

AGENDA FOR THE EXECUTIVE

Date: Monday, 2 September 2013

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

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

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

Councillor B Bayford, Health and Housing

Councillor K D Evans, Strategic Planning and Environment

Councillor Mrs C L A Hockley, Leisure and Community

Councillor L Keeble, Streetscene



1. Apologies for Absence

2. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the meetings of Executive held on the 1 July 2013 and the 8 July 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 (Pages 9 - 32)

To receive any references from the committees or panels held.

(1) References from the Policy Development and Review Panels:-

To consider any matters referred from the Policy Development and Review Panels.

(2) Minutes of the Housing Tenancy Board:-

To receive the minutes of the meeting of the Housing Tenancy Board held on 20 May 2013 and 29 July 2013 and to consider any recommendations.

(2) References from the Scrutiny Board:-

To consider any matters referred from the Scrutiny Board meeting held on 30 May 2013 and 4 July 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. Leisure and Community

To consider and reach a decision on the following matter:

Key Decision

(1) **Leisure Strategy Review (Pages 33 - 64)**

a report by the Director of Community

Non-Key Decisions

- (2) **Review of Tourist Information Centre** (Pages 65 - 72)
a report by the Director of Community
- (3) **2014 Commemorates World War I Centenary and D Day 70th Anniversary**
(Pages 73 - 86)
a report by the Director of Community
- (4) **Portchester MUGA** (Pages 87 - 104)
a report by the Director of Community

9. Strategic Planning and Environment

Key Decision

- (1) **Development Sites and Policies Plan: Fareham College and other new site allocations: Consultation** (Pages 105 - 122)
a report by the Director of Planning and Environment

Non-Key Decisions

- (2) **Titchfield Abbey Conservation Area Character Appraisal and Management Strategy** (Pages 123 - 178)
a report by the Director of Planning and Environment
- (3) **Additions to the Local List of Buildings of Special Architectural or Historic Interest** (Pages 179 - 200)
a report by the Director of Planning and Environment
- (4) **Preparation of Welborne Plan: Quarterly Financial Update** (Pages 201 - 206)
a report by the Director of Planning and Environment
- (5) **Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport** (Pages 207 - 218)
a report by the Director of Planning and Environment

10. Public Protection

To consider and reach a decision on the following matter.

Non-Key Decision

- (1) **Parking Enforcement Service Annual Report** (Pages 219 - 254)
a report by the Director of Regulatory and Democratic Services
- (2) **Emergency Planning Annual Report** (Pages 255 - 268)
a report by the Director of Regulatory and Democratic Services
- (3) **Health and Safety Performance 2012/13** (Pages 269 - 286)
A report by the Director of Regulatory and Democratic Services

11. Policy and Resources

Key Decisions

- (1) **Annual Review of the Corporate Strategy 2011/2017** (Pages 287 - 304)
a report by the Director of Community
- (2) **Council Tax Support - Year 2** (Pages 305 - 314)
a report by the Director of Finance and Resources

Non-Key Decisions

- (3) **Annual Update - Local Service Agreements** (Pages 315 - 336)
a report by the Director of Community
- (4) **Quarterly Financial Monitoring Report 2013/14** (Pages 337 - 348)
a report by the Director of Finance and Resources
- (5) **Treasury Management Monitoring Report 2013/14** (Pages 349 - 362)
a report by the Director of Finance and Resources
- (6) **Taxi Tariff** (Pages 363 - 368)
a report by the Director of Regulatory and Democratic Services
- (7) **New Homes Bonus and the Local Growth Fund: Response to Consultation** (Pages 369 - 374)
a report by the Director of Finance and Resources
- (8) **Council Car Park and Pedestrian Highway Works Contract** (Pages 375 - 382)
a report by the Director of Finance and Resources

12. 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 discussion

13. Health and Housing

To consider and reach a decision on the following matter:

Key Decision

- (1) Purchase of Properties from the Homes and Communities Agency (Pages 383 - 392)**

a report by the Director of Community

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

22 August 2013

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

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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 1 July 2013

Venue: Collingwood Room - Civic Offices

Present:

B Bayford, Health and Housing
K D Evans, Strategic Planning and Environment
Mrs C L A Hockley, Leisure and Community
L Keeble, Streetscene

Also in attendance:

P J Davies, Chairman of Housing Tenancy Board - for minute 6(1)
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
Mrs K K Trott, for minute 6(1)



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S D T Woodward and T M Cartwright.

As both the Executive Leader and the Deputy Executive Leader were absent from the meeting and in accordance with the Council's Standing Orders, it was proposed and duly seconded that Councillor B Bayford be elected to preside over the meeting as Chairman.

RESOLVED that in accordance with the Council's Standing Orders, the Executive Member for Health and Housing, Councillor B Bayford, be elected to preside over the meeting as Chairman.

2. CHAIRMAN'S ANNOUNCEMENTS

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

3. DECLARATIONS OF INTEREST

There were no interests declared at this meeting.

4. DEPUTATIONS

There were no deputations made at this meeting.

5. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the remainder of the meeting, as the Executive considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

6. HEALTH AND HOUSING

(1) Redevelopment of Collingwood House - Award of Tender

At the invitation of the Chairman, Councillors Mrs K K Trott and P J Davies addressed the Executive on this item.

RESOLVED that the Executive agrees to:-

- (a) award a tender to undertake the works to redevelop Collingwood House; and
- (b) accept the Homes and Communities Agency's Funding Conditions as set out in Appendix A.

(The meeting started at 6.00 pm
and ended at 6.15 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 8 July 2013

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review Panel
P J Davies, Chairman of Housing Tenancy Board, for item 10(2)
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review Panel
M J Ford, JP, Chairman of Appeals Committee
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
D L Steadman, for item 8(1)
P W Whittle, JP, for item 13(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 10 June 2013 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

Spending Review

The Executive Leader referred to the recent Government statement on the Spending Review for 2013, and explained what this announcement might mean for Fareham Borough Council.

He confirmed that the Council's approach in previous years has been to prepare well in advance for the financial challenges, so that it is able to respond without having to react in haste. The Council's current strategy already assumed that government support would reduce by £0.5m next year, and there are plans established which mitigate this impact in the short term.

The Executive Leader stated that the Council's projections have also assumed further reductions in grant over subsequent years, but following the Spending Review announcement, it is likely that these reductions could be greater than previously assumed. Equally as important were the Government's announcements regarding council tax increases and the transfer of a proportion of New Homes Bonus from Council funding to Local Enterprise Partnerships.

The Executive Leader stressed that these are potentially very significant developments that will affect council funding. Therefore Members and Officers will be working through the implications in preparation for the Finance Strategy later this autumn. He remains confident that the strategy to retain a spending reserve for a rainy day will allow the Council to manage those impacts in the most appropriate way.

The Executive Leader will also be writing to the Solent LEP to ensure that the previous commitment to recycle New Homes Bonus from homes in Welborne to fund supporting infrastructure, can be honoured, as it will inevitably form an important part of the funding strategy.

Daedalus

The Executive Leader took the opportunity to publicly explain the background to the decision that the Executive was being asked to take later in the meeting under private session regarding a potential investment opportunity at Daedalus.

He stated that the Council had set itself a high corporate priority to work with other agencies to deliver a thriving aviation-led employment area at Daedalus, supported by a viable airfield. Over recent months, there has been a significant amount of investment secured which supports this objective, including highways improvements to serve the site, and a new training facility provided by Fareham College.

The report that the Executive will consider at this meeting puts forward a proposal to build on the investment thus far secured, in a way that would achieve improvements to the airfield, new commercial premises for aviation-led businesses and incubator units for Small to Medium Enterprises.

