. This will include obtaining the views of the Fareham Housing Team to take into account in the planning process.

RESOLVED that the Streetscene Scrutiny Panel notes the content of the presentation.

## **9. FLEET PERFORMANCE**

The Panel received a presentation by the Transport Manager which provided Members with an update on the performance of the Council's fleet in 2023/24. A copy of the presentation slides is attached as Appendix C to these minutes.

At the invitation of the Chair, Councillor P W Whittle addressed the Panel on this item.

Councillor Whittle commented that in order for scrutiny to be helpful and effective, information on items for discussion needs to be made available well in advance of the meeting in order that Members can be fully prepared.

Councillor Whittle referenced discussion that took place at the Audit and Governance Committee on the 18 June 2024 in respect of the Chief Internal Auditor report for the Final Quarter of 2023/24 which provided the results of completed audits across several Council services. Councillor Whittle drew attention to the results of the Fleet Compliance Review that took place and raised concern about the number of Essential and Important audit recommendations made. Councillor Whittle suggested that a report from the Vehicle Transport Manager be brought forward to the Streetscene Panel to advise members what remedial steps are being taken in respect of these recommendations. The Director of Neighbourhoods advised that the Fleet Compliance Audit had taken place following a management request for assurance. An Improvement Plan is currently being formulated with the intention to bring results to a further meeting of the Panel.

RESOLVED that the Streetscene Scrutiny Panel notes the content of the presentation.

## **10. STREETSCENE SCRUTINY PANEL PRIORITIES**

Members were given the opportunity to consider and review the Scrutiny Priorities for the Panel.

Councillor C A Bainbridge commented that whilst the presentations given at the meeting had been excellent, it would have been useful to have had copies of the slides in advance of the meeting.

The following items were put forward for future scrutiny by the Panel:

- An early review of the draft Waste and Recycling Policy.
- An update on Hampshire County Council's role as part of Project Integra to prepare for Simpler Recycling (as detailed at item 7).

- A review of Fleet Management Compliance recommendations, as detailed at item 9.
- A review of sustainable pesticide use following the introduction of the Sustainable Pesticide Use Policy last year.

RESOLVED that the Streetscene Scrutiny Panel considered the scrutiny priorities for the Panel.

(The meeting started at 6.01 pm  
and ended at 8.05 pm).

..... Chair

..... Date





# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Planning and Development Scrutiny Panel (to be confirmed at the next meeting)

**Date:** Wednesday, 18 September 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** Mrs T L Ellis (Chairman)

**Councillor** S Dugan (Vice-Chairman)

**Councillors:** Mrs L M Birkett, Mrs P K Hayre, A M J Murphy, P M Nother and P W Whittle

**Also Present:** M R Daniells (Executive Member for Planning and Development)



**1. APOLOGIES FOR ABSENCE**

No apologies of absence were received at the meeting.

**2. MINUTES**

RESOLVED that the Minutes of the Planning and Development Scrutiny Panel meeting held on the 05 June 2024 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made no announcements at the meeting.

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

No declarations of interest were made at the meeting.

**5. DEPUTATIONS**

No deputations were received at the meeting.

**6. CONSULTATION RESPONSE ON PROPOSED CHANGES TO THE NATIONAL PLANNING POLICY FRAMEWORK**

The Panel received an Executive report from the Head of Planning on the Council's suggested consultation response to the Government's proposed changes to the National Planning Policy Framework (NPPF). Since the consultation on the proposed reforms to the NPPF began on the 30 July 2024, officers have worked to fully understand the implications of the proposals for this Borough and have prepared the Council's response.

The Team Leader (Planning Strategy), supported by the Principal Planner (Strategy) presented the Executive report to the Panel highlighting the key areas of change and the potential implications of these changes for this Borough.

Members raised considerable concern about the proposed changes to the standard method, which would substantially increase the number of houses the Borough will need to accommodate and would effectively impose the minimum number of houses the Borough must plan for.

Members of the Panel were also very concerned at the requirement for all Council's to demonstrate a five year housing land supply, irrespective of whether they have an up-to-date local plan or not. Such an approach would significantly undermine the plan-led system, which is the appropriate mechanism for determining the number of houses the Council needs to plan for, and the location for new development.

In addition to submitting a formal response to the consultation, it was recommended by the Panel that a letter should be sent by the Council to the

Deputy Prime Minister, setting out the Council’s key observations on the proposed changes to the NPPF.

Members then discussed the suggested consultation response in detail. Members unanimously agreed with the responses, and suggested a small number of changes to them, elaborating further on the Council’s concerns (along with some minor typographical amendments). Table 1 below highlights these proposed changes:

<b>Table 1</b>	
<b>Question number</b>	<b>Proposed Change</b>
Q4	Answer should be reworded to ‘disagree’ and reworded accordingly.
Q5	Typo – replace ‘at a detailed levels’ with ‘at a detailed level’.
Q9	Include ‘and concerned’ following ‘extremely disappointed’ in the first sentence of paragraph 4.
Q19	Strengthen wording in paragraph two around tackling directly with developers and stalled sites particularly around what could be done with council tax.
Q59	Typo – replace ‘fitting’ with ‘keeping’
Q79	Reword second sentence to provide a positive slant from Council’s perspective
Q80	Strengthen this to identify the role of funding and push for further local authority funding
Q81	Include positive support for the role of existing/managed wild hedgerows and the biodiversity benefits they provide
Q84	Add wording identifying the challenges the Borough is currently facing in regard to sewage and waste water infrastructure and impacts on the solent such as leakage and spills
Q96	Typo – ‘Yes’ missing from text

RESOLVED that the Planning and Development Scrutiny Panel: -

- a) note the contents of the Executive report attached at Appendix 1;
- c) ask the Executive Member for Planning and Development to consider the proposed changes in table 1 at the Executive Member Decision meeting on the 19 September 2024; and
- b) Suggest to the Executive Member for Planning and Development that a letter be sent from the Council to the Deputy Prime Minister setting out the Council’s key observations on the proposed changes to the NPPF.

## **7. EXECUTIVE BUSINESS**

The Panel received the item of Executive Business that had been taken since the last meeting.

### **(1) Self and Custom Build Housing Action Plan Review**

No questions or comments were received for this item.

