

AGENDA FOR THE EXECUTIVE

Date: Monday, 4 March 2013

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

Councillor S D T Woodward, Policy, Strategy and Finance (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 11 February 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

To receive any reference from the committees or panels held.

(1) Minutes of the Housing Tenancy Board (Pages 7 - 12)

To receive the minutes of the meeting of the Housing Tenancy Board held on 21st January 2013 and to consider any recommendations.

Matters for Decision in Public

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

8. Health and Housing

Key Decisions

(1) Housing Allocations Policy (Pages 13 - 20)

a report by the Director of Community

(2) Tenancy Strategy (Pages 21 - 44)

a report by the Director of Community

9. Leisure and Community

Non-Key Decision

(1) Lockswood Community Centre (Pages 45 - 50)

a report by the Director of Community

10. Policy, Strategy and Finance

Key Decision

(1) Maintaining the Vibrancy of Fareham Town Centre: Update (Pages 51 - 64)

a report by the Director of Planning and Environment

Non-Key Decisions

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

a report by the Director of Community

(3) Business Solent Champion Proposal (Pages 79 - 82)

a report by the Director of Planning and Environment

11. Exclusion of Public and Press

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

Exempt Matters for Decision

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

12. Policy, Strategy and Finance

Non-Key Decisions

(1) Citizen of Honour (and Young Citizens of the Year) (Pages 83 - 96)

a report by the Director of Community

(2) Irrecoverable Debts (Pages 97 - 102)

a report by the Director of Finance and Resources

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

21 February 2013

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

<p style="text-align: center;">Minutes of the Executive (to be confirmed at the next meeting)</p>

*Minutes of a meeting held on 11 February 2013
in the Collingwood Room, Civic Offices, Fareham*

Present: Councillor S D T Woodward - Policy, Strategy and Finance
(Executive Leader)
Councillor T M Cartwright - Public Protection (Deputy 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

Also in attendance, Councillors:

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)
Mrs M E Ellerton (Chairman of Health and Housing Policy Development and Review Panel)
J S Forrest (Leader of Liberal Democrat Group) for Minute 10(2)
T G Knight (Chairman of Audit and Governance Committee)
D C S Swanbrow (Chairman of Scrutiny Board)

Public Session

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 7 January 2013 ([x-130107-m](#) refers) be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no announcements given by the Executive Leader.

4. DECLARATIONS OF INTEREST

The Monitoring Officer had granted a dispensation to all Members to enable discussion and a decision to be taken at item 11(1) - Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14; and item 11(2) - Housing Revenue Account Spending Plans, including the Capital Programme for 2013/14.

Councillor Keeble declared a non-pecuniary interest for item 9(1) as he was the Council appointed representative at Community Action Fareham.

5. PETITIONS

There were no petitions presented for this meeting.

6. DEPUTATIONS

The Executive received a deputation from Mr Raymond Hale in relation to item 9(1) Community Action Fareham - Review of Service Level Agreement and was thanked accordingly (see minute 9(1) below).

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

7. MINUTES/REFERENCES FROM OTHER COMMITTEES

The Executive received a reference from the Policy Development and Review Panels, the Housing Tenancy Board and the Scrutiny Board on a number of matters and took account of those comments in determining the matters at minutes 9(1), 11(1) and 11(2) below.

8. EXECUTIVE MATTERS FOR DECISION IN PUBLIC

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

Health and Housing

- (1) Garden Court, Portchester - Changes to the Sheltered Housing Service - Decision No. [2012/13-135](#)

RESOLVED:

- (a) that the level of support service provided to sheltered housing tenants at Garden Court be changed from a 5 day week service to a weekly service (as set out in paragraphs 13 to 15 of the attached briefing paper); and
- (b) that officers be instructed to implement the new service arrangements at the earliest opportunity.

9. Leisure and Community

- (1) Community Action Fareham - Review of Service Level Agreement (Key Decision) - Decision No. [2012/13-136](#)

Councillor Keeble declared a non-pecuniary interest for this item as he was the Council appointed representative at Community Action Fareham.

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

RESOLVED that the Executive:

- (a) agrees to extend the current SLA with Community Action Fareham by six months until 30 September 2013, pending a review once Hampshire County Council has completed its review of funding to support future capacity in the voluntary and community sectors;
- (b) requests the Scrutiny Board to look at the matter prior to the Executive's review; and
- (c) agrees to reduce the current level of core funding by 4%.

(Voting: 5 Executive members voting for, 1 against).

10. Public Protection

- (1) Traffic Management Programme (Key Decision) - Decision No. [2012/13-137](#)

RESOLVED that the Executive notes the progress on the current 2012/13 programme, and planned work for 2013/14 identified in Appendices A to D to the report and approves:

- (a) that a new assessment factor termed "Highway Code" is added to the existing criteria for prioritising the TRO programme;
- (b) the Proposed Traffic Regulation Order Programme for 2013/14, as shown in Appendix B (Table 4) to the report;
- (c) work undertaken on the deployment of the Speed Limit Reminder signs, as detailed at Appendix D to the report, be noted; and

- (d) that the use and deployment of the Council's Speed Limit Reminder signs are co-ordinated with the Community Speedwatch programme and that this is undertaken through the Community Tasking and Co-ordinating Group (CTCG).
- (2) Pedestrian Zone Traffic Regulation Order, West Street, Fareham - Decision No. [2012/13-138](#)

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

RESOLVED that the existing Experimental Traffic Regulation Order in West Street and Quay Street is made permanent.

11. Policy, Strategy and Finance

- (1) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14 (Key Decision) - Decision No. [2012/13-139](#)

The Monitoring Officer had granted a dispensation to all Members to enable discussion and a decision to be taken for this item.

RESOLVED that the following proposals be approved and recommended to the special meeting of the Council to be held on 22 February 2013:-

- (i) the capital programme and financing as amended in paragraphs 3-7 of £22,903,000;
 - (ii) an overall revised revenue budget for 2012/13 of £10,458,500;
 - (iii) a revenue budget for 2013/14 of £9,823,300; and
 - (iv) a council tax for Fareham Borough Council for 2013/14 of £140.22 per band D property, which represents no increase when compared to the current year.
- (2) Housing Revenue Account Spending Plans, including the Capital Programme for 2013/14 (Key Decision) - Decision No. [2012/13-140](#)

The Monitoring Officer had granted a dispensation to all Members to enable discussion and a decision to be taken for this item.

RESOLVED that the Council be recommended that:-

- (a) individual rent increases in line with the rent restructuring model, be approved for Council dwellings with effect from 1 April 2013;
- (b) rents for Council garages be increased by 5% with effect from 1 April 2013;
- (c) discretionary fees and charges be increased to provide a minimum increase of 5% with effect from 1 April 2013;
- (d) the revised budget for 2012/13;
- (e) the base budget for 2013/14;
- (f) the capital programme and financing for 2012/13 to 2016/17 b; and

- (g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.
- (3) Treasury Management Strategy and Prudential Indicators 2013/14 (Key Decision) - Decision No. [2012/13-141](#)

RESOLVED that the draft Treasury Management Strategy and Prudential Indicators for 2013/14, attached as Appendix A to this report, be endorsed and submitted to the Council for approval.

- (4) Quarterly Financial Monitoring Report 2012/13 - Decision No. [2012/13-142](#)

RESOLVED that the report on revenue and capital budget monitoring be noted.

Private Session

EXECUTIVE MATTER FOR DECISION IN PRIVATE

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:-

12. Policy, Strategy and Finance

- (1) Treasury Management Monitoring Report 2012/13 - Decision No. [2012/13-143](#)

RESOLVED that the treasury management monitoring report be noted.

(NOTE: All decisions are non-key decisions unless otherwise indicated)

(The meeting started at 6:00pm
and ended at 6.45pm).

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FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Tenancy Board

(to be confirmed at the next meeting)

*Minutes of a meeting held on 21 January 2013
at the Civic Offices, Fareham*

PRESENT:

Councillor P J Davies
(Chairman)

Mrs K Mandry
(Vice-Chairman)

Councillors: T J Howard and Mrs K K Trott

Co-opted members: Alderman E Crouch, Mrs P Weaver, Mrs E Bailey (deputising for Mr G Wood), and Mr S Lovelock

Also Present:

1. APOLOGY FOR ABSENCE

Apologies for absence were received from Mr G Wood and Mr B Lee.

2. CHAIRMAN'S ANNOUNCEMENTS

.There were no Chairman's announcements

3. MINUTES

It was AGREED that the minutes of the meeting of the Housing Tenancy Board held on 12 November 2012 be confirmed and signed as a correct record ([ht-121112-m](#)).

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRELIMINARY REVIEW OF HOUSING TENANCY BOARD WORK PROGRAMME 2012/13 AND PRELIMINARY DRAFT BOARD WORK PROGRAMME FOR 2013/14

The board considered a report by the Director of Community which reviewed the Board's work programme for the current year and gave initial consideration to the programme for 2013/14 (copy of report [ht-130121-r01-jsh](#) circulated with the agenda).

It was AGREED that the Board:-

- (a) confirmed the Work Programme for the remainder of the year 2012/13 and endorsed any revisions listed within the report;
- (b) gave an early assessment of progress in 2012/13; and
- (c) gave initial consideration of the Work Programme for 2013/14

7. HOUSING REVENUE ACCOUNT INCLUDING THE HOUSING CAPITAL PROGRAMME FOR 2013/14

The Board considered a report by the Director of Finance and Resources regarding the proposed spending plans for the Housing Revenues Account (copy of report [ht-130121-r02-kgo](#) circulated with agenda).

The board received a verbal presentation from the Corporate Accountant, who circulated amended figures to the report, for page [2 paragraph 2](#) and [page 5 Appendix A](#), and then took questions from the Board. The Board expressed concern over the impact of the proposed rent increases, especially with the forthcoming cuts to benefits with the introduction of Universal Credit, and the impact this will have on families who are already struggling to pay their rent. It was explained to the Board that the Council has already been in contact with those households who are likely to be affected with the changes to benefits, and are providing assistance to these families to help them work out their options.

It was AGREED that the Board recommends to the Executive that:-

- (a) individual rent increases in line with the rent restricting model, be approved for Council dwellings with effect from 1 April 2013;
- (b) rents for Council garages to be increased by 5% with effect from 1 April 2013;
- (c) the revised budget for 2012/13 be approved;
- (d) the base budget for 2013/14 be approved;
- (e) the capital programme and financing for 2012/13 to 2016/17 as amended report be approved; and
- (f) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the maturity of each loan.

8. QUARTERLY PERFORMANCE MONITORING REPORT FOR TENANCY SERVICES (OCTOBER TO DECEMBER 2012)

The Board considered a report by the Director of Community which sets out Performance Monitoring information for tenant services covering rent arrears and repossessions, void property management including void rent loss, estate inspections and satisfaction levels for estate services, anti-social behaviour, tenant consultation and involvement between October to December (copy of report [ht-130121-r03-jcr](#) circulated with agenda).

At the request of the Chairman the report, which was presented by the Senior Housing Management Officer, was broken down into separate sections allowing the board to be able to discuss each section in turn.

- Tenant Arrears – The Board noted the increase in rent arrears since the last quarter. It was explained to the Board that the arrears banding was broken down into areas of approx. 600 properties, with each area being assigned an Area Housing Officer. This provided an opportunity to compare performance across areas.
- Empty Homes – The board noted that the improvement in the time taken to relet homes, and that Collingwood House had now been removed from the figures following its closure pending demolition.
- Anti-Social Behaviour – The Board noted the positive improvement on Anti-Social behaviour, especially since the new system for monitoring and reporting was put in place.
- Estate Management – The Board noted the increase in the tenant satisfaction feedback. It was explained to the Board that the feedback cards would be stopped from February, with the exception of the cards used for period cleaning such as the window cleaning service, whilst a new system is trialled. This trial would involve the block captains liaising with the Housing Officer within 24 hours of cleaning taking place to provide feedback on the service. Concerns were raised that this may not be a successful way of gathering feedback as the block captains may not always be around when the cleaning takes place. Officers explained that as part of the trial, each of the block captains would be consulted on their preferred method for providing feedback (by phone, email or card). Several other concerns were raised during this part of the report over the standard of the window cleaning and cleaning service, and grounds maintenance all of which will be looked into and reported back to the Board.