The Executive Leader confirmed that at this stage, it is a conceptual proposal that the Council has been working on with the landowner (the Homes and Communities Agency) and the Solent Local Enterprise Partnership. If the principle can be supported by all parties, and importantly if funding can be secured, then it would result in a substantial additional investment being injected into the Solent Enterprise Zone at Daedalus, and would facilitate delivery of around 150 jobs into the medium term.

4. DECLARATIONS OF INTEREST

There were no declarations of interest given at this meeting.

5. PETITIONS

There were no petitions presented for this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

There were no references made to this meeting.

8. LEISURE AND COMMUNITY

(1) Hire of Open Space at Cams Alders

At the invitation of the Executive Leader, Councillor D L Steadman addressed the Executive on this item.

RESOLVED that the Executive agrees to:

- (a) grant approval for Charles Cole to operate a Community Fair at Cams Alders Recreation Ground between 5-12 September 2013 as a trial, subject to the following conditions:
 - (i) all requirements of the Council's Safety Advisory Group being met;
 - (ii) payment in advance of £300 per trading day to the Council;
 - (iii) a returnable damage deposit of £1000 payable in advance;
 - (iv) proof of £10 million public liability insurance; and
 - (v) all relevant safety certificates being supplied;

- (b) make a donation of £600 (from the income received for the hire of the open space by the Community Fair) to Fareham Town Football Club to support local youth development opportunities.

9. HEALTH AND HOUSING/POLICY AND RESOURCES

- (1) Alternative Approach to Supporting Housing Delivery

RESOLVED that the principle of progressing a Joint Venture Company for the delivery of housing is supported and officers be asked to develop a specific proposal, jointly with Eastleigh Borough Council and other Registered Providers for consideration by the Executive in September 2013.

10. POLICY AND RESOURCES

- (1) Actual General Fund Revenue Expenditure 2012/13

RESOLVED that the Executive:

- (a) approves completion of the expenditure programmes contained within the report; and
- (b) notes the contents of the report.

- (2) Actual Housing Revenue Account Expenditure and Financing 2012/13

At the invitation of the Executive Leader, Councillor P J Davies addressed the Executive on this item.

RESOLVED that the Executive approves:

- (a) that the balances on the Housing Revenue and Repairs Accounts as at 31 March 2013 be carried over to 2013/14; and
- (b) that the following budgets be carried forward:
 - (i) £122,900 Asbestos Survey
 - (ii) £98,500 Disabled Modifications
 - (iii) £45,900 External Decorations
 - (iv) £28,900 Gas Servicing.

- (3) Actual Capital Expenditure and Financing 2012/13

RESOLVED that the Executive agrees:

- (a) that the capital programme for 2012/13 be approved and financed as set out in Appendix B to the report;
- (b) that the individual expenditure incurred, amounting to £165,473 be financed retrospectively from the surplus capital resources; and
- (c) that the actual capital expenditure for 2012/13 be noted.

(4) Treasury Management Annual Report 2012/13

RESOLVED that the Treasury Management Annual Report for 2012/13 be noted.

11. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the remainder of the meeting, as the Executive considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

12. HEALTH AND HOUSING

(1) Door Replacements Project

RESOLVED that the tender submitted by Servicetotal Ltd for this project, being the most technically and economically advantageous tender received, be accepted and a contract awarded in the sum of £228,594.65.

13. POLICY AND RESOURCES

(1) Daedalus Investment Opportunity

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

RESOLVED that the Executive agrees:

- (a) to support the proposal in principle, as set out in the report;
- (b) to delegate authority to the Director of Finance and Resources, following consultation with the Executive Leader to:
 - (i) submit a bid to the Solent Growing Places fund by 31st July to support the bid;
 - (ii) conclude negotiations with the other parties to facilitate the construction, as set out in the report; and
- (c) to approve a budget of £50,000 for the project.

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

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FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Tenancy Board (to be confirmed at the next meeting)

Date: Monday, 20 May 2013

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor P J Davies (Chairman)

Councillors: T J Howard, Mrs K K Trott and D M Whittingham

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



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs K Mandry, Alderman E Crouch and Co-opted member Graham Wood.

2. MINUTES

It was AGREED that the minutes of the Housing Tenancy Board held on 18 March 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor David Whittingham to the Board.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Board received deputations from Mrs Mary Tree and Mr Clifford Murray regarding the recent increase in charges for Sheltered Guest Rooms (see item 6 below).

Mrs Tree and Mr Murray were thanked accordingly for their deputations.

6. REVIEW OF SHELTERED GUEST ROOM CHARGE

At the request of the Chairman, this item was brought forward as it was concerning the deputations that were made.

The Board discussed this item at length, taking into account the comments made by Mrs Tree and Mr Clifford (at item 5 above).

It was proposed that option (d) of the report be amended to state £7.00 for one person per night instead of the current £6.95.

It was AGREED that, subject to the amendment above, the Board recommends that the Executive endorse option (d), which reads "Reduce the charge to £7.00 for one person per night and £10.00 per night for a couple"

7. TENANCY SERVICES PERFORMANCE REPORT FOR 2012/13

At the request of Chairman, the Work Programme was moved to the end of the agenda in order for any issues that arose during the meeting could be considered for the Work Programme.

The Board considered a report by the Director of Community on the performance monitoring data for Tenancy Services, which covered rent arrears, repossessions, void property management, estate inspections, anti-social behaviour and tenant consultation.

The report was presented by the Senior Housing Management Officer who took questions from members after each section of the report.

Rent Arrears:

The Senior Housing Management Officer acknowledged that the total arrears figure is extremely high, but did inform the Board that the figures have been run again twice since the report was created and the figures have started to decrease.

The Board expressed concern over the increase in rent arrears and the impact that the welfare reform will have on this in the coming months. The Board was informed that the Tenancy Services Division has nominated a current officer to tackle the smaller rent arrears cases as there are a larger amount of these which could be resolved quicker and would help reduce the arrear total.

Anti-Social Behaviour:

The Board noted the decrease in the number of reported incidents.

Estate Management:

Steve Lovelock raised the issue of no residents attending the estate inspection at Spencer Court stating that no one attended as no one was advised of the inspection. Feedback would be given to the appropriate Housing Officer. The Board were also advised that officers have been encouraged to send out flyers a week in advance of the Estate Inspections to ensure that all residents are notified.

Brian Lee raised the issue of redundant drying areas, and in particular the drying area at St Quentin house which is attracting anti-social behaviour. The Tenancy Services Manager confirmed that a consultation to remove the drying area at St Quentin House is due to begin shortly.

Tenant Involvement:

It was suggested that a Councillor attend all Estate Inspections in order to gain a better understanding of the issues raised by residents. The Senior Housing Management Officer informed the Board that plans to include Ward Councillor's in Estate Inspections have already been put into motion.

Steve Lovelock expressed a concern that issues raised from the tenant's forum are not being passed on to the Housing Tenancy Board and suggested that the minutes from the Tenants forum be added to the Board agenda for information only. The Director of Community reminded the co-opted members that they can suggest any items/issues to be added onto the Board's work programme.

It was AGREED that:-

- (a) the Board noted the content of the report.
- (b) the minutes from the tenant's forum be appended to future agendas for information only.

8. BUILDING SERVICES PERFORMANCE REPORT FOR 2012/13

The Board considered a report by the Director of Finance and Resources regarding the monitoring data for Building Service for 2012/13.

The Head of Building Services informed the Board that in addition to the information contained within the report he also had information regarding customer complaints for the period of 1 April 2012 to 31 March 2013. Thirteen complaints were received regarding Responsive Repairs and 28 complaints were received regarding Gas Servicing. There was a significant increase in complaints in March 2013 this was due to the extended cold weather and these numbers have now significantly decreased.

Several members of the Board raised an issue with the customer satisfaction cards, concerning the disparity of the cards being given out by contractors. The Head of Building Services assured the Board that discussions have taken place with the contractors to reinforce the importance of the cards.

