

AGENDA FOR THE EXECUTIVE

Date: Monday, 10 June 2013

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

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

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

Councillor B Bayford, Health and Housing

Councillor K D Evans, Strategic Planning and Environment

Councillor Mrs C L A Hockley, Leisure and Community

Councillor L Keeble, Streetscene



1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting of Executive held on 13 May 2013.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

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

7. Minutes / References from Other Committees

There are no Minutes/References from Other Committees to be reported at this meeting.

Matters for Decision in Public

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

8. Leisure and Community

To consider and reach a decision on the following matter:

Non-Key Decision

(1) Lockswood Community Centre Business Plan (Pages 7 - 16)

a report by the Director of Community

9. Health and Housing

To consider and reach a decision on the following matter:

Key Decision

(1) Development of Land at Palmerston Avenue (Pages 17 - 22)

a report by the Director of Community

10. Public Protection

To consider and reach a decision on the following matters:

Key Decision

(1) Parking Enforcement Policy (Pages 23 - 44)

a report by the Director of Regulatory and Democratic Services

11. Strategic Planning and Environment

To consider and reach a decision on the following matter:

Key Decision

(1) Development Sites and Policies Plan: Gypsy and Travellers Policy and Sites Consultation (Pages 45 - 64)

a report by the Director of Planning and Environment

12. Policy and Resources

To consider and reach a decision on the following matter:

Non-Key Decision

(1) Matched Funding - Quarterly Report (Pages 65 - 78)

a report by the Director of Community

13. Exclusion of Public and Press

To consider whether it is in the public interest to exclude the public and representatives of the Press from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Exempt Matters for Decision

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

14. Policy and Resources

To consider and reach a decision on the following matter:

Non-Key Decision

(1) **Tenders - Six Monthly Report** (Pages 79 - 86)

a report by the Director of Regulatory and Democratic Services

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

29 May 2013

For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 13 May 2013

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review Panel
J V Bryant, Chairman of Strategic Planning and Environment Policy Development and Review Panel
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
P J Davies, Chairman of Housing Tenancy Board
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review Panel
Miss T G Harper, Chairman of Streetscene Policy Development and Review Panel
T J Howard, Chairman of Fareham Town Community Action Team
T G Knight, Chairman of Audit and Governance Committee (for Minute 13(1))
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
R H Price, JP, (for item 13(1))
P W Whittle, JP, (for items 10(1) and 13(2))



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 15 April 2013 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that following the decision of the Executive, made at its meeting on 15 April 2013 regarding the allocation of proceeds from the sale of recycling clothes and textiles, officers have confirmed that Hampshire Air Ambulance will receive £17,500 from Fareham Borough Council as a single payment. This matches the money previously raised by Hampshire Air Ambulance over the course of a year and will be paid to the charity annually at the beginning of each financial year for the duration of the contract.

4. DECLARATIONS OF INTEREST

There were no declarations of interest given for this meeting.

5. PETITIONS

There were no petitions presented at this meeting.

6. DEPUTATIONS

The Executive received deputations from Mr R McManus and from Mr W Hutchison in relation to item 13(1) – Estates Efficiency Proposals (see minute 13(1) below).

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

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

There were no minutes or references from other committees presented at this meeting.

8. APPOINTMENT OF MEMBERS TO AREAS OF RESPONSIBILITY

The Executive Leader confirmed that his decision to appoint Executive Members to their areas of responsibility, as advised to the Annual Council meeting on 9 May 2013 for the municipal year 2013/14 was as follows:

Strategic Planning and Environment - Councillor K D Evans;
Leisure and Community - Councillor Mrs C L A Hockley;
Health and Housing - Councillor B Bayford;

Public Protection - Councillor T M Cartwright;
Streetscene - Councillor L Keeble; and
Policy and Resources - Councillor S D T Woodward.

9. EXECUTIVE APPOINTMENTS

The Executive Leader drew members' attention to the list of appointments to the previous municipal year.

RESOLVED, that the following appointments of Executive Members to the bodies be made for 2013/14:-

- (i) Fareham Museum Joint Management Committee - Councillors Mrs C L A Hockley and B Bayford.
- (ii) Portchester Crematorium Joint Committee - Councillors K D Evans and L Keeble.
(NB. In the past, the Executive has not appointed 'substitute' members to this joint committee. However, the Executive Leader may, if he so wishes, authorise other members of the Executive to act as deputies).
- (iii) Fareham and Gosport Building Control Members' Panel – Councillor T M Cartwright.
- (v) Partnership for Urban South Hampshire (PUSH)

As PUSH is a formal Joint Committee, the following appointments are required to be made for 2013/14:-

- (a) Joint Committee representatives – Executive Leader (Councillor S D T Woodward) and Deputy Executive Leader (Councillor T M Cartwright);
- (b) Sub-Group Meetings – the appropriate Executive Members (as relevant); and
- (c) Meeting with Key Consultees and similar Consultation Meetings –Councillors S D T Woodward and T M Cartwright.
- (vi) CCTV Partnership - Councillor T M Cartwright.
- (vii) Fareham and Gosport Environmental Health Partnership Panel - Councillor T M Cartwright.
- (vii) Housing Tenancy Board

RESOLVED, that Alderman Ernest Crouch be appointed as a co-opted member of the Housing Tenancy Board for 2013/14.

10. LEISURE AND COMMUNITY

- (1) Hire of Open Space at Titchfield and Park Lane Recreation Ground

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

Following a debate on the item, Councillor Mrs C L A Hockley expressed her concerns about allowing a funfair to operate at Titchfield Recreation ground during September as there is a strong possibility that the ground will be severely damaged by heavy vehicles, equipment and footfall, following a particularly wet start to the year. This would put the football pitches out of action and unplayable for the early part of the football season as the ground would not have sufficient time to recover. Councillor Mrs C L A Hockley proposed an amendment to the officer's recommendation to refuse the application for a funfair to operate at Titchfield Recreation Ground between 5-12 September 2013.

RESOLVED that the Executive agrees:

- (a) to refuse the application to hire out the recreation ground at Park Lane for a funfair; and
- (b) to refuse the application for a funfair to operate at Titchfield Recreation Ground between 5-12 September 2013.

11. PUBLIC PROTECTION

- (1) Food Standards Agency - Food Safety Service Plan

RESOLVED that the Executive recommends that the Council approves the Food Safety Service Plan 2012/13, as detailed in Appendix A to the report.

12. STRATEGIC PLANNING AND ENVIRONMENT

- (1) Solent Green Deal Scheme

RESOLVED that the Executive formally supports Fareham Borough Council becoming an "endorser" of the Solent Green Deal; this then becoming the single recommended Green Deal scheme in the Borough.

13. POLICY, STRATEGY AND FINANCE

- (1) Estates Efficiency Proposals 2013-2014

The comments of the Deputies were taken into account during consideration of this item (see minute 6 above).

At the invitation of the Executive Leader, Councillors R H Price, JP and T G Knight addressed the Executive on this item.

RESOLVED that the Executive agrees to support the following plans for additional trading concessions and beach huts for further investigation, as detailed in Appendix A and B to the report:

Appendix A:

Plan 1 - Meon Shore - further concession

Plan 2 - 'Hove To' Cliff Road - ice cream concession

Plan 4 - Stubbington Recreation Ground - catering concession

Plan 5 - Passage Lane/Shore Road car parks – ice cream concession only

Plan 6 - Portchester Castle Car Park – catering concession during winter only

Plan 7 - Holly Hill Car Park and Woodland – mobile catering concession

Appendix B:

Plan 8 - Monks Hill The Shack – outdoor seating

Plan 9 - Salterns Road Car Park/Open space, Hill Head – kite surfing licence only

Plan 11 - Portchester Castle (Castle Street Rec) – pitch & putt and house boat moorings only

Plan 12 - 'Hove To' Cliff Road – beach hut

Plan 13 - Cliff Road – beach huts

Plan 14 - Meon Shore – beach huts

(2) Improving Customer Satisfaction

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

The Executive Leader read out a letter of support from UNISON in relation to this item.

RESOLVED that the Executive waives contract procedure rules and approves the appointment of Vanguard Consultancy to provide guidance, expertise and support in implementing a fundamental change to the way the Council delivers its services to customers.

14. EXCLUSION OF PUBLIC AND PRESS

The Executive considered the following matter for decision in private and resolved as indicated in the Notices of Executive Decisions referred to and as set out below:-

15. HEALTH AND HOUSING

(1) Redevelopment of Collingwood House - Tenders report

RESOLVED that the Executive agreed to defer this item to be considered at a later date.

(The meeting started at 6.00 pm
and ended at 7.25 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 June 2013

Portfolio:	Community
Subject:	Lockswood Community Centre Business Plan
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose:

To consider the businesses plan from the Lockswood Community and Sports Association for the operation of the Lockswood Community Centre and the arrangements for transferring the management of the building to the newly formed Association.

Executive summary:

The management of the Lockswood Community Centre at Centre Way, Locks Heath transferred from the Brookfield Community School (Western Wards Campus) to Fareham Borough Council on 1 April 2012 with a budget deficit of £56k

The Executive in October 2012, made a commitment to support the running of the Lockswood Community Centre for the remainder of the 2012/13 financial year. Officers were requested to urgently and actively pursue the formation of a community association to take over the operation of the centre and were asked to review the situation after six months.

A further report to the Executive in March 2013, confirmed that six current users of the Lockswood Community Centre had expressed an interest in forming a charitable organisation to take on the lease for the management of the centre.

This group have since formed a registered charity, the Lockswood Community and Sports Association, and have developed a business plan, contained in appendix A, with the aim of taking over the management of the community centre.

The business plan sets out an operating budget for two years following transfer of the building from the Council to the Association. This plan indicates a break even position but is considered to be marginal and therefore requires a series of interim measures to support the cash flow position of the newly formed trading organisation. The report explains these measures and the proposed arrangements for transferring the management of the facility from the Council to the Lockswood Community and Sports Association.

Recommendation:

The Executive agree the following:

- i. To note the 2 year operating budget from the Lockwood Community and Sports Association for the management of the Lockwood Community Centre.
- ii. To provide an interest free loan of £7,000 to the Lockwood Community and Sports Association (to be repaid in full by 31 July 2015);
- iii. The Council retain responsibility for payment of the utility bills for the building for the first two years of operation, with the cost being reimbursed to the Council at the end of the financial year;
- iv. That the Council act as a guarantor of the Lockwood Community and Sports Association's pension liabilities on the understanding that the scheme is closed to new members when acceptance of admitted body status to the Local Government Pension Scheme is confirmed;
- v. That the management of the Lockwood Community Centre is transferred to the Lockwood Community and Sports Association under a " Tenancy at Will" agreement for an initial period of up to two years, as an interim measure, prior to lease terms being finalised.
- vi. Under the tenancy at will agreement, the Council retain responsibility for the maintenance of the Lockwood Community Centre building.

Reason:

To agree the arrangements for the transfer of the management of the Lockwood Community Centre from the Council to the Lockwood Community & Sports Association.

Cost of proposals:

The costs associated with the proposal are set out in the body of the report.

Appendix A: Lockwood Community & Sports Association Operating Budget
(Appendix A is confidential).

Background papers:

Executive - 1 October 2012 - Lockwood Community Centre

Executive 4 March 2013 - Lockwood Community Centre

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 June 2013

Subject: Lockwood Community Centre Business Plan

Briefing by: Director of Community

Portfolio: Community

INTRODUCTION

1. The management of the Lockwood Community Centre at Centre Way, Locks Heath transferred from the Brookfield Community School (Western Wards Campus) to Fareham Borough Council on 1 April 2012.
2. Brookfield Community School took the decision to withdraw from managing the facility following the County Council decision to withdraw grant funding for community schools in 2011.
3. Seven permanent members of staff and one casual member of staff, employed at the centre, transferred from Hampshire County Council to Fareham Borough Council under TUPE regulations.
4. The Executive at its meeting in October 2012, made a commitment to support the running of the Lockwood Community Centre for the remainder of the 2012/13 financial year. Officers were requested to urgently and actively pursue the formation of a community association to take over the operation of the centre and were asked to review the situation after six months.
5. A further report to the Executive in March 2013 confirmed that six current users of the Lockwood Community Centre had come forward expressing an interest in forming a charitable organisation to take on the lease for the management of the centre. The group were working with officers to develop a business plan with the aim of the newly formed Association taking over the management of the centre in early summer 2013.

CURRENT POSITION

6. When the Lockwood Community Centre was transferred from Brookfield Community School to the Council there was limited financial information available and the estimate provided for the operational budget showed a deficit in the region of £56,000.

7. For the financial year 2012/13 the operating deficit is forecast to be £31,000. This is less than the estimated £52,000 deficit reported to the Executive in October 2012.
8. This is due to improved financial management and the inclusion in the budget of a £20,000 grant from the HCC that was awarded to the Council to cover the transfer costs when the building and staff came across to the Council in April 2012.
9. The boilers and the heating/ hot water system were in a poor state of repair when the facility was transferred to the Council. It eventually failed towards the end of 2012 and could not be repaired. This necessitated the immediate replacement of the boilers in order to maintain the operation of the building at a cost of £20,000. It is likely that further works will be required in the future to replace the controls, which are dated and not compatible with the new boilers, in order for the system to operate efficiently.
10. A significant amount of the total expenditure is apportioned to the cost of the seven members of staff that were transferred over to the Council under TUPE arrangements. A review of the staffing structure concluded that the number of staff employed was excessive for the size of facility and the level of income generated.
11. Therefore, a staff restructure has been undertaken resulting in 1.74 Full Time Equivalent posts being deleted and voluntary redundancy being agreed for 4 employees leading to a budget saving of £38,500. The new structure takes effect from June 2013.

NEW COMMUNITY ASSOCIATION

12. Six individuals from groups who currently use the Lockwood Community Centre have set up a Charitable Incorporated Organisation (CIO) which is a new legal form for a charity. The name of the charity is the Lockwood Community and Sports Association (LCSA) and the Charity Commission awarded charitable status on 8 April 2013.
13. This group has been meeting regularly with officers and local ward councillor, Mrs Susan Bayford, over recent months. The aim being to consider the different issues that need to be resolved to enable the newly formed charity to take over the management of the Lockwood Community Centre.
14. One key factor is to ensure the Association has a robust business plan that demonstrates they have the financial capacity to manage the facility on a sustainable basis. The operating budget plan and related arrangements are set out in the following section of the report.