**8. PLANNING AND DEVELOPMENT SCRUTINY PANEL PRIORITIES**

Members were asked to consider the Scrutiny Priorities for the Planning and Development Scrutiny Panel.

The Director of Planning and Regeneration addressed the Panel to explain that the priorities set out at the last meeting had not changed, although the NPPF consultation had impacted upon staff resource, and that the timescales for these work streams had been impacted.

It was agreed that officers would seek to confirm which items would be brought to the future meetings within this municipal year and that this would be circulated to Members of the Panel as soon as possible.

RESOLVED that the Panel considered the Scrutiny Priorities for the Planning and Development Scrutiny Panel.

(The meeting started at 6.00 pm  
and ended at 7.52 pm).

..... Chairman

..... Date

# FAREHAM

BOROUGH COUNCIL

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

**Date:** Wednesday, 2 October 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** F L Burgess (Chairman)

**Councillor** Mrs L E Clubley (Vice-Chairman)

**Councillors:** Mrs S M Bayford, R N Bird, Miss T Harper, L J Whittle and  
D P Wiltshire

**Also Present:** Councillor Mrs P M Bryant (Item 7)



**1. APOLOGIES FOR ABSENCE**

No apologies of absence were received at the meeting.

**2. MINUTES**

RESOLVED that the Minutes from the Leisure and Community Scrutiny Panel meeting held on the 25 June 2024 be signed and confirmed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcement: -

I would just like to say how much I enjoyed the Gala event at Fareham Live last night (01 October 2024). Fareham Live is a superb venue and team have done us proud. I am sure that the increased footfall produced by this great venue into will have a positive impact with our vision for the Town Centre. I would like to pass on my thanks to everyone involved.

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

No declarations of interest were received at the meeting.

**5. DEPUTATIONS**

No deputations were received at the meeting.

**6. FAREHAM PARK VISION UPDATE**

The Panel received an Executive report and supporting presentation from the Leisure and Community Officer providing Members with an update on the Fareham Park Vision to create a Masterplan for new leisure, community and recreation facilities.

The presentation, which is appended to these Minutes, provided Members with a detailed overview of the developing project including, timescales, community engagement and how this has fed into the options chosen and the next steps with the Executive decision on Monday 07 October, which if approved will allow for the planning application to be submitted in the coming months.

Members of the Panel showed overall support for the exciting project, although raised concerns over the uncertainty surrounding the car parking on site, due to the current Hampshire County Council consultation with regards to the future of Henry Cort school. Members of the Panel were reassured by the Officers' phased approach which will allow for the various possible scenarios to be fed into the project as it moves forward.

RESOLVED that the Leisure and Community Scrutiny Panel:-

- a) note the contents of the Executive report at Appendix 1; and

- b) ask that the Executive consider the comments above at their meeting on the 07 October 2024.

## 7. LEISURE AND COMMUNITY PROJECTS UPDATE

The Panel received a report with supporting presentation from the Leisure and Community Manager which updated Members on a variety of ongoing projects which are being managed within the Leisure and Community function that do not require a full report.

At the invitation of the Chairman Councillor Mrs P M Bryant contributed to discussion on this item.

Throughout the presentation Members of the Panel asked questions for clarification on the various workstreams and projects highlighted.

During discussions regarding the new Fareham Live venue, Members asked that Officers liaise with Trafalgar Theatres to investigate options for affordable ticketing, in particular the pantomime which although competitively priced, remains unaffordable for those families on lower incomes.

Members also discussed the future of the Westbury Manor Museum building in detail, with Hampshire Cultural Trust due to vacate the premises by Christmas. Members were reassured that the Asset Management Team are in regular discussions with Savills (who have been appointed to sell the property) to secure an appropriate buyer for this much-loved Fareham building.

RESOLVED that the Leisure and Community Scrutiny Panel notes the contents of the summary report and updates contained within the presentation.

## 8. EXECUTIVE BUSINESS

Members of the Panel were asked to consider the items of Executive business, including a tabled item which was circulated to Members ahead of the meeting and will be published with these Minutes.

### (1) Community Fund Application - 1st Locks Heath Scouts

No questions or comments of clarification were received.

### (2) Community Fund Application - Live Art Local

Members enquired about this decision as the pilot event for which the funds had been allocated had been postponed. Officers reassured the Panel that until Live Art Local have secured a date for their pilot event the funds would not be released.

### (3) Fareham Park Play Area - Award of Contract

No questions or comments of clarification were received.

**(4) Community Fund Application - Stubbington Football Club**

No questions or comments of clarification were received.

**9. LEISURE AND COMMUNITY SCRUTINY PANEL PRIORITIES**

The Panel were invited to consider the priorities for the Leisure and Community Scrutiny Panel.

RESOLVED that Members considered the priorities for the Panel.

(The meeting started at 6.00 pm  
and ended at 7.36 pm).

..... Chairman

..... Date



**9<sup>th</sup> SEPTEMBER 2024**

**MOTION TO COUNCIL PRESENTED BY - COUNCILLOR MRS TINA ELLIS**

**Changes to the Winter Fuel Allowance and Protecting Pensioners from Fuel Poverty**

Fareham has a high number of pensioners within the Borough who currently benefit from the Winter Fuel Allowance, irrespective of whether they are in receipt of other benefits. It should not be forgotten that the Borough, among this group, has one of the highest numbers of over 80's in the country. This allowance, for so many is a lifeline, giving peace of mind that they can keep their heating on, it can mean the difference between affording to stay in their own home or not so has additional risk of overloading the requirement for alternative accommodation in the area. The potential impact of the change will affect up to 25,000 residents across the Borough and I ask Members' consideration to support the following:-

**Council Notes:**

- The Labour Government's recent decision to restrict the Winter Fuel Payment to only pensioners in receipt of means-tested benefits like Pension Credit, as announced by Chancellor Rachel Reeves.
- The estimated impact of this decision, which Age UK says will mean 2 million pensioners who badly need the money to stay warm this winter will not receive it.
- The significant role that Winter Fuel Payments play in helping older residents of Fareham Borough Council and across the UK afford heating during the coldest months, thereby preventing 'heat or eat' dilemmas and safeguarding health.
- The criticism from Age UK, the Countryside Alliance and other charities, highlighting the social injustice and potential health risks posed by this sudden policy change.
- The additional strain this decision will place on vulnerable pensioners, many of whom do not claim Pension Credit despite being eligible, further exacerbating their financial hardship.