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

9. HOUSING CAPITAL PROGRAMME 2013/14

The Board considered a report by the Director of Finance and Resources concerning the Capital Investment Programme for the Housing Stock for 2013/14.

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

10. HOUSING TENANCY BOARD WORK PROGRAMME - 2013/14

The Board considered a report by the Director of Community on the work programme for 2013/14. The Board's attention was drawn to the amendments to the work programme at item 2 of the report.

The Chairman had noted several items during the course of the meeting, which he felt needed to be considered for adding to the Work Programme.

It was AGREED that:-

- (a) a report on the impact of the welfare reform be added to the Work Programme on 27 January 2014;
- (b) a report on the review of Customer Satisfaction be added to the Work Programme on 28 October 2013;
- (c) subject to the revisions set out in the report, and the above amendments, the Work Programme for 2013/14 be approved; and
- (d) the updated Work Programme for 2013/14, attached as Appendix A to these minutes, be submitted to the Executive for information.

(The meeting started at 6.00 pm
and ended at 7.45 pm)

APPENDIX A

HOUSING TENANCY BOARD –WORK PROGRAMME 2013/2014

Date	Subject	Training
20 May 2013	<ul style="list-style-type: none"> • Work Programme 2013/14 • Tenancy Services Performance Report for 2012/13 • Building Services Performance Report for 2012/13 • Housing Capital Programme 2013/14 • Review of Sheltered Guest Room Charge 	
29 July 2013	<ul style="list-style-type: none"> • Work Programme 2013/14 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • Review of Tenant Cashback Scheme Pilots • Housing Service Complaints • Review of Tenancy Agreements 	
28 Oct 2013	<ul style="list-style-type: none"> • Work Programme 2013/14 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • A review of car parking on housing estates • Estate Improvements 2013/14 - An Update • Review of Customer Satisfaction 	
27 Jan 2014	<ul style="list-style-type: none"> • Preliminary review of Work Programme for 2013/14 and preliminary draft Work Programme for 2014/15 • Tenant and Leaseholder Satisfaction Survey • Housing Revenue Account including the Housing Capital Programme for 2014/15 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services 	

Date	Subject	Training
	<ul style="list-style-type: none">• Impact of Welfare Reform	
14 April 2014	<ul style="list-style-type: none">• Review of Annual Work Programme for 2013/14 and final consideration of draft Work Programme for 2014/15• Tenancy Services Performance Report for 2013/14• Building Services Performance Report for 2013/14• Estate Improvements Programme 2014-15• Review and Update of Local Standards	

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FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Tenancy Board (to be confirmed at the next meeting)

Date: Monday, 29 July 2013

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor P J Davies (Chairman)

Mrs K Mandry (Vice-Chairman)

Councillors: T J Howard, Mrs K K Trott and D M Whittingham

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

Also Present: Councillor B Bayford, Executive Member for Housing (items 6, 7 & 9)



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Mr Graham Wood.

2. MINUTES

It was AGREED that the minutes of the Housing Tenancy Board held on 20 May 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. QUARTERLY PERFORMANCE REPORT - TENANCY SERVICES

The Board considered a report by the Director of Community on the Quarterly Performance monitoring information for Tenancy Services, the Tenancy Services Manager presented the report and took questions from members after each section of the report.

Rent Arrears

The Board were informed that rent arrears have decreased by £20,000 since the last meeting, and since the last meeting additional resource has now been put towards tackling minor rent arrears. Some concerns were raised as to the level of arrears some tenants have. The Board were informed that tenants are contacted within one week of their accounts falling into arrears and that every effort to engage with the tenant is taken by Tenancy Services. The Board was also informed that tenants with debts are referred to the Citizens Advice Bureau and Fareham Community Savers for advice and assistance.

Empty Homes

The Board noted that there has been an increase in the letting times for both sheltered and general purpose properties. It was explained to the Board that there has been difficulty in letting some bedsit properties and the new housing allocations policy has affected the letting of sheltered properties as fewer people are now eligible for them.

Anti-Social Behaviour

The Board noted the decrease in the number of reported incidents.

Estate Management

The Board noted the results of the 5 Estate inspections that have taken place since the last meeting, and the satisfaction feedback regarding the cleaning and grounds maintenance service. Concerns were raised from the Co-opted members regarding the cleaning service. Steve Lovelock addressed the Board to inform them that the Tenants Forum have suggested an alternative option to the current contract cleaning service, whereby tenants provide their own cleaners. The Tenancy Services Manager and the Director of Community addressed the Board to explain the complexities of this option. The Director of Community invited Steve Lovelock to identify a block of accommodation or a group of tenants interested in investigating this matter further. The Council (via the Resident Involvement Officer) would then arrange suitable training for the tenants to learn how they could take this proposal forward.

At the invitation of the Chairman, Councillor Bayford addressed the Board on this item.

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

7. QUARTERLY PERFORMANCE REPORT - BUILDING SERVICES

The Board considered a report by the Director of Finance and Resources on the Quarterly Performance monitoring data for Building Services, which covered all aspects of the service delivered to residents.

The Board requested clarification at its next meeting that the Head of Building Service provide clarification on the categorising of emergency repairs.

Paula Weaver enquired as to the criteria used when designing kitchens for the elderly. The Director of Community addressed the Board to confirm that a review of kitchen design and fitting would be undertaken to ensure that the needs of the elderly are met.

The Director of Community addressed the Board regarding the process of disabled adaptations and explained that he is currently exploring the possibility of having an Occupational Therapist based at the Civic Offices for a few days each week to improve liaison between Housing and Hampshire County Council Occupational Therapists with the aim of providing a single point of contact for customers and a seamless service.

At the invitation of the Chairman, Councillor Bayford addressed the Board on this item.

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

8. REVIEW OF TENANCY AGREEMENTS

The Board received a report by the Director of Community which gave an update following the setting up of a working to review the existing tenancy agreements and an outline of the consultation process and timetable.

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

9. GENERAL TENANTS FORUM - CHAIRMAN'S REPORT

At the invitation of the Chairman, Steve Lovelock Chairman of the Tenants Forum addressed the Board to give an overview of the matters discussed at the last Forum meeting.

Some of the issues discussed at the Forum meeting included: the Welfare Reform, Cleaning, TSG proposals to charge for missed appointments and Maintenance and Repairs.

It was AGREED that the Chairman of the Tenants Forum be thanked for his verbal report.

10. WORK PROGRAMME 2013/14

The Board considered a report by the Director of Community which reviewed the Work Programme for 2013/14.

The Boards attention was drawn to the revisions to the work programme, as set out in item 2 of the report.

The Board were informed that at the meeting of the Council on 25 July the proposed change of meeting date of 14 April 2014 to 22 April 2014 has been approved.

It was AGREED that:

- (a) subject to the revisions set out in paragraph 2 of the report, the Work Programme for 2013/14 be approved;
- (b) the Work Programme for 2013/14 as Appendix A to these minutes, be submitted to the Executive for information; and
- (c) the Board noted the change of meeting date for April 2014.

(The meeting started at 6.00 pm
and ended at 7.35 pm).