BUSINESS PLAN

15. A summary of the Association's 2 year operating budget is contained in appendix A. The summary indicates a projected surplus of £8,700 in year 1 and a surplus of £13,081 in year 2.

16. Even though the operating budget is indicating a surplus, this is considered to be a marginal break even position that will provide some contingency in the event of income and expenditure fluctuations. It is also essential for the newly formed Association to build up some balances in order to become a sustainable business operation.
17. However, in order to achieve this position in the initial trading period, the newly formed charity requires a number of interim measures to support the operation, to ensure there is adequate cash flow to pay staff costs and cover regular periodic expenditure.
18. The figure for income includes provision for a recharge from Hampshire County Council (HCC) to the Association for costs associated with the provision of the library service, which is an integral part of the community centre building, located on the ground floor.
19. The recharge is calculated as a percentage of the core operational costs incurred by the Association and therefore has the potential to fluctuate depending on the operational expenditure over the year. The sum involved represents a significant proportion of the budget and therefore the current arrangement for payment by HCC at the end of the financial year presents a cash flow problem for the Association.
20. To assist with the cash flow, it is proposed that the Council retain responsibility for payment of the utility bills, estimated at £15,000, for the building. The cost will then be reimbursed to the Council at the end of the financial year when the recharge payment is received from HCC for the library operational costs.
21. This arrangement will assist to reduce the cash flow burden for the Association. However, as the income stream from hiring's and activities is not consistent there will be a need for the Council to provide the Association with an interest free loan of £7,000 in order to cover the cost of staff wages in the early months following transfer. It is proposed that the Association should repay the interest free loan to the Council by 31 July 2015 or earlier, if and when sufficient income has been received to cover the cost of the operating expenses and the loan.
22. The current rateable value for the Lockwood Community centre is £30,000. This is considered to be excessive for a facility of this type and size and therefore a rate review has been instigated.
23. Currently the policy for Council owned community centre buildings are to charge a rent of 15% of the rateable value. With regards to Lockwood Community Centre this would amount to a rent of £4,500.
24. Given the marginal break even projections in the operating budget, levying a £4,500 charge for rent in the first and second year will weaken this position further. Therefore it is proposed to levy a discounted rent of £1,500 in the first year increasing to £3,000 in the second year of operation. If a sustainable trading position is reached at the end of the second year then the intention is to implement a rent equivalent to 15% of the rateable value in year 3.

STAFF ARRANGEMENTS

25. The staff employed at the centre will be transferred from the Council to the Association under TUPE arrangements. Following the staff reorganisation there are three members of staff, 1.17 full time equivalents and one casual employee, who will be transferred to the Lockwood Community and Sports Association.
26. There are two staff who are currently members of the Local Government Pension Scheme (LGPS) and there is a legal obligation to ensure comparable pension provision for staff transferring under TUPE.
27. The Association are in the process of applying for admitted body status for the LGPS. However, under these regulations a guarantor of the body's pension liabilities is a requirement and the Council would need to agree to fulfil this role.
28. The intention is that the scheme will be closed to new members when the Lockwood Community and Sports Association receive confirmation that it has admitted body status to the LGPS.

TENURE ARRANGEMENTS

29. Lockwood Community and Sports Association have made good progress with the development of the business plan but there is a need for the newly formed charity to establish itself and gain experience in the management and operation of a public building.
30. The current building presents a number of operational challenges as highlighted with the need to replace the boilers in the last year. There is also an issue with regards to the long term future of the building which is dependent on the outcome of the proposal being considered to redevelop the Locks Heath Shopping Centre.
31. In order to enable the Association to focus on the management of the service it is proposed that they take over the management of the building under a tenancy at will agreement for an initial period of up to two years rather than a full lease.
32. Under this arrangement the Council will retain responsibility for the maintenance of the building. These arrangements would remain in place for at least the duration of the first year of trading for the Association or until such time that the terms of a lease agreement can be finalised and the operation is deemed to be sustainable.
33. This interim measure will provide the opportunity and time to evaluate the management arrangements and allow further consideration for the appropriate lease arrangements that ensure a sustainable and effective service. It is hoped that a decision on the future of the Locks Heath Shopping Centre will be determined over the next year and this again would inform the future lease arrangements.

RISK ASSESSMENT

34. The newly formed Lockwood Community & Sports Association will require support and assistance in the early stages of any transfer to enable them to establish a sustainable operation.
35. The Association have requested a loan from the Council to assist with cash flow and the proposal is for the Council to pay utility bills at least for the first trading year. The intention is that these costs will be recovered at the end of the first financial year but there is a risk that the Association will not have sufficient funds to refund the costs within the proposed timeframe.
36. The proposed tenancy at will agreement includes provision for the Council to underwrite the maintenance liabilities in the short to medium term while the problems identified with the boiler controls and pipe work are resolved.
37. Under the LGPS regulations, in order for the Association to obtain admitted body status a guarantor of the body's pension liabilities is a requirement and the Council would need to agree to fulfil this role.

FINANCIAL IMPLICATIONS

38. The key financial implications are set out within the report. In addition there will be some legal costs associated with the TUPE transfer arrangements and LGPS transfer. It is proposed that the Council will provide a short term interest free loan of £7000 to the Association, to be repaid by 31 July 2015.
39. There will be a saving to the Council following transfer of the management arrangements as the current operational deficit of £31,000 in 20012/13 will be alleviated.

CONCLUSION

40. Significant progress has been made in delivering the requirement of Executive for the formation of a community association to take over the operation of the Lockwood Community Centre.
41. Six individuals from groups who currently use the Lockwood Community Centre have set up a Charitable Incorporated Organisation, the Lockwood Community and Sports Association, with the specific aim of taking on the management of the facility.
42. Over the last 12 months, officers have been implementing measures to reduce the cost base of the operation including a reduction in staff employed to operate the building. This has meant that the trading deficit has been significantly reduced thereby providing a realistic opportunity to establish a viable business arrangement.

43. The Association have prepared a business plan that sets out an operating budget for two years following transfer of the building from the Council to the newly formed Association. This plan indicates a break even position but is considered to be marginal and therefore requires a series of interim measures to support the cash flow position of the newly formed trading organisation.
44. With these measures in place and with the ongoing support of the Council, the Lockwood Community and Sports Association are in a reasonable position to take on the management of the centre.
45. These interim arrangements have the potential to significantly reduce the Councils current financial liabilities and for the newly formed Association to establish a sustainable trading position.
46. It also provides the opportunity for the Council to conclude the project considering future development proposals for the Locks Heath Shopping Centre prior to agreeing any permanent lease arrangements for the Lockwood Community Centre.

Reference Papers: None

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

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 June 2013

Portfolio:	Health and Housing
Subject:	Development of land at Palmerston Avenue
Report of:	Director of Community
Strategy/Policy:	Housing Strategy
Corporate Objective:	A balanced housing market

Purpose:

To seek the Executive's approval to progress with a development proposal on land in the Council's ownership at Palmerston Avenue and to submit a bid to the Homes and Communities Agency for funding towards the capital cost of the scheme.

Executive summary:

This report sets out proposals to build 16 good quality one bedroom flats on land in the Council's ownership in Palmerston Avenue which is currently used for a car park. These flats will be particularly suited to existing Council or Housing Association tenants who are currently under occupying their properties and want to down size to smaller accommodation. It is proposed that a bid for funding be submitted to the Homes and Communities Agency for funding towards the cost of the development.

Recommendation:

That the Executive agrees to:-

- (a) Progress with the development proposals for 16 one bedroom flats on land in the Council's ownership at Palmerston Avenue including submitting a planning application
- (b) Submit a bid for funding to the Homes and Communities Agency (HCA) for grant towards the cost of the development
- (c) Approve a provisional budget of £1,600,000 to be funded from the Housing Revenue Account Capital Programme.

Reason:

To build 16 one bedroom flats in the town centre to meet local housing needs.

Cost of proposals:

The estimated cost of the construction of the scheme is £1,600,000 which can be met from the Housing Revenue Account Capital Programme.

Background papers: Palmerston Avenue Location Plan

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 June 2013

Subject: Development of land at Palmerston Avenue

Briefing by: Director of Community

Portfolio: Housing

INTRODUCTION

1. The Council owns a small parcel of land adjoining the shopping centre at the bottom of Palmerston Avenue which is currently used as a car park, mainly for people who work in the town centre. The Council currently receives an income of around £13,000 per annum from the car park.
2. When the Council acquired the land from the owners of the shopping centre it had the benefit of a detailed planning permission for 16 flats a mix of 1 and 2 bedroom flats the planning consent has been implemented as the foundations for a cycle store had been completed.

CURRENT POSITION

3. Architects have been appointed to review the scheme design with a brief to increase the number of 1 bedroom flats on the site, to improve the size of the flats and to provide balconies to as many of the flats as possible. Two of the flats have been designed as fully accessible for households with a disability on the ground floor.
4. The site is very well located to the town centre and is close to the bus station and a short walk to the train station. As a result the scheme has been designed to be largely a car free scheme with only 2 disabled parking spaces. It is proposed that the scheme would be attractive to tenants who want to downsize and to live closer to the town centre.
5. The draft plans for the scheme were put out to public consultation on 18 April 2013 at Ferneham Hall and a total of 13 households attended. The proposals were generally supported. There were some concerns about over looking from the site to the back gardens of 17 and 19 Palmerston Avenue, hence the plans have been revised to minimise this.

6. Officers have been in discussion with the Homes and Communities Agency about the possibility of bidding for grant funding towards this scheme from the Affordable Homes Programme. Early indications are that if the scheme can be progressed and completed before March 2015 then there may be some grant funding available towards the capital cost of the scheme.

FINANCIAL IMPLICATIONS

7. Based on the current design an estimated construction budget has been set for the scheme which will require £1,600,000 to be met from the Housing Revenue Account Capital Programme. There will be a loss of income from the car park which is around £10,000 per annum, however some of the exiting permit holders may purchase annual season tickets for use on the Council's other car parks.

NEXT STEPS

8. In order to submit a bid to the HCA for grant funding and to meet the timetable for the scheme to be completed before March 2015 this would require that the following key milestones are met:-
 - (a) Submit Planning Application - June 2013
 - (b) Executive approval to progress the scheme - June 2013
 - (c) Submit bid to HCA - June 2013
 - (d) Invite Tenders - August/September 2013
 - (e) Executive approval to accept tender - November 2013
 - (f) Start on Site - January 2014
 - (g) Completion - January 2015

RISK ASSESSMENT

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

CONCLUSION

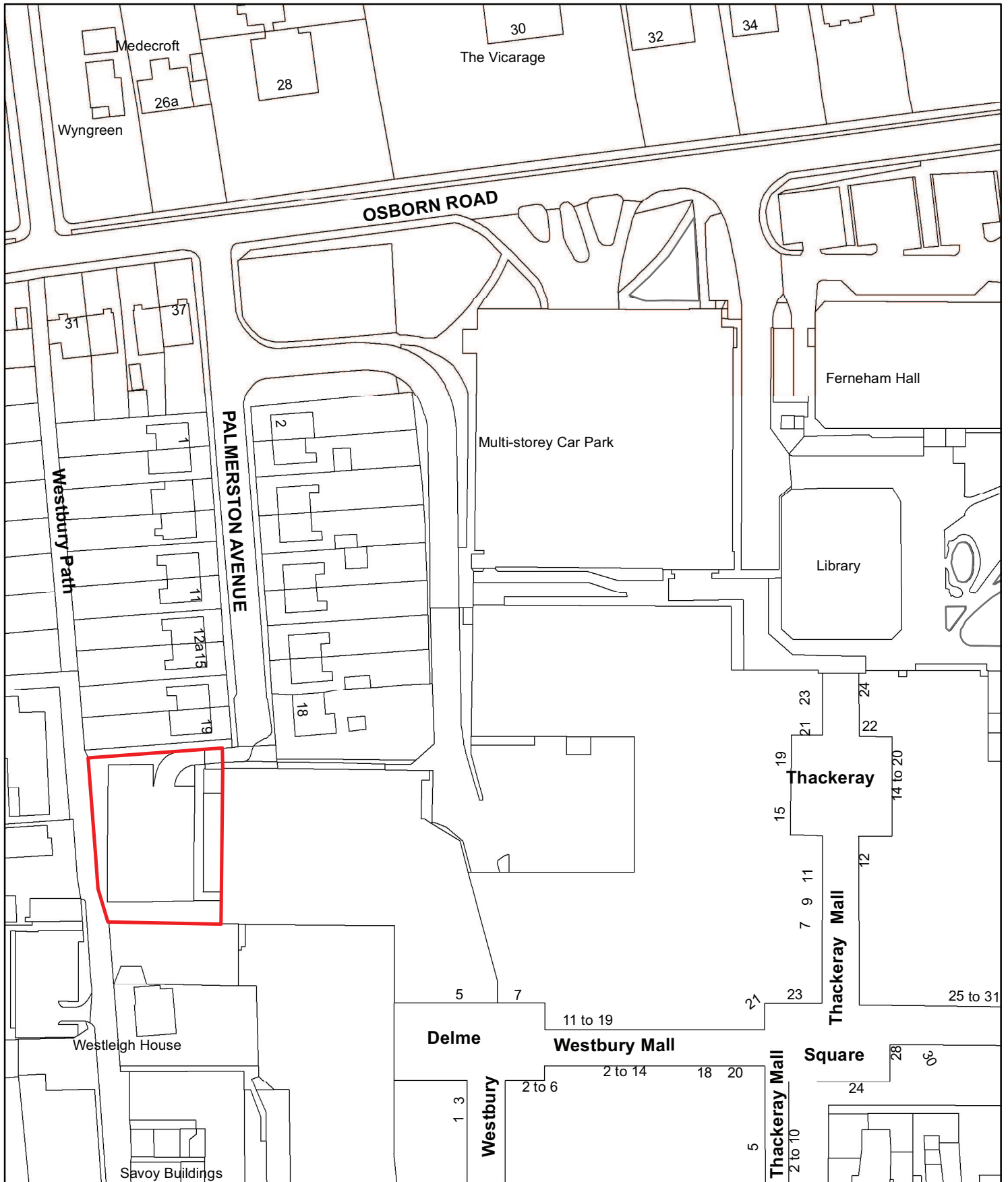
10. The land in Palmerston Avenue would provide an opportunity to provide some good quality one bedroom flats in the town centre which would be particularly suitable to tenants who want to downsize.