**Council believes:**

- That the Winter Fuel Payment has been a lifeline for many older people across the UK and that restricting its availability solely to those on Pension Credit risks leaving many pensioners in financial hardship.
- While some pensioners currently in receipt of the Winter Fuel Payment may not require it, many thousands across Fareham Borough sit just above the cut-off for Pension Credit and will now lose their allowance.
- The decision to means-test Winter Fuel Payments, especially with such short notice and without adequate compensatory measures, is deeply unfair and will disproportionately affect the health and well-being of our poorest older residents.
- The government's approach fails to consider the administrative barriers and stigma that prevent eligible pensioners from claiming Pension Credit, leaving many without the support they desperately need.

**Council resolves to:**

- Bring forward a Council-led local awareness campaign to alert those eligible for Pension Credit which in some respects will help access to the Winter Fuel Payment for those most in need.
- Request that the Council Leader write to the Chancellor of the Exchequer, urging a review of the decision to means-test the Winter Fuel Payment and asking the government to ensure that vulnerable pensioners (particularly those who do not claim Pension Credit) are protected from fuel poverty.
- Commit the Council to signing the 'Save the Winter Fuel Payment for Struggling Pensioners' petition being run by Age UK and write to all members offering them the opportunity to sign the petition themselves.
- Encourage local efforts to promote Pension Credit uptake through council services and partnerships with local charities and community organisations to ensure that **all** eligible pensioners in Fareham Borough are supported in claiming their entitlement.

Tina Ellis  
Councillor Mrs Tina Ellis  
Avenue Ward

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

#### 17 October 2024

*Subject:* **Council Tax Long Term Empty and Second Home Premium Charges**

*Report of:* **Assistant Director (Finance and ICT)**

#### SUMMARY

On 23 February 2024, Council considered a report recommending the adoption of discretionary changes to Council Tax premiums on Long Term Empty Properties and Second Homes.

The changes were driven by The Levelling Up and Regeneration Act 2023, a wide-ranging bill which gives Councils the power to levy a Council Tax Premiums of up to 100% on Long Term Empty Properties and properties used as Second Homes. The main objectives of the powers are to help with the housing shortage and provide incentives for all properties to become occupied.

By adopting these changes, the Council was required to declare its intentions at least 12 months prior to the financial year in which the changes came into force on 1 April 2025. So, the owners of the properties affected by these changes were notified in March 2024.

Unfortunately, whilst the correct elements of the changes were detailed in the report approved on 23 February, it has been discovered that the wrong version of the Council Tax Discounts, Reliefs, Exemptions & Premiums Guide (Appendix A (V2)) was attached to the February report, this latest report seeks to correct that.

## RECOMMENDATION

At the Council meeting on 23 February 2024, the Council agreed:

- (a) a new 100% premium on second homes and restricted second homes after 12 months, from 1 April 2025;
- (b) an earlier 100% premium for Long Term Empty Properties which have been empty and unfurnished for a period between 1 and 5 years (previously a period between 2 and 5 years);
- (c) the Council's Section 151 Officer be granted delegated power to waive these premiums or alter the policy in exceptional circumstances after consultation with the Executive portfolio holder with responsibility for Local Tax Collection; and
- (d) an update to the Council Tax Discounts, Exemption and Premiums Policy, (Appendix A to this report).

Whilst the correct elements of the policy detailed above were approved in the report, unfortunately Appendix A included did not reflect those changes, so we now seek a correction of the formal minute by approving the correct attached appendix (Appendix A (V2)) to apply retrospectively, as was originally intended.

## **INTRODUCTION**

1. Fareham Borough Council is a designated Billing Authority and responsible for the collection of Council Tax and distributing it to the precepting bodies. Council Tax is a local contribution to the many services provided in the borough by Fareham Borough Council, Hampshire County Council, Hampshire Police & Crime Commissioner and Hampshire Fire and Rescue Service.
2. Some properties or households are eligible for discounts, reliefs, or exemption from Council Tax, or have premiums added where the property has been empty for more than 2 years. Most of these adjustments are mandatory reductions and contained in Legislation, other adjustments are discretionary and can be set locally by the Council. A full summary of all current Council Tax reductions is attached in the Council Tax Discounts, Exemption and Premiums Policy (Appendix A (V2)).
3. This report seeks the correction of the formal minute by approving the correct attached appendix (Appendix A (V2)) to now apply retrospectively, as was originally intended.

## **BACKGROUND**

4. Fareham has a shortage of affordable residential accommodation, and the introduction of Council Tax premiums will help bring properties back into full time use.
5. The Levelling Up and Regeneration Act 2023 (Regulation 79 and 80) empowers Councils to apply a premium on properties left empty for more than 1 year. The legislation recognises the impact that high levels of second home ownerships can have in some areas and seeks to encourage owners to bring empty properties back into use sooner.
6. Since the original report, Regulations have been laid before Parliament on 7 October 2024 setting out the exceptions to Council Tax Premiums on second and long-term empty homes. The Council Tax (Prescribed Classes of Dwellings and Consequential Amendments) (England) Regulations 2024
7. In the original report, powers were delegated to the Council's Section 151 Officer to amend the policy in line with the Government's requirements, as now set out in Legislation.

## **RISK ASSESSMENT**

8. An Equality Impact Assessment was carried out by the Government to support the introduction of this new legislation and the Council is satisfied that, having regard to the exemptions provided within its scheme as mitigation, no further detailed impact assessment is required There are no significant risk considerations in relation to this report.
9. There is a risk of inconsistency in the treatment of long-term properties and second homes in neighbouring Councils.

## CONCLUSION

10. Whilst the correct elements of the policy were detailed in the report, which was approved by Council on 23 February 2024, we now seek a correction of the formal minute by approving the correct attached appendix (Appendix (V2)) to apply retrospectively, as was originally intended.