HOUSING TENANCY BOARD –WORK PROGRAMME 2013/2014

Date	Subject	Training
20 May 2013	<ul style="list-style-type: none"> • Work Programme 2013/14 • Tenancy Services Performance Report for 2012/13 • Building Services Performance Report for 2012/13 • Housing Capital Programme 2013/14 • Review of Sheltered Guest Room Charge 	
29 July 2013	<ul style="list-style-type: none"> • Work Programme 2013/14 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • Review of Tenancy Agreements 	
28 Oct 2013	<ul style="list-style-type: none"> • Work Programme 2013/14 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • A review of car parking on housing estates • Estate Improvements 2013/14 - An Update • Review of Customer Satisfaction • Housing Service Complaints • Findings from Energy and Water Survey 	
27 Jan 2014	<ul style="list-style-type: none"> • Preliminary review of Work Programme for 2013/14 and preliminary draft Work Programme for 2014/15 • Tenant and Leaseholder Satisfaction Survey • Housing Revenue Account including the Housing Capital Programme for 2014/15 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • Impact of Welfare Reform 	

Date	Subject	Training
14 April 2014	<ul style="list-style-type: none">• Review of Annual Work Programme for 2013/14 and final consideration of draft Work Programme for 2014/15• Tenancy Services Performance Report for 2013/14• Building Services Performance Report for 2013/14• Estate Improvements Programme 2014-15• Review and Update of Local Standards	

Unallocated items

- Review of Tenant Cashback Scheme Pilots'

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 30 May 2013

Venue: The Collingwood Room - Civic Offices, Fareham

PRESENT:

D C S Swanbrow (Chairman)

Mrs K Mandry (Vice-Chairman)

Councillors: Miss S M Bell, J V Bryant, Mrs M E Ellerton, J S Forrest,
N R Gregory, Miss T G Harper and P W Whittle, JP

Also Present: Councillor N J Walker, Chairman, Planning Committee.



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 21 March 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the order of business for the meeting, indicating that the Question and Answer Session with representatives of the Environment Agency would take place before the call-in item and the related deputation as the item had been arranged for some time and as some of the Environment Agency representatives needed to leave before 7pm.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. QUESTION AND ANSWER SESSION WITH REPRESENTATIVES OF THE ENVIRONMENT AGENCY

The Board received a presentation from Colette Heggie, Environment, Planning and Engagement Manager, Sally Taviner, Sustainable Planning Team Leader and Jemma Colwell, Flood & Coastal Risk Management Advisor on the work of the Environment Agency. The presentation included details of the Environment Agency Role and Vision, the Solent and South Downs Area, the Agency's role in Planning and Development, Strategic Planning, Pre-Application and Applications, involvement in the development of Welborne, Managing flood risk in Fareham, with particular reference to Wallington and Useful Contacts. The presentation sought to give answers to members' questions arising from consideration of the scoping report at the meeting of the Board on 22 November 2012 (minute 7 refers). Following the presentation the Environment Agency representatives answered members' questions. Matters raised included responses to consultations on planning applications and flood risk management at the Welborne development, Wallington and Titchfield.

It was AGREED that:

- (a) Colette Heggie, Sally Taviner and Jemma Colwell be thanked for their presentation and for answering members' questions; and
- (b) it be noted that copies of the presentation and notes could be provided to members at the conclusion of the item.

6. DEPUTATIONS

The Board received a deputation from Mr S Cunningham in support of agenda item 6 - Call-in of Executive Decision 2013/14-6: Improving Customer Satisfaction and he was thanked accordingly (see minute 7 below).

7. CALL-IN OF EXECUTIVE DECISION 2013/14-6: IMPROVING CUSTOMER SATISFACTION

The Chairman confirmed that this item was to consider the Executive's decision made on 13 May 2013 to waive contract procedure rules and approve the appointment of Vanguard Consultancy to provide guidance, expertise and support in implementing fundamental change to the way the Council delivers its services to customers. The decision had not yet been implemented because it had been called-in by 3 non-Executive members, as per the Council's Constitutional arrangements.

The Chairman explained how consideration of the item would proceed.

The Scrutiny Board considered a report by the Director of Regulatory and Democratic Services and Monitoring Officer which outlined the reasons given for the call-in of the Executive Decision (copy of report sb-130530-r02-gwh circulated with agenda). The Director of Regulatory and Democratic Services presented the report which included a number of appendices to further assist the Scrutiny Board in its review of the decision.

At the invitation of the Chairman, Councillor P W Whittle, JP, the representative of the call-in, explained the reasons for the call-in as being that:

- i. The Council has high levels of customer satisfaction and therefore the justification is not sufficiently proven for the levels of expenditure for small incremental improvements.
- ii. The methodology proposed has not been adequately demonstrated to be the best solution in the circumstances.
- iii. The grounds for waiver of Council Contract Procedure Rules have not been evidenced and the circumvention of open competitive tendering process is un-sound for use of public funds.
- iv. The funds are not available without forward commitment of future unapproved budgets.

At the invitation of the Chairman, the Executive Leader Councillor S D T Woodward joined the meeting and was called upon to advise the Scrutiny Board of the rationale of the Executive decision and what was taken into account in making it.

The Executive Leader explained that the requirements of the Council were to identify a solution to further improve customer satisfaction for the services it provides because although many Council services are currently rated positively by customers, there is evidence to suggest that systems are currently designed in a way to best meet organisational needs, rather than the

needs of customers. As a result, it is clear that customers do not always receive a proactive, responsive, easily accessible and positive service.

The Executive Leader stated that using a partner to act as a mentor would ensure that the Council could deliver continuous improvement for the long term, by fundamentally altering the culture and management approach within the organisation. He confirmed that although the Council does not presently have the depth of knowledge and therefore needs external support in the first instance, it is an organisation committed to developing and retaining the skills so as to limit the dependency on external consultancy support.

The Executive Leader advised the Scrutiny Board that following soft market testing work, Vanguard appeared to be the only consultancy that offered a bespoke service/product which meets the Council's requirements, and demonstrated a strong understanding of the organisational needs and the needs of each individual service within it, through its track record with other local authorities. On closer inspection, the Vanguard Method contains vital differences that make it unique in helping organisations change from command and control to a systems approach to the design and management of work, putting the customer first, which is the approach that the Council wants to take.

The Executive Leader explained that, on the basis that the methodology is genuinely proprietary to Vanguard, there is a sound argument that running a tender for the service would be difficult, because it would involve the Council seeking a service from suppliers which was Vanguard's own intellectual property. This would fall under the "protection of exclusive rights" procurement regulations.

The Executive Leader stated that European Union Regulations require contracting authorities to adhere to the overriding EU principles of transparency and equal, non-discriminatory treatment of suppliers. He advised that the regulations also allow for public authorities to contract for the supply of services without conducting an OJEU (Official Journal of the European Union) competitive process. This is set out in Regulation 14(1)(a)(iii), which states that "when, for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the public contract may be awarded only to a particular economic operator".

Where public bodies apply Regulation 14 (1)(a)(iii), it is incumbent upon the public authority to demonstrate that the test applies. This is often a judgement based on subjective evidence, and in order to test the assumptions made, the regulations allow for public bodies to publish a "Voluntary ex ante transparency notice". This is a public notice advising of the intention to award a contract without prior publication of a contract notice in the Official Journal of the EU. On publication, all suppliers within the EU are given the opportunity to challenge the rationale within 10 days of publication. The outcome of this exercise will either support the view of the public body or it will identify other suppliers that have an interest in the supply.

The Executive Leader confirmed that it was always intended that Fareham Borough Council would publish a Voluntary ex ante transparency notice after

the call-in period had expired. He confirmed that this process was now delayed due to the call-in notice, but could recommence, dependent on the decision of the Scrutiny Board.

The Executive Leader confirmed that whilst the budget had been set, the rationale is not necessarily to spend the entire available budget but to review the progress of the new techniques as the work continues.

The Executive Leader then answered questions put to him by members of the Scrutiny Board. At the request of the Chairman, questions were asked on each of the four reasons for the call-in in turn.

The Chief Executive Officer also answered questions for clarification put to him by the members of the Scrutiny Board.

The Executive Leader was thanked for his answers and was advised that he was no longer required at the meeting.

Members of the Scrutiny Board considered each of the call-in reasons in turn and debated whether or not they had been fully answered.

The Chairman confirmed that, having considered all the reasons given for the call-in, the Scrutiny Board now had to consider its options as set out in the report, that being either:

- (a) to accept the decision made by the Executive, in which case the decision could be implemented; or
- (b) to request that the Executive reconsider the decision, giving reasons for such a request.