Enquiries:

For further information on this report please contact Andrew Fiske. (Ext 4461)

FAREHAM

BOROUGH COUNCIL



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BOROUGH COUNCIL

Report to the Executive for Decision 10 June 2013

Portfolio:	Public Protection
Subject:	Parking Enforcement Policy
Report of:	Director of Regulatory and Democratic Services
Strategy/Policy:	
Corporate Objective:	A Safe and Healthy Place to Live and Work

Purpose:

This report sets out the Fareham Parking Enforcement Policy that details the main principles for enforcement that will be followed by officers. The policy is reviewed biennially and has taken account of any changes in the way the service is delivered and these have been incorporated into the policy which is attached as Appendix A and which is now being presented to the Executive for approval.

Executive summary:

The Council has an existing Enforcement Policy, which details the main principles for the delivery of the decriminalised parking enforcement service for both off and on- street parking, for which the Council became responsible in April 2007. The policy at that stage was reported to the Public Protection Review Panel and was subsequently approved by the Executive. It was agreed that the policy be reviewed on an annual basis to reflect any changes in the way the service needs to be delivered.

The current Enforcement Policy was reviewed and approved by the Executive in April 2011. At this meeting the Executive also agreed that unless there were any material changes to the Parking Enforcement Policy, the policy be reviewed biennially. As part of the biennial review of the policy it has also been reported to the Public Protection Policy Development and Review Panel on 21st May 2013. The Panel resolved that the policy, attached as Appendix A to this report be recommended to the Executive for approval.

Recommendation:

That the updated Fareham Parking Enforcement Policy, as detailed in Appendix A to this report, be approved.

Reason:

To enable the effective and transparent enforcement and operation of the Fareham Parking Enforcement Service.

Cost of proposals:

There are no financial implications for the Council arising from consideration of this proposal.

Appendices A: Parking and Enforcement Policy
B: Top 5 Offences and cancellation reasons

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 June 2013

Subject: Parking Enforcement Policy

Briefing by: Director of Regulatory and Democratic Services

Portfolio: Public Protection

INTRODUCTION

1. In April 2007, the Borough gained new powers which transferred the responsibility for the enforcement of on-street parking restrictions to the Council from the Police. Responsibility for enforcement of the Council's off-street car parks regulations was included in the new powers. These new powers are commonly known as Decriminalised Parking Enforcement (DPE) and are undertaken as part of the Fareham Parking Enforcement Service. Decriminalised Parking Enforcement consists, in simple terms, of the issue of penalty charge enforcement notices for contravention of regulations and the subsequent processing of the notices as recovery of a parking charge, to maximise the payment and procure payments of debt.
2. The effect of the Traffic Management Act, together with the new regulations and associated guidance, resulted in the Decriminalised Parking Enforcement (DPE) regime within Fareham changing and it became known as Civil Parking Enforcement (CPE) and operated to the new regulatory framework and associated statutory guidance from 31 March 2008.
3. As a result officers reviewed the Council's parking policies and procedures so that they reflected the requirements of the Traffic Management Act 2004, the associated regulations and guidance. The new Regulations gave a limited number of new enforcement powers, alternative Penalty Charge Notice levels and changed a number of procedures through the guidance notes. The updated policy was presented to the Panel in March 2008 and approved by the Executive in April 2008.
4. The policy is reported on a biennial basis to the Public Protection, Policy, Development and Review Panel for comment prior to it being reported to the Executive for approval. It was last reported to the Executive in April 2011 and this report is part of the biennial review of the policy.

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xpp-130610-r03-kwr

FAREHAM PARKING ENFORCEMENT POLICY

5. The Council's Parking Enforcement Policy details the main principles for the delivery of the civil parking enforcement service for both off and on-street parking, for which the Council became responsible in April 2007. The existing policy also reflects the changes that were required under the new Civil Enforcement Regulations, in particular on challenges and representations relating to Penalty Charge Notices (PCNs).
6. The current policy that officers are working to, which sets out the main principles for enforcement associated with the delivery of this service, is attached as Appendix A. There are only very minor changes that have been made this policy from the policy that was presented at to the Executive in April 2011.
7. The main theme of the Statutory Guidance that has been issued to accompany the regulations and which is reflected in the policy is that making and enforcing of parking regulations needs to be done in a transparent, legal and comprehensive fashion. The emphasis is on transparency and on information for road users. Local authorities are required to publish their policies and reports and regularly review parking policies and communicate these effectively to the public.
8. The proposed policy is designed to provide the framework while informing the public of the principles behind the Council's intentions. Within the policy document there is reference to a charge for some parts of the service, for example the issue of a waiver certificate and dispensations and the charges for these have previously been agreed by the Executive.
9. The policy itself is published on the Council's web pages and is available to members of the public and sets out the approach of the Council in the enforcement of both on and off-street parking.
10. It is policy under the Traffic Management Act 2004 that Council Members will not be part of the process for resolving challenges, representations or appeals to PCNs that have been served. Member representation is however required on the Parking and Traffic Regulations Outside London (PATROL) Joint Committee. The Council's representative is the Executive member for Public Protection, with the Executive member for Streetscene as a deputy representative.
11. The policy was presented to the Public Protection Policy Development and Review Panel on 21st May 2013 when it was resolved:
 - (a) the Parking Enforcement Policy as shown in Appendix A to the report, be commended to the Executive for approval;
 - (b) all members be reminded to inform the officers of any hot spots or other parking problems occurring within their wards.

12. For information, officers have also attached as Appendix B, a list of the top five offences for which PCNs are issued, together with the reasons why PCNs are cancelled.

LEGAL IMPLICATIONS

13. Enforcement of parking regulations needs to be done in a transparent, legal and comprehensive fashion. The emphasis is on transparency and on information for road users. Local authorities are required to publish their policies and reports and regularly review parking policies and communicate these effectively to the public. The Council's approach to enforcement will be undertaken in line with this policy.

RISK ASSESSMENT

14. There are no risks associated with this report.

CONCLUSION

15. The proposed policy document attached as Appendix A is submitted to the Executive for approval. The policy takes account of that part of the Traffic Management Act that came into effect on 31 March 2008, which Members considered in March 2008. The policy attached as Appendix A has been updated to take account of any comments made by the Public Protection Policy Development and Review Panel at its meeting on 21 May 2013. It is this updated policy that will be used and referred to by officers in undertaking the enforcement of both on and off street parking within the Borough, which is now presented to the Executive for approval.

Reference Papers:

Report to the Executive 5 February 2007, Parking Enforcement Policy
Report to the Executive 4 February 2008 Traffic Management Act – Implications for Fareham Parking Enforcement
Report to the Executive 7 April 2008, Parking Enforcement Policy
Report to the Executive 6 April 2009, Parking Enforcement Policy
Report to the Executive 12 April 2010, Parking Enforcement Policy
Report to the Executive 4 April 2011, Parking Enforcement Policy

FAREHAM BOROUGH COUNCIL

Fareham Parking Enforcement Policy

1. Introduction

Traffic Regulation Orders

Traffic Regulation Orders (TROs) are introduced by Fareham Borough Council (as the agent for Hampshire County Council, which is the Highway Authority) on roads within the Borough to regulate the use of highways by both moving and parked vehicles. In doing so, the objectives are to:

- Promote the safe use of highways
- Manage the competing demands for road space, e.g. traffic movement, bus stops, loading for access to premises and parking
- Give priority when considered necessary to different classes of users, e.g. disabled people, residents.

Fareham Borough Council was granted delegated authority in 2007 from Hampshire County Council to act as the Enforcement Authority on the County's behalf to enforce on-street contraventions and recover any debts and to pursue, through the County Court, any unpaid debts. As such, Fareham Borough Council is the Enforcement/Issuing authority.

Off-street car parks

The Borough Council also manages the use of its off-street car parks through an Off-street Parking Order which allows for charges and time limits to be introduced to ensure the best use of car parks and a turnover of vehicles where necessary.

Fareham Parking Enforcement

Hampshire County Council and Fareham Borough Council together have achieved Special Parking Area status for the Borough which means that as from April 2007 parking contraventions became decriminalised and Fareham Borough Council is responsible for enforcement of all orders controlling parking within the Borough.

Parking contraventions, both on-street and in Council car parks will be enforced by the serving of a Penalty Charge Notice by a Civil Enforcement Officer.

Fareham Parking Enforcement is now able to deal with parking on zigzag markings on pedestrian crossings as well as the Police, who may still issue Fixed Penalty Notices incurring penalty points and for parking on dropped kerbs which causes obstruction, also double parking on the highway and persistent offenders.

Public Accountability

With Fareham Parking Enforcement, the locally elected Council will have responsibility for both the way in which parking on Fareham's streets and car parks is managed and the level of enforcement of the parking controls to achieve the objectives.

2. Objectives of Parking Control and Enforcement

Traffic Regulation Orders to control parking are introduced by the Council and enforcement of the regulations is undertaken in order to:

- Make Fareham Borough a safer place, to drive, walk or cycle through
- Ensure that pedestrians may walk safely without fear or obstruction, especially in pedestrianised areas and outside schools
- Keep traffic flowing freely
- Ensure good access to properties adjoining highways for loading and unloading
- Ensure that there is a fair and even distribution and turnover of available parking spaces throughout the Borough, not only for visitors, but also for residents, traders, customers and businesses
- Ensure that designated disabled bays are used only by those persons lawfully displaying a valid disabled Blue Badge in accordance with the regulations pertaining to the international Disabled Badge Scheme, and the Blue Badge Scheme: rights and responsibilities in England booklet issued by the Department for Transport, and meeting the needs of those with disabilities, some of whom will be unable to use public transport and are dependent entirely upon the use of a car.
- Ensure that parking places designated for use by specific vehicles such as taxis, buses, and goods vehicles only bays are kept clear for their intended use
- Ensure that parking places within a residents' parking scheme contain only vehicles that have on display, a valid resident's parking permit or visitor permit.
- Minimise parking on verges and footways where there is a restriction on parking on the highway for road safety, maintenance and environmental reasons

3. Legislation

The enforcement of parking regulations by Fareham Borough Council will be carried out within the relevant powers under the following Acts:

The Traffic Management Act 2004 (as amended) of which has now superseded;

The Road Traffic Regulation Act, 1984 (as amended)

The Road Traffic Act, 1991 (as amended)

Also by the following Traffic Regulation Orders (TROs):

The Road Traffic (Permitted Parking Area and Special Parking Area) (County of Hampshire) (Borough of Fareham) Order 2007

The Borough of Fareham (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2007 (as amended)

Borough of Fareham (Off Street Parking Places) (Consolidation) Order 2007 (as amended)

Any other order made or any other Act, Regulation, which enables enforcement by the Council to achieve the objectives set out in this policy.

4. Special Provisions

Blue Badge holders

Traffic Regulation Orders introduced by the Council will, wherever practical, follow national statutory requirements and advice on good practice in respect of facilities provided for disabled persons badge holders.

Off-Street Car Parks

Exemptions will allow blue badge holders to park within spaces reserved for disabled badge holders provided the badge is valid and displayed in the front of the windscreen the correct side up displaying the serial number and expiry date, (as detailed in "The Blue Badge Scheme, Rights and Responsibilities in England" booklet, issued from the Department of Transport which is sent to all Badge Holders) and that the vehicle has been used or is about to be used to give the holder of the badge better access to a desired location.

Blue Badge Holders may also park free of charge in any other non designated bay for a maximum of 24 hours, provided the badge is displayed correctly. This exemption does not include the pay on foot car parks.

On-Street

On single and double yellow lines, exemptions for vehicles displaying a blue badge will allow parking for up to three hours except where there is a ban on loading and unloading provided the badge is valid, properly displayed as above accompanied by the clock and the vehicle has been used or is about to be used by the holder of the badge. Badge holders are required to park with due consideration for other road users and if a vehicle causes an obstruction the CEO may disregard the exemptions offered by the blue badge and issue a PCN, also the police may take action under separate regulations.

Blue badge holders may park in any limited waiting on-street free of charge and in excess of the limited time, providing the badge is displayed correctly, as detailed above, unless there is signage explaining the contrary. Care must be made to check for any restrictions/signage when parking the vehicle.

Suspension of Parking Places

The Council has the power to suspend all or part of any parking places or car park and thereafter permit or prevent certain vehicles to park.

Suspensions will not be undertaken lightly and most will be for reasons of traffic flow or safety. However, in instances such as where a large removal lorry or vehicles associated with works on an adjacent property are required to be parked close by, a suspension may be agreed.

Such permission will be granted by the Council for specific circumstances and on payment of an administration fee as agreed from time to time by the Council, a dispensation will be issued which must be displayed on the vehicle at all times that it is parked in the suspended parking place.

Dispensations

There are times when it may be acceptable or unavoidable for vehicles to be parked where restrictions apply. Under strictly controlled circumstances, the Council may issue a dispensation permitting a vehicle to be parked without the driver having to comply with the regulations.

A dispensation will contain any conditions that the Council may stipulate and will be issued on payment of an administration fee as agreed from time to time by the Council.

The dispensation must be displayed on the vehicle at all times that it is parked in the suspended or nominated parking place or area.

Acceptable purposes to which a dispensation may apply include:

- Extended loading and unloading of goods, materials, tools or equipment.
- Continuous use of vehicles as a workshop (not storage only), where there is fixed equipment in the vehicle which is required to perform the work in progress (in this context fixed means cannot be unloaded from the vehicle).
- Fitting of replacement glass (except for emergency boarding up purposes) when a dispensation is not required.
- Collectors of significant amounts of cash from premises where a risk of crime may exist if the vehicle is parked some distance from the premises
- Trade vehicles visiting a controlled parking zone for working in a premises within that zone

Carers

Numerous care organisations are now operating within the Borough as a result of contract arrangements with Social Services and the Local Health Authority as well as privately arranged care. Vehicles may often display badges issued by the various organisations but, due to the variety of badges in circulation none are recognised by Hampshire County Council or Fareham Borough Council as valid authorities to park in contravention of orders prohibiting or restricting waiting.