**Appendices:** (Appendix A (V2))

**Background Papers: None**

**Reference Papers:**

Report to Council 23 February 2024

<https://moderngov.fareham.gov.uk/documents/s36938/Item%2020%20-%20Council%20Tax%20report.pdf>

[Levelling-up and Regeneration Act 2023 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2023/1/section/1)

[The Council Tax \(Prescribed Classes of Dwellings and Consequential Amendments\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/100/section/1)

**Contact:** For further information please contact Adrian Collier, Revenues and Benefit Manager (01329 824632)

# Council Tax

## Discounts, Reliefs, Exemptions and Premiums



**Version 2 – February 2024**

# Contents

Introduction.....	4
<b>MANDATORY DISCOUNTS, RELIEFS &amp; EXEMPTIONS</b>	
<b>1: Annexes.....</b>	<b>6</b>
<b>2: Job Related Dwellings .....</b>	<b>6</b>
<b>3: Single Resident Discount .....</b>	<b>7</b>
<b>4: Disregarded Occupiers .....</b>	<b>7</b>
4.1 Young People.....	7
4.2 Students .....	7
4.3 Apprentices and Trainees.....	8
4.4 Health Related.....	8
4.5 Resident Elsewhere.....	9
4.6 Special Occupations or Status.....	9
<b>5: Empty Property (mandatory exemptions).....</b>	<b>10</b>
5.1 Property Owned by a Charity (Class B).....	10
5.2 Owner in Detention (Class D) .....	10
5.3 Owner Living in Care (Class E) .....	11
5.4 Owner Deceased (Class F) .....	11
5.5 Occupation Prohibited by Law (Class G) .....	11
5.6 Dwelling Held for a Minister of Religion (Class H) .....	12
5.7 Person Living Elsewhere to Receive Personal Care (Class I).....	12
5.8 Person Living Elsewhere to Provide Personal Care (Class J) .....	12
5.9 Dwelling Left Empty by a Student (Class K) .....	13
5.10 Mortgagee in possession (Class L) .....	13
5.11 Property left empty by Bankrupt Person (Class Q).....	13
5.12 Unoccupied Caravan Pitch or Boat Mooring (Class R).....	13
5.13 Unoccupied Annexe (Class T).....	14
<b>6: Occupied Property (mandatory exemptions).....</b>	<b>14</b>
6.1 Students Hall of Residence (Class M) .....	14
6.2 Property Wholly Occupied by Students (Class N) .....	14
6.3 UK Armed Forces Accommodation (Class O) .....	14
6.4 Visiting Forces Accommodation (Class P) .....	15
6.5 Property Wholly Occupied by Persons Under 18 Years of Age (Class S) .....	15
6.6 Property Occupied by Severely Mentally Impaired persons (Class U) .....	15
6.7 Property Occupied by a Person with Diplomatic Immunity (Class V) .....	15
6.8 Occupied Annexe (Class W).....	16



<b>7. Disabled Persons Relief.....</b>	<b>17</b>
--	-----------

## **DISCRETIONARY DISCOUNTS, EXEMPTIONS & PREMIUMS**

<b>8. Council Tax Support.....</b>	<b>19</b>
<b>9. Empty Properties and Second Homes (discretionary discounts).....</b>	<b>20</b>
<b>9.1 Unoccupied and Unfurnished Dwellings (Class C) .....</b>	<b>20</b>
<b>9.2 Unoccupied and Unfurnished properties undergoing alterations (Class D) ...</b>	<b>20</b>
<b>9.3 Long-Term Empty Premium .....</b>	<b>20</b>
<b>9.4 Second Homes.....</b>	<b>21</b>
<b>10. Care Leavers Under 25.....</b>	<b>21</b>
<b>10.1 Definition .....</b>	<b>21</b>
<b>10.2 Entitlement .....</b>	<b>22</b>
<b>10.3 Exclusions.....</b>	<b>22</b>
<b>10.4 Changes to Bills .....</b>	<b>23</b>
<b>10.5 Administration .....</b>	<b>23</b>

## Introduction

Council Tax is collected as a local contribution to the many services provided in the borough by Fareham Borough Council, Hampshire County Council, Hampshire Police & Crime Commissioner and Hampshire Fire and Rescue Service.

Council Tax is charged on domestic properties, which are grouped into valuation bands (A to G), based on domestic property valuations as at 1 April 1991; these bands determine the level of tax charged.

The Fareham Borough Council element of the tax rate for band D properties is set by the Council each February, considering spending needs, local Council Tax priorities and central government thresholds on the level of Council Tax increases that can be made before a local referendum is held. These are then added to the band D rates set by the other 3 precepting authorities. There is a standard formula for the calculation of the other bands relative to Band D.

Some properties or households are eligible for discounts, reliefs or exemption from Council Tax reducing their Council Tax bill. Most of these are MANDATORY and contained in Legislation, other adjustments are DISCRETIONARY and can be set locally by the Council.

In addition, we can also levy a DISCRETIONARY Premium for Long Term Empty Properties and Second Homes, increasing the Council Tax bill.

This document summarises the different Mandatory and Discretionary discounts, reliefs, exemptions, and premiums that are available or automatically applied in this borough.

# MANDATORY DISCOUNTS, RELIEFS AND EXEMPTIONS

## 1: Annexes

**Value:** 50% discount

Where an annexe is lived in by a family member, providing that they are related to the person liable to pay Council Tax for the main dwelling.

A discount also applies for people living in dwellings with annexes which are unoccupied, provided they are using those annexes as part of their main dwelling.

*See also 5.13 Unoccupied Annexe and 6.8 Occupied Annexe Exemption*

## 2: Job Related Dwellings

**Value:** 50% discount

Properties which are classed as second homes and are occupied as job-related dwellings or retained because the Council Tax Payer lives in a property classed as a job-related dwelling.

The discount may be awarded if at least one of the following criteria is met:

The employee needs to live at the property to carry out the duties of their employment and,

- The employment is of the type where it is customary for employers to provide accommodation and the accommodation is required for better performance of the duties of that person's employment.
- The employee is required under the contract to live at that property, and they live there for the proper performance of the duties of their employment.

### 3: Single Resident Discount

**Value:** 25% discount

Where there is only one adult resident, and the property is that person's main home.