A motion was proposed and seconded to request that the Executive reconsider its decision on the grounds that the reasons for the new approach had not been adequately proven.

Upon being put to the vote, the motion was declared NOT CARRIED (3 members voting for and 6 against).

A motion was then proposed and seconded to accept the decision made by the Executive and to allow the decision to be implemented which, when being put to the vote, was declared CARRIED (6 members voting for and 3 against).

It was AGREED that the Scrutiny Board accept the decision made by the Executive and allow the decision to be implemented to waive contract procedure rules and approve the appointment of Vanguard Consultancy to provide guidance, expertise and support in implementing a fundamental change to the way the Council delivers its services to customers.

8. SCRUTINY BOARD WORK PROGRAMME 2013/14

The Board considered a report by the Director of Finance and Resources on the Board's work programme for 2013/14.

It was AGREED that:-

- (a) the programme of items as set out in Appendix A to the report be noted;
and
- (b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

9. EXECUTIVE BUSINESS

The Chairman invited members to indicate if they wished to consider any other item of business dealt with by the Executive since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00pm
and ended at 9.39pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 4 July 2013

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

Councillors: Miss S M Bell, J V Bryant, Mrs M E Ellerton, J S Forrest,
N R Gregory, Miss T G Harper and P W Whittle, JP

Also

Present: Councillor L Keeble, Executive member for Streetscene (minute 6) and Councillor A Mandry (minute 8).



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 30 May 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION BY, AND QUESTIONING OF, THE EXECUTIVE MEMBER FOR STREETSCENE

The Board receive a presentation from the Executive member for Streetscene, Councillor L Keeble, on the performance of services within the Streetscene portfolio over the last year and on future plans. The presentation included an introduction to the services, details of the management structure, and information about each of the service areas: transport; refuse and recycling; grounds maintenance; street cleansing; and parks and open spaces. Copies of the presentation slides were distributed to those present.

The Executive member for Streetscene and the Director of Streetscene answered members' questions concerning the presentation.

It was AGREED that the Executive member for Streetscene be thanked for his presentation.

7. THE DISCLOSURE AND BARRING SYSTEM

The Board considered a report by the Director of Community on the Disclosure and Barring System (minute 8 of the meeting held on 21 March 2013 refers).

It was AGREED that the arrangements that are in place for the vetting and checking of elected members and/or a person concerned with delivering Council services or undertaking activity in connection with Council business be noted.

8. ANNUAL REPORT ON THE PERFORMANCE OF THE COMMUNITY SAFETY PARTNERSHIP

The Board considered a report by the Director of Regulatory and Democratic Services on the performance of Fareham Community Safety Partnership.

Members received a presentation from the Chairman of Fareham Community Safety Partnership, Councillor A Mandry, illustrating various aspects of the report. The presentation included slides showing the context in which the Fareham Community Safety Partnership works, details of the composition of the Community Safety Partnership, Fareham's Community Safety Team, details of the corporate priority, initiatives, key priority areas, the Police and Crime Commissioner, including a video, Community Safety Priorities, performance of the partnership, crime in Fareham, diversionary activities, CCTV, community engagement and risks and challenges.

The Chairman of Fareham Community Safety Partnership and the Community Safety Manager answered members' questions in connection with the presentation.

Copies of newsletters, promotional information and other printed information relating to community safety initiatives were made available to members at the conclusion of the meeting.

It was AGREED that the performance and progress made by Fareham's Community Safety Partnership and the risks and challenges it faces in the future be noted.

9. SCRUTINY BOARD WORK PROGRAMME 2013/14

The Board reviewed its work programme for 2013/14.

It was AGREED that:-

- (a) the unassigned item 'Question and answer session with Fareham Community Savers - The Credit Union' be deleted from the work programme and, instead, an item be included in the members' newsletter suggesting that it be the subject of an all member seminar prior to a meeting of the Council, subject to there being sufficient support for the proposed seminar;
- (b) an item be included on the work programme, for consideration in 2014/15, to enable the Board to review the implementation of the universal credit system and its impact on the residents of Fareham;
- (c) an item be included on the work programme, possibly for 21 November 2013, to enable the Board to consider the costs associated with the preparation work for the Welborne development;
- (d) subject to (a), (b) and (c) above, the programme of items as set out in Appendix A to the report be noted; and

- (e) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

10. EXECUTIVE BUSINESS

The Chairman invited members to indicate if they wished to consider any other item of business dealt with by the Executive, since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00 pm
and ended at 8.05 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Leisure and Community
Subject: **Leisure Strategy Review**
Report of: Director of Community
Strategy/Policy:

Corporate Objective: Leisure for Health & for Fun

Purpose:

This report contains a copy of the latest revised strategy document that reflects the changes and achievements that have occurred in 2012/13.

Executive summary:

The past year has seen a wide variety of high profile events and new community facilities provided for residents and visitors to the borough to enjoy. The 2013-2018 Leisure Strategy provides an overview of what influences the demand for, and provision of, leisure and cultural facilities and activities in the Borough of Fareham.

The previous version of the strategy was presented to the Executive on 16 July 2012. Since then there have been a number of changes and emerging issues which have impacted on the service. These are summarised in the report along with the main achievements over the last year.

A report containing the draft Leisure Strategy 2013 -18 was presented to the Leisure Policy Development & Review Panel on 24 July 2013. The Panel recommendation was that the Executive agree to adopt the revised Leisure Strategy.

The strategy document contained in Appendix A includes an action plan that sets out the programme for delivering activities and new leisure and cultural facilities over the next five years.

Recommendation:

That the Executive adopts the revised Leisure Strategy for 2013 to 2018, as set out in Appendix A.

Reason:

The Leisure Strategy sets out the vision and key priorities for the next five years and contains a series of actions that will be the focus for the Leisure and Community team.

Cost of proposal:

There are no costs associated with adopting the strategy but there are financial implications relating to the projects identified in the strategy action plan. Projects in the strategy that have financial implications will be the subject of a separate report to the Executive at the appropriate time.

Appendix A: Leisure Strategy 2013 - 2018

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Leisure Strategy Review

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. The Leisure Strategy sets out the vision and key priorities for the next five years and contains a series of actions that will be the focus for the Leisure and Community team.
2. The previous version of the strategy was presented to the Executive on 16 July 2012. Since then there have been a number of changes and emerging issues which have impacted on the service and these are summarised in the report along with the main achievements over the last year. A copy of the Leisure Strategy 2013 to 2018 is contained in Appendix A.

EMERGING ISSUES

3. The Diamond Jubilee and London 2012 Olympic celebrations ensured that 2012 was a memorable year. The events and activities organised to mark these occasions coincided with the culmination of the Council's sports development function. Funding for the post of Football Development Officer expired in September 2012 and the revenue budget to support this and the sports development activities were withdrawn as part of the efficiency savings programme.
4. A decision by the County Council to withdraw funding for community schools resulted in the management of Lockwood Community Centre being handed back to the Council from Brookfield School in April 2012. This resulted in an added financial pressure for the Council as the centre was operating at a budget shortfall in the region of £60k. A significant amount of work has been undertaken to establish a charitable body to take over the management of the facility. This arrangement has the potential to eradicate the revenue budget deficit and provide a sustainable operation for the future. However, no long term decisions can be made until the future of the Locks Heath Shopping Centre development is decided.