Fareham Borough Council will issue its own permits to allow genuine professional carers to park within residential areas to enable them to care for residents. Permits may be issued upon application, which must be supported by an official letter from the care organisation or, in the case of a private carer (relative etc) confirmation from the resident's GP that he/she is in need of regular, permanent care within their home. Any abuse of such permits may result in them being withdrawn.

It is not felt that there is a need for carers to park within Council car parks free of charge or for longer than the permitted free time. However, this is a matter which is kept under review by the Council.

Carers are not exempt from yellow line restrictions and must not contravene them. A dispensation/permit may be issued to carers to enable them to park in contravention of a yellow line, (in an emergency) or limited wait on street whilst not at their normal place of work and whilst visiting a client or patient.

Administration charges

Where a Dispensation is required to be issued by the Council for purposes above or action is taken to suspend all or part of a parking place, the Council may make a charge for the service at a rate agreed from time to time by the Council, to cover the administration and enforcement costs.

5. Statement of Intent

- (i) The Council will introduce orders regulating parking as appropriate to meet local needs as outlined above.
- (ii) The Council will enforce parking regulations fairly, lawfully and without discrimination. All Civil Enforcement Officers are trained to a required standard in the legislation governing parking activities and in Council policies and values, and will operate in accordance with a standard handbook.
- (iii) Enforcement can take place at any time and on any day depending on the hours of control of specific parking regulations. Enforcement will also take place if on street parking contraventions have been highlighted by members of the public, these will be placed on the "Hot Spot" list, the CEO's will then target these areas as appropriate.

- (iv) Enforcement of regulations will focus on achievement of objectives relating to road safety (including safety of pedestrians at school premises), traffic movement, loading/unloading requirements, and proper use of priority parking places, turnover at commercial centres, nuisance, environmental factors and special events.
- (v) It is not the policy of this Council to clamp and remove vehicles; although there are legal powers in place to do so. Any such action on-street would require the consent of Hampshire County Council, on whose behalf Fareham Borough Council is acting. There are powers to do so for persistent offenders with 3 or more Penalty Charge Notices under TMA.
- (vi) Where the driver of a vehicle is relying on a blue disabled Person's Badge for exemption from parking regulations, it is the policy of Fareham Borough Council to issue a Penalty Charge Notice (PCN) if the badge is not displayed correctly. If a challenge is received regarding a PCN each case will be considered on its own merits. This course of action reinforces the need for disabled badge holders to use and display the blue badge and clock correctly, and avoids misunderstanding at a later date.
- (vii) The primary task of the Civil Enforcement Officers (Parking) is to assist the motorist in parking in compliance with the regulations, whilst keeping the Borough free from congestion and highway obstruction.
- (viii) It is Council policy to pursue debt incurred by non-payment of penalty charges within the current legislation, which includes registration of the debt at the County Court and obtaining a warrant of execution for recovery action by Court Enforcement Officers (certified bailiffs), this will inevitably incur extra costs.
- (ix) The Parking Enforcement Service will aim to be as open and fair as possible and will review its policies, procedures and practices at regular intervals, which will be available to the public for consultation at any time. This will also include reports of the income and expenditure as well as the Penalty Charge Notice, issues and cancellation statistics.

6. Summary of Enforcement Procedure

Management

Enforcement of regulations and consideration of challenges, representations and appeals against Penalty Charge Notices will be managed by the Council's in-house Parking Enforcement Service.

The level of penalty charge is set by the Council within a range determined by the Government. The level of charge will be based upon the type of contravention.

This Council has adopted the Band 2 tariff that sets the Penalty Charge Notice at £70 with a reduced rate of £35 if paid within 14 days of the date of issue of the notice, for the higher level of contraventions.

The lower level of contraventions is set at £50 with a reduced rate of £25 if paid within 14 days of the date of issue of the notice.

It is the responsibility of each driver to park legally and there is generally ample opportunity to do so for every situation throughout the Borough. The driver must also observe and adhere to, any restrictions in place at the time whenever the vehicle is parked.

Where a vehicle is parked in contravention of a prohibition, restriction or conditions of parking a penalty charge becomes payable.

A Civil Enforcement Officer (CEO) has a duty to serve a Penalty Charge Notice; if there is sufficient evidence that a contravention has occurred.

Anyone has the opportunity to make an informal challenge to the penalty charge notice or to pay the penalty charge. An informal challenge is the initial letter or e-mail of appeal. This will be investigated and all evidence and mitigating circumstances considered.

Should no challenge to the PCN be received, FBC will pursue the registered keeper of the vehicle for the debt.

Further consideration of an unresolved dispute involves a formal challenge by the owner of the vehicle or person in charge of the vehicle at the time. A challenge is part of the formal procedure the next stage of which can be an appeal to an Independent Adjudicator.

Independent Adjudication is achieved through the Traffic Penalty Tribunal, a body set up by the Government which must be used in settlement of disputes by each local authority operating decriminalised parking enforcement, and are independent of the Council.

The Traffic Penalty Tribunal procedure replaces the previous role of the Magistrates' Court in resolving civil disputes for parking contraventions.

All challenges, representations and appeals must be in writing or e-mailed to parkingservices@fareham.gov.uk (This must include the PCN number and address)

The management process in serving PCNs and the follow-up procedure will be in strict adherence to the processes laid down by the *Traffic Management Act 2004* and *The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007*.

Service of a Penalty Charge Notice (PCN)

The Council believes that in introducing parking controls of any kind it is doing so in the interest of general or, in some cases, specific road users or sections of the community. If any regulation is perceived as being unjust or unnecessary an appraisal can be requested.

Drivers who park in contravention of the parking regulations will be served with a Notice to pay the PCN, which will be affixed to the vehicle or handed to the driver. It is the policy of this authority to take a photograph, whenever possible, of every contravention, in order to prove the contravention and where appropriate the fact that the PCN was legally placed on the vehicle. These images will be available and provided at the earliest opportunity, should a challenge be made.

If the CEO has been prevented from serving the PCN by actions or threats from the driver or other person, a Regulation 10 PCN/Notice to Owner will be served on the registered keeper of the vehicle by first class post. Any person receiving this may receive a discount of 50% for a period of 14 days after the date of receipt of this notice.

Challenge of PCN

Drivers will be given 14 days from the date of service of the PCN in which to either pay the penalty charge at the discounted rate, or challenge the penalty charge. Every case in which a penalty charge is challenged will be investigated on its own merit, and mitigating circumstances will be taken into account.

It is standard practice to request proof of these circumstances wherever possible, for example, if a valid pay and display ticket or permit is produced or we receive evidence of loading and unloading such as a delivery note and/or receipt and in emergency cases proof of the emergency.

If a challenge to a PCN is received, and does not constitute grounds for waiving the charge, the opportunity to pay the discounted rate will be re-offered for a further 14-day period from the date of receipt of the rejection letter.

Notice to Owner (NTO)

If no payment has been received within 28 days after the date of service of the PCN, irrespective of whether the driver/owner has previously challenged the penalty charge, then Parking Services will obtain the details of the registered owner/keeper of the vehicle from the Driver Vehicle Licensing Agency (DVLA).

The registered owner/keeper of the vehicle is legally the person responsible for payment of the charge.

A Notice to Owner (NTO) will be served by 1st class post to the registered owner/keeper upon receipt of these details from the DVLA, and may not be served before the expiry of 28 days from the date of service of the PCN.

Regulation 10 Penalty Charge Notice

This form is served if the Civil Enforcement Officer is prevented, by the actions of the driver or third party, from serving a PCN. Details are obtained from the DVLA and the Regulation 10 PCN/NTO is served. The registered keeper of the vehicle has 14 days to pay the PCN at the 50% discounted rate. If no payment is received after 28 days of service then the charge will increase by 50% and a charge certificate will be served.

Formal Challenge

The owner/driver may then make a formal challenge in respect of the charge, and this will be investigated by Parking Services where a decision will be made after investigating and considering all the presented facts.

All challenges must be made in writing or e-mailed to: parkingservices@fareham.gov.uk and must be made not later than the last day of the period of 28 days beginning with the date on which the Notice to Owner is served. Any challenges made outside of this period may be disregarded by the Council. If this is the case you may still contact the Traffic Penalty Tribunal by post asking them to consider the late appeal and request the Council to re-consider, (contact the Council for details).

If the challenge against the charge is not accepted, a formal notice of rejection under Part 6 of the Traffic Management Act 2004 will be served to the appellant. This correspondence will contain details of the steps that can be taken by the appellant if he or she wishes to appeal to the Traffic Penalty Tribunal.

At this stage there will be no opportunity for the reduced charge to be paid.

Appeal to the Traffic Penalty Tribunal www.trafficpenaltytribunal.gov.uk

It is the policy of this council to contest every formal appeal to the Traffic Penalty Tribunal, unless the appellant produces additional evidence that was not previously forthcoming.

Fareham Borough Council will not pursue enforcement of PCN simply to test whether the appellant will progress the challenge to the Traffic Penalty Tribunal.

Members of the public are able to access this web site www.patrol-uk.info for further information of appeals to the Traffic Penalty Tribunal and the rights of motorists relating to Civil Enforcement and the whole process up to and including bailiff stage. Downloadable forms will be available.

Charge Certificate

A minimum of twenty-eight days after the date of issue of the NTO or Regulation 10 PCN, Parking Services will serve a Charge Certificate to the registered owner/keeper of the vehicle, which will increase the original charge by 50%. At this stage there is no legal right of appeal but all cases may be considered by its own merit.

After a further period of 14 days a pre debt registration letter is sent advising of cost and next stage of bailiff.

Registration and collection of debt

After a minimum of 14 days after the date of issue of the pre debt registration letter, Parking Services will register the debt at the Traffic Enforcement Centre which is a branch of the County Court set up to handle registration of debt from non-payment of penalty charges for England and Wales. This action will increase the charge on each case by a further £7 to cover the appropriate court fee for this service and registration.

The registered owner/keeper will be informed of this debt registration and, if no response is received within 21 days of the date of registration, then Court Enforcement Officers (Certificated Bailiffs) will be instructed to recover the debt on the Council's behalf. This could incur substantial extra costs being added onto the outstanding amount. The outstanding debt is then handled by the Bailiff acting for the Council and any payment or correspondence must be sent to them.

7. Consistency and Proportionality

All Civil Enforcement Officers and Parking Office Support staff is trained to the same standards by way of an in-house manual, formal training in the form of NVQ qualification or equivalent and on-going monitoring and refresher training.

Civil Enforcement Officers cannot retract a Penalty Charge Notice once it has been lawfully served. This is to complete an audit trail with the penalty charge number being traceable.

At any of the legal stages throughout the enforcement process, up to the issuing of the warrant stage, mitigating circumstances will be considered in order to produce a reasonable and sustainable decision.

This Authority has a policy of allowing a short observation period when vehicles are parked on double yellow lines. This is to allow for any loading or unloading of heavy goods, however should there be evidence from a CEO that it is immediately evident that no loading/unloading is taking place; an instant PCN will be served.

This Authority also has a policy to allow a short observation period for pay and display and limited waiting parking areas to allow for a short delay in returning to the vehicle.

In cases of extreme hardship, customers may be given the opportunity to pay the full charge in instalments. Each case will be dealt with on its own merits and a request for such should be made in writing or by e-mail to parking services. It is important to list all/any outstanding PCN'S.

At every stage that correspondence is sent to a registered owner/keeper or appellant, that person will be advised of the next course of action that will apply. All correspondence will be matched and input into the relevant case and responded to within corporate timescales or before. Further advice is available on the Council website; www.fareham.gov.uk

Parking Services will use whichever databases are lawfully available to them to pursue details of drivers that have committed a contravention of the parking regulations, and are fully compliant with the requirements of the Data Protection Act.

Fareham Borough Council pursues a policy of non-discrimination for all drivers and for that reason will consider the use of an agency to enforce payment by residents in countries other than England and Wales.

Parking Services undertakes not to disclose information held on its databases to a third party unless the request is from a Law Enforcement Agency and is in order to prevent or detect crime.

Parking Services will endeavour to ensure that patrolling takes place in all areas of the Borough on a regular but prioritised basis as resources permit.

Measurement of performance of the Parking Enforcement function will take place regularly through the service plan monitoring process applicable to all Council departments.

8. Rights of Appeal

Specific rights of appeal will be set out in all of the Notices and correspondence referred to in the above procedures.

The procedure for dealing with parking appeals is set down in Part 6 of the Traffic Management Act 2004 and The Civil Enforcement of Parking Contraventions, Representations and Appeals Regulations 2007.

Traffic Penalty Tribunal

The Traffic Penalty Tribunal exists as an independent body to determine appeals against Penalty Charges. If an owner or the person in charge of the vehicle at the time of the service of the PCN chooses to appeal to the Traffic Penalty Tribunal, then the right to pay the charge at the reduced rate will be forfeited. There is no additional charge to motorists for this service.

Appeals must be in writing and the adjudication may be requested either by post or in person. Personal appeals would normally be heard in Portsmouth but appellants may nominate any of the locations used by the Adjudication Service throughout the country. The correct form and details for this will be sent to the appellant within the formal rejection notice, as an appeal may not be made unless a Notice to Owner has been served.

The Traffic Penalty Tribunal has the power to award costs, either to the appellant or to the Council if either party is found to have behaved in a vexatious or frivolous manner.

Decision

The Adjudicator's decision is final and neither the Council nor the driver/owner or person in charge of the vehicle can argue their case in another court at a later date. In certain limited circumstances an adjudicator's decision can be reviewed. For example, if an adjudicator makes a mistake in law the decision may be reviewed in the High Court.

The adjudicator may refer a case back to the Council. This may be if further evidence has been sent or received by them from the appellant. In these cases the file will be reviewed by a Council Officer independent of the parking services where after review and consultation a decision will be made whether to continue pursuing the case or not to contest it.

9. Contacts

For further information on this policy, please contact the Fareham Parking Enforcement Service on 01329 236100, or visit www.fareham.gov.uk

10. Complaints

Corporate Complaints Procedure

Our policy is to try to be as helpful and fair as possible in providing council services. If you have any suggestions for improving our services; if you have any comments or if you are dissatisfied with the way in which you have been treated, please talk to a member of our staff who knows about the situation and explain what the problem is. They will try to resolve the matter for you immediately.