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

9. QUARTERLY PERFORMANCE MONITORING REPORT FOR BUILDING SERVICES (TO DECEMBER 2012)

The Board considered a report by the Director of Finance and Resources which set out performance monitoring data for Building Services covering all aspects of the service delivered to the residents to December 2012 (copy of report [ht-130121-r04-cne](#) circulated with the agenda).

The Board requested that the Head of Building Services provide a clear definition in the next report that defines the differences between Capital and

Revenue expenditure types. The Board was pleased to note that the issue of car parking will be looked into during 2013/14.

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

10. CHANGES TO THE SHELTERED HOUSING SERVICE AT GARDEN COURT, PORTCHESTER

The Board considered a report by the Director of Community which advised members of proposed changes to the sheltered housing service provided to sheltered tenants at Garden Court (copy of report [ht-130121-r05-jsh](#) circulated with the agenda).

The Board discussed this item at length and asked for confirmation that appropriate assessments had been carried out to all affected residents to ensure that a sufficient level of care was still going to be provided. It was explained to the board that all residents were completed a needs assessment and were fully consulted on the changes. It was explained to the Board that the savings gained from the changes to the Sheltered Housing scheme will be used by the County Council to provide services to those in private sector housing.

It was AGREED that the Board noted the content for the report and that it be submitted it to the Executive for approval.

(The meeting started at 6:00pm
and ended at 7:52pm).

HOUSING TENANCY BOARD – WORK PROGRAMME 2012/2013

Date	Subject	Training
18 June 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Appointment of Co-opted Tenant Representatives • Tenancy Services Performance Report for 2011/12 - (for the whole year including January to March 2012) • Building Services Performance Report for 2011/12 - (for the whole year including January to March 2012) • Housing Capital Programme 2012/13 • Regulatory Framework for Social Housing 	
9 July 2012	CANCEL	
10 Sept 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Quarterly Performance Monitoring Report for Tenancy Services (April to June 2012) • Quarterly Performance Monitoring Report for Building Services (April to June 2012) • Tenant Cashback Scheme - Experience from pilots 	
12 Nov 2012	<ul style="list-style-type: none"> • Work Programme 2012/13 • Appointment of Deputy Co-opted Tenant Deputy Representative • Draft Annual Report to Tenants • Tenancy Strategy • Quarterly Performance Monitoring Report for Tenancy Services (July to Sept 2012) • Quarterly Performance Monitoring Report for Building Services (July to Sept 2012) • Former Tenant Debt Recovery - An Update • Estate Improvements 2012/13 - An Update 	

Date	Subject	Training
21 Jan 2013	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2012/13 and preliminary draft work programme for 2013/14 • Housing Revenue Account including the Housing Capital Programme for 2013/14 • Quarterly Performance Monitoring Report for Tenancy Services(October to December 2012) • Quarterly Performance Monitoring Report for Building Services (October to December 2012) • Changes to the Sheltered Housing Service at Garden Court, Portchester 	
18 March 2013	<ul style="list-style-type: none"> • Review of the Annual Work Programme for 2012/13 and Final Consideration of Draft Work Programme for 2013/14 • Estate Improvements Programme 2013/14 • Review and Update of Local Standards • Tenancy Agreement • Homeswapper Scheme- Update 	

Unallocated items

- (i) A review of car parking on housing estates (Minute 10(b) of 18 June 2012 refers)
- (ii) Tenant and Leaseholder Satisfaction Survey
- (iii) Outcomes from the pilot Tenant Cashback Schemes (to be allocated in the Board's 2013/14 Work Programme)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 4 March 2013

Portfolio:	Health and Housing
Subject:	Housing Allocations Policy
Report of:	Director of Community
Strategy/Policy:	Housing Strategy/Allocations Policy
Corporate Objective:	A Balanced Housing Market

Purpose:

This report seeks the Executive's approval to adopt and implement a new Allocations Policy.

Executive summary:

A Member Officer Working Group was established to consider the key changes required to the Allocations Policy to reflect legislative changes introduced by the Localism Act 2011. These changes included allowing Councils to develop their own local connection criteria and to give additional weighting within Allocation schemes to those applicants who have served in the Armed Forces.

The draft policy was considered by the Health and Housing Policy Development and Review Panel prior to being issued for public consultation. This report summarises the work of the Member Officer Working Group, considers issues raised through the formal consultation and outlines a timeframe for implementation.

Recommendation:

- (a) That the Executive approves the proposed new Allocations Policy is adopted for implementation from 1st May 2013
- (b) That the existing waiting list is frozen and all housing applications be reviewed and re-prioritised
- (c) That the Member Working group reconvene in Nov 2013 to evaluate the impact of the changes and report their findings to the Health & Housing Panel

Reason:

To ensure that the Allocations Policy reflects changes introduced by the Localism Act 2011 and the impact welfare reform will have on affordable housing.

Cost of proposals:

The cost can be met from existing budgets.

Appendix A: [Allocations Policy](#)

Background papers: Health & Housing PDR Panel Report March 2012:
Consultation on the New Allocations Code of Guidance

Health & Housing PDR Panel Report July 2012: Review of the
Council's Nominations Policy

Health & Housing PDR Panel Report November 2012:
Nomination Policy Review

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 4 March 2013

Subject: Housing Allocations Policy

Briefing by: Director of Community

Portfolio: Health and Housing

INTRODUCTION

1. The Council has a statutory duty to have an Allocations Policy in place for the allocation of Council Housing and other social housing in the Borough owned by Registered Providers (RP's)
2. The Localism Act 2011 introduced significant amendments to Part 6 of the Housing Act 1996 - the legislation governing social housing allocation, which has necessitated a full review of the Allocations Policy,
3. The Health and Housing Policy Development and Review Panel (HHPDRP) agreed that a Member Officer Working Group should be established to look in detail at the changes required to be made to the Allocations Policy in light of the national guidance and to ensure that the best use is made of the affordable housing in the Borough.
4. The Working Group considered the following key issues with the proposed responses agreed at the HHPDRP in November 2012:-

Key Questions	Proposed Response
<ul style="list-style-type: none">• How should applications from existing social housing tenants be processed and prioritised?	<ul style="list-style-type: none">• Existing tenants looking to downsize will be given additional priority under the new Allocations Policy
<ul style="list-style-type: none">• What 'eligibility criteria' need to be in place to ensure social housing is put to best use to meet local housing need?	<ul style="list-style-type: none">• The new Policy will give greater weight to people with a strong local connection to the Borough who have lived here for a minimum of 18 months or 3 out of the last 5 years.

	<ul style="list-style-type: none"> Income/savings thresholds have been re-assessed to ensure that those who can afford alternative housing options are not housed over those with more limited means
<ul style="list-style-type: none"> In what circumstances should someone be excluded from the housing waiting list? 	<ul style="list-style-type: none"> In addition to the existing unacceptable behaviour restrictions those with no strong local connection to the Borough will be excluded.
<ul style="list-style-type: none"> What level of priority should be placed upon different housing situations including 'reasonable preference' categories and 'local priorities'? 	<ul style="list-style-type: none"> It is proposed to revise the Banding Criteria to ensure that the best use is being made of affordable housing in the Borough. Bands 0 - 4 will be replaced by the following Bands:- <ul style="list-style-type: none"> Urgent Housing Need High Housing Need Medium Housing Need Low Housing Need No Housing Need
<ul style="list-style-type: none"> What provision should there be through the housing waiting list to help people move on from supported housing? 	<ul style="list-style-type: none"> Only those applicants with a specified need to move to an affordable home will be as having a High Housing Need
<ul style="list-style-type: none"> Should the bedroom standard be used to measure overcrowding and if so are amendments needed to the level of priority awarded to households living in overcrowded conditions? 	<ul style="list-style-type: none"> The bedroom standard will be used and where an applicant is lacking 2 bedrooms or more they will be placed in the High Housing Need band; lacking 1 bedroom applicants placed in Medium Housing Need Band.
<ul style="list-style-type: none"> What level of priority should be awarded to households leaving the armed forces and should any restrictions apply? 	<ul style="list-style-type: none"> Additional priority has been given for the first time for those leaving the armed forces who don't have sufficient income to meet their housing needs
<ul style="list-style-type: none"> Should households making a 'positive contribution' to the community be given additional priority on the housing waiting list, and if so, how will this be applied? 	<ul style="list-style-type: none"> This is another radical change and it is proposed that 25% of all vacancies will be advertised for those households in employment or making a positive contribution in the local community

<ul style="list-style-type: none"> • What priority should be awarded to potential adopters or foster carers? 	<ul style="list-style-type: none"> • Foster Carers with support from Social Services will be placed in the High Housing Need band
<ul style="list-style-type: none"> • How should applications for priority on medical and welfare grounds be assessed? 	<ul style="list-style-type: none"> • It is proposed to disband the existing Medical and Welfare Panel and for Officers to consider medical issues and place Applicants in Urgent Medical and Welfare priority in the Urgent Housing Need band and for those with a High Medical/Welfare need in the High Housing Need band
<ul style="list-style-type: none"> • What income criteria should be used to exclude Applicants with sufficient income or assets from being accepted onto the Waiting List? 	<ul style="list-style-type: none"> • Households exceeding income thresholds will be placed into the No Housing Need Band. • The criteria is as follows based on a 5x multiplier of the Local Housing Allowance levels for SO postcodes:- <ul style="list-style-type: none"> ○ 1 Bedroom - £30,000 gross income ○ 2 Bedroom - £39,000 gross ○ 3 Bedroom - £46,500

ISSUES ARISING FROM FORMAL CONSULTATION

5. The proposed Allocations Policy and a summary version were published on Fareham Borough Council's website for consultation in December 2012. This was followed by a press release and a mail shot to all applicants on the Council's Housing Waiting List, inviting them to submit their comments through an online survey or to contact the Housing Allocations Officer to discuss their concerns and/or request a paper copy of the survey.
6. In addition all RP's with stock in the Borough were consulted, along with housing support organisations such as the YOU Trust and Two Saints, neighbouring local authorities and Hampshire County Council Supporting People team. The consultation period ended on 11 February 2013.
7. 165 responses were received to the online survey, only 21 (12%) of these were current Housing Waiting List applicants. Questions and responses listed below:
 - Do you think the Council should only allow people with a local connection to Fareham join the Housing Waiting List? **YES - 137 (84%); NO - 27 (16%)**

- Do you think the Council should lower the amount of income and savings someone can have when they apply to join the Housing Waiting List? **YES - 84 (52%); NO - 77 (48%)**
 - Do you think former members of the armed forces with a connection to Fareham should be given a priority for housing? **YES - 96 (60%); NO - 66 (40%)**
 - Do you think that households which are either working or volunteering in Fareham should be given priority for a quarter of all properties available for letting? **YES - 125 (94%); NO - 38 (24%)**
 - Do you think that households assessed as having an Urgent Need should be encouraged to accept a suitable property as soon as one becomes available? **YES - 150 (94%); NO - 11 (6%)**
8. The majority of the 165 people that responded support the proposed changes. Additional comments were received in response to the survey, many of which agreed that the local connection criteria needed to be tightened; a number of comments were made that the Council needs to be building more social housing and to restrict the number of people that could apply for them.
9. Responses were received from 5 external agencies; all of them were supportive of the proposed changes. In particular Two Saints welcomed a banding award of High Need for those living in supported accommodation where a support plan had been completed and it had been accepted by the Council that the applicant had a need for social housing.
10. Southampton City Council's Legal Services reviewed the policy and suggested minor amendments in a couple of areas to aid understanding, however, no changes were suggested in respect of the content.

TIMESCALE FOR IMPLEMENTATION

11. Amendments following the consultation exercise have since been incorporated into the policy at Appendix A.
12. The Housing Waiting List database is supported and maintained by the Council's ICT department; programming changes to support the new policy should be completed by the beginning of March 2013. In view of this anyone applying for housing will not be disadvantaged as the date they applied will be registered and new application forms will be sent to them and all of existing applicants to determine whether they qualify to remain on the Housing Waiting List and if so which band they will be placed in. Some applicants will no longer qualify to be on the Housing Waiting List, due to the restriction of the local connection criteria, some will see their position on the list decrease and this could mean that some local people will be unhappy with the outcome.
13. It is estimated that the re banding of existing applicants will be completed by the end of March 2013, following this, the data will be subject to testing before being transferred to a Live system, anticipated to be mid to late April 2013.
14. Providing the testing of the new database does not reveal any major problems, the new Allocations Policy should be fully operational with effect from May 2013.