5. Preparation has begun on planning for the transfer of 33 hectares of land at Coldeast into the Council's ownership. This will involve plans to construct new community infrastructure including the possibility of a swimming pool. There are also large areas of woodland and parkland that need to be prepared and maintained for public access. The latter will be the responsibility of the Countryside Ranger Service who will need the requisite resources to ensure this process can be managed effectively.
6. Another significant project involves the renewal of the Fareham Leisure Centre management contract that expires in May 2015. Consideration is being given to the future management arrangements that include capital investment in the pool and changing areas as part of the new agreement.
7. The review of community buildings in the Fareham Town CAT area highlighted a strategic need for a community centre located in the town centre area. Work is now underway to evaluate potential sites in the town centre and establish the build costs to inform a master plan.
8. Hampshire County Council's reorganisation of youth provision has resulted in a lack of resources to deliver open access youth provision across the Borough. This has had a detrimental impact on both the management and the range of services provided in Council owned youth centres, particularly at Genesis and Xperience (in Trinity Street). The future management arrangements of these facilities will need to be considered to determine how best to meet the current demand for youth provision in Council owned buildings and other local facilities.
9. Hampshire County Council is currently in the process of reviewing both the Museum and Arts Service and the funding arrangements for Council for Voluntary Services, Community Action Fareham. These reviews are scheduled to conclude in 2013 but in both cases it is likely to impact on the way these services are delivered in the future.
10. The 2012 Indoor Sports Study and Playing Pitch Strategy considered the related need for provision in the new community at Welborne and the results have been included in the master planning work. In addition there is a requirement to identify opportunities to mitigate the impacts of the increase in population from the Welborne development on the Solent Special Protection Area. This will require identifying new green infrastructure and improvements in existing infrastructure to help mitigate the impact.
11. In May 2013 the Council implemented new arrangements for the Community Infrastructure Levy (CIL). This will largely replace the provision of section 106 agreements relating to new development. The Open Space Supplementary Planning Guidance has been very effective at collecting contributions for providing new and improved infrastructure for outdoor sport, play areas and open space. In future funding is likely to be much harder to come by as open space provision competes for funding with other infrastructure needs such as highways, health and education.

MAIN ACHIEVEMENTS

12. A brief summary of the main achievements for Leisure & Community services in 2012/13 are set out in the following section.

13. **Olympic Torch Relay** - On Sunday 15 July 1000,s of people descended on Fareham Town Centre to celebrate the arrival of the Olympic Torch. The event was the culmination of a series of events that took place across the Borough to celebrate the London 2012 Olympic Games.
14. **Queens Diamond Jubilee Celebrations** - Community events were organised over the spring bank holiday weekend to celebrate the Queens Diamond Jubilee. The events were held in the four parks that were awarded QE II Fields in Trust status and included the unveiling of a stone and plaque to mark the occasion.
15. **Portchester Community Centre** - The construction of a new £2m community centre to serve the residents of Portchester was completed in December 2012 and opened in January 2013. The old dilapidated community centre building has been demolished along with the old tennis courts and additional car parking is being created.
16. **Wicor Pavilion** - The construction of a new £700k 6 team changing room pavilion was completed in December 2012 ahead of schedule and was opened for use in January 2013. The facility was jointly funded by the Football Foundation in partnership with the Council and AFC Portchester.
17. **Lockwood Community Centre** - The management of the Lockwood Community Centre at Centre Way, Locks Heath, transferred from the Brookfield Community School to Fareham Borough Council on 1 April 2012. Six individuals from groups who use the Lockwood Community Centre have set up a charitable organisation with the aim of taking on the management of the facility. The group have developed a business plan that has been approved by the Executive and are in the final stages of agreeing the arrangements to take over the management of the building.
18. **Assets of Community Value** - Under the Localism Act 2011, voluntary and community organisations and parish councils can nominate an asset to be included in a 'list of assets of community value'. A new procedure for nominating such assets has been developed and published on the Council's website.
19. **Review of Community Buildings** - The review of Community Buildings is a corporate priority and the third phase of the process, the Fareham CAT area needs assessment and draft master plan, was completed in March 2012.
20. **Fareham Park Project** - Fareham Park has been identified as one of the most deprived areas of the Borough and nationally, as evidenced by national deprivation indices. Following the demise of the Local Strategic Partnership (LSP) in 2010, the Council adopted the project as a corporate priority with the aim of reducing deprivation and poverty in Fareham Park. A new steering group has been formed to lead the project and a Project Officer appointed on a 3 year contract. £17,500 "Have Your Say" funding has already been secured and has been distributed to projects nominated by residents of Fareham Park at a community fund day in July. These projects will directly benefit people living in the Fareham Park area.
21. **Indoor Sport Study & Playing Pitch Strategy** - These two key studies were completed in 2012 and will inform the future provision of sports pitches and indoor sports facilities in the Borough.

22. **Play Area Improvements** - New play areas were installed at Laurel Gardens and Locks Heath Park.
23. **Tennis Court Improvements** - Improvements to the court surface and fencing was undertaken at Locks Heath and Titchfield Tennis Courts.
24. **Matched Funding Grants** - The Council awarded matched funding grants to the following groups to provide new and improved sport and community facilities in the Borough; Titchfield Boxing Club £25,000, Fareham Bowls Club, £25,000, Sarisbury Community Centre £7,500, Salmiakki Indoor Sports Centre £21,500 and Portchester Community School All Weather Pitch £50,000.
25. **Bath Lane Pavillion** - Plans have been developed to refurbish the existing changing rooms at Bath Lane which include the provision of a new club house for Fareham & Crofton Cricket Club. The old dilapidated clubhouse will be demolished and a new grounds maintenance store provided.
26. **Community Action Fareham - SLA Review** - Review completed and reported to March Executive with decision to reduce funding by 4% and review again in 6 months when results of County Council review of Council for Voluntary Services funding have been finalised.
27. **Play Ranger Service** - The 3 year Play Ranger programme, funded by the Big Lottery, came to an end in August 2012. The service was very popular with children and young people across the borough, seeing record user figures for the service.
28. **Fareham Community Savers** - The Council has developed local access to the services of Hampshire credit union in partnership with First Wessex Housing Association and the Southern Co-operative, this is the first year of a three year initiative.
29. **Broadlaw Walk** - Support and guidance has been given to First Wessex and local Broadlaw Community Volunteers to assist with the development of the new Broadlaw Walk Community building and the sustainability of the project over the next three years.
30. **Safeguarding Policy** - The current policy has been revised and updated to take account of safeguarding arrangements and now includes provision for the welfare of vulnerable adults in addition to children and young people.
31. **Red Barn Allotments** – Refurbishment of building including a new pitch roof, new electrics and redecoration.
32. **Linden Lea** - Creation of Wildflower Meadow and successful Botanical Art event with local school children.
33. **South and South East in Bloom** - Gold Award in large Town/City Category, also Gold Awards for other Parks including Westbury Manor Garden, Sensory Garden, Holly Hill and Warsash Common plus Green Flag Awards for Holly Hill and Sensory Garden.
34. **Roman Grove Cemetery** - New entrance gates, pillars and walls.

35. **Parks and Countryside Events** - Successful programme of events organised across the Borough.

RISK ASSESSMENT

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

CONCLUSION

37. The past year has seen a wide variety of high profile events and new community facilities provided for residents and visitors to the borough to enjoy. The 2013-2018 Leisure Strategy provides an overview of what influences the demand for, and provision of, leisure and cultural facilities and activities in the Borough of Fareham.
38. The strategy document contained in Appendix A includes an action plan that sets out the programme for delivering activities and new leisure and cultural facilities over the next five years.

Reference Papers:

Leisure & Community Policy Development & Review Panel – 24 July 2013 - Leisure Strategy Review

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**Fareham Borough Council's
Leisure Strategy
2013-18**

Leisure Opportunities for Health & for Fun

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Introduction

Leisure activities are an important part of people's lives, providing opportunities for personal fulfilment and a healthy lifestyle, while promoting family cohesion and community identity. They are important to the quality of life in the Borough of Fareham and make a significant contribution to the Council's vision; "Fareham, a prosperous, safe and attractive place to live and work".