If this is not possible please contact a Customer Services Adviser within the Customer Service Centre by telephoning 01329 236100, who will endeavour to resolve the matter to your satisfaction or advise you how to make a formal complaint through the council's complaints procedure. Alternatively, please e-mail customerservices@fareham.gov.uk.

The corporate complaints procedure provides the Council with the opportunity to investigate and, where appropriate, provide a remedy in circumstances where the Council is alleged to have been guilty of "maladministration" which has caused injustice (and where there is no other reasonable avenue available to the complainant to appeal or seek redress).

It is important to note, however, that the corporate complaints system cannot entertain objections against the merits of a decision on a penalty charge which has been properly taken but with which the complainant does not agree.

Local Government Ombudsman

In the event that the complainant remains dissatisfied after the Council has investigated the complaint, the complainant may refer his/her complaint to the Local Government Ombudsman, who is independent of the Council. It must be emphasised that the Ombudsman will not consider a complaint where more than 12 months has elapsed since the alleged act/omission (unless the Ombudsman thinks that it is reasonable to look into the matter despite the delay).

The Role of Council Members

The Secretary of State, in his publication "Guidance on decriminalised parking enforcement outside London" (LAC 1/95) advises that "*given the semi-judicial role of the representation process, local authority members should play no part in deciding on individual representations*".

It is the policy of Fareham Borough Council that Council members will not be part of the process of resolving challenges, representations or appeals. Member representation is however required on the Traffic Penalty Tribunal Joint Committee. Fareham's representative is the Executive Member for Public Protection with the Executive Member for Street Scene as a deputy representative.

11. Reviews

It is important that the Council should monitor its performance in applying its Corporate Enforcement Policies so that it can assess the impact and effectiveness of its Policies and ensure that those Policies are assisting the Council in meeting its aims and objectives in each respective service area.

The Council publishes its standards in responding to letters of all kinds and will report annually on standard indicators in parking enforcement. This will also advise on the issue/cancellation and income within the Parking Service.

The Fareham Parking Enforcement Policy will be reviewed biennially and this, alongside the Council's annual service plans, will provide a basis for measuring implementation and improvement of those policies and procedures. Policies will also be the subject of periodic consultation processes, e.g. with relevant bodies and organisations.

12. Staff Well Being and Health and Safety

The Council takes the Health, Safety and Welfare of its staff very seriously and will take all appropriate legal action against any member of the community that either verbally or physically threaten or injure staff whilst in the execution of their duties.

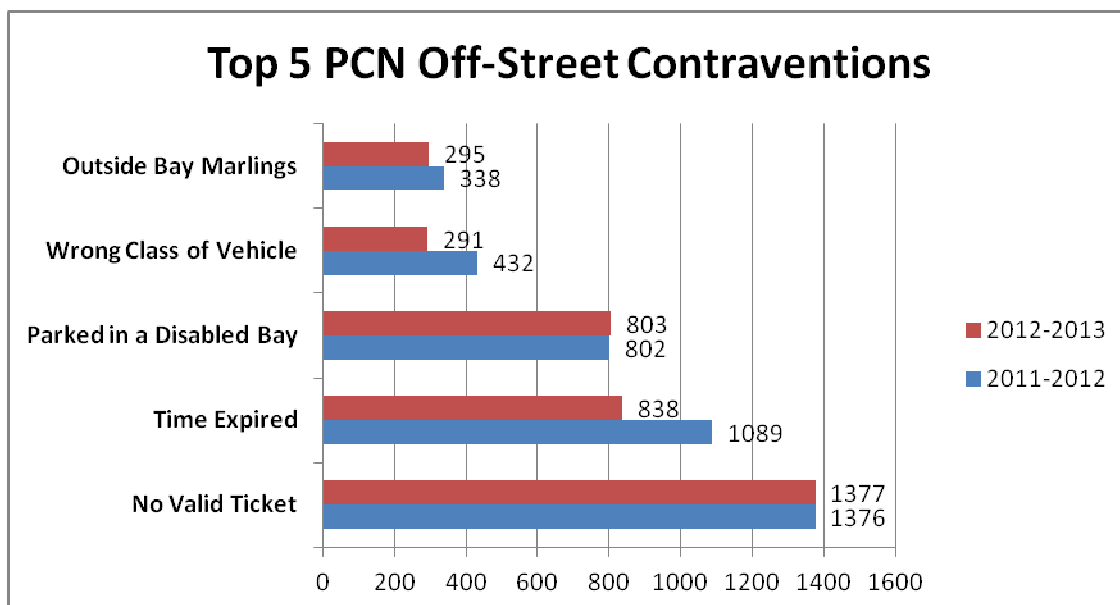
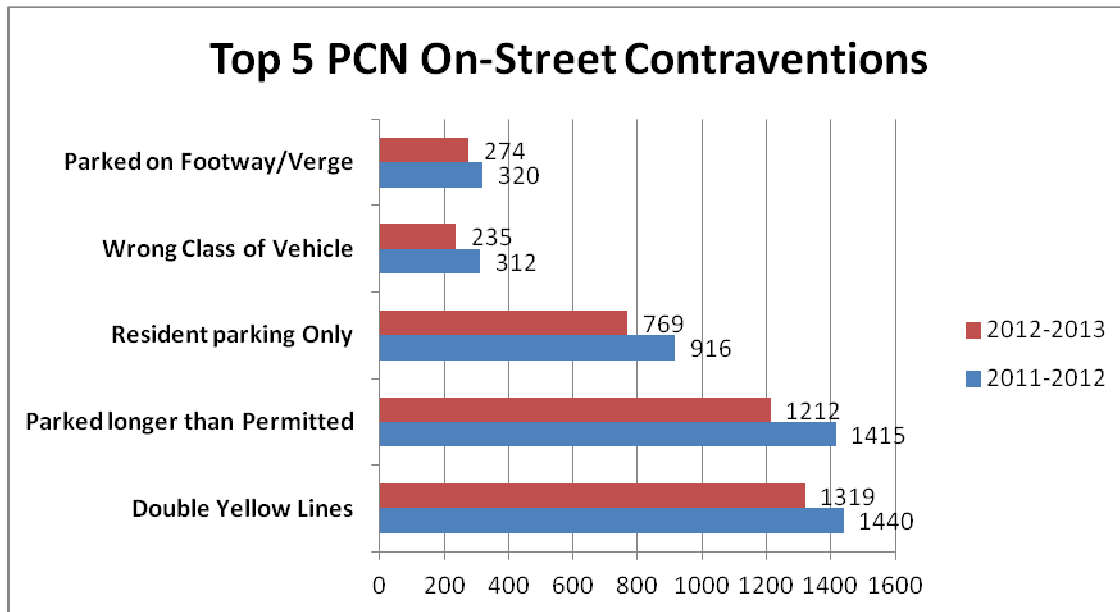
All Civil Enforcement officers are now required to wear Body Worn Video Cameras (BWV) whilst carrying out their duties.

13. Contacts and responsibility

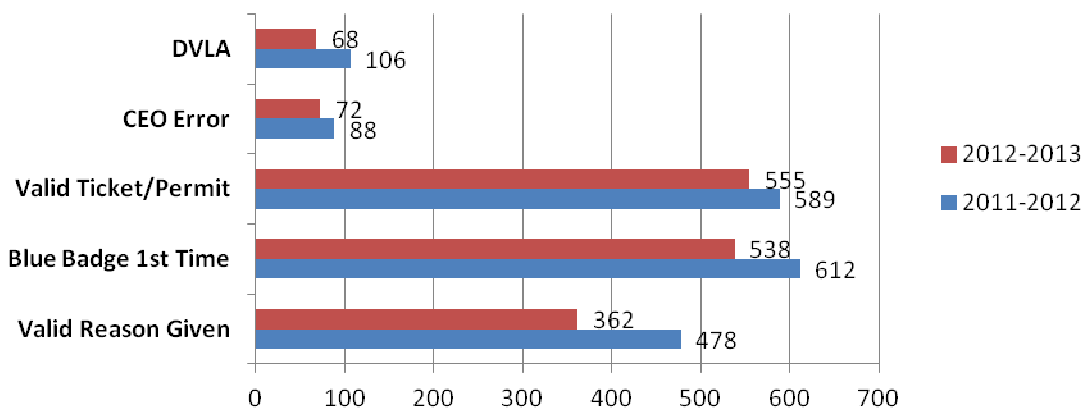
Head of Community Safety and Enforcement,
Department of Regulatory and Democratic Services,
Civic Offices,
Fareham,
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Top 5 Cancellation Reasons by Year



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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 June, 2013

Portfolio:	Strategic Planning and Environment
Subject:	Local Plan Part 2: Development Sites and Policies : Gypsy and Travellers Policy and Sites Consultation
Report of:	Director of Planning and Environment
Strategy/Policy:	Fareham Local Plan
Corporate Objective:	Protect and enhance the environment Safe and healthy place to live and work Balanced housing market Strong and inclusive communities

Purpose:

To seek endorsement and approval of a new gypsy, traveller and travelling showpeople policy, supporting text and development briefs on two proposed gypsy and traveller site allocations for inclusion within the Development Sites and Policies Plan, and to seek authorisation to undertake a formal consultation for a four-week period.

Executive summary:

Government policy requires local planning authorities to set pitch targets for gypsies and travellers and plot targets for travelling showpeople based on an assessment of need and to identify specific deliverable and developable sites through their Local Plan to meet that need. The Traveller Accommodation Assessment for Hampshire 2013 was published in April 2013. It sets out a requirement for Fareham Borough Council to identify 8 permanent gypsy/traveller pitches, in addition to the 5 pitches that currently have planning permission, for the period to 2027. Site assessments indicate that the established sites have the capacity to accommodate most of these 13 pitches.

For the reasons set out in the Briefing Paper it is proposed to undertake a four-week consultation on the following:

- A new policy on gypsies, travellers and travelling showpeople together with supporting explanatory text;
- Development site briefs for two proposed gypsy and traveller site allocations at The Retreat, Newgate Lane and 302A Southampton Road;
- The Technical Note setting out the Sustainability Appraisal/Strategic Environmental Assessment High Level Assessment and the screening for Likely Significant Effects under the Habitats Regulations of the new policy and proposed site allocations.

Recommendation:

That the following be approved:

Authorisation to undertake a formal four-week consultation on:

- A new policy on gypsies, travellers and travelling showpeople;
- Supporting text setting out the justification for the proposed policy's inclusion and to help aid its interpretation;
- Development site briefs on two proposed gypsy and traveller site allocations at The Retreat, Newgate Lane and 302A Southampton Road;
- The Sustainability Appraisal/Strategic Environmental Assessment High Level Assessment of the new policy and proposed site allocations; and
- Habitats Regulation Assessment Screening for Likely Significant Effects of the new policy and proposed site allocations.

Reason:

To undertake consultation as part of the preparation of the Development Sites and Policies Plan as required, and in accordance with Regulation 17 of the Town and Country Planning (Local Planning) (England) Regulations 2012. To demonstrate that the Council is seeking to address the gypsy and traveller needs identified in the Travellers Accommodation Assessment for Hampshire 2013.

Cost of proposals:

The cost of undertaking publication and consultation are covered within existing budgets.

Appendix A: Local Plan Part 2: Development Sites and Policies Draft Policy for Gypsies, Travellers and Travelling Showpeople and Development Site Briefs

Background papers:

Technical Note: SA/SEA and HRA for the Fareham Borough Development Sites and Policies DPD - High Level Assessment and Screening of new proposed allocations for Gypsies, Travellers and Travelling Showpeople - Urban Edge Environmental Consulting (May 2013)

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 June, 2013

Subject: Local Plan Part 2: Development Sites and Policies: Gypsy and Travellers Policy and Sites Consultation

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

INTRODUCTION

1. This Executive briefing paper seeks endorsement and approval of a new replacement gypsy, traveller and travelling showpeople policy, supporting text and development briefs on two proposed gypsy and traveller site allocations for inclusion in the Development Sites and Policies Plan. The policy is accompanied by a Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of the policy and two proposed site allocations, and a Habitats Regulations Assessment (HRA) Screening Statement assessing the two proposed site allocations' Likely Significant Effects on environmental designations of European importance.
2. The briefing paper seeks authorisation to undertake a four-week consultation to enable both the settled and the gypsy and traveller communities to have an opportunity to make comments on these proposals.
3. Upon adoption of the Development Sites and Policies Plan, it is proposed that this new policy will replace Core Strategy Policy CS19: Gypsies, Travellers and Travelling Showpeople Provision. Policy CS19 was adopted prior to the publication of new National Planning Policy for Traveller Sites¹, which informed the recently published Travellers Accommodation Assessment for Hampshire 2013². It is considered that in order to successfully deliver the recommendations set out in the Travellers Accommodation Assessment a more focused policy approach is required. This will enable specific sites to be identified for gypsies and travellers and ensure that the Council's policy approach takes full account of the advice set out in Policy B: Planning for Traveller Sites³ of Planning Policy for Traveller Sites.

¹ National Planning Policy Framework and the accompanying Planning Policy for Traveller Sites, Department for Communities and Local Government, March 2012

² Study Report by Forest Bus Limited, April 2012

³ Paragraphs 7-11

4. The role of the Development Sites and Policies (DSP) Plan, in which the proposed new policy will be incorporated, is to provide site-specific and development management policies for the Borough for the plan period up to 2026. The Plan's purpose is threefold:
 - To allocate sites principally for housing, employment and retail and other community facilities as necessary;
 - To review and designate areas in the Borough such as settlement boundaries and strategic gaps; and
 - To set out development management policies by topic area.
5. In light of the new evidence contained in the Travellers Accommodation Assessment, it is necessary to identify and allocate specific sites in the Borough to meet the need for additional and permanent gypsy and traveller pitches.