15. It is proposed to reconvene the Member Officer Working Group six months after the policy has been adopted to identify areas where amendments may be necessary. The first Working Group will therefore meet in November 2013 and seek to report their findings early in 2014.

RISK ASSESSMENT

16. The Council must ensure that the proposed Allocations Policy is lawful, meets good practice, is in accordance with Equalities legislation, and that the limited social housing available in the Borough is put to best use.

FINANCIAL IMPLICATIONS

17. The cost can be met from existing budgets.

CONCLUSION

18. The Allocations Policy is important as it sets out the criteria upon which affordable housing owned by the Council and Registered Providers will be allocated. The way in which the Council decides to allocate affordable housing will have a direct impact upon some of the most vulnerable residents in the Borough

Reference Papers: Localism Act 2011
Welfare Reform Act 2012
Allocation of Accommodation: Guidance for local housing
authorities in England June 2012

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 4 March 2013

Portfolio:	Health and Housing
Subject:	Tenancy Strategy
Report of:	Director of Community
Strategy/Policy:	
Corporate Objective:	A Balanced Housing Market

Purpose:

To consider the adoption and implementation of a borough wide Tenancy Strategy and Tenancy Policy. The aim of which is to make optimum use of the social housing stock in Fareham.

Executive summary:

The Localism Act 2011 requires all registered providers of social housing to prepare and publish a 'Tenancy Strategy' by April 2013.

This report outlines proposals for the adoption of a borough wide Tenancy Strategy which other registered social housing providers should have regard to in setting their own tenancy policies. Furthermore the report outlines proposals under a Tenancy Policy for the Council to grant 'flexible' tenancies to new tenants of family sized housing from April 2013.

The Tenancy Strategy has been developed by a Member Officer Working Group reporting to the Health and Housing Policy Development and Review Panel and the Housing Tenancy Board. The draft Strategy has also been subject to public consultation. Although the total number of responses to the consultation is disappointing, those that did respond showed strong support for the Council's proposal to use flexible tenancies.

If approved for adoption and implementation the new Tenancy Strategy will help the Council and other registered providers (with social housing stock in the borough) to make best use of the existing social housing stock in meeting local needs.

Recommendation:

That the draft Tenancy Strategy and the draft Tenancy Policy are approved for adoption and implementation with effect from 1 April 2013.

Reason:

To make effective use of the Council's housing stock.

Cost of proposals:

None

Appendices A: [Draft Tenancy Strategy](#)

B: [Draft Tenancy Policy](#)

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 4 March 2013

Subject: Tenancy Strategy

Briefing by: Director of Community

Portfolio: Health and Housing

INTRODUCTION

1. As part of the Government's Localism agenda section 126 of the Localism Act 2011 focused on 'Tenancy Strategies'; requiring all registered providers of social housing to prepare and publish a Tenancy Strategy' by April 2013.
2. The Localism Act enables registered social housing providers such as the Council to grant a 'Flexible/Fixed Term Tenancy' under section 107A of the Housing Act 1985. For the purposes of the Act, a 'Flexible Tenancy' is a secure tenancy if it is granted for a term certain of not less than two years.
3. It should be noted that the possible introduction of 'flexible tenancies' will apply to new tenancies only. Existing tenants on a secure tenancy and introductory tenancy will be unaffected.
4. In developing a 'Tenancy Strategy' and 'Tenancy Policy' the Council has reviewed its position in granting 'lifetime tenancies' with rights of succession and considered the introduction of 'flexible tenancies'.

STRATEGY AND POLICY REQUIREMENTS

5. In formulating the Tenancy Strategy the following requirements are to be met;
 - (a) The different types of tenancies that are to be granted;
 - (b) The circumstances in which a particular type of tenancy would be granted;
 - (c) In circumstances where tenancies are granted for a term certain, the length of terms should be stated; and
 - (d) The circumstances in which a further tenancy will be granted at the end of a fixed term tenancy;

6. In formulating the Tenancy Policy the following additional requirements to those for the strategy are to be incorporated;
 - (a) How the Council will support tenancy sustainment;
 - (b) How the Council will prevent eviction;
 - (c) How the Council will tackle tenancy fraud;
 - (d) The Council's approach to the granting of discretionary succession rights; and
 - (e) How the Council will ensure a consistent and transparent approach

STRATEGY AND POLICY DEVELOPMENT

7. At a meeting of the Housing Policy and Development Review Panel on 19 January 2012 a working group was formed to help draft a Tenancy Strategy and Policy.
8. The working group comprised of 3 elected members and 2 officers who met on a number of occasions between February and May 2012 to develop a draft strategy and policy.

TENANCY STRATEGY AND POLICY PROPOSALS

9. A copy of the draft tenancy strategy setting out the Council's proposals is appended to this report marked Appendix A for the Executive's consideration.
10. A copy of the draft tenancy policy tenancy policy setting out the Council's proposals is appended to this report marked Appendix B for the Executive's consideration.

CONSULTATION ON THE DRAFT TENANCY STRATEGY AND TENANCY POLICY

11. In developing the draft Tenancy Strategy and Policy the Council have consulted the following;
 - (a) The General Tenants' Forum and Sheltered Tenants' Forum;
 - (b) The Housing Tenancy Board;
 - (c) The Health and Housing Policy Development and Review Panel;
 - (d) A random sample of applicants on the Council's Housing Waiting List;
 - (e) All registered social housing providers with properties in the Fareham borough; and
 - (f) Residents of the borough

12. The General Tenants' Forum received an outline of the tenancy policy proposals at their meeting on 5 July 2012 and the Sheltered Tenants' Forum at their meeting on 13th September 2012. The feedback from those in attendance showed general support for the Council's proposals. The points raised from the consultation included:-
 - (a) Clarity on the criteria to be applied in reviewing flexible tenancies;
 - (b) What incentives will the Council offer to tenants who are looking to downsize;
 - (c) What are the implications for Right to Buy;
 - (d) What are the implications for properties that have been adapted for disabled persons; and
 - (e) Clarity of the legal process involved where tenants are given notice to end their tenancy.
13. Responses to the points raised above are to be incorporated in an information booklet to be issued to new tenants who are granted a 'flexible tenancy'.
14. A random sample of fifty applicants on the Housing Waiting list applicants were written to at the beginning of August regarding the Council's draft tenancy proposals. A total of 10 responses were received equivalent to 20%. The feedback received indicated strong support to the Council's proposal to use flexible tenancies.
15. The draft Tenancy Strategy and Tenancy Policy was shared with members of the Housing Tenancy Board on 12 November 2012 and Health and Housing Policy Development Review Panel on 15 November 2012. Comments from the Board and Panel have been incorporated in the draft documents appended to this report.
16. Public consultation on the draft Tenancy Strategy was posted on the Council's website in January with a closing date for comment of 11 February 2013. There were a total of eighteen responses received, all from residents of the borough. The responses indicated support for the strategy. However queries were raised as to how the Council will work with other social housing providers and monitor what they do, the need for the strategy to work alongside the housing nominations policy and the need to have strong clear procedures in place to ensure there is no discrimination against any particular client groups.

RISK ASSESSMENT

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

CONCLUSION

18. This report has provided the Executive with draft proposals for a Tenancy Strategy and Tenancy Policy.

19. The proposals under the new Tenancy Strategy and Tenancy Policy will make a significant change to how Council properties will be allocated in the future. Whilst the Strategy will mean that a number of new tenants will no longer have a tenancy for life it will help to ensure that the Council is able to make best use of its housing stock in meeting local housing needs.

Reference Papers: Report to Health and Housing Policy Development and Review Panel
15 November 2012 - Fareham's Tenancy Strategy

**Fareham's Draft
Tenancy Strategy
2013-2018**

1. Introduction to Strategy - Legal Requirements

The Localism Act 2011 introduced a new legal requirement for all Local Housing Authorities in England to prepare and publish a Tenancy Strategy.

The Tenancy Strategy must set out the matters to which the registered providers of social housing in its district are to have regard in formulating policies relating to:-

- a) the kinds of tenancies they grant;
- b) the circumstances in which they will grant a tenancy of a particular kind;
- c) where they grant tenancies for a term certain, the lengths of the terms, and;
- d) the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy.

In developing a 'Tenancy Strategy' the Council must review its position in granting 'lifetime tenancies' with rights of succession and consider the introduction of 'flexible tenancies'. The development of a Tenancy Policy will assist in clarifying the Council's approach to the granting of tenancies.

The Localism Act enables registered social housing providers such as the Council to grant a 'Flexible/Fixed Term Tenancy' under section 107A of the Housing Act 1985. For the purposes of the Act, a 'Flexible Tenancy' is a secure tenancy if it is granted for a term certain of not less than two years.

It should be noted that the possible introduction of 'flexible tenancies' will apply to new tenancies only. Existing tenants on a secure tenancy and introductory tenancy will be unaffected.

2. Background

The Borough's housing market has a high proportion of owner occupied homes (86.1%) which is the highest in the region and fourth highest in the country. In contrast, the proportion of social and private rented housing is very low, with 5.0% renting from the Council and 2.5% from a housing association. Private sector rented housing accounts for only 3.7%, the lowest in Hampshire. Therefore the availability of affordable housing options for local people is very limited.

The Council has produced this Tenancy Strategy to provide an overarching approach to how we would want to see all Registered Providers (RPs), including the Council as a landlord, to make the best use of affordable housing in the Borough.

It is important to note that RPs must 'have regard to' the Council's Tenancy Strategy in developing their own tenancy policies. RPs will have already entered into their contracts with the Homes and Communities Agency (HCA) for the development of new affordable rent homes, meaning they may already have their own Tenancy policies in place. However, the Council hopes that RPs in Fareham will now have to review their own tenancy policies after the publication of this Strategy to ensure that, wherever possible, their policies work to complement the aims of the Council's Tenancy Strategy.

3. Aims

The Tenancy Strategy is intended to provide broad guidance to all providers of social housing including FBC operating in the Borough of Fareham, informing their policies and practices to produce lettings for housing applicants that meet local housing need. It will do this by:

- a) Enabling the best use of affordable housing across the Borough through greater tenancy flexibility, whilst maintaining a reasonable level of security of tenure for tenants;
- b) Providing broad guidance and direction to all RPs regarding their use of flexible tenancies;
- c) Indicating to current and prospective tenants, what they can expect from the tenancies offered by the Council and RPs operating in the Borough;
- d) Supporting the development and continuation of sustainable mixed communities, and;
- e) Addressing issues of affordability by seeking to maximize the availability of social rented properties and accepting the need for Affordable Rent properties only as a means of securing additional affordable rented homes.

4. Strategic Links

This Tenancy Strategy will need to be considered alongside the Council's:-

- a) Nomination's Policy - (New Policy in place April 2013);
- b) Homelessness Strategy - (reviewed in 2012 with major update planned for 2013);
- c) Housing Strategy - 2010 - 2015; and
- d) Tenancy Policy - (New Policy in place April 2013)

5. Granting of Tenancies

The Council will always look to make best use of its stock by the continued allocation of properties in accordance with its Allocation Policy. It expects that RPs will manage their stock in the same way to ensure that tenants are housed in accordance with their housing need into appropriate properties.

The Council supports the continued use of secure (lifetime) tenancies in the following circumstances:

- a) *Where the housing applicant currently holds a secure tenancy (Council) or an assured tenancy (Housing Association);*
- b) *Where the housing applicant is granted a tenancy of sheltered accommodation (subject to the applicant meeting minimum support/care needs and age criteria in accordance with the Council's Allocation Policy and the satisfactory conduct of the applicant's introductory tenancy);*
- c) *Where the housing applicant is granted a tenancy of one bedroom general purpose accommodation (subject to the satisfactory conduct of the applicant's Introductory Tenancy);*

The use of Introductory Tenancies is seen as an important housing management tool and will continue to be granted to all new tenants of the Council.

In addition the Council will support the use of flexible (fixed term) tenancies for new tenants to ensure best use and maximum flexibility of family sized accommodation (2 beds and larger).

Further details on the granting of tenancies are set out in the Council's Tenancy Policy which is to be published in 2013.

6. Length of Tenancy

The Council will expect to see flexible tenancies granted for a minimum of 5 years to give security to the tenants and to ensure a stable community.

7. Review of Flexible (Fixed Term) Tenancies

The Council anticipates that, where (flexible) fixed term tenancies are used, most RPs will wish to include criteria relating to housing need amongst those matters which they will consider when deciding whether to 'renew' a tenancy. Similarly, the Council would expect them to consider using criteria intended to increase their ability to make best use of stock.