### 4: Disregarded Occupiers

**When looking at the number of adult residents in a property, we may be able to disregard occupiers in the following categories, which could allow a discount of 25%, 50% or 100%:**

#### 4.1 Young People

**Under 18s** and young people who are still in receipt of Child Benefit.

**School leavers aged 18 or 19** and have left school or college between 30 April and 1 November in the year that the bill is due.

#### 4.2 Students

4.2.1 To be considered as a **full-time student**:

- The student must be studying at an educational establishment providing higher or further education.
- They must be required to study, receive tuition, or undertake work experience for at least 21 hours per week on average.
- They must be registered on a course that lasts for at least a calendar year or an academic year of at least 24 weeks.
- Any period of work experience undertaken must not exceed 50% of the whole time spent on your course (unless they are a trainee teacher).

4.2.2 **Students on qualifying courses** are also disregarded if:

- They are under the age of 20.
- Spending at least 12 hours a week on the relevant activities of the course
- Attending a course which must be at least 3 months long.
- Where tuition must be undertaken between the hours of 8.00am and 5.30pm
- The course must not be a correspondence course.
- The course must have no connection to any job that they do.

4.2.3 **Foreign language assistants** are treated as students if they are:

- Registered with the Central Bureau for Educational Visits and Exchanges
- Appointed as an assistant at a school or other educational institution in Great Britain

4.2.4 **Student Nurses, Midwives and Health Visitors:** Student nurses, or nurses studying to become a midwife or health visitor will be treated as a full-time student.

4.2.5 **Spouses and dependants of students from abroad:** Spouses or a dependant of a student from another country may be treated as a full-time student. The terms of the visa allowing them to live in this country must state that they are not entitled to work or have access to public funds.

### 4.3 Apprentices and Trainees

4.3.1 A resident is an **apprentice**, regardless of age, if:

- They are employed for the purposes of learning a trade or profession.
- Are working towards a qualification accredited by the Qualification and Curriculum Development Agency.
- Earn substantially less than the rate of pay a qualified person would receive; and
- Earn no more than £195 per week.

4.3.2 A **youth training trainee** is:

- Aged under 25; and
- Undergoing training through arrangements made under the Employment Training Act 1973 which is funded by the Secretary of State under section 14 of the Education Act 2002.

### 4.4 Health Related

4.4.1 **Severely Mentally Impaired:** A person has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent and:

- The person obtains a certificate duly signed to that effect by a registered medical practitioner and
- The person is entitled to a qualifying benefit

4.4.2 **People Providing or Receiving Care:** Some carers may be entitled to a range of different reductions depending on their circumstances.

In all cases, the care that is being given or received must be for:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness.

If a carer lives in someone else's house and provides care, he or she will not be counted when adding up the number of adults who live in the property.

## 4.5 Resident Elsewhere

4.5.1 **People in Detention:** A person is in detention if they are:

- In prison.
- On remand.
- Awaiting deportation
- Held under the Mental Health Act.

It does not include periods where someone is in police custody and is waiting to be remanded in custody by a Court. Neither does it apply to people who are in custody for non-payment of their Council Tax or a fine.

4.5.2 **Hospital Patients:** A person with their sole or main residence in a National Health Hospital (where the hospital is a dwelling/home)

4.5.3 **Patients in Homes:** A person who is resident in a care home or independent hospital and receiving care or treatment.

4.5.4 **Residents of Hostels for the Homeless or Night Shelters:** Anyone who is resident for the time being in accommodation for the homeless is disregarded.

## 4.6 Special Occupations or Status

4.6.1 **Members of International Headquarters and Defence Organisations** and their dependants.

4.6.2 **Members of religious communities** where the principle occupation is prayer, contemplation, education and the relief of suffering.

4.6.3 **Members of visiting forces** who lease or own a property in which they live. Dependants living with them may also be disregarded if not a British Citizen or permanently resident in the United Kingdom.

4.6.4 **Persons with Diplomatic Immunity or Privilege** conferred by reference to various prescribed Legislation. The person must not be a British subject or citizen.

## 5: Empty Property (mandatory exemptions)

### 5.1 Property Owned by a Charity (Class B)

**Value:** 100% exemption

**Duration:** 6 months

An unoccupied property previously used for charitable purposes.

### 5.2 Owner in Detention (Class D)

**Value:** 100% exemption

**Duration:** Period of confirmed detention

An unoccupied property where the Council Tax payer is in detention providing they are:

- In prison.
- On remand.
- Awaiting deportation
- Held under the Mental Health Act.

It does not include periods where someone is in police custody and is waiting to be remanded in custody by a court. Neither does it apply to people who are in custody for non-payment of their Council Tax or a fine.

### 5.3 Owner Living in Care (Class E)

**Value:** 100% exemption

**Duration:** No Maximum Period

People receiving care outside of the home for one of the following reasons may be entitled to claim an exemption providing that their previous home remains unoccupied:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness.



#### 5.4 Owner Deceased (Class F)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Until Probate &amp; for 6 Months afterwards</p>
---

The former home of someone who has died is exempt from Council Tax providing they were either the owner or a tenant (where the trustee or administrator of the estate still pays the rent). The property must be unoccupied.

The exemption ceases if:

- The property is sold.
- The property is handed back to a landlord.
- The property is handed over to a beneficiary.
- The property is reoccupied.
- 6 months has expired since either probate or letters of administration have been granted.

#### 5.5 Occupation Prohibited by Law (Class G)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period of prohibition</p>
---

An unoccupied property which is subject to a legally recognised "prohibition from occupation" order.

#### 5.6 Dwelling Held for a Minister of Religion (Class H)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period while unoccupied</p>
---

An unoccupied property waiting to be occupied by a Minister of Religion as a residence from which he/she will perform the duties of their office.

### 5.7 Person Living Elsewhere to Receive Personal Care (Class I)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period while unoccupied</p>
---

An unoccupied property where the previous resident is receiving care outside of their home for one of the following reasons:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness

### 5.8 Person Living Elsewhere to Provide Personal Care (Class J)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period while unoccupied</p>
---

An unoccupied property where the previous resident is providing care outside of their home for one of the following reasons:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness

### 5.9 Dwelling Left Empty by a Student (Class K)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period while unoccupied/Course Ending</p>
---

Full time students who have left a property they own unoccupied, to study, providing:

- It was their main residence immediately before they became a full-time student.
- They vacated it less than six weeks before starting their course.
- The property has remained vacant since the student left.