A high quality natural and built environment with a good range of facilities helps raise the profile of the Borough to residents and visitors alike which also helps to promote local identity. The Leisure Strategy sets out the Council's commitment to address the needs of people who live and work in the Borough and to facilitate the contribution of private, public and voluntary providers of leisure and cultural activities. It also recognises that leisure and cultural opportunities cross local authority boundaries, reflecting the range of opportunities available in the sub region.

Through this strategy, Fareham Borough Council will facilitate community involvement in the development of leisure and cultural initiatives and projects that will secure high quality facilities for local people. This will involve innovative methods of service delivery, maximising funding opportunities and partnership working.

The aim being that the Borough of Fareham will continue to be a place where people enjoy their local environment and have an opportunity to participate in a range of quality leisure and cultural opportunities.

Councillor Mrs Connie Hockley
Executive Member for Leisure & Community

What's it like in Fareham?

The Borough of Fareham

Fareham is located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton. The population of 111,500 is expected to grow by 5.4 per cent over the next 20 years with a growing number in the population aged 45 or more. Black and minority ethnic groups make up a small proportion of the population in comparison to the rest of the south east region. A new development of up to 6,000 homes, commercial buildings and community facilities is planned to start in 2016 in an area to the north of Fareham known as Welborne.

Within Fareham's boundaries there are six nationally important sites of special scientific interest, 92 sites of importance for nature conservation and four nature reserves. The Borough has many historic buildings, 13 conservation areas, nearly 600 listed buildings plus seven historic parks and gardens of regional or local importance. Residents have said consistently in national and local surveys that they are satisfied with the local area as a place to live.

Fareham is a thriving business area with low unemployment. The proportion of Fareham's working age population that are in work is higher than both the regional and national rates and the average annual salary for a full time worker living in Fareham is significantly higher than national average earnings.

Fareham is a safe and healthy place compared to many other parts of the country. The total number of recorded crimes in Fareham has been falling in recent years. Based upon the number of crimes recorded, Fareham's Community Safety Partnership is the second best performing partnership in Hampshire and is in the top quartile when compared to other similar authorities.

The health of people living in Fareham is generally good when compared to other areas. Life expectancy is higher than the national average for men and women and over the last 10 years, the rate of death from all causes, and early death rates from cancer and from heart disease and stroke, has all fallen and remain lower than the national average. Deprivation levels across the borough are generally very low. However, there are pockets of deprivation where unemployment is much higher and educational achievement is much lower when compared to other parts of the Borough.

What is the Context of the Strategy?

Corporate Strategy 2011-2017

The corporate strategy takes account of government priorities and the Council's ongoing commitment to maintain and improve its services with limited and reducing resources. The strategy includes a reduced number of priorities to provide a clear focus on the most important issues that need to be addressed by the Council over the next six years.

Vision

Fareham is a prosperous, safe and attractive place to live and work. This has not happened by accident but by careful management and constant attention to our environment and the needs of our communities. Our vision for Fareham's future is based upon the assumption that residents want to preserve all that is good about Fareham, whilst increasing prosperity and making it an even more inclusive and attractive place to live and work.

Values

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

- Listening and being responsive to our customers;
- Recognising and protecting the identity of existing settlements;
- Enhancing prosperity and conserving all that is good;
- Being efficient and effective and providing value for money;
- Leading our communities and achieving beneficial change.

The corporate priorities and their associated priorities for improvement that relate to the Leisure Strategy include the following:

To provide a reasonable range of **leisure opportunities for health and fun** so that residents and visitors of all ages can socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.

Our priorities for improvement are:

- Provide community facilities at the Coldeast site to provide a swimming pool, cemetery, allotments, parkland and sports pitches.
- Implement findings of our review of community centres and sports pavilions and modernise buildings as appropriate.
- Develop new and improved parks, play area and sports facilities using developer contributions and external funding.

To build **strong and inclusive communities** by providing strategic leadership to help bring together key partners and encourage them to improve services and provide opportunities for residents of the borough. We will also give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy and affordable access to information and services provided by the Council.

Our priorities for improvement are:

- Providing support to the community through initiatives such as in the Fareham Park Project.

Resources

Whilst the possibilities for providing leisure opportunities and for achieving positive outcomes for individuals and communities are limitless, the resources available for services are not. The impact of this strategy seeks to maximise the impact of modest resources available to the Council by prioritising effort and striving for increased efficiency. The focus will be to deliver improvements by identifying opportunities for savings, reallocation of budgets, bidding for funding from external sources and exploring ways of achieving better value for money within available resources. The strategy acknowledges the limited resources available to the Council for the provision of leisure and cultural services. In addition the unprecedented need to deliver efficiency savings may impact on the ability to fully implement the action plan

Partnerships

The Council seeks to maximise the impact of its limited resources by working in partnership with others wherever possible. The Council works in partnership with voluntary, statutory and commercial organisations as well as relevant government agencies to maximise the effectiveness of its work.

Non Priorities

There will always be more opportunities and possibilities for providing leisure and cultural services than there are resources available. The Council is therefore clear about what it does not consider to be a priority. The non priorities are identified in part by taking into account existing provision in the Borough which is offered by other commercial, voluntary and statutory organisations.

Currently these non priorities include promotion of Fareham as a tourist destination, other than Fareham Shopping Centre, and promotion of the arts, other than the activities that take place at Ferneham Hall. The Council does not deny the value of these activities but does not plan to commit resources to delivering them directly.

Equality & Diversity

The aim is to make leisure and cultural activities within the Borough as accessible and inclusive as practically possible for everyone irrespective of age, gender, ethnic origin, financial situation or mobility. Access is meant not only in the physical sense but also in terms of removing barriers such as cost, transport difficulties and the factor of not even knowing what facilities are available.

What else influences the strategy?

Local Influences

Fareham Sustainable Community Strategy 2010-2020 - The Council's vision for the Strategy is to make life better for the people of the Borough by working together as partners and with local communities to achieve improvements in economic, social and environmental wellbeing that would not otherwise happen. One key objective is to encourage the provision of affordable, accessible leisure and community facilities which will meet local needs. The priorities for health and well-being are to increase physical activity across all age groups and to reduce levels of obesity.

Fareham Local Development Framework (LDF) – Core Strategy 2011 - The Core Strategy is a key part of the Fareham LDF and will help to deliver the spatial elements of Fareham's Sustainable Community Strategy. The LDF is not a single plan but a suite of documents which will be reviewed regularly to ensure they remain current.

Green Spaces Study This is an evidence study produced to inform the LDF. It describes the quantity and quality of open spaces in the Borough, including parks and amenity open space, young persons' provision (including both children's play areas and youth related provision) and 'accessible natural green spaces' such as woodlands and natural grasslands.

Fareham Indoor Sports Facilities Assessment 2012 - This factual report provides a quantitative and qualitative audit based assessment of indoor sports facilities. It is consistent with the National Planning Policy Framework in that it is a robust, up-to-date assessment of the needs for indoor sports facilities and opportunities for new provision. Specific deficiencies and surpluses are identified to inform what provision is required.

Fareham Playing Pitch Study 2012 - This strategy covers the period 2012 -2026 and feeds into the Local Development Framework (LDF). The LDF sets out the spatial strategy, policies and proposals, which will guide the future development and use of land in the Borough of Fareham. The study includes the following:

- An audit of the current levels of provision for outdoor sports, including Synthetic Turf Pitches (STPs), in Fareham across all sectors.
- The current demand from clubs and teams for the following sports; Football, Cricket, Tennis, Bowls, Rugby Union, Hockey, Artificial Turf Pitches (all sports)
- The future demand (for the period 2015 - 2026 for both junior and adult participation.
- An assessment of supply and demand by Fareham Borough Councils Community Action Teams (CATS) areas.