REQUIREMENTS FOR GYPSY AND TRAVELLER SITES

6. Planning Policy for Traveller Sites requires local planning authorities to proactively plan for gypsies, travellers and travelling showpeople. Policy B: Planning for Traveller Sites states that *"Local planning authorities should set pitch targets for gypsies and travellers and plot targets for travelling showpeople which addresses the likely permanent and transit site accommodation needs of travellers in their area, working collaboratively with neighbouring local planning authorities"*.
7. While there is no universally agreed definition of what constitutes a gypsy and traveller pitch, Government guidance⁴ states that *"...as a general guide, it is possible to specify that an average family pitch must be capable of accommodating an amenity building, a large trailer⁵ and touring caravan, (or two trailers, drying space for clothes, a lockable shed (for bicycles, wheelchair storage etc), parking space for two vehicles and a small garden area"*.
8. The guidance also states that an amenity building *"must include, as a minimum: hot and cold water supply; electricity supply; a separate toilet and hand wash basin; a bath/shower room; a kitchen and dining area"*. Amenity buildings do not include sleeping facilities and are ancillary to the static caravan.
9. On the size of sites, Government policy⁶ states that in producing the Local Plan the local planning authority should *"relate the number of pitches or plots to the circumstances of the specific size and location of the site and the surrounding population's size and density"*. Government guidance⁷ states that sites should ideally consist of up to 15 pitches but recognises that smaller sites of 3-4 pitches can also be successful, particularly where designed for one extended family.

⁴ Designing Gypsy and Traveller Sites - Good Practice Guide, Department for Communities and Local Government, May 2008

⁵ A 'trailer' is a term used by the gypsy and traveller community to refer to a mobile home or static caravan.

⁶ Planning Policy for Traveller Sites - Department for Communities & Local Government (March 2012)

⁷ Designing Gypsy and Traveller Sites: Good Practice Guide - Department for Communities & Local Government (May 2008)

10. The above principles have helped informed the approach to site-selection.

Permanent Pitches for Gypsies and Travellers

11. The Travellers Accommodation Assessment for Hampshire 2013 sets out a requirement for Fareham Borough Council to identify 8 additional permanent pitches, in addition to the 5 pitches that currently have planning permission, for the period to 2027. Of the 5 pitches with permission, 1 pitch has a permanent permission⁸ but 4 pitches only have temporary permissions which end on 31 December 2016. This means that the Council needs to identify a site or sites to accommodate 12 permanent pitches for gypsies and travellers for the period up to 2027.
12. Although DSP Plan only covers the period to 2026, in line with the Core Strategy, officers recommend that the DSP Plan uses the figures to 2027 set out in the Assessment given that all but 1 of the required pitches is for the period to 2022. There is therefore a need to identify sites in the plan to accommodate a total of 12 permanent pitches.
13. The Travellers Accommodation Assessment breaks down the requirement into 5 year tranches from 2012, so that:
- By 2017, 10 pitches (inclusive of the 4 pitches that currently have temporary planning permission) are required;
 - By 2022, an additional 1 pitch is required; and
 - By 2027, a further 1 pitch is required.
14. It is clear from the Assessment's findings that the need for additional gypsy and traveller pitches is greatest during the earlier part of the plan period to 2017, after which, the need for additional pitches diminishes significantly. There is a current planning appeal, on which the Inspector's decision is awaited, for 1 pitch at Burrige Road. Should the appeal be allowed, the overall requirements set out above will be reduced by 1 pitch to a total of 11 pitches up to 2027 (9 of which by 2017).
15. The Council undertook an official 'Call for Sites' in November/December 2011 during which organisations and individuals interested in promoting their site(s) in the Borough were invited to submit suggested development sites for uses including, but not limited to, housing, employment, retail, leisure and open space. However, no sites were put forward for gypsy/traveller accommodation at that time.
16. In order to ensure that the Council identifies sufficient gypsy/traveller sites to meet the pitch requirements set out in the Traveller Accommodation Assessment, approaches have been made to the gypsy/traveller families at the sites which currently have temporary planning permission and where it is considered that there is potential for additional pitches.

⁸ On land adjacent to 293 Titchfield Road, Stubbington, granted on appeal.

17. Based on assessments of these sites (summarised below), in consultation with the owners/occupiers, it is estimated that a total of 9 pitches can be accommodated at the Retreat, Newgate Lane (4 pitches) and 302A Southampton Road (5 pitches). These sites are therefore recommended for inclusion as formal site allocations within the Development Sites and Policies Plan. Development site briefs are attached to the proposed policy at Appendix A.

The Retreat, Newgate Lane

18. The Retreat, Newgate Lane is an established site of 0.26 hectares having two existing pitches and a small paddock and stable to the rear. It has planning permission⁹ for use “*as a small private gypsy site including two portable buildings, 2 touring caravans, ancillary day rooms and associated development*” until 31 December 2016.
19. The site is in excellent condition and has good access to nearby shops, services and facilities. It is not at risk from flooding and is capable of being provided with additional on-site services. An initial assessment of highway access indicates that the junction with Newgate Lane is of a high standard and suitable for the anticipated additional demand that would result from two additional pitches on the site.
20. An assessment of the site’s capacity and careful consideration of the advice contained in the Government’s Good Practice Guide indicates that two additional pitches could be accommodated on the site, providing a total of four pitches.

302A Southampton Road

21. 302A Southampton Road is an established site of 0.43 hectares with planning permission¹⁰ for the “*use of land for siting of two mobile homes, two touring caravans and erection of two day rooms*” until 31 December 2016.
22. The site is well-maintained and the existing pitches are located to the south of the site on an area of lower ground that slopes away from Southampton Road. There is also a mobile home¹¹ on the site behind the adjacent bungalow No.302 Southampton Road.
23. The site performed well against site suitability and sustainability criteria in that it is accessible both to the highway and to nearby shops, services and facilities, is not at risk of flooding, and is capable of being provided with adequate on-site services. The allocation of additional pitches may require traffic management measures on Southampton Road to control right turning movements into and out of the site to ensure highway safety. There is a public footpath that crosses the site which should be kept free of obstruction or diverted.
24. An assessment of the site’s capacity and careful consideration of the advice contained in the Government’s Good Practice Guide indicates that three additional pitches could be accommodated on the site, providing a total of five pitches.

⁹ Ref No: P/09/1045/FP

¹⁰ Ref No: P/11/0025/CU

¹¹ Ref Certificate of Lawful Use P/10/0306/LU

Transit Pitches for Gypsies and Travellers

25. The Travellers Accommodation Assessment also recommends that local planning authorities within the study area should work collaboratively to provide additional transit pitches. Whilst recognising that there were significant levels of unauthorised encampments across the study area in 2012 the Assessment does not recommend pitch numbers for individual authorities but for a grouping based on distinct highway corridors and broad geographical catchment areas. The Assessment identifies a notional target of approximately 29 pitches across an 'Eastern' grouping of authorities, i.e. East Hampshire, Fareham, Gosport, Havant and Winchester.
26. Having considered the findings of the Assessment, a site is not proposed for allocation in the Development Sites and Policies Plan but it is recommended that the Council continues to work closely with other local planning authorities to identify an appropriate site or sites within the Eastern grouping, in order to address the identified transit provision requirements.

Plots for Travelling Showpeople

27. The Travellers Accommodation Assessment, in common with the recommendation for addressing transit provision, does not specifically require any site provision for Travelling Showpeople in Fareham. It does, however, recommend that local planning authorities in the 'Eastern' grouping work collaboratively to deliver a total of seven plots across the five local planning authorities. The Council will continue to work with these other local planning authorities to identify an appropriate site(s) within the Eastern grouping, to address the identified provision for travelling showpeople.

Sustainability Appraisal

28. Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) is being undertaken in parallel with the preparation of the Development Sites and Policies Plan. The draft version of the Plan was accompanied by a Sustainability Appraisal Site Options Assessment, which presented *"an appraisal of the latest shortlist of borough-wide sites proposed for allocation and development management policies"*.
29. The new policy and the two additional site allocations proposed for gypsy and traveller accommodation have undergone an SA/SEA High Level Assessment, the findings of which are contained within a Technical Note.
30. The Technical Note confirms that *"The overall policy provision of pitches and plots for gypsies, travellers and travelling showpeople is generally positive in relation to the appraisal objectives, particularly with regard to housing (Objective 1), accessibility (Objective 4) and community (Objective 11)..."*. It states that *"Impacts are possible, including for example effects on landscape, heritage and biodiversity assets, but the policy seeks to proactively manage such risks, hence the neutral assessment against these objectives"*.

Habitats Regulations Assessment

31. The Development Sites and Policies Plan (and consequently the policy upon which this consultation is based) is also required to undertake a Habitats Regulations Assessment (HRA), which focuses on the likely significant effects of the Plan on the nature conservation interests of European-protected areas in and around the Borough, and seeks to establish whether or not there will be any adverse effects on the ecological integrity of these European sites¹² and Ramsar sites as a result of proposals in the Plan.
32. The proposed new policy and the two additional site allocations proposed for gypsy and traveller accommodation have undergone a screening for Likely Significant Effects under the Habitats Regulations, the findings of which are contained within a Technical Note.
33. The Technical Note states that the *"overall policy for the provision of pitches and plots for gypsies, travellers and travelling showpeople...is not spatially specific"* and that *"both of the proposed site allocations are a good distance from the nearest European site, and so no direct effects are considered likely"*. However, it does note that The Retreat, Newgate Lane *"is no further than 200m in any direction from a potentially important wader site"* and that *"The risk of likely significant effects on the European sites cannot therefore be ruled out at the present stage"*.

REPLACING CORE STRATEGY POLICY

34. Core Strategy Policy CS19: Gypsies, Travellers and Travelling Showpeople set out the Council's approach to the identification of sites, together with a set of criteria against which proposals for new gypsy and traveller sites would be identified. The policy was adopted prior to the publication of new national Planning Policy for Traveller Sites which sets the context for the Travellers Accommodation Assessment.
35. A recent appeal decision revealed a degree of ambiguity Policy CS19 and some confusion regarding the application of need in relation to applications for planning permission. To overcome any shortcomings a new policy is therefore proposed for inclusion in the Development Sites and Policies Plan to replace Policy CS19.
36. The new policy on gypsies, travellers and travelling showpeople, together with supporting text setting out the justification for the proposed policy's inclusion and to help aid the policy's interpretation, is attached at Appendix A. It is considered to more effectively deliver the needs of gypsies and travellers while respecting the interests of the settled community. Policy CS19 is therefore recommended for deletion upon adoption of the Development Sites and Policies Plan.

¹² The 'European sites' include Special Protection Areas (SPAs) and Special Areas of Conservation (SACs)

CONSULTATION

37. Public participation is a requirement of plan preparation. This involves inviting bodies and organisations, residents and businesses in the area to make representations. The methods of consultation and engagement are set out in the Council's Statement of Community Involvement (January 2011).
38. As the draft Development Sites and Policies Plan which was published for consultation in October 2012 did not address the accommodation needs of gypsies, travellers and travelling showpeople, it is proposed to undertake a four-week consultation in order to ensure that organisations, individuals and the local community have an opportunity to consider the Council's approach to meeting gypsy and traveller requirements. The consultation will commence following the close of the post meeting call-in period.
39. The consultation will be promoted using the normal channels including a press release, and the Council's website and social media accounts. Everybody on the local plan consultee and community groups' databases and the e-panel will be contacted. The consultation will be highlighted at the forthcoming Community Action Team meetings and letters will be posted to residents, commercial interests, and residents associations (including the Titchfield Residents Association and the Catisfield Village Association) in the vicinity of the proposed site allocations.
40. The consultation will include liaison with Hampshire County Council's Gypsy Liaison Officer, and with the charities Forest Bus¹³ and Friends, Families and Travellers¹⁴. The Travellers' Times, (which is a publication, and a website: www.travellerstimes.org.uk), will be notified of the consultation
41. The Council's website will host a 'comments section' and paper copies will also be available at the Civic Offices and libraries within the borough.
42. As set out above, this briefing paper duly seeks authorisation to undertake a formal four-week consultation on:
 - A new policy on gypsies, travellers and travelling showpeople;
 - Supporting text setting out the justification for the proposed policy's inclusion and to help aid its interpretation;
 - Development site briefs on two proposed gypsy and traveller site allocations at The Retreat, Newgate Lane and 302A Southampton Road;
 - Sustainability Appraisal of new policy and proposed site allocations; and
 - Habitats Regulation Assessment Screening Statement on new policy and proposed site allocations.

¹³ Forest Bus is a local charity that was commissioned to prepare the Travellers Accommodation Assessment for Hampshire 2013 and has a track record of engagement with traveller communities.

¹⁴ Friends, Families and Travellers is a national organisation and charity that seeks to "end racism and discrimination against Gypsies and Travellers, whatever their ethnicity, culture or background, whether settled or mobile, and to protect the right to pursue a nomadic way of life".

RISK ASSESSMENT

43. The principal risk arises from the unknown volume and nature of the consultation comments received, how long these will take to process and whether or not the issues raised will generate the need for further research and evidence or discussions and negotiations to resolve them.

FINANCIAL IMPLICATIONS

44. The costs in undertaking this consultation are included in existing budgets.

CONCLUSION

45. Planning Policy for Traveller Sites (2012) requires local planning authorities to *"set pitch targets for gypsies and travellers and plots for travelling showpeople which address the likely permanent and transit accommodation needs of travellers in their area, working collaboratively with neighbouring local planning authorities"*.
46. In order to address this requirement, the Council was part of a consortium of local authorities that commissioned a Traveller Accommodation Assessment for Hampshire 2013. This Assessment identified specific permanent pitch requirements for Fareham up to 2027.
47. Two sites have been identified to help meet the identified need for permanent gypsy and traveller pitches. These sites are recommended for inclusion within the Development Sites and Policies Plan as formal site allocations.
48. Authorisation is therefore duly sought from the Executive to agree a four-week consultation period on:
- a proposed replacement policy for gypsies, travellers and travelling showpeople;
 - supporting text;
 - development site briefs on two proposed allocations for permanent gypsy and traveller sites to provide permanent pitches at The Retreat, Newgate Lane and 302A Southampton Road;
 - Sustainability Appraisal (SA) of proposed site allocations; and
 - Habitats Regulation Assessment (HRA) Screening Statement on proposed site allocations.
49. Following the consultation, the Planning Strategy team will consider the representations made and where necessary amend the policy, supporting text or development site briefs accordingly. Any comments made on the SA/SEA High Level Assessment or the HRA Screening set out in the Technical Note will be considered during the next assessment stages scheduled to be undertaken prior to the publication of the pre-submission version of the Development Sites & Policies Plan.