### 5.10 Mortgagee in possession (Class L)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period of Repossession</p>
--

An unoccupied property repossessed by the mortgagee (usually a mortgage lender, bank or building society).

### 5.11 Property left empty by Bankrupt Person (Class Q)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period held by bankruptcy trustee</p>
---

An unoccupied property where the previous occupier is bankrupt, the trustee will not have to pay any Council Tax. The property will be exempt even if the person who is bankrupt was jointly liable with someone else who is not bankrupt.

### 5.12 Unoccupied Caravan Pitch or Boat Mooring (Class R)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period while unoccupied</p>
---

A caravan pitch or boat mooring which is not in use.

### 5.13 Unoccupied Annexe (Class T)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period while unoccupied</p>
---

A property that is a self-contained annexe with its own Council Tax band and owing to planning constraints is unable to be let separately. The exemption applies even if the main property is also unoccupied.

*See also 1. Occupied Annexe Discount and 6.8 Occupied Annexe Exemption*

## 6: Occupied Property (mandatory exemptions)

### 6.1 Students Hall of Residence (Class M)

**Value:** 100% exemption

**Duration:** Period used as such

A hall of residence predominantly occupied by full time students and owned or run by a college, a university, or a charitable institution.

### 6.2 Property Wholly Occupied by Students (Class N)

**Value:** 100% exemption

**Duration:** Period occupied by students

Properties wholly occupied by a full-time student(s)

### 6.3 UK Armed Forces Accommodation (Class O)

**Value:** 100% exemption

**Duration:** Period used as accommodation

Living accommodation for UK armed forces personnel which is owned by the Ministry of Defence, this includes barracks and other accommodation on military bases, together with married quarters (whether on bases or not).

### 6.4 Visiting Forces Accommodation (Class P)

**Value:** 100% exemption

**Duration:** Period used as accommodation

Where a member of a visiting force leases or owns a property in which they live. Any dependants living with the member of the visiting force must not be a British Citizen or permanently resident in the United Kingdom.

## 6.5 Property Wholly Occupied by Persons Under 18 Years of Age (Class S)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period used/until occupier becomes 18</p>
---

A property occupied by one or more people who are all aged under 18.

## 6.6 Property Occupied by Severely Mentally Impaired persons (Class U)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period used as accommodation</p>
--

Where the occupier has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent and:

- The person obtains a certificate signed to the effect by a registered medical practitioner and
- The person would be entitled to a qualifying benefit.

## 6.7 Property Occupied by a Person with Diplomatic Immunity (Class V)

<p><b>Value:</b> 100% exemption</p> <p><b>Duration:</b> Period used as accommodation</p>
--

A property occupied by a foreign diplomat who leases or owns the property in which they live. The occupier must not be permanently resident in the United Kingdom and the property concerned must not be their second home.

## 6.8 Occupied Annexe (Class W)

**Value:** 100% exemption

**Duration:** Period used as accommodation

Where an elderly or disabled dependant relative lives in an adjoining property (an annexe). The dependant relative must be:

- 65 years old or more; or
- Severely mentally impaired
- A person who is substantially and permanently disabled.

A relative for this purpose is defined as a:

- Spouse
- Parent
- Child
- Grandparent
- Grandchild
- Brother or sister
- Aunt or uncle
- Nephew or niece
- Great (or great-great) grandparent
- Great (or great-great) grandchild
- Great (or great-great) uncle or a great aunt
- Great (or great-great) nephew or a great niece

*See also 1. Occupied Annexe Discount and 5.13 Unoccupied Annexe*

## 7. Disabled Persons Relief

If the Council Tax payer is disabled, or if a disabled person lives with them, they may be able to claim a reduction in their Council Tax bill (the disabled person may be a child).

The reduction will be equivalent to having to pay Council Tax at the next Council Tax Band down from the one designated for the property (e.g., if the house is currently valued in Band D, the reduction will mean that the Council Tax payer will pay Council Tax at the Band C level).

If the property is already in the lowest band (Band A), the reduction is 16.5% off the Council Tax bill.

Disabled Relief applies if one of the following features is required for meeting the needs of the disabled person and is of major importance to their well-being:

- A room other than the main bathroom, kitchen or lavatory which is used predominantly by the disabled person.
- A second bathroom or kitchen.
- Extra space inside the property to allow for the use of a wheelchair and a wheelchair is used.

**DISCRETIONARY  
DISCOUNTS,  
EXEMPTIONS AND  
PREMIUMS**



## 8. Council Tax Support

Since 1 April 2013, all billing authorities have been responsible for developing their own means-tested Council Tax Support schemes, to assist working-age people on low incomes to pay their Council Tax. The Government has continued to prescribe in Legislation the support to be provided to pensioner-age claimants.

The support can be applied for if a resident of a property is paying Council Tax and lives on a low income (even if they are in full-time work or self-employed).

The amount or type of help they will receive depends on who else lives at the property, the amount of money they have coming into the household, and any other benefits and savings they have.

Households who receive help with their Council Tax because they are on low income pay at least 20% towards their Council Tax, unless they are in one of the protected groups such as a war pensioner or severely disabled. Anyone living in a Band D property or above also have their Council Tax Support restricted to 80% of the Council Tax liability for a Band C property.

The Council has agreed and implemented a scheme based on the following principles:

- Every working-age claimant should pay something towards their Council Tax.
- The amount of Council Tax Support to be capped to a Band C for those claimants living in larger properties.
- All non-dependents (such as adult sons or daughters living in the claimant's property) should pay something towards the household's Council Tax bill.
- Provide additional financial support to the most vulnerable claimants (such as those receiving a War Pension or who are severely disabled).

## 9. Empty Properties and Second Homes (discretionary discounts)

### 9.1 Unoccupied and Unfurnished Dwellings (Class C)

**Value:** 0% discount

The full Council Tax is due on all unoccupied and substantially unfurnished property from the date it was last occupied/furniture removed.

## 9.2 Unoccupied & Unfurnished properties undergoing alterations (Class D)

**Value:** 0% discount

The full Council Tax is payable on all unoccupied & unfurnished property that requires or is undergoing major works or structural alteration to render it habitable will receive a discount.