Regional Influences

Sport Hampshire & IOW Strategy 2010-2013 - The vision for Sport Hampshire & IOW County Sports Partnership is to inspire more people to be more active, more often. The strategy has four strategic aims:

- To inspire and sustain greater participation in physical activity and sport, enabling all to fulfil their potential.
- To support activity at all levels through the development of a quality workforce; coaches, instructors, leaders, volunteers, officials and administrators.
- To plan strategically and provide a range of high quality, active environments and appropriate facilities supporting introductory activities, participation and performance sport.
- To implement a strategic, coordinated approach to marketing and communications, enabling information to be communicated more effectively.

Hampshire's Children and Young People's Plan 2009-2012 - The Children and Young People's Plan (CYPP) is the key strategic plan for Hampshire's Children's Trust, establishing priorities for the delivery of services to children, young people and families. The vision of the plan is to make Hampshire a better place for children and young people where all of them have the best possible start in life and are supported by the whole community. In order to achieve this vision there are six priorities for Hampshire:

- Reducing the incidence and impact of poverty on the achievement and life chances of children and young people.
- Securing children and young people's physical, spiritual, social, emotional and mental health, promoting healthy lifestyles and reducing inequalities.
- Providing opportunities to learn that raise children and young people's aspirations, encourage excellence and enable them to enjoy and achieve beyond their expectations.
- Ensuring that children and young people are safe and feel safe, enabling them to build resilience and personal confidence.
- Providing vocational, leisure and recreational activities that provide opportunities for children and young people to experience success and make a positive contribution.
- Removing barriers to access, participation and achievement and not tolerating discrimination and abuse.

National Influences

Sport England: A Sporting Habit for Life (2012-2017) - In 2017, five years after the Olympic Games, Sport England wants to have transformed sport in England so that it is a habit for life for more people and a regular choice for the majority. The strategy will:

- See more people taking on and keeping a sporting habit for life.
- Create more opportunities for young people.
- Nurture and develop talent.
- Provide the right facilities in the right places.
- Support local authorities and unlock local funding.
- Ensure real opportunities for communities.

Sport England Strategy (2011/12 – 2014/15) - The vision is for England to be a world leading sporting nation where many more people choose to play sport. There are five strategic themes including:

- Maximise value from current National Governing Body (NGB) investment.
- Places, People, Play.
- Strategic direction and market intelligence.
- Set criteria & support system for NGB 2013-17 investments.
- Market development.

What's happening in Fareham?

How healthy is Fareham?

The latest health profiles for Fareham were published in 2012. The following provides a summary of the key facts:

- The health of people in Fareham is generally better than the England average.
- Deprivation is lower than average, however about 1,900 children live in poverty.
- Life expectancy for both men and women is higher than the England average.
- Life expectancy is 5.3 years lower for men in the most deprived areas of Fareham than in the least deprived areas.
- Over the last 10 years, all cause mortality rates have fallen.
- Early death rates from cancer and from heart disease and stroke have fallen and are better than the England average.
- About 15.7% of Year 6 children are classified as obese, lower than the average for England.
- Levels of teenage pregnancy and breast feeding initiation are better than the England average.
- The estimated level of adult smoking is better than the England average.
- Rates of sexually transmitted infections, road injuries and deaths, smoking related deaths and hospital stays for alcohol related harm are better than the England average.
- The incidence of malignant melanoma is higher than average.
- Priorities in Fareham include alcohol disease and cancer, alcohol and healthy ageing.

Source: Department of Health. © Crown Copyright 2012

How active is Fareham?

- 22.6% of adults in Fareham regularly take part in sport and active recreation compared to the national average of 21.8%.
- 44.7% of adults do no sport or active recreation at all.
- 57.8% of adults say they want to start playing sport or do a bit more.
- 27% are members of sports clubs, compared to 23.3% nationally.
- The most popular sports in Fareham for adults are: swimming, gym, cycling, athletics and football.

Source: Sport England Active People survey (APS)

How satisfied are Fareham residents?

The most recent resident's survey was carried out in 2011 and indicated the following levels of satisfaction:

- 84.8% were satisfied with the children's play areas in the Borough;
- 87% were satisfied with the Borough's community centres;
- 80.4% were satisfied with their local sports facilities including pitches, tennis courts and bowling green's;
- 94.3% of people were happy with Fareham Leisure Centre; and
- 95.1% of respondents were either very or fairly happy with Ferneham Hall, 6% more than in 2009.

Has Fareham got adequate sports facilities?

The Sport England Facilities Planning Model (FPM) indicates that there are 12 sports halls in the borough which equates to approximately 4 courts per 10,000 people. This is equal to county, regional and national levels.

When comparing to neighbouring areas, Fareham is in the middle. Gosport and Portsmouth only have 2 and 3.5 courts respectively per 10,000 people. However, Eastleigh and Winchester have 4.5 and 5 courts respectively per 10,000 people.

The Sport England FPM for swimming pools indicates there is only one pool site in Fareham which contains two pools, Fareham Leisure Centre. Fareham does not compare favourably to national, regional, county or neighbouring area figures regarding waterspace per 10,000 people. Fareham has 3.8 sq metre of water per 1000 population. This compares to 11.8 sq metre per 1000 in Hampshire, 13.8 in the South East and 12.6 in England as a whole.

Fareham also has the lowest amount of waterspace per 1000 compared to neighbouring areas Winchester (16.6), Gosport (9.7), Eastleigh (9.5) and Portsmouth (13.7). The audit excludes facilities that are deemed to be either for private use, too small or there is a lack of information, particularly relating to hours of use.

The Sport England FPM for Artificial Grass Pitches (AGP) indicates there are 3 public facilities in the Borough located at The Henry Court Community College, Warsash Wasps Football Club and Portchester Community School.

What does the Council aim to achieve?

Vision

Access to good quality leisure opportunities that let residents, visitors and people who work in the Borough enjoy the local environment, pursue recreational interests, keep healthy and participate in community events.

Overarching Strategic Objectives

There are key overarching strategic principles, which relate to every element of the strategy, these are set out at the very start of this document as follows:-

- Where feasible, to ensure that all leisure provision in the Borough is of a high standard.
- To work in partnership with voluntary, statutory and commercial agencies to provide new and improved leisure opportunities.
- To focus resources on priority improvements, particularly those identified in consultation with local residents and in areas where this is a deficiency in provision.
- To seek to reduce barriers to participation e.g. access, transportation, price, lack of awareness etc.
- To empower local community and voluntary groups and clubs to meet their own identified needs.

Scope of the Strategy

The Leisure Strategy is structured around the following core elements:

- Parks and open spaces
- Foreshore
- Sport and recreation
- Culture and heritage
- Community development
- Children's play and activities for young people

Parks & Open Spaces

The total area of open space in the Borough is c. 318 hectares. This includes a variety of landscapes including the coastal areas, countryside, woodlands, recreation grounds, nature reserves, informal open space in urban areas, local parks, verges and roundabouts, equipped play areas, churchyards, cemeteries and allotments. Fareham Borough also contains 4 nature reserves, Titchfield Haven, Hook-with-Warsash, Kites Croft and Swanwick. In recent years, both Holly Hill Woodland Park and Warsash Common have obtained National Nature Reserve (NNR) status.

There are eight cemeteries and a number of churchyards that are the responsibility of the Council together with the provision of a sympathetic and efficient burial service. Although there is sufficient burial space in the Borough, the residents in Western Wards have limited choice as Holly Hill Cemetery is full. Opportunities for a new cemetery are being investigated as part of the re-development of the former Coldeast Hospital site.

Fareham has a very dedicated volunteer base and many areas of work would not be possible without them. Fareham in Bloom Volunteers work extensively in administering the Council's own 'In Bloom' competition, assisting with events and the Council's entry to South and South East in Bloom. There are also considerable contributions made by the 'Friends of Holly Hill' and other conservation groups in Fareham who undertake works in parks such as Holly