Reference Papers:

Travellers Accommodation Assessment for Hampshire 2013 - Forest Bus Limited (April 2013)

Planning Policy for Traveller Sites - Department for Communities and Local Government (March 2012)

Designing Gypsy and Traveller Sites: Good Practice Guide (2008) – Department for Communities and Local Government

SA/SEA Scoping Report (May 2012)

SA/SEA Options Assessment Report (October 2012)

HRA Screening Report (October 2012)

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GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE

Planning Policy for Traveller Sites¹ requires local planning authorities to proactively plan for gypsies, travellers and travelling showpeople. Policy B: Planning for Traveller Sites states that *"Local planning authorities should set pitch targets for gypsies and travellers and plot targets for travelling showpeople which address the likely permanent and transit site accommodation needs of travellers in their area, working collaboratively with neighbouring local planning authorities"*².

Permanent Pitches for Gypsies/Travellers

The Travellers Accommodation Assessment for Hampshire 2013³ sets out a requirement for Fareham Borough Council to identify 8 additional permanent pitches, in addition to the 5 pitches that have planning permission, for the period to 2027. Of these 5 pitches, 1 pitch has a permanent permission but 4 pitches only have temporary permissions, which end on 31 December 2016. This means that the Council needs to identify a total of 12 permanent pitches for gypsies and travellers for the period up to 2027.

The Travellers Accommodation Assessment breaks down this requirement of 12 permanent pitches cumulatively, so that:

- by 2017, 10 pitches⁴ are required;
- by 2022, an additional 1 pitch is required;
- by 2027, a further 1 pitch is required.

Two sites are proposed to be allocated for permanent gypsy and traveller accommodation to meet the needs identified in the Travellers Accommodation Assessment. These are at The Retreat, Newgate Lane and 302A Southampton Road respectively. Both sites are already used for gypsy and traveller accommodation but do not have permanent planning permission. Analysis of the sites' potential demonstrates both have extra capacity, are deliverable, and could be used more efficiently to provide additional pitches to help meet the need identified in the Assessment.

Planning Policy for Traveller Sites states that in producing the Local Plan the local planning authority should, *"relate the number of pitches or plots to the circumstances of the specific size and location of the site and the surrounding population's size and density."*⁵ Designing Gypsy and Traveller Sites: Good Practice Guide⁶ states that while *"There is no one ideal size of site or number of pitches although experience of site managers and residents alike suggests that a maximum of 15 pitches is conducive to providing a comfortable environment which is easy to manage. However, smaller sites of 3-4 pitches can also be successful,*

¹ Planning Policy for Traveller Sites, Department for Communities and Local Government, March 2012

² Paragraph 8

³ Travellers Accommodation Assessment for Hampshire 2013, Forest Bus Limited, April 2013

⁴ The 10 pitches are inclusive of the 4 pitches with temporary planning permission.

⁵ Paragraph 9d

⁶ Department for Communities and Local Government, May 2008

*particularly where designed for one extended family*⁷.

While there is no universally agreed definition of what constitutes a gypsy and traveller pitch, it should "...as a general guide...be capable of accommodating an amenity building, a large trailer [static caravan] and touring caravan...., drying space for clothes, a lockable shed (for bicycles, wheelchair storage etc), parking space for two vehicles and a small garden area"⁸. The guidance also states that an amenity building "must include, as a minimum: hot and cold water supply; electricity supply; a separate toilet and hand wash basin; a bath/shower room; a kitchen and dining area". Amenity buildings do not include sleeping facilities and are ancillary to the static caravan.

In order to guide development of the gypsy and traveller allocations, individual site briefs have been prepared for each taking into account the advice contained in Government guidance. Prospective developers of the gypsy and traveller sites should have regard to the development principles and planning requirements set out in the briefs.

Transit Pitches for Gypsies/Travellers

The Travellers Accommodation Assessment recommends that local planning authorities within the study area should work collaboratively to provide additional transit pitches. Whilst recognising that there were significant levels of unauthorised encampments across the study area in 2012 the Assessment does not recommend pitch numbers for individual authorities but for a grouping based on distinct highway corridors and broad geographical catchment areas.

The Assessment identifies a notional target of approximately 29 pitches across an 'Eastern' grouping of authorities: East Hampshire, Fareham, Gosport, Havant and Winchester. Having considered the recommendations in the Assessment, a site is not allocated in this Plan; however the Council will continue to work collaboratively with other local planning authorities to identify an appropriate site or sites within the Eastern grouping, to address the identified transit provision requirements.

Plots for Travelling Showpeople

The Travellers Accommodation Assessment, in common with the recommendation for addressing transit provision, does not specifically require any site provision for Travelling Showpeople in Fareham. It does, however, recommend that local planning authorities in the 'Eastern' grouping work collaboratively to deliver a total of seven plots across the five local planning authorities. The Council will continue to work with these other local planning authorities to identify an appropriate site(s) within the Eastern grouping, to address the identified provision for travelling showpeople.

⁷ Paragraph 4.7

⁸ Designing Gypsy and Traveller Sites: Good Practice Guide (2008)

Policy DSPXX: GYPSIES, TRAVELLERS, AND TRAVELLING SHOWPEOPLE

The sites listed below and shown on the Policies Map are allocated for permanent gypsy and traveller sites, and should be developed in accordance with the principles set out in their respective development briefs:

- The Retreat, Newgate Lane; and
- 302A Southampton Road.

Where an unallocated site is proposed for a permanent pitch or pitches, the Council will ensure that it:

- has regard to the Borough-wide objectively assessed need;
- is accessible to shops, schools, community and health facilities by public transport, on foot or by cycle;
- offers safe and convenient pedestrian, vehicular access and parking without unacceptable impact on highway safety;
- is capable of being provided with on-site services for water supply, power, drainage, sewage disposal and waste disposal facilities;
- is well laid out and carefully designed;
- does not have unacceptable adverse impact upon living conditions or neighbouring development by way of the loss of sunlight, daylight, outlook and privacy;
- does not unacceptably harm visual amenity and includes adequate planting and landscaping, where necessary;
- does not cause harm to natural and/or heritage assets that cannot be mitigated and/or compensated; and
- is not located in areas at high risk of flooding or unstable land.

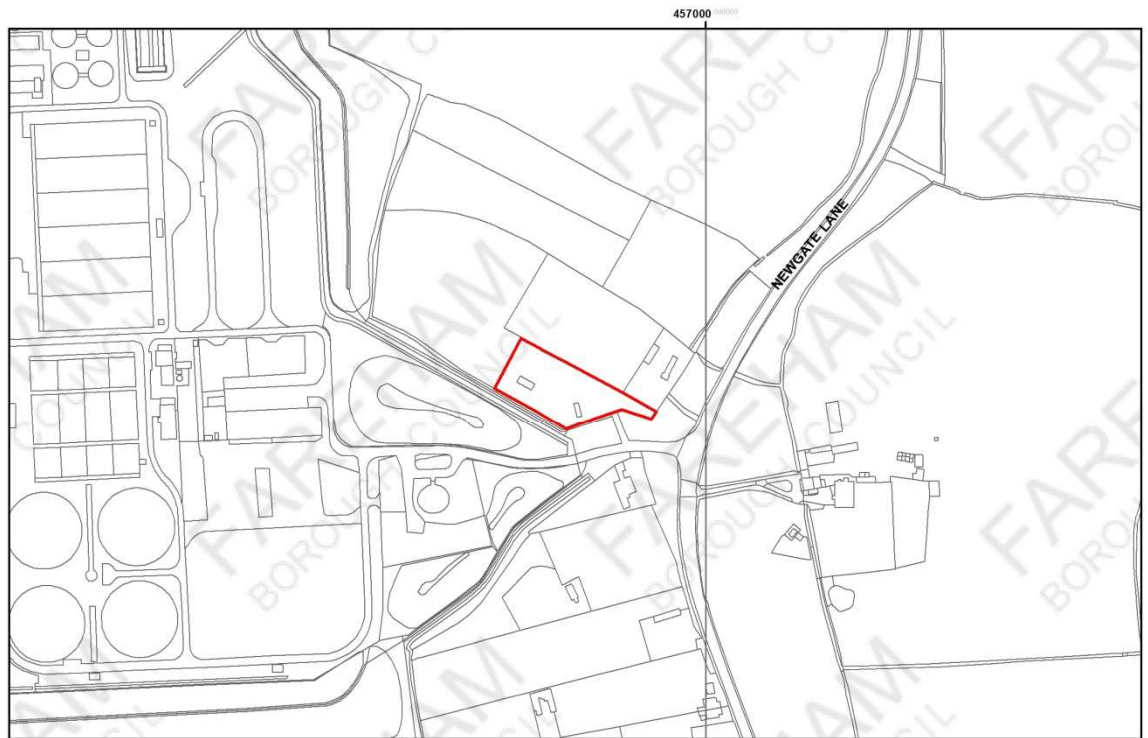
Where a transit site is proposed, the Council will ensure that it meets the criteria set out above, and in addition, ensure that it is close to the strategic road network.

Where a site is proposed for travelling showpeople, the Council will ensure that it meets the criteria for permanent and transit pitches set out above. In addition, it will also be required to incorporate space to allow for the storage of equipment.

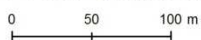
All sites allocated or granted planning permission for permanent and transit gypsy/traveller provision, and travelling showpeople's provision

will be retained for such uses. Within the countryside, any planning permission granted will restrict the construction of permanent built structures to small amenity building associated with each pitch. Planning permission will not be granted for the replacement of mobile homes and caravans with permanent dwelling houses.

The Retreat, Newgate Lane



Site ID: 1402 - Newgate Lane



FAREHAM
BOROUGH COUNCIL



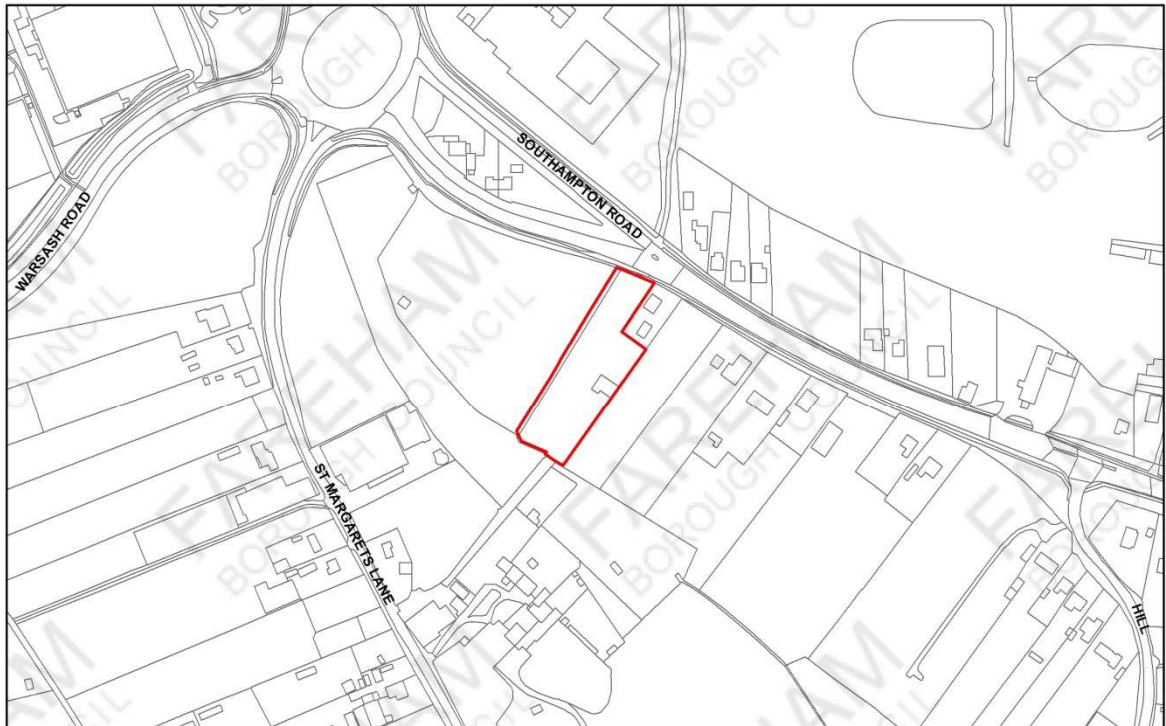
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence 100019110. 2013

Site ID	1402
Site Address	The Retreat, Newgate Lane
Location	Adjacent to the Peel Common waste water treatment facility.
Ward	Stubington
Settlement Area	-
Site Area	0.26 ha
Planning Status	Site granted temporary consent (P/09/1045/FP) until 31/12/2016 for use as a small gypsy of two pitches including two portable buildings (static caravans), two touring caravans and two ancillary dayrooms and associated development. Day rooms have consent but have not yet been built.
Potential Use & Indicative Capacity	4 pitches (inclusive of existing 2 pitches).
Relevant Core	CS2, CS6, CS11, CS14, CS15, CS16, CS17, CS18, CS20,

Strategy Policies	CS21, CS22
Key Planning & Design Issues	<p>Site is located in countryside location within strategic gap; any landscape and visual impact will need to be carefully addressed. This may involve additional planting and/or vegetation screening.</p> <p>The junction with Newgate Lane is of a high-standard and suitable for the anticipated additional demand generated from 2 additional pitches.</p>
Capacity & Rationale	Capacity based on assessment of site's size, characteristics and constraints. Further design work to be carried out in consultation with site owners drawing on DCLG Designing Gypsy and Traveller Sites: Good Practice Guide (May 2008) and best practice examples.
Information Required	Site is located outside of the urban area, within the strategic gap. Development may give rise to adverse impact on the landscape. Development proposals should consider potential landscape impacts and have regard to the Landscape Checklist for New Development in Hampshire and the Isle of Wight ⁹ (2009).