## 9.3 Second Homes

**Value:** 0% discount

Any property which is substantially furnished and is not anyone's sole or main residence, is considered as a second home. The full Council Tax is payable on all second homes.

## 9.4 Council Tax Premiums

Both Long Term Empty Properties and Second Homes are subject to a Council Tax Premium:

### Long Term Empty Properties

<b>Vacant Period</b>	<b>Additional Premium</b>
Property has been unoccupied/unfurnished for more than 1 year	100%
Property has been unoccupied/unfurnished for more than 5 years	200%
Property has been unoccupied/unfurnished for more than 10 years	300%

### Second Homes

<b>Period of use as Second Home</b>	<b>Additional Premium</b>
Property is a furnished property with is not a person's sole or main residence for more than 1 year	100%

Government is intending to issue Legislation that will offer certain exceptions to premiums in defined circumstances.

## 10. Care Leavers Under 25

Care leavers are among the most vulnerable groups in our society and by Fareham Borough Council considering the Council Tax as irrecoverable in full or in part for a Care leaver, we will be providing practical help and financial assistance to this group of residents whilst they are developing independent lives and their individual life skills. The cost of the policy will be borne by the Collection Fund.

### 10.1 Definition

A 'care leaver' is defined in The Children (Care Leavers) Act 2000 and refers to "eligible", "relevant" and "former relevant" children:

- Eligible children are those young people aged 16-17 who are still in care and have been 'looked after' for a total of 13 weeks from the age of 14, including their 16th birthday.
- Relevant children are those young people aged 16 and 17 who have already left care, and who were 'looked after' for at least 13 weeks from the age of 14 and have been 'looked after' at some time while they were 16 or 17.
- Former relevant children are those young people aged 18, 19 or 20 who have been eligible and/or relevant.

Care leavers can also be classified as a 'qualifying' care leaver. This category applies to young people who:

- Left care after 1st October 2001, after they had turned 16, but who are not 'eligible' or 'relevant' because they did not fulfil the 13-week criteria
- Were accommodated, but in residential education, mental/health provision private fostering or Special Guardianship

### 10.2 Entitlement

Care leavers aged between 18 and 25 and where a local authority in England has acted previously as a corporate parent, will be entitled to their Council Tax being irrecoverable in full or in part, if they pay Council Tax or live with someone who pays Council Tax in Fareham since 1 April 2019.

To qualify for this reduction the Care Leaver must:

- Be aged 25 years and under
- Have their main residence in the borough of Fareham
- Be liable for Council Tax (Solely or jointly) or
- Move into a household and cause an increase in Council Tax liability (e.g. the loss of single resident discount)
- Be able to provide evidence of their care leaver status

The reduction in Council Tax will be granted after any entitlement to other appropriate Legislative discounts or exemptions have been awarded (this may include Council Tax Support, single resident Discount or relevant disregards).

### 10.3 Exclusions

Houses in Multiple Occupation (HIMOs) are accommodation set up commercially where the residents do not constitute a single household and the property owner is liable for Council Tax, not the residents. Houses in Multiple Occupation are where occupants:

- Do not constitute a single household.
- Have a licence or tenancy to occupy only part of the dwelling.
- Share the living space.
- Are not the liable party to pay Council Tax.

### 10.4 Changes to Bills

The following reductions will be applied to the Council Tax bills:

Care leaver circumstances	Irrecoverable Reduction
Care leavers who live alone and are the liable person to pay Council Tax	100%
Where a property is occupied only by care leavers	100%
Care leavers who are jointly liable with one or more residents in the property, who are a not care leavers	50%
Where the care leaver lives in a household and the Council Tax would be subject to either a discount or exemption, if the care leaver did not reside there	The bill will be reduced to the sum payable before the care leaver resided in the property (so there is no Council Tax increase due the care leaver living in the property)

### 10.5 Administration

Evidence of the care status of the applicant, will need to be confirmed with the relevant Local Council (if the applicant cannot confirm the position)

The care leaver (or his/her appointee or a recognised third party acting on his/her behalf) or the liable person where relevant (i.e. the liable person at the property in which the care leaver resides) must advise of any change of circumstances which may impact the Council Tax charge within 21 days.

Any excess reduction given will be reclaimed through the relevant Council Tax account and collected and recovered under the Council Tax (Administration and Enforcement) Regulations 1992.





# FAREHAM

## BOROUGH COUNCIL

### Report to Council

#### 17 October 2024

*Subject:* **SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2025/26**

*Report of:* **Assistant Director (Democracy)**

#### SUMMARY

This report invites the Council to determine the schedule of Council and committee meeting dates for the next municipal year. Dates of Executive meetings have been set by the Executive Leader in accordance with the Council's Constitution.

A draft schedule setting out proposed dates for all meetings from May 2025 is attached as Appendix A to this report for approval.

#### RECOMMENDATION

It is recommended that Council:

- (a) approves the proposed schedule of Council, Committee and Panel meetings for the municipal year 2025/26, as set out at Appendix A to this report; and
- (b) notes the dates for the Partnership for South Hampshire Joint Committee and Overview and Scrutiny Committee are provisional until approved by the Joint Committee at its meeting in December 2024.

## **INTRODUCTION**

1. The Council is invited to determine the schedule of Council, Committee and Scrutiny Panel meetings for the municipal year for 2025/26. A draft schedule is appended to this report at Appendix A for consideration.