8. Supporting Mixed and Balanced Communities

The Council is committed through its Housing and Planning policies to try and create mixed and balanced communities. This has been achieved through robust planning policies to maximise the amount of affordable housing achieved on new housing developments. In addition on larger schemes, or where there are already high concentrations of existing social housing, the Council may be willing to consider the use of Local Lettings policies.

9. Rent levels under the Affordable Rent regime

The affordable rent model is intended to enable registered providers to secure additional financial capacity for the provision of new homes. While initiatives aimed at increasing the supply of affordable housing are welcome, the council will work with registered providers to ensure that rents are kept affordable for households in housing need.

The rents (including any service and management charges) of affordable rent properties (both new and conversions) should be as affordable having regard to local factors such as market rents and Local Housing Allowance (LHA) rates. As LHA levels will continue to limit the amount of Housing Benefits available to households, RP's should use the LHA rates as an upper cap in the setting of affordable rent levels.

10. Background Summary of Fareham's Affordable Housing Stock and Housing Needs as at November 2012

The Council has a stock of 2,370 general purpose and sheltered properties across the Borough and in addition there are 1,115 Housing Association properties, a combined total of 3,485 affordable homes:-

Combined FBC & HA Affordable Housing Stock	Flats/Maisonettes			Houses			Bungalows		Total	
	Bedsit	1 Bed	2 Bed	3 Bed	1-2 Bed	3 Bed	4 -5 Bed	1 Bed		2 -3 Bed
Portchester	0	73	145	2	30	135	6	4	15	410
North Fareham	38	123	243	0	91	271	15	0	7	788
South Fareham	47	146	210	0	18	186	10	37	1	655
Stubbington	0	25	12	3	42	76	3	17	2	180
Titchfield	11	14	41	1	46	115	10	30	0	268
Warsash	0	3	35	0	16	76	7	11	0	148
Locks Heath/Park Gate	0	56	80	0	62	80	5	3	1	287

Sarisbury	0	0	20	0	22	44	0	0	0	86
Out of Area	0	6	18	0	0	10	0	0	0	34
FBC Sheltered Stock	46	532	1	0	0	0	0	47	3	629
Total	142	978	805	6	327	993	56	149	29	3485

Sheltered Housing:

The Council is the main provider of sheltered housing in the Borough and owns 629 sheltered properties. Following a Review of the Sheltered Housing stock Collingwood House in Fareham North West will be redeveloped and a new 40 unit scheme will be completed in 2014.

The Council works closely with the following RPs who are the main landlords with housing stock in the Borough. These are also the main providers of new affordable housing in the Borough:-

- **First Wessex;**
- **Radian;**
- **Sovereign;**

As at the 31st March 2012 there were **2,176** households on the Fareham Borough Council Housing Waiting List, compared to **1,874** the previous year.

In total the following lettings were made to all affordable housing in the Borough in 2011/12 which includes the 122 RP vacancies:-

Total Lettings 01/04/11 - 31/03/12	General Purpose					Sheltered			Total
	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	Bedsit	1 Bed	2 Bed	All
Portchester	0	3	13	5	0	3	8	0	32
North Fareham	2	8	15	11	0	2	7	0	45
South Fareham	4	10	30	9	1	0	10	0	64
Stubbington	0	2	3	13	0	4	8	0	30
Titchfield	2	4	6	18	5	0	13	0	48
Warsash	0	1	0	3	0	0	3	0	7
Locks Heath	0	0	3	0	0	6	4	0	13
Park Gate	0	0	10	1	0	1	5	0	17
Sarisbury	0	7	5	2	0	0	0	0	14

Whiteley	0	0	2	2	0	0	0	0	4
Total:	8	35	87	64	6	16	58	0	274

11. Review of Strategy

The Council plans to review the strategy in 2017-18 with a view to publishing a new strategy in 2018. However should a need arise that prompts a review before this time then this will be carried out through the usual consultation and decision making process.

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FAREHAM

BOROUGH COUNCIL

Fareham's Draft Tenancy Policy

1. Tenancy Policy Contents

- a) The different types of tenancies that are to be granted;
- b) The circumstances in which a particular type of tenancy would be granted;
- c) In circumstances where tenancies are granted for a term certain, the length of terms are stated;
- d) The circumstances in which a further tenancy will be granted at the end of a fixed term tenancy;
- e) How the Council will support tenancy sustainment;
- f) How the Council will prevent unnecessary eviction;
- g) How the Council will tackle tenancy fraud;
- h) The Council's approach to the granting of discretionary succession rights, and;
- i) How the Council will ensure a consistent and transparent approach.

2. Policy Consultation

Before producing this draft policy document the following stakeholders were consulted and their views have been taken into account. If there are proposals to change the Policy in the future similar consultation arrangements will apply. The stakeholders are:-

- a) The Tenants' Forums;
- b) Housing Tenancy Board;
- c) A random sample of applicants on the Council's Housing Waiting List;
- d) All Registered Providers (Housing Associations) with properties in the Fareham Borough; and
- e) Health and Housing Policy Development and Review Panel;

3. Tenancy Policy Proposals

From 1st April 2013 all new Council Housing allocations will be granted one of the following tenancies in accordance with the Housing Act 1985 and the Council's Nominations Policy:-

- a) Secure Tenancy;
- b) Introductory Tenancy (minimum 12 month term);

- c) Flexible Tenancy; and
- d) Non Secure Tenancy;

4. Secure (Lifetime) Tenancies

For existing secure tenants there will be no change. They will continue to be lifetime secure tenants.

In addition, the Council proposes to grant a lifetime secure tenancy in the following circumstances;

- a) *Where the housing applicant currently holds a secure tenancy (Council) or an assured tenancy (Housing Association);*
- b) *Where the housing applicant is granted a tenancy of sheltered accommodation (subject to the applicant meeting minimum support/care needs and age criteria in accordance with the Council's Nomination Policy and the satisfactory conduct of the applicant's introductory tenancy);*
- c) *Where the housing applicant is granted a tenancy of one bedroom general purpose accommodation (subject to the satisfactory conduct of the applicant's Introductory Tenancy);*

5. Introductory Tenancies (minimum 12 months term)

The Council proposes to continue to grant an 'Introductory Tenancy' in all of the following circumstances;

- a) *Where housing applicants do not hold an existing social housing secure or assured tenancy (Council or Housing Association);*

All Introductory Tenancies will be subject to a review by the Area Housing officer at 3, 6 and 9 months to ensure the tenant is not in arrears and is maintaining good conduct of the tenancy. An Introductory Tenancy can be extended by up to 6 months, making 18 months in total if the tenancy is not being conducted to the satisfaction of the Council.

The granting of a lifetime secure tenancy or flexible tenancy is dependant upon the satisfactory completion of the Introductory Tenancy.

6. Flexible Tenancies

The Council proposes to grant a 'flexible tenancy' in the following circumstances;

- a) *To all Introductory Tenants allocated family sized accommodation (two bed or larger, upon conversion to a secure tenancy)*

It is proposed any flexible tenancy will be for a fixed term of 5 years, although exceptional circumstances may mean that the Council can offer a shorter term if it is thought that this is in the best interests of the tenant and best use of the housing stock.

Before the end of this term and following review, a further flexible tenancy may be granted or, a lifetime secure tenancy, or there may be no offer of a further tenancy.

The review criteria (in line with the Council's nomination policy) will be set out at the commencement of the tenancy and is dependant upon each household's housing need at the time of the review.

7. Non Secure Tenancies

The Council proposes to continue to grant a 'non secure tenancy' in the following circumstances;

- a) *In cases coming within schedule 1 of Housing Act 1985 and including:-*
- *where an applicant(s) has applied to the Council for housing accommodation and under the Homelessness provisions are temporarily housed pending consideration and determination of their application; and*
 - *where an existing Council or Housing Association tenant requires temporary housing for management or maintenance reasons, pending a return to their previous accommodation, or a move to alternative accommodation.*

8. Flexible Tenancies - Review Process

The review process is set out at section 107D of the Housing Act 1985.

The Council proposes that approximately 12 months before the end of the fixed term the tenancy will be reviewed.

The purpose of the review is to determine the tenant(s) current and future housing needs. The information obtained will help inform decisions on whether to:

- a) *grant a further flexible tenancy of the current property;*
- b) *refuse to grant a further tenancy of the current property but to offer to grant a tenancy of an alternative property which is more suitable in meeting the tenant's current housing needs; or*
- c) *refuse to grant a further flexible tenancy of the existing property and refuse to grant a tenancy of alternative accommodation and instead provide housing options advice only in order that the tenant may*

secure alternative accommodation in the private rented sector or purchase their own home including shared ownership.

In the event of b) above, the Council will assist and support the tenant in making an application for re-housing to accommodation that meets their housing need. Furthermore priority for re-housing will be given under the Council's Housing Nomination Policy Scheme.

In exceptional cases where it is not possible to re-house by the end of the flexible tenancy term the Council will permit the tenant to remain in the property for up to 12 months to help enable suitable alternative accommodation can be found.

For any review the tenant will be invited by letter to meet with their Area Housing Estates Officer.

The review will consider the tenant's current and predicted circumstances including but not limited to:

- household composition;
- current and future housing needs;
- any health or disability issues;
- any social, welfare or support needs;
- financial status;
- conduct of the rent account and whether there are any arrears; and
- whether the tenant or any member of the household or anyone living at or visiting the property has engaged in anti social behaviour at the property or in the locality, or any member of the household has been made the subject of an Anti Social Behaviour Injunction/ Anti Social Behaviour Order or the cause or one of the causes of possession proceedings for Anti Social Behaviour

Children aged 18 or over included in the household will be required to show that they are firstly registered as living at the property (i.e. post, mobile phone contract, driving licence, electoral register) and secondly that the property is their only or principal home.

To verify a tenant's financial status, documentary evidence will be required in order that the details can be assessed in line with guidance contained in the Housing Nomination Policy. This will include the need to produce documentary evidence of income and savings.

Tenants will also be informed of the range of housing options available to them.

The Area Housing Estates Officer will aim, to prepare a report within 10 working days of the review meeting or from when all the supporting documentation and evidence has been obtained. The report and any supporting documentation will be passed to the Senior Housing Management Officer for a decision.

The Council will aim to inform the tenant in writing of the decision in respect of their tenancy within one month of the review meeting, or as soon as practicable thereafter.

The tenant may request a further review of their case within 28 days of the date on the decision letter.

Any further review will be considered by The Tenancy Services Manager or another independent senior officer who has not been involved in the earlier decision.

The Council will aim to provide the tenant with the outcome of the further review in writing within 10 working days from receipt of the request. There is no further right of review.

9. Tenancy Support

New tenants allocated General Purpose housing on an Introductory Tenancy will receive periodic visits from the Area Housing Estates Officer. These are after 1 month, 3 months, 6 months and 9 months and provide an opportunity to highlight and discuss any issues of concern and identify any need for additional support.

New tenants allocated sheltered housing receive regular visits from a member of the Council's Sheltered Housing Team who will identify any tenancy support needs and make any necessary referrals.

In the event that an intensive support need is identified for a period of time the Area Housing Estates Officer may make a referral to a floating support service.

Tenants who require debt advice and assistance in managing debt or require general advice and assistance may be referred to the local Citizens Advice Bureau.

Where tenants require their property to be specially adapted the Council works closely with Hampshire County Council's Occupational Therapy team in the delivery of disabled adaptations to meet their needs.

Tenants needing assistance to make a claim for Housing and Council Tax Benefit can either do so at the Council offices or a home visit can be arranged for tenants unable to attend the offices.

Assistance with gardening and home decoration may be available to elderly and/or disabled tenants subject to qualifying criteria.

10. Preventing Eviction

The Council recognises the need to communicate and support tenants throughout their tenancy ensuring awareness of the terms and conditions of their Tenancy Agreement. This will include the importance of ensuring that their rent payments are kept up-to-date and that other conditions of tenancy are met.

Rent arrears which appear to have arisen through non payment of Housing Benefit will be investigated by the Council's Area Housing Estates Officers who will liaise closely with the Housing Benefit team to check on the status of any claim, ensuring that the tenant knows what documentation they need to provide.

In cases where tenancy conditions are breached or the Grounds contained in Schedule 2 Housing Act 1985 are made out then a referral may be made to the Council's Legal Services for advice and the issue of legal action which may include possession proceedings, injunctions or anti-social behaviour orders.