⁹ Landscape Checklist for New Development in Hampshire and the Isle of Wight, 2009, Hampshire Local Government Landscape Group

302A Southampton Road



Site ID: 1403 - Southampton Hill

0 50 100 m

FAREHAM
BOROUGH COUNCIL



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Site ID	1403
Site Address	302A Southampton Road
Location	Located southeast of St Margaret's roundabout to the south of Southampton Road.
Ward	Titchfield
Settlement Area	-
Site Area	0.43 ha
Planning Status	Planning permission (P/11/0025/CU) for the use of land for siting of two mobile homes, two touring caravans and erection of two day rooms until 31/12/2016. Certificate of Lawful Use (P/10/0306/LU) for a mobile home.
Potential Use & Indicative Capacity	5 pitches (inclusive of existing 2 pitches).
Relevant Core Strategy Policies	CS2, CS6, CS11, CS14, CS15, CS16, CS17, CS18, CS20, CS21, CS22
Key Planning & Design Issues	Unknown botanical interest depending on location/extent of existing pitches. Site is located in countryside location and within the strategic gap. Any landscape and visual impact will need to be addressed. To minimise the visual impact, additional pitches should be

	<p>located on the lower southern part of the site away from the access point on Southampton Road.</p> <p>Improvements to the highway to enable safe access (right turns) into and out of the site are likely be required to facilitate the anticipated extra vehicular movements that will arise as a result of the proposed additional pitches.</p> <p>The site layout will need to take account of an existing public right of way that crosses the site from north to south, by ensuring that it is not impeded by buildings, structures or other potential obstructions. Opportunities to resolve this issue by formalising an alternative right of way that traverses the site along its western and part of its southern boundaries should be explored.</p>
Capacity & Rationale	Capacity based on assessment of site's size, characteristics and constraints. Further design work to be carried out in consultation with site owners drawing on DCLG Designing Gypsy and Traveller Sites: Good Practice Guide (May 2008) and best practice examples.
Information Required	Site is located outside of the urban area, within the strategic gap. Development may give rise to adverse impact on the landscape. Development proposals should consider potential landscape impacts and have regard to the Landscape Checklist for New Development in Hampshire and the Isle of Wight ¹⁰ (2009).

¹⁰ Landscape Checklist for New Development in Hampshire and the Isle of Wight, 2009, Hampshire Local Government Landscape Group

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 June 2013

Portfolio:	Policy and Resources
Subject:	Matched Funding - Quarterly Report
Report of:	Director of Community
Strategy/Policy:	Grants Policy
Corporate Objective:	All corporate objectives apply

Purpose:

To provide details of matched funding requests received by the Council during the first quarter of the 2013/14 financial year.

Executive summary:

During this quarter, the Council has received three matched funding requests as follows:

Portchester Bowls Club has requested £22,500 towards replacing the artificial outdoor rink. Full details are set out in Appendix A.

Titchfield Bowls Club has requested £20,000 towards replacing their existing pavilion, toilets and storage facilities. Full details are set out in Appendix B.

Fareham Hockey Club has requested £11,000 towards replacing the lights and reflectors on the existing floodlight pylons. Full details are set out in Appendix C.

Recommendation:

- (a) That a matched funding award of up to £22,500 be considered for Portchester Bowls Club.
- (b) That a matched funding award of up to £20,000 be considered for Titchfield Bowls Club.
- (c) That a matched funding award of up to £11,000 be considered for Fareham Hockey Club.
- (d) Any award would be subject to all contributory funding being secured.
- (e) The award for Titchfield Bowls Club and Fareham Hockey Club would be subject to the work receiving all necessary Local Authority approvals i.e. planning permission and building regulations.
- (f) A Community Use Agreement is entered into with Portchester Bowls Club, Titchfield Bowls Club and Fareham Hockey Club.

Reason:

To act as an enabler, assisting the local community in making improvements to local community facilities, and introducing new facilities for the benefit of all age groups within the community.

Cost of proposals:

Up to £53,500 (the matched funding budget currently has funds of approximately £174,000)

- Appendices A:** Matched Funding Application – Portchester Bowls Club
B: Matched Funding Application – Titchfield Bowls Club
C: Matched Funding Application – Fareham Hockey Club

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 June 2013

Subject: Matched Funding - Quarterly Report

Briefing by: Director of Community

Portfolio: Policy and Resources

INTRODUCTION

1. The purpose of this report is to provide details of any matched funding requests received by the Council during the first quarter of the 2013/14 financial year.

BACKGROUND

2. On 8 March 2010, the Executive considered a report on the various discretionary grants provided by the Council. The report included details on each category of grant and the level of funding available. Members agreed to combine a number of grants into a single pot for the 2010/11 financial year onwards.
3. The report also highlighted the need for the Council to take a more coordinated approach in assessing matched funding requests in the future.
4. It was agreed that the procedure for applying for matched funding be changed so that bids would be considered by the Executive on a quarterly basis, by predefined dates, in order that applications could be prioritised.
5. It was also suggested that as matched funding requests are received, those "in the pipeline" are identified, as well as those submitted for formal consideration.

CRITERIA

6. The criteria for matched funding awards have been deliberately kept simple. The Council will consider any project which benefits the local community and/or improves the local environment.
7. Awards will only be made for capital projects and will not include on-going revenue funding.

8. The important fact about a matched funding application is that the sum being requested from the Council needs to be matched by the applicant and/or other agencies. This helps to ensure that there is a definite commitment and sense of ownership from the local community in both delivering the project and maintaining the facilities thereafter.

FINANCIAL IMPLICATIONS

9. The current balance of the matched funding budget is approximately £174,000.

MATCHED FUNDING BIDS RECEIVED

Portchester Bowls Club

10. A matched funding bid has been received from Portchester Bowls Club for a sum of up to £22,500 towards replacing the artificial outdoor rink, by repairing the base of the rink and providing a new underlay and surface carpet. The improvements would enable the club to continue to provide bowling facilities to all members of the community, including club members and casual players.
11. Ultimately, it is hoped that the works will allow the club to increase membership and participation in the sport. The details are set out in Appendix A.

Councillor Consultation

12. Ward Councillors Fazackarley, Norris and Price are fully supportive of the application.

Titchfield Bowls Club

13. A matched funding bid has been received from Titchfield Bowls Club for a sum of up to £20,000, towards replacing the club's pavilion, toilets and storage facilities. The improvements would provide the club with facilities better suited to its current membership and casual players from the community. The full details are set out in Appendix B.

Councillor Consultation

14. Ward Councillors Miss Harper and Mrs Hockley are fully supportive of the application.

Fareham Hockey Club

15. A matched funding bid has been received from Fareham Hickey Club for a sum of up to £11,000, towards replacing the lights and reflectors on the existing floodlight pylons. The improvements will enable the pitch to meet the requirements laid out by England Hockey and the Hampshire Hockey Association.
16. In completing the works the club can continue to promote hockey in the community and the facility can continue to be used by a number of other local sports clubs.

Councillor Consultation

17. Councillors Steadman and Whittingham are fully supportive of the application. Councillor Davies is also supportive, but would like to see the Hockey Club make a financial contribution to the project.

MATCHED FUNDING BIDS “IN THE PIPELINE”

18. There are no potential matched funding bids in the pipeline at the current time.

RISK ASSESSMENT

19. The risks and opportunities associated with each funding bid are considered on an individual basis and details are included in each assessment document.

CONCLUSION

20. This report sets out details for the matched funding bids received by the Council for the first quarter of the 2013/14 financial year.

Reference Papers:

- Report to the Executive on 8 March 2010 – Review of Discretionary Grants
- Report to the Executive on 17 May 2010 – Grants Review Update

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MATCHED FUNDING REQUEST

APPLICANT	Portchester Bowls Club
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PROJECT DESCRIPTION	<p>The Portchester Bowling Club was formed in 1986 to serve the needs of bowlers in the Portchester area.</p> <p>The club play on an all-weather artificial outdoor rink, which is ideal for players who may not have the strength to play on grass rinks.</p> <p>The club also have an indoor section who play at the adjacent Portchester Community Centre.</p> <p>The artificial outdoor rink is approaching the end of its life and is in need of replacement to enable bowls to continue to be played at this location. The required works would include repairs to the base of the rink, provision of a new underlay and a new surface carpet.</p> <p>The improvements would enable the club to continue to provide this facility to all members of the community, either on a membership or casual play basis.</p>
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PROJECT COSTS	The total project cost is £45,000
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PROJECT FUNDING	The club propose to fund £22,500 of the project from existing club funds and are seeking matched funding of up to £22,500 to fund the remaining balance.
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COMMUNITY BENEFITS	<p>The proposed works would allow the bowls club to:</p> <ul style="list-style-type: none"> • Actively pursue additional membership in the knowledge that they are able to provide the required level of facilities to attract and retain members. • Invite schools and other groups to participate in an outdoor activity that they have previously not tried. • Provide coaching sessions to those who have
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	<p>not previously tried the sport.</p> <ul style="list-style-type: none"> • Continue to work in partnership with the tenants of the new Portchester Community Centre to develop and offer bowls facilities both outside and inside of the community centre. • To provide a social base for those non-playing members of the bowls club.
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ENVIRONMENTAL BENEFITS	None identified.
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LINKS TO THE COUNCIL'S CORPORATE PRIORITIES	<p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, to continue, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport.</p> <p>The application links to the Council's corporate priority of providing a range of leisure opportunities for the health and fun of residents of all ages.</p> <p>The ward councillors are fully supportive of the application.</p>
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PROJECT RISKS	The project would be managed by the bowls club who would appoint a sole contractor to carry out all of the works.
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RECOMMEND	<p>That the Executive gives consideration to making a matched funding award of up to £22,500 to this application, subject to:</p> <ol style="list-style-type: none"> 1. the remainder of funding being in place. 2. the club entering into a Community Use Agreement.
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MATCHED FUNDING REQUEST	
APPLICANT	Titchfield Bowling Club
PROJECT DESCRIPTION	<p>The Titchfield Old English Bowling Club was formed in 1923 for the perpetuation of "old Bowls".</p> <p>The club's premises are in Bridge Street, Titchfield and are only used during the summer months. During the winter, the club play indoor bowls at the Titchfield Community Centre.</p> <p>The club are seeking to demolish their existing, 90 year old timber and asbestos, pavilion together with the iron lean-to, which houses the toilets and storage shed. The intention is to replace these facilities with a new pavilion inclusive of toilets and new storage. Mains drainage would be installed together with a new electricity supply.</p> <p>The improvements would enable the club to continue to provide this facility to all members of the community, either on a membership or casual play basis.</p>
PROJECT COSTS	The total project cost is £66,000
PROJECT FUNDING	<p>The club have existing reserves of £2,166 which are for their periodic maintenance and therefore are not available to the project.</p> <p>The applicant intends to raise the balance of funds via other grant applications. For example the Sport England Inspired Facilities fund.</p>
COMMUNITY BENEFITS	<p>The proposed works have the following benefits:</p> <ul style="list-style-type: none"> • The current pavilion was intended for 20 members, which is insufficient for the current membership of 70. • The existing toilets are considered insanitary and are a deterrent to new and existing members using this community facility.

	<ul style="list-style-type: none"> • Will allow the club members to continue their active involvement in the club which includes carrying out all grounds and green maintenance. • To provide a social base for those non playing members of the bowls club.
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ENVIRONMENTAL BENEFITS	None identified.
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LINKS TO THE COUNCIL'S CORPORATE PRIORITIES	<p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, to continue, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport.</p> <p>The application links to the Council's corporate priority of providing a range of leisure opportunities for the health and fun of residents of all ages.</p> <p>The ward councillors are fully supportive of the application and proposals.</p>
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PROJECT RISKS	The project would be managed by the bowls club who would appoint a sole contractor to carry out all of the works.
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RECOMMEND	<p>That the Executive gives consideration to making a matched funding award of up to £20,000 to this application, subject to:</p> <ol style="list-style-type: none"> 1. the remainder of funding being in place. 2. the club entering into a Community Use Agreement. 3. the work receives all necessary Local Authority approvals, i.e. planning permission and building regulations.
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MATCHED FUNDING REQUEST

APPLICANT	Fareham Hockey Club
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PROJECT DESCRIPTION	<p>Fareham Hockey Club and many other community users benefit from the floodlights which were installed when the all weather pitch at Henry Cort Community College was originally constructed.</p> <p>Due to the age, natural wear and tear and constant use in the winter months, the floodlights serving the pitch do not meet the requirements laid out by England Hockey and Hampshire Hockey Association.</p> <p>The pitch lighting has been professionally inspected and tested by approved contractors who have advised that the only solution is the complete replacement of the lights and reflectors on the existing pylons.</p> <p>This project is planned for completion during August when the college students are on holiday. The aim is to complete the project before the start of the new playing season at the start of September 2013.</p>
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PROJECT COSTS	The total project cost is £22,000.
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PROJECT FUNDING	<p>Hampshire County Council (through Henry Cort Community College) has earmarked £11,000 for the project. The club are seeking Community Funding for the remaining £11,000.</p> <p>The club do not have significant reserves to contribute, because they have invested heavily in previous years to construct a clubhouse and contribute to the replacement of the artificial pitch surface.</p>
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<p>COMMUNITY BENEFITS</p>	<p>The proposed works have the following benefits:</p> <ul style="list-style-type: none"> • The facility is used by the club to promote hockey in the community and in particular to coach and train the growing junior section, which is fast approaching 200 members. • The facility is also by the Hampshire Hockey Association for its junior development programme. • The facility is used to host coaching development programmes for England Hockey. • The facility is used by the college during the day and has an extensive programme of community use by other local sports clubs; in particular amateur football clubs make use of the facility during weekday evenings and at weekends.
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<p>ENVIRONMENTAL BENEFITS</p>	<p>The lights and reflectors are the latest specification designed to minimise light pollution/spillage and maximise energy efficiency.</p>
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<p>LINKS TO THE COUNCIL'S CORPORATE PRIORITIES</p>	<p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, to continue, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport.</p> <p>The application links to the Council's corporate priority of providing a range of leisure opportunities for the health and fun of residents of all ages.</p> <p>Cllr Steadman and Cllr Whittingham are fully supportive of the application. Cllr Davies is also supportive, but would like to see the Hockey Club make a financial contribution to the project.</p>
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PROJECT RISKS	The project would be managed by Henry Cort Community College and Fareham Hockey Club who will appoint a specialist contractor to carry out all of the works.
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RECOMMEND	<p>That the Executive gives consideration to making a matched funding award of up to £11,000 to this application, subject to:</p> <ol style="list-style-type: none"> 1. the remainder of funding being in place. 2. the club entering into a Community Use Agreement. 3. the work receives all necessary Local Authority approvals, i.e. planning permission and building regulations.
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Agenda Item 14(1)

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

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