## **PROPOSED SCHEDULE**

2. Members are reminded that the Council's Standing Orders provide that Executive meetings are to be held on dates determined by the Executive Leader. The Executive Leader has therefore been consulted and has approved the dates which are shown in the draft schedule. Eleven meetings have been arranged for the Executive to meet monthly except during August, which is largely kept clear of meetings in accordance with the Council's practice.
3. All other meeting dates are for Council to determine and a provisional schedule for the 2025/26 municipal year is attached at Appendix A. Members are asked to approve the proposals for meetings of the Council, Committees and Scrutiny Panels.
4. The schedule of Council, Committee and Scrutiny Panel meetings has been organised largely on the same basis as the current year's schedule. It provides for:
  - (i) six ordinary meetings of Council scheduled for the year, in addition to the Annual meeting. Members are asked to note that the date of the proposed Council meeting in February 2026 is provisional as it is dependent upon the date of the County council precept meeting. In any event, the February Council meeting will commence at 5pm. The arrangements for the Council meetings are in accordance with Standing Orders, being:
  - (ii) four cycles of each Scrutiny Panel;
  - (iii) six meetings of the Licensing and Regulatory Affairs Committee;
  - (iv) twelve meetings of the Planning Committee, arranged on a four-weekly basis; and
  - (v) quarterly meetings of the Audit and Governance Committee.
5. As in the current year, no provision has been made for meetings of the Licensing Panels. Arrangements will continue to be made for the hearings as and when required.
6. Proposed dates for the Partnership for South Hampshire (PfSH) Joint Committee and Partnership for South Hampshire (PfSH) Overview and Scrutiny Committee are shown for reference, however these meeting dates will be approved by Partnership for South Hampshire (PfSH) Joint Committee and are therefore subject to confirmation.

## **RISK ASSESSMENT**

7. There is no significant risk attached to determining the schedule of meetings for the next municipal year, but it does present the opportunity of aiding the proper administration of the Council's business.



## **CONCLUSION**

8. Council is asked to determine dates for meetings of the Council, Committees and Scrutiny Panels for the municipal year 2025/26. The Executive Leader has determined the dates of Executive meetings. Council is invited to approve the proposed schedule, appended to the report at Appendix A.

**Appendices:** Appendix A: Proposed Schedule of meetings for 2025/26.

**Background Papers:** None

**Reference Papers:** Fareham Borough Council Constitution

**Contact:** For further information please contact Samantha Wightman (01329 824594)



## Appendix A - DRAFT-SCHEDULE OF MEETINGS 2025/26

	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026							
Mon													Mon						
Tues			1										Tues						
Wed			2	PfSH O&S (DAY)				1	L&C				Wed						
Thurs	1	HCC Election	3	D				2					Thurs						
Friday	2		4		1			3			1	Bank Holiday	Friday						
Sat	3		5		2			4		1			Sat						
Sun	4		6		3			5		2			Sun						
Mon	5	Bank holiday	7	EXECUTIVE	4	EXECUTIVE	1	EXECUTIVE	6	EXECUTIVE	3	EXECUTIVE	2	EXECUTIVE	7	EXECUTIVE	6	Bank Holiday	Mon
Tues	6		8		5		2	7	H&PP	4			3	H&PP					Tues
Wed	7		9	P&D	6		3	8		5			3	PfSH O&S (DAY)	7		4		Wed
Thurs	8	Annual Council	10	H	7		4	9	Council	6	H		4		8		5		Thurs
Friday	9		11		8		5	10		7			5		9		6		Friday
Sat	10		12		9		6	11		8			6		10		7		Sat
Sun	11		13		10		7	12		9			7		11		8		Sun
Mon	12	EXECUTIVE	14	PfSH JC	11		8	P&R	13		10		8		12		9		Mon
Tues	13		15	LRA	12		9	P&D	14	SS	11		9		13		10		Tues
Wed	14	PC	16	PC	13	PC	10	PC	15	PC	12	PC	10	PC	14	PC	11	PC	Wed
Thurs	15		17	Council	14		11		16		13		11		15		12		Thurs
Friday	16		18		15		12		17		14		12		16		13		Friday
Sat	17		19		16		13		18		15		13		17		14		Sat
Sun	18		20		17		14		19		16		14		18		15		Sun
Mon	19		21	P&R	18		15		20	P&R	17	PfSH JC	15		19		16		Mon
Tues	20		22		19		16		21	CSP (day)	18	LRA	16		20		17		Tues
Wed	21		23		20		17	PfSH O&S (DAY)	22		19		17	L&C	18		18		Wed
Thurs	22		24	Council	21		18		23	CC	20	D	18	Council	21	D	19		Thurs
Friday	23		25		22		19		24		21		19		23		20	COUNCIL 5pm	Friday
Sat	24		26		23		20		25		22		20		24		21		Sat
Sun	25		27		24		21		26		23		21		25		22		Sun
Mon	26	Bank holiday	28		25	Bank holiday	22		27		24		22		26		23		Mon
Tues	27		29	H&PP	26	LRA	23		28		25	SS	23		27	LRA	24		Tues
Wed	28		30	L&C	27		24		29		26	P&D	24		28	CC	25	P&D	Wed
Thurs	29		31	A&G	28		25	A&G	30		27	A&G	25	Bank Holiday	29	H	26	SS	Thurs
Friday	30				29		26		31		28		26	Bank Holiday	30		27		Friday
Sat	31				30		27				29		27		31		28		Sat
Sun					31		28				30		28				29		Sun
Mon							29	PfSH JC			30		29				30	EXECUTIVE	Mon
Tues							30	LRA			31		30				31		Tues
Weds													31	Closed					Weds
Thurs																			Thurs
Friday																			Friday

Page 13

	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
KEY to abbreviations:	A&G = Audit & Governance Committee (x4)						L&C = Leisure & Community Scrutiny Panel (x4)					
	LRA = Licensing and Regulatory Affairs Committee (x6)						HPP = Health & Public Protection Scrutiny Panel (x4)					
	PC = Planning Committee (x12)						P&D = Planning & Development Scrutiny Panel (x4)					
	P&R = Policy & Resource Scrutiny Panel (x4)						H = Housing Scrutiny Panel (x4)					
	SS = Streetscene Scrutiny Panel (x4)						D = Daedalus Scrutiny Panel (x4)					
	CC = Climate Change Scrutiny Panel (x4)						Council = Council Meeting (x7) <i>(Feb 2026 subject to HCC budget setting meeting date so may move)</i>					
	PfSH JC = PfSH Joint Committee (X4)						Executive (X11)					
	PfSH O&S = PfSH Overview and Scrutiny Committee (X4) – Daytime meeting						School holidays	LGA Conference	Cons Conference (TBC)	LD Conference (TBC)	Labour conference (TBC)	
	CSP = Community Safety Partnership (x2)						(day) denotes daytime meeting					

Note: Meetings of the Licensing Panels will be arranged as and when required.