In such circumstances Area Housing Estates Officers will liaise with Housing Options Officers who in turn will attempt to engage with the tenant and offer them advice and assistance to try and prevent homelessness.

11. Tackling Tenancy Fraud

The Council acknowledges social housing tenancy fraud as a potential issue. To help identify and combat tenancy fraud the Council carry out the following measures:

- a) Pre Allocation Verification Checks;
- b) Periodic and ad-hoc Tenancy Checks;
- c) Investigate claims of potential sub letting;
- d) Referral to Council's fraud investigation officer and;
- e) Participation in National Fraud Initiative (national database matching);

12. Discretionary Succession

Tenants with a secure tenancy or flexible tenancy will have the right of succession. This is subject to fulfilling certain qualifying conditions.

There can only be one succession to a tenancy.

From 1 April 2012 all *new* tenants on a secure or flexible tenancy will have the right of succession reduced, with succession being limited to the spouse or civil partner of the deceased tenant (subject to qualifying conditions). There is no statutory right of succession to any other household member.

In cases where the tenant has died and there has been no succession of tenancy (no spouse or partner) the Council may consider granting a new tenancy to a member of the deceased tenant's family where they have resided in the property for a period of 12 months prior to the tenant's death.

However any discretionary new tenancy will be subject to a review of the family's financial, health and housing needs and may not necessarily be to the same property. There will also be statutory succession rights limited to any spouse or partner.

13. Consistency and Transparency of Approach

The Council's approach in the granting of tenancies aims to make best use of its housing stock and to balance the needs of tenants with other households on its Housing Waiting List.

All new tenants of family sized accommodation (2 bed or larger) will be a flexible tenancy fixed for five years, including the first year as an Introductory Tenant. In exceptional circumstances a shorter term may be granted.

Housing applicants (not currently residing in council or housing association accommodation) on the Council's Housing Waiting List for family sized accommodation (2 bed or larger) will be made aware at the outset of the allocation process that any Council tenancy offered will be a flexible tenancy fixed for 5 years (including one year as an introductory tenant), (or shorter in exceptional circumstances) and will be subject to review with no guarantee of the offer of a further tenancy after this period.

Throughout the term of a tenant's flexible tenancy the Council will maintain contact through ad-hoc visits (annually as a guide) to check on the tenant's circumstances and ensure that they are aware that their tenancy will be reviewed 12 months before their tenancy is to end.

In reviewing flexible tenancies Area Housing Estates Officers will have regard to the Council's Nomination policy to ensure that a consistent approach is adopted.

14. Key Contacts

Area Housing Estates Officers - ☎ 01329 236100 ext 4435

Housing Options Team - ☎ 01329 236100 ext 4493

Housing Allocations Officer - ☎ 01329 236100 ext 2471

Citizens Advice Bureau - ☎ 08444 77 22 32

Two Saints - ☎ 01329 234600

The You Trust- ☎ 02392 793000

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 4 March 2013

Portfolio: Leisure and Community
Subject: **Lockwood Community Centre**
Report of: Director of Community
Strategy/Policy: Leisure Strategy
Corporate Objective: Leisure for health and for fun.

Purpose:

To update the Executive on progress with the arrangements to enable a community association to take over the management of the Lockwood Community Centre.

Executive summary:

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; to urgently and actively pursue the formation of a community association to take over the operation of the centre and that a further review of the situation be undertaken in six months.

This report updates the Executive on the progress with forming a community association and on recent developments in relation to maintaining the building and in promoting the centre under the current management arrangement.

Recommendation:

- (a) That the Executive approves the continued funding of the Lockwood Community Centre for a further 3 months, pending the transfer of management to the newly formed Lockwood Community & Sports Association.
- (b) That the Executive approves the progress on the formation of a community association.
- (c) That the Council appoint a trustee to sit on the management committee of the newly formed charity.

Reason:

To progress the transfer of the management of the Lockwood Community Centre to a new community association.

Cost of proposals:
Detailed in the main report.

Background papers: Lockswood Community Centre - Executive - October 2012.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 4 March 2013

Subject: Lockwood Community Centre

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. 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; to urgently and actively pursue the formation of a community association to take over the operation of the centre and requested a review of the situation in six months.
2. This report provides an update on the operation of the community centre, details progress in the formation of a community association and recommends a way forward.

UPDATE

3. Since the previous report, the Lockwood Community Centre has continued to operate under the Councils management and a number of actions have been implemented to improve the facility and to promote the community centre:
 - (a) In November the one remaining functioning boiler failed and was beyond repair. New boilers have therefore been installed at a cost of £20,000 to ensure an ongoing provision of heating and hot water to the community centre and library.
 - (b) The community centre has been publicised on all of the Councils notice boards and in the local free magazine "the Informer" which is distributed to nearly 30,000 households.
 - (c) An article has been prepared for the spring edition of Fareham Today.
 - (d) The internal and external signage has been replaced in the new corporate format.

- (e) New notice boards have been provided internally to further promote activities within the community centre.
4. Whilst the boilers have been replaced, further capital expenditure will be required in the near future to replace the control system and much of the pipework to provide an efficient longer term solution.

COMMUNITY ASSOCIATION

5. Significant progress has been made in the formation of a community association to take over the management of the community centre. Six trustees have established a Charitable Incorporated Organisation (CIO), prepared and signed a constitution and are in the process of preparing a business plan for the future operation of the community centre.
6. It is recommended that a Fareham Borough Council appointed trustee sit on the charity management committee.
7. The new group name is the Lockwood Community and Sports Association and they would like to rename the building to "Lockwood Community and Sports Centre".
8. Subject to the Executive approving the business plan, the aim is to transfer the management of the community centre to the newly formed Lockwood Community & Sports Association from 1 June 2013.
9. The immediate financial savings that would accrue from the transfer of management are:
- The community group would obtain relief from National Non Domestic Rates (NNDR) resulting in a saving of £13,740pa.
 - Internal recharges will be reduced by approximately £10,000 as Lockwood Community Centre would be managed in the same manner as other community centres.

WAY FORWARD

10. Having formed a constituted body to manage the Lockwood Community Centre, the prospective association are currently preparing a business plan with a view to demonstrating how the community centre can be run long term on a financially sustainable basis.
11. It is proposed to bring a further report to the May meeting of the Executive presenting the association's business plan with a view to giving approval to the community group taking over the management of the community centre from 1 June 2013.

FINANCIAL IMPLICATIONS

12. For the current financial year the Lockwood Community Centre is forecast to have an operating deficit of £76,500. This is £20,000 greater than reported in October and entirely attributable to the cost of replacing the boilers.
13. The transfer of the management of the centre to the new association provides opportunities to reduce the current operational deficit for the centre. However, these savings still leave a significant budget deficit.
14. The current staffing structure inherited by the Council when the management of the centre was transferred from the County Council is not economically viable. It will be necessary to undertake a restructure of the current staffing arrangements and reduce the number of staff employed in order to achieve a sustainable operation. The staff and their union representative have been informed of the need to restructure the service and are currently being consulted.

RISK ASSESSMENT

15. 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 financially viable operation.
16. This may require 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.

CONCLUSION

17. Significant progress has been made in forming a community association to take over the management of the Lockwood Community Centre.
18. The business plan for the newly formed Lockwood Community & Sports Association will be presented to May meeting of the Executive.
19. Subject to the Executive approving the business plan the aim will be to commence transfer of the operation of the centre to the new association on 1 June 2013.

Reference Papers: None

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 4 March 2013

Portfolio:	Policy, Strategy and Finance
Subject:	Maintaining the Vibrancy of Fareham Town Centre: Update
Report of:	Director of Planning and Environment
Strategy/Policy:	Local Development Framework
Corporate Objective:	Maintain and extend prosperity

Purpose:

The purpose of this report is threefold. First of all it updates Members on the progress made in achieving the short term Action Plan aimed at maintaining the vibrancy of Fareham Town Centre. Secondly it proposes some further actions which have emerged since the Action Plan was agreed by the Executive in September 2012. Thirdly it seeks agreement to the Action Plan continuing to evolve to enable it to respond to emerging challenges.

Executive summary:

On 3 September 2012, the Executive considered a report on maintaining the vibrancy of the Fareham Town Centre in the light of the current and future challenges it faces and it approved a short term Action Plan. This comprised a total of 14 actions which responded to the issues identified by local businesses and Town Centre visitors. They included actions relating to parking in the Town Centre, improving information about the total Town Centre offer, improving signage, developing a strategic vision for the Town Centre, giving it a greater sense of identity and ensuring that the issues identified were addressed in any long term proposals for the Town Centre.

Since September, a number of actions have been implemented and a number of others are in progress and are due to be implemented by the spring of 2013. In addition a number of other actions have been identified which will help to enhance the environment and encourage visitors to stay longer.

As parking was at the forefront of the issues raised, this was the first area to be tackled. With effect from 1 November 2012 the £25 penalty charge from the three pay on foot car parks was removed and replaced with an hourly tariff allowing visitors to stay as long as they like. In addition a new car parking strategy was agreed by the Executive in December 2012 which comes into effect from 1 April 2013. This simplifies parking policy by introducing the concept of inner and outer car parks instead of short stay and long stay.

Significantly two car parks, Malthouse Lane and Trinity Street, which were previously short stay will now be designated as outer car parks. This means that they will be cheaper than previously, and free on Sundays, which will help customers and traders in the independent shops in West Street. There will be no overall increase in car parking charges in any car park.

Design work is now underway on a dedicated Town centre website which will act as a shop window to the Town Centre and bring together in one place information about all of the attractions it has to offer. It is planned for this to go live in May 2013. A new strapline is being developed as a marketing tool to accompany the launch of the website. This will aim to encapsulate what Fareham town Centre has to offer in a few words.

Work on the provision of new location signs is well underway. This will be in two phases. The first phase will be the replacement of existing black fingerposts to ensure that they direct people to all of the attractions within the Town Centre area. The second phase will be carried out in partnership with Hampshire County Council as part of a Hampshire Wayfinding Project. This will involve the installation of new freestanding "totem" signs at various points within the Town Centre. These will provide a location map showing all of the different shopping zones, key services, destinations and places of interest within the Town Centre and help to improve its connectivity.

Other actions such as minor improvements to shop facades, providing artwork in the windows of empty shops and developing initiatives to encourage new businesses are still underway.

In addition to the actions already approved, it is also proposed to install some new permanent structures and additional seating and cycle racks within the Town Centre. A number of different options and locations for permanent structures have been considered and initially it is recommended that a series of tensile canopies is installed in the Portland Street courtyard between TK Maxx and Portland Chambers. These would be multi functional and could be used by market stalls, concessions, community groups and special events. It is proposed to pilot this approach during Easter week to test its viability and only to proceed with a permanent solution if this pilot is successful. Further permanent structures at different locations could also be considered in future in order to enhance the environment and add to the distinctiveness of the Town Centre. Additional seating and cycle racks will enhance the attractiveness of the Town Centre to visitors and help to increase "dwell time".

It is proposed that the Action Plan remains an evolving document and that continuing dialogue be held with Town Centre businesses with a view to continually updating it to respond to emerging challenges. Longer term actions are proposed in the Town Centre chapter of the Development Sites and Policies Plan, the pre-submission draft of which will be considered by the Executive later in the spring of 2013. Once adopted it is anticipated that a Town Centre Masterplan will also follow on from this process.

Recommendation

- (a) That the Executive note the progress so far in implementing the Town Centre Action Plan approved in September 2012;
- (b) That the updated Action Plan, set out in Appendix A to this report be approved;
- (c) That a final decision on the type of permanent structure to be installed in the Henry Cort pedestrian area as described in this report, be delegated to the Executive Leader;
- (d) That the Action Plan remains an evolving document to be updated as appropriate and that further reports be made to the Executive as appropriate when there is the need for a formal decision.

Reason:

To help maintain the current vibrancy of the Town Centre and allow it to continue to flourish despite the challenges it faces over the next few years.

Cost of proposals:

The cost of the individual proposals is noted within the report and can be met from the High Street Innovation Fund together with match funding provided by the Council.

The cost of the provision of new “totem” signs as part of the Hampshire Wayfinding Strategy will be funded mostly by Hampshire County Council from the Local Sustainable Transport Fund. However, there may be a requirement for the Borough Council to meet some of the cost of this from the above budget in order to meet any specific requirements it may have.

Appendix A: Updated Town Centre Action Plan - March 2013

Background papers: Report to the Executive - 3 September 2012

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 4 March 2013

Subject: Maintaining the Vibrancy of Fareham Town Centre: Update

Briefing by: Director of Planning and Environment

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. On 3 September 2012, the Executive considered a report on the continuing vibrancy of Fareham Town Centre. This followed an analysis of national and local data, observation of the Town Centre at different times and on different days of the week, dialogue with a cross section of local businesses and a summary of the views of local residents derived from recent surveys. The report identified a number of strengths and weaknesses.
2. Its strengths, which combined give Fareham a “sense of place” lacking in out of town centres are:
 - It has a good range of shops with a variety of leisure, eating and drinking opportunities;
 - Its markets and other events are popular and draw people into the Town Centre;
 - It has a number of other assets including an attractive environment, some historic buildings and an attractive, albeit difficult to access, waterfront, which all contribute to the total Town Centre offer;
 - Visitors can combine shopping trips with other activities including eating and drinking, leisure activities and visits to the Civic Offices, library and health facilities;
 - It is relatively easy to access with reasonably good public transport links, particularly from Gosport since the introduction of the BRT, and sufficient conveniently located parking;
 - Vacancy rates are low compared with UK and the South East averages;
 - Footfall rates have been remarkably consistent over the past few years;
 - Recent customer surveys show that people are satisfied with the range of shops and leisure facilities and feel that it has improved in recent years;
 - It is seen as a safe, secure and clean environment.

3. A number of significant weaknesses were however also identified as follows:
 - There is a lack of a unified strategic vision for the Town Centre;
 - Whilst the total Town Centre offer has a number of distinct areas and a range of different facilities, the connectivity between these is not good. This makes it difficult to identify the Town Centre's unique selling point ;
 - The combined assets of the Town Centre are not well communicated;
 - The public and business perception is that parking in Fareham is expensive;
 - The development at Whiteley, due to open on 23 May 2013, could potentially lead to a number of major retailers moving there from the Town Centre due to the attraction of cheaper rents, thus threatening its viability;
 - The benefits of free parking and the presence of major retailers at Whiteley could mean that customers change their shopping habits away from the Town Centre;
 - Its geographical situation, midway between two major cities, means that realistically, it will continue to principally be reliant on its immediate catchment area.
4. Following a Business Breakfast held in July 2012 attended by representatives from 50 Town Centre businesses an Action Plan was drawn up to address these weaknesses and this was agreed by the Executive as part of the report. This report updates Members on the progress being made in achieving the Action Plan and an updated Plan is attached at Appendix A. The report also proposes some further actions and seeks approval on the way forward.

ACTION PLAN – PROGRESS SO FAR

5. **Business Breakfasts:** Action 2 in the plan was to host regular Business Breakfasts. A second one was held on 29 January 2013 to update local businesses on progress on the Action Plan and to seek views on new proposals. The feedback from this has helped to inform this report. It is intended to continue to host Business Breakfasts at regular intervals to enable a continuing dialogue.
6. **Parking Policy.** Parking policy was at the forefront of many of the issues raised so the actions relating to this have been deal with first.
7. Action 3 in the Plan was to remove the £25 penalty charge after 5 hours from the three pay on foot car parks. This has been implemented and took effect from 1 November 2012. The charge has been replaced with an hourly tariff which enables visitors to stay as long as they like.
8. Action 4 was to consider the simplification of parking policy. As a result, a new Town Centre Parking Strategy was approved by the Executive on 3 December 2012 and will take effect from 1 April 2013. This replaces the concept of short and long stay car parks, which the public found confusing, with inner and outer car parks. The charge for inner car parks will be £1 per hour, the same as the present charge for short stay, with the exception of the Market Quay car park which will continue to be charged at £1.50 per hour. This reflects their proximity to the primary shopping area. The 5 hour limit in the present short stay pay and display car parks will also be removed which will bring them into line with the pay on foot car parks.

9. The charge in the outer car parks will be 70p an hour, up to a maximum of £3.50. However, significantly, two current short stay car parks, Malthouse Lane and Trinity Street will become outer car parks, making them cheaper from Monday to Saturday and free on Sundays. This will be of great benefit to traders in West Street and their customers and will also help visitors who do not mind a slightly longer walk into the primary shopping area.
10. In line with Action 5 in the Plan, these changes will be publicised as 1 April approaches to ensure that people are aware of all of the parking options open to them.
11. **Developing a Town Centre Website:** The Action Plan proposed the development of a dedicated Town Centre website. This will be distinct from the Borough Council's website with a different look and feel and it will bring together in one place all of the attractions the Town Centre has to offer. It will have a home page, a Town centre map and pages dedicated to shopping, eating and drinking, accommodation, leisure, places of interest, parking and community facilities.
12. The domain name farehamtowncentre.co.uk has been purchased for the site and design work is currently underway. Once this design work is complete towards the end of March, the site will be built and tested with a view to it going live by the end of May 2013.
13. The total cost of the website design work is £8,000, which is lower than originally estimated.
14. **Developing a Town centre strapline:** To accompany the launch of the website some thought has been given to the development of a short punchy strapline which encapsulates what the Town Centre has to offer in as few words as possible and which could be used as a future marketing tool.
15. From a large number of suggestions a shortlist of three was drawn up and initially floated at the Business Breakfast held on 29 January. These were:
 - Fareham – The market town with more
 - Discover Fareham – something for everyone
 - Fareham Town Centre – History and heart
16. Comments were invited from local businesses at the Business Breakfast and further comments were invited informally through the local media. As a result of all of the comments received, the recommended strapline is Fareham – the market town with more.
17. **Signage in the Town Centre:** Action 7 was to improve signage and information boards in the Town Centre. This will be carried out in two phases.

18. The first phase will be the rationalisation of the existing black fingerpost signs. At present there are 82 fingerposts on 28 signs at different locations throughout the Town Centre. An audit of these has been carried out and it is proposed to change them to provide better information on existing destinations and to point to destinations that are not currently covered. As an example signs pointing to High Street will be amended to read "High Street shops and restaurants" as traders in the High Street are concerned that people do not realise that there is a variety of shops in this location. Further comments were invited at the Business Breakfast on other locations which should be signposted and reworded and these comments will be taken on board before the work is finalised.
19. The total cost of this work is estimated to be £12,500 and will be implemented by the end of May 2013.
20. The second phase will involve the installation of freestanding "totem" signs at Fareham Station, the entrances to major car parks and at other strategic locations within the Town Centre. These signs will provide a "you are here" type location map including all of the different shopping zones and other attractions and places of interest in the Town Centre. They will replace the existing signage including the two shop directory signs in West Street. This work is being carried out in partnership with Hampshire County Council as part of the Hampshire Wayfinding Project. Planning work is still in progress and the total cost is still being assessed. It is being funded from the Local Sustainable Transport Fund, although it is possible that the Borough Council may have to make a contribution to the cost if it requires additional characteristics to the signs to make them more specific to Fareham. The signs will incorporate QR codes which will enable people to access the Town Centre website using their smartphone. The installation work will be undertaken in the summer of 2013.
21. **Improving shop facades:** Action 8 was to provide artwork in the windows of empty shops similar to that provided in the former Somerfield (now Sports Direct) store. Action 9 was to discuss with landlords a possible match funded programme of minor repair and redecoration work to shop facades. Both of these actions require negotiation with shop owners and landlords and are still being progressed.
22. **Visual improvements to the Monday market:** Action 10 was to fund the provision of new equipment for the Monday market to give it a greater sense of visual identity. The varying shapes and sizes of market stalls and the way in which they fit into the existing street scene mean that very careful consideration will need to be given to this and it will be further pursued in consultation with market traders.
23. **Encouraging new business:** Exploratory discussions have been held with Hampshire Chamber of Commerce and enterprise agencies about how the Council could best help to facilitate new business start ups. Two favoured approaches have emerged;
 - A business skills training programme tuned to the particular needs of new retailers. This could include business planning, sourcing finance, available grants, registering companies, finding suitable premises;

- A mentoring scheme utilising advice from people with recent experience of starting up new businesses.

24. These approaches are being further explored with a view to implementing a programme from late May 2013 onwards.

FURTHER ACTIONS BEING PROPOSED

25. Since the Action Plan was approved a number of further possible actions or variations to existing actions have emerged and these are summarised in the following paragraphs.

26. **Permanent multi functional structures:** Considerable thought has been given to the installation of new permanent structures which will enhance the environment of the Town Centre, make it more distinctive and fit in with its market town ambience.

27. The first option which is being proposed has the advantage of being visually attractive, relatively low cost and reasonably easy to implement. This is the provision of a row of linked tensile canopies in the Portland Street courtyard which is bounded by TK Maxx and Portland Chambers. Currently, this is a wasted asset and unused with the exception of a flower seller at the front. The provision of a new structure would help to bring it to life. It is envisaged that such a structure would be multi functional, with use by market traders at both the Monday and specialist markets, by community groups and other events. The use would be managed by the Town Centre Manager. These canopies would be in conjunction with additional seating, cycle parking and signage to help create a new public space. The estimated cost of providing three 5m x 5m canopies in this location including supply, installation and lighting is £20,000.

28. Before proceeding with any work, it is proposed to install, on a pilot basis, a single canopy near the entrance to the courtyard for one week, including the Easter weekend, from 28 March. This will enable the visual impact to be assessed and the appetite for and potential usage of this type of structure to be tested. A local supplier has agreed to install the canopy on a no commitment basis.

29. It is recommended that, following this pilot, delegated authority be given to the Executive Leader to decide on the exact detail of the proposed installation.

30. An alternative option which was also under consideration for this location is the erection of a permanent kiosk of an attractive high quality design which could be leased to a trader. This would be a more expensive solution as depending on its size and design it could cost anything between £20,000 and £50,000, although this initial outlay would be offset by an annual rental income. As this option requires further investigation in terms of the cost, income and the likely demand from traders, it is not being recommended at present.

31. A number of other options have also been explored including the provision of an "architectural" solution of metal (cast iron) canopies at different locations in the Henry Cort pedestrian area.

32. For the moment such options are not being pursued on the grounds of cost or difficulty in implementing in the short term.
33. In the longer term, it is proposed that the feasibility and cost of further permanent structures at different locations should be explored and a report brought to the Executive later in the year. Such structures could involve a second podium or bandstand, further canopies at selected locations including the southern frontage of Market Quay and the west end of the pedestrian area or kiosks in similar locations. They could also include a covered structure adjacent to the podium to provide more covered space for watching events and performances.
34. **Additional seating:** It has become apparent that there is a lack of sufficient seating within the Henry Cort pedestrian area. The provision of additional seating would help to increase dwell time within the Town Centre and be of particular benefit to older people and people with young children. There are difficulties in finding suitable locations for more seating, particularly due to the location of stalls at the Monday market. However three locations are proposed. One is within the Portland Street courtyard to complement the proposed new structure. The second is in the Town Well area just to the south of the podium. The third is in front of Portland Chambers around the Tipping Scales water feature. This has not been in operation since 2005 as a result of health and safety concerns. Due to the high cost of re-instating it as a water feature and the revenue cost of continuing maintenance this will now remain as a sculpture only with no circulation of water. The estimated cost of additional seating in these locations is £20,000. The work will be carried out by May 2013.
35. **Additional cycle racks:** Local traders, visitors and Hampshire Constabulary have all highlighted the need for additional cycle racks within the Town Centre. This will help encourage people to visit the Town Centre by bicycle and discourage them from leaving bicycles chained to railings or leaned against shop windows. Three locations are proposed. One is in Harper Way, adjacent to the Westbury Manor Garden. A second is at the eastern end of West Street outside Cafe Tusk. The third is within the Portland Street courtyard. The total cost of the provision of 50 cycle racks in these locations is estimated to be £8,000. The work will be carried out by May 2013, subject to the necessary approvals by the highway authority.
36. **Advertising boards in multi storey car parks:** At the moment, there is a large amount of blank space on the walls at the entrances to the multi storey car parks. Some of this space could be utilised to provide advertising space for local independent traders at low cost. It is proposed that the best means of achieving this be further pursued in consultation with traders.

MOVING FORWARD

37. It is not intended that the Town Centre Action Plan is set in stone. It will need to evolve in order to react to events as they occur and to respond to any changes in the future health of the Town Centre. It is therefore proposed that it be reviewed regularly, to ensure that it is kept up to date and to ensure the regular input of local business through events such as Business Breakfast. Further reports will be brought to the Executive when specific decisions are required.

38. The Action Plan comprises mainly short term actions. Longer term proposals are contained within the Development Sites and Policies Plan, which is currently moving towards pre-submission stage. This includes a Town Centre chapter which sets out a long term vision and strategy, objectives and policies and includes site allocations for new mixed use development opportunity areas. These areas are subject to developing masterplans to ensure that the Town Centre is developed and strengthened holistically and in a robust way to ensure its success in the long term. It is anticipated that, following consideration of the pre-submission draft by the Executive, this will be submitted to the Secretary of State in late Spring. An Examination in Public will be held in the autumn and the Plan should be formally adopted by the Council in the early part of 2014. A Masterplan which “re-imagines” the central area of the Town Centre, encompassing the Civic Area, Fareham Shopping Centre and the Market Quay car park will also follow on from this process. However the long term vision, proposing new development opportunities and improving the quality of public spaces to increase its appeal, will encompass the whole of the Town Centre area.

RISK ASSESSMENT

39. There are no specific risks associated with the recommendations. Indeed, there is the potential risk that not proceeding with the proposals could potentially lead to a decline in the future vibrancy of the Town Centre in view of the challenges it faces.

FINANCIAL IMPLICATIONS

40. The cost of the specific recommendations made in this report, together with the cost of previously approved actions can be met from the High Street Innovation Fund of £100,000 which was awarded to the Council in 2012/13. This funding was neither ring fenced nor time limited. The Executive also agreed in July 2012 to match fund this with a further £100,000.

CONSULTATIONS

41. The original Action Plan was informed by individual meetings with a cross section of Town Centre businesses, the views of local residents obtained from a number of different surveys and views expressed at a Business Breakfast held in July 2012. Further actions have been informed by a second Business Breakfast held on 29 January 2013.

CONCLUSION

42. Fareham Town Centre still remains relatively vibrant, despite the continuing challenging economic conditions. Some of the measures in the Action Plan agreed by the Executive in September 2012 have already been implemented and will have a beneficial impact on the local economy. Other actions will be complete by May 2013. This report has proposed some further short term actions and also proposes that the Action Plan remains a living document, continually updated to enable it to respond to events. In the longer term, a Town Centre Masterplan will be developed with a view to “re-imagining” the central area of the Town Centre to ensure a robust and successful future.

Reference Papers:

Report to the Executive – 3 September 2012

**MAINTAINING THE VIBRANCY OF FAREHAM TOWN CENTRE
ACTION PLAN - UPDATED MARCH 2013**

ACTION	BY WHEN	BY WHOM	RESOURCE IMPLICATIONS
1: Host regular Business Breakfasts to seek views on new initiatives and act as a sounding board for Town Centre Action Plan proposals	Ongoing – second meeting held in January 2013	Fareham Borough Council in partnership with key Town Centre interests	Largely staff time from organisations involved
2: Articulate a strategic vision for the Town Centre and, stemming from this, consider the development of a USP for Fareham along the line of historic market town with a modern edge	Strategic Vision outlined in Town Centre chapter of draft Development Sites and Policies Plan in October 2012. USP strapline to be agreed in March 2013	Fareham Borough Council in partnership with key Town Centre interests	Largely staff time from within existing resources
3: Remove £25 penalty after 5 hours from pay on foot car parks and replace with hourly tariff	Implemented in November 2012	Fareham Borough Council	Initial set up costs to change machines met from parking revenue income. Otherwise, likely to be revenue neutral
4: As part of current Parking Strategy Review, consider changes to the tariff structure and redesignation of car parks to simplify parking policy	Parking Strategy approved by Executive in December 2012. Changes to be implemented in April 2013	Fareham Borough Council	Financial implications taken into account in Executive report and to be met from parking revenue income.
5: Give greater publicity to current range of parking options and costs	To be included as part of updating of current FBC website and updated as changes introduced.	Fareham Borough Council	Largely staff time from within existing resources.
6: Develop a dedicated Town Centre website to bring together all information concerning the Town Centre offer	May 2013	Fareham Borough Council in partnership with key Town Centre interests	Depending on style of website, set up costs could be up to £8k in 2012/13 which can be funded from High Street Innovation Fund. Ongoing revenue costs of £5k per annum.
7: Improve Town Centre publicity and promotion through Town Centre leaflet and improved signage and information boards	May 2013	Fareham Borough Council	Installing new fingerpost signs, estimated at £12k in 2013/14. To be funded from High Street Innovation Fund. New totem signs to be funded

ACTION	BY WHEN	BY WHOM	RESOURCE IMPLICATIONS
			by HCC Wayfinding Project.
8: Explore with landlords the potential for smartening up empty shop frontages	May 2013	Fareham Borough Council (in partnership with Town Centre landlords)	Some revenue costs for installing murals/artwork in shopfronts, possibly £15k. Potential to be jointly met by landlord/FBC through High Street Innovation Fund/matched funding.
9. Explore the feasibility of developing a programme in consultation with landlords to enable minor repair/redecoration works to occupied shop frontages	May 2013	Fareham Borough Council (in partnership with Town Centre landlords)	Will depend on criteria for level of work funded and match funding from landlords. Council contribution could be £20k but may need to be higher.
10: Consider the purchase of equipment to give a more consistent appearance and a greater sense of identity to the Monday market	Consultation with market traders from April 2013	Fareham Borough Council	One off revenue costs for equipment purchase, possibly in the region of £30k. To be funded by High Street Innovation Fund/matched funding.
11: Propose policies as part of forthcoming Local Development Framework (LDF) documents, which facilitate and enable more cafe and restaurant use within the Henry Cort pedestrian area	Included as part of draft Development Sites and Policies Plan agreed in October 2012. Pre submission draft to be considered by Executive in Spring 2013	Fareham Borough Council	Largely staff time from within existing resources
12. Develop a programme, in consultation with Hampshire Chamber of Commerce, to encourage new business through mentoring or business skills training	May 2013	Fareham Borough Council	Council contribution will depend on the nature of the programme, but could be in the region of £10k.
13. Develop a portfolio of indicators to measure the health of the Town Centre which can inform future initiatives and investment	April 2013	Fareham Borough Council	Largely staff time from within existing resources
14. Ensure issues raised in report are taken into account in forthcoming LDF documents	Issues included in Town Centre chapter of draft DSP Plan agreed in October 2012. Pre submission draft to be considered by	Fareham Borough Council	Largely staff time from within existing resources

ACTION	BY WHEN	BY WHOM	RESOURCE IMPLICATIONS
	Executive in spring 2013		
15. Provide new permanent multi functional structures at selected locations within the Town Centres	Phased approach with first phase in Portland Street courtyard to be implemented in May 2013	Fareham Borough Council	Estimated cost of first phase is £20k. Cost of future phases dependent on size and design of structures. To be met from High Street Innovation Fund/matched funding.
16. Provide new seating in the pedestrian area	May 2013	Fareham Borough Council	£20k to be met from High Street Innovation Fund/matched funding.
17. Provide new cycle racks in the pedestrian area	May 2013	Fareham Borough Council	£8k to be met from High Street Innovation Fund/matched funding.
18. Provide advertising space in multi storey car park lobbies for independent traders	May 2013	Fareham Borough Council	Initial revenue outlay estimated to be less than £4k to be met from High Street Innovation Fund/matched funding.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 4 March 2013

Portfolio:	Policy, Strategy and Finance
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 fourth quarter of the 2012/13 financial year.

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

Fareham Bowls Club have requested £25,000 towards an extension towards their existing club house. Full details are set out in Appendix A.

Sarisbury Community Centre have requested £7,500 towards the overhaul of their existing heating and hot water system. Full details are set out in Appendix B.

Salmiakki Community Interest Company have requested £21,500 towards a multi-purpose sports rink. Full details are set out in Appendix C.

Recommendation:

- (a) That a matched funding award of up to £25,000 be considered for Fareham Bowls Club.
- (b) That a matched funding award of up to £7,500 be considered for Sarisbury Community Centre.
- (c) That a matched funding award of up to £21,500 be considered for Salmiakki Community Interest Company.
- (d) Any award would be subject to all contributory funding being secured.
- (e) A community use agreement be entered into with Fareham Bowls Club and Salmiakki Community Interest Company. (A community use agreement is already in place with Sarisbury Community Centre as a condition of the lease).

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 £54,000 (the matched funding budget currently has funds of £228,000)

Appendices:

A: Matched Funding Application - Fareham Bowls Club

B: Matched Funding Application – Sarisbury Community Centre

EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM

To move that in accordance with the Council's Constitution, specifically the Access to Information procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential appendix C(1) to item 10(2).

Appendix C(1) contains information deemed to be exempt from general publication based on Category 3 (financial and business affairs) of paragraph 1.14 of the Council's Access to Information Procedure Rules as contained in the Constitution. It is not considered to be in the public interest to disclose this information because doing so would prejudice the commercial confidentiality relating to the business and premises involved in this matter

C: Matched Funding Application - Salmiakki Community Interest Company.

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 4 March 2013

Subject: Matched Funding - Quarterly Report

Briefing by: Director of Community

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. The purpose of this report is to provide details of any matched funding requests received by the Council during the fourth quarter of the 2012/13 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 has 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 ongoing 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 £228,000.

MATCHED FUNDING BIDS RECEIVED

Fareham Bowls Club

10. A matched funding bid has been received from Fareham Bowls Club for a sum of up to £25,000 towards an extension to their existing club house. This will provide new changing rooms and an equipment store, which would then enable the club to amend the layout of the existing club house.
11. Ultimately, it is hoped that the improvements will attract additional community use. The details are set out in Appendix A.

COUNCILLOR CONSULTATION

Ward Councillors Mr and Mrs Bryant are both supportive of the application.

Sarisbury Community Centre

12. A matched funding bid has been received from Sarisbury Community Centre for a sum of up to £7,500 towards the cost of overhauling their existing heating and hot water system. This includes the purchase of a replacement boiler, parts of the hot water system, electric storage heaters and a new oven and hot plate. The details are set out in Appendix B.

COUNCILLOR CONSULTATION

13. Councillor Woodward and Councillor Swanbrow both support the application as Ward Councillors.

Salmiakki Community Interest Company

14. A matched funding bid has been received from Salmiakki Community Interest Company for a sum of up to £21,500 towards the cost of building a multi-sports rink to provide a venue for sports activities that are not currently catered for in Fareham. The details are set out in Appendix C.

COUNCILLOR CONSULTATION

15. Ward Councillors Whittle and Mrs Trott have both commented on the proposed expenditure related to the bid as follows:
16. Councillor Whittle gave "in principle" support for the bid, subject to being able to evaluate the impact on local residents in respect of traffic, noise etc.

17. Cllr Mrs Trott is fully supportive of the application and proposals.

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 matched 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 fourth quarter of the 2012/2013 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

MATCHED FUNDING REQUEST

APPLICANT	Fareham Bowls Club
PROJECT DESCRIPTION	<p>The Fareham Bowling Club based at Park Lane Recreation Ground wish to provide an extension to their existing club house to provide new separate changing rooms and an equipment store next to their current club house. This would then enable the club to amend the layout of the existing club house by removing the existing changing rooms and then extending the kitchen and providing additional seating areas within the club house.</p> <p>The improvements would allow adequate provision to host existing events and would allow the club to attract additional community use.</p>
PROJECT COSTS	The total project cost is £50,000
PROJECT FUNDING	The club propose to fund £25,000 of the project from existing club accounts and have agreed a loans scheme from members as a contingency fund.
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 had previously not tried.• Host higher level bowls competitions on a bowls ring that is acknowledged to be one of the best in Hampshire.
ENVIRONMENTAL BENEFITS	None identified.

<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 ward councillors are fully supportive of the application and proposal.</p>
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<p>PROJECT RISKS</p>	<p>The project is dependent on securing Building Control approval and planning consent; both of which have been applied for.</p> <p>The project would be managed by the bowls club who may not have the required expertise or experience to manage a new build / refurbishment project.</p> <p>Asbestos containing materials will need to be removed as part of the demolition of the existing garage structure. Method statements and risk assessments would be required for this element of the work which may need supervision by the Councils Building Services division.</p> <p>A number of trees need to be felled to accommodate the works. The Councils Principal Tree Officer has given his consent to this but will need to be consulted to ensure that the removal is in accordance with the required British Standards.</p>
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<p>RECOMMEND</p>	<p>That the Executive gives consideration to making a matched funding award of up to £25,000 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. All local authority approvals being obtained. 4. The approval of the Head of Building Services to the proposed methods for carrying out the building related works.
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	<p>5. Approval of the Principal Tree Officer to the proposed method for removing the trees.</p> <p>6. And the club agreeing to close supervision of the project by Council officers.</p>
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MATCHED FUNDING REQUEST

APPLICANT	Salisbury Community Centre
PROJECT DESCRIPTION	<p>The Salisbury and District Community Association wish to overhaul their existing heating and hot water system to provide a more efficient, reliable and easier to maintain system.</p> <p>The project includes provision of a replacement boiler, parts of the hot water system, electric storage heaters and the provision of a new oven and hot plate.</p>
PROJECT COSTS	The total project cost is £15,000
PROJECT FUNDING	<p>The club propose to fund £7,500 of the total costs from</p> <ul style="list-style-type: none">• £2,000 grant from the COOP Community Fund;• £4,000 from Hampshire County Councillor grant;• £1,500 from the associations' reserves.
COMMUNITY BENEFITS	<p>The proposed works would allow the community association to:</p> <p>Provide an enhanced service to those users of the centre which include cultural activities, sports and fitness, dancing, children's education and social activities.</p> <p>The local charity, Communicare, would also benefit as they would be a significant user of the new oven and currently provide a weekly lunch for the elderly.</p>
ENVIRONMENTAL BENEFITS	None identified.

<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 ward councillors are fully supportive of the application and proposal.</p>
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<p>PROJECT RISKS</p>	<p>There are no significant risks associated with this project.</p>
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<p>RECOMMEND</p>	<p>That the Executive gives consideration to making a matched funding award of up to £7,500 to this application, subject to:</p> <ol style="list-style-type: none"> 1. The remainder of funding being in place.
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MATCHED FUNDING REQUEST

APPLICANT	Salmiakki Community Interest Company
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PROJECT DESCRIPTION	<p>Salmiakki CIC is a not for profit Community Interest Company (CIC). Its sole purpose is to acquire the funds to build a multi-sport rink in Fareham. The multi-purpose sports rink will serve people who enjoy minority and disabled sports and can participate in their chosen activities in a safe, open and unthreatening setting. The intention is to run sports that are not catered for in Fareham or the neighbouring areas. The multi-purpose rink will be the only rink in the UK that conforms to the safety regulations to be introduced in 2014. The rink is suitable for roller sports such as inline hockey, skater hockey, roller derby and public skating. Other rink sports include lacrosse, rink soccer and floorball. To date, Salmiakki CIC has found suitable premises in Fareham near the town centre and is ready to proceed immediately if the Council supports the project with community funding. Without council support, the project will need to be shelved for the foreseeable future.</p>
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PROJECT COSTS	The total capital cost of the project is £53,387.
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PROJECT FUNDING	<p>Salmiakki CIC has raised £25,000 from the following:</p> <ul style="list-style-type: none"> • £5,000 donation from the British Rink Hockey Association (BRHA) • £5,000 donation from Translizer Ltd • £15,000 loan guaranteed by Setti Mulari • There is a possibility for the BRHA to contribute an additional £2,500 should there be an unforeseen shortfall in funding. <p>Salmiakki CIC is seeking a community fund grant of £21,500 from Fareham Borough Council which will cover the cost of purchasing the Rink Dasher Boards. A request has been made for the grant to be paid in advance of the project completion to allow payment in advance to the dasher board supplier and shipping company rather than reimbursing Salmiakki CIC against receipts. The reason behind this is that in order for Salmiakki CIC to pay for everything up front, they would have to borrow the money from a bank which carries an additional cost.</p>
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	The banks approached are willing to lend up to £20,000, but indicated that it is unlikely higher amounts would be approved.
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COMMUNITY BENEFITS	<p>The project was started by the inline hockey community due to the lack of facilities in the area. This community recognised that it cannot sustainably run such an operation, so other minority sport communities joined the effort. The minority sports are closely related to disabled sports on the continent and Salmiakki CIC want to bring this feature into Britain and so have designed a facility that actively includes a variety of disabled activities. Salmiakki CIC will reduce the cost barrier for participation by running a non-profit organisation and will provide much needed variety in the number of different sports and activities that Fareham residents can participate in.</p> <p>Salmiakki CIC propose that profits from the rink are reinvested into local minority sports in the form of sports equipment for people to use free of charge at the rink as well as completely free rink time for public skating sessions.</p>
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ENVIRONMENTAL BENEFITS	<p>The long-term plan is to build a near carbon neutral sport facility. In Phase 1, LED lighting will be installed that will reduce the electricity consumption drastically. Phase 2 will follow in Year 6 when the proposal is to install solar panels to provide a renewable energy source funded by a half price rent period in Year 6 so no external funding is expected to be needed.</p>
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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 Ward Councillors for Fareham East have been consulted on the application.</p> <p>Cllr Whittle gave in principle support, subject to being able to evaluate the impact on local residents from traffic, noise etc. when the location of the venue was available.</p> <p>Cllr Mrs Trott is fully supportive of the application and proposals.</p>
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PROJECT RISKS	<p>For the project to be sustainable Salmiakki CIC require 100% rate relief. The Council's Local Taxation Manager has indicated that based on current information provided in the business plan they would be entitled to 100% relief. However the final decision can only be made when the club is up and running as further consideration needs to be given to the proposed bar and club shop arrangement.</p> <p>Salmiakki CIC is a new organisation with no trading record. The Business Plan has been reviewed by Finance Officers and whilst it appears comprehensive the sustainability of the project depends on significant income being generated through use of the facility as well as income from advertising, club shop and bar and catering sales.</p> <p>Salmiakki CIC are seeking the grant to be paid in advance of the project completion to allow payment in advance to the dasher board supplier and shipping company rather than reimbursing Salmiakki CIC against receipts.</p>
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RECOMMEND	<p>That the Executive gives consideration to making a matched funding award of up to £21,500 to this application, subject to:</p> <ol style="list-style-type: none"> 1. The remainder of funding being in place. 2. The organisation entering into a Community Funding Agreement. 3. The organisation holds the lease for the property where the new facility is to be developed.
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EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM

To move that in accordance with the Council's Constitution, specifically the Access to Information procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential appendix C(1) to item 10(2).

Appendix C(1) contains information deemed to be exempt from general publication based on Category 3 (financial and business affairs) of paragraph 1.14 of the Council's Access to Information Procedure Rules as contained in the Constitution. It is not considered to be in the public interest to disclose this information because doing so would prejudice the commercial confidentiality relating to the business and premises involved in this matter.

Appendix C (1) - [Address of property where the new facility is to be developed](#)

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 4 March 2013

Portfolio: Policy, Strategy and Finance
Subject: **Business Solent Champion Proposal**
Report of: Director of Planning and Environment
Strategy/Policy:
Corporate Objective: Maintain and extend prosperity

Purpose:

To advise the Executive of the proposal submitted by Business Solent for the Council to become a Solent Champion.

Executive summary:

Business Solent has recognised Fareham Borough Council as a valued Solent Champion and has offered the Council a discretionary Champion Programme annual package.

Recommendation:

That the Executive accept the offer from Business Solent at an annual subscription of £1,000 for the year commencing 1 March 2013.

Reason:

To enable the Council to participate in the Business Champion Programme for the Solent region, and to benefit from a specific Fareham focussed programme set out in paragraph 4 of the Executive Briefing Paper.

Cost of proposals:

£1,000 per annum membership subscription for existing revenue budgets.

Appendices: None

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 4 March 2013

Subject: Business Solent Champion Proposal

Briefing by: Director of Planning and Environment

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. Business Solent is a not-for-profit business engagement organisation which unites business leaders to drive economic prosperity, with the aim of making the Solent region a great place to work, invest, study, live and enjoy. Business Solent has recognised Fareham Borough Council as a valued Solent Champion and has offered the Council a discretionary Champion Programme annual package in line with other Local Authorities of a similar size, such as Eastleigh Borough Council. The key priorities of Business Solent are:
 - To connect business leaders to drive economic prosperity;
 - To act as a bridge between business and education;
 - To tell and sell the story of the Solent region, locally, regionally, nationally and internationally.

PROPOSAL

2. Business Solent states that its mission is to connect the 1,000 most ambitious leaders across the Business Solent region to drive economic prosperity, working in association and alliance with many partners, organisations and other interested parties. The range of participating organisations includes:
 - Local Authorities in the Solent region and also Dorset / M3 areas;
 - Local Enterprise Partnerships, including Solent LEP;
 - Hampshire Chamber of Commerce with representation on several Action Groups;
 - Federation of Small Business (FSB) work with Business Solent to support start up business and supply chain development;
 - Institute of Directors (IoD) is a Solent Champion and we plan joint events and initiatives;

- EEF Manufacturing Organisation (South) is our partner for the Solent Science, Technology, Engineering and Maths (STEM) Forum;
 - Marine South East is our partner in Solent Maritime;
 - Business Solent is part of the Southampton Volunteer Alliance;
 - Solent Champions include Higher and Further Education – many colleges and 4 Universities.
3. There are over 230 leading employers from across all sectors, known as Solent Champions representing the biggest names in the business sector, together with a growing Associate programme for smaller companies. The Solent Champion programme is business-led, market driven and will engage and unite all sectors and industries. Champions, collectively, are highly influential in driving change, shaping policy and informing decisions. Together, Champions have the opportunity to deliver positive change through the work of the Action Groups, Alliances and clusters which they develop and drive themselves.
4. Business Solent's offer to the Council includes a package of Fareham focussed proposals:
- Business Solent will facilitate and deliver a Consultation Event during 2013, in association with the Council and key landowners, aimed at key interested parties, partners and businesses to further explore and debate employment opportunities for the New Community of North Fareham. The Council will be asked to present at this event to share its' vision, progress and plans to date, and the Council's strategic objectives for the New Community North of Fareham;
 - Business Solent will coordinate a business-led forum in association with the Council to provide advocacy, support and promotion for the New Community North of Fareham. This group would also plan a proposed event and communications programme in conjunction with the Council, key landowners and other key parties;
 - Elected member invitation on a complimentary VIP basis to Business Solent Conferences and key events, including at least one private Chatham House themed Chief Executive Officer dinner with business leaders;
 - Business Solent will act as an advocate for the Council and promote Council led initiatives, projects and programmes through their marketing, communications and events as appropriate – this would include an interview feature with an elected member in a quarterly newsletter which is distributed to over 4,000 business leaders and executives;
 - Business Solent will act as an advocate for the proposed CEMAST centre at Daedalus in association with the Solent Enterprise Zone (EZ), Fareham College and the Council;

- Business Solent will promote the Solent Enterprise Zone through our marketing, communications and events as appropriate and also through the Business Solent Action Groups – Solent Maritime (in association with Marine South East) and the Solent Science, Technology, Engineering and Maths (STEM) Forum (in association with EEF Manufacturing Organisation (South)) – Enterprise Zone site business visits will also be facilitated/arranged as and when appropriate;
 - The Champion programme connects business leaders across all sectors to drive economic prosperity – we will facilitate connections and engage business in the strategic objectives of the Council to influence and drive forward positive economic outcomes;
 - The Council will receive approximately 80–100 invitations to events in the Solent region per year at a discounted rate so that Officers and elected members may engage with business as relevant to the Council's objectives.
 - The Council will have a Champion page on the Business Solent website to promote our mission, aims, contacts and events as required;
 - Business Solent will further promote the Council through monthly e-news, subject to receiving latest news and public relations material from the Council.
5. In addition, Business Solent has offered to work with the Council to help deliver specific projects, programmes and initiatives as needed, subject to covering any associated costs, and will also inform the Council about management and leadership training courses which may be of interest internally, together with a broad range of other opportunities as they arise.

FINANCIAL IMPLICATIONS

6. Business Solent has recognised Fareham Borough Council as a valued Solent Champion and has offered the Council a discretionary Champion Programme annual package of £1,000 from 1 March 2013. This contribution is in line with other Local Authorities of a similar size, such as Eastleigh Borough Council, and can be met from existing revenue budgets.

CONCLUSION

7. Business Solent and the Solent Champion programme are key to business engagement in the Solent sub-region uniting business leaders in the drive for economic prosperity. The Fareham focused package of proposals will greatly assist the Council in the coming year.

Reference Papers: None.

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

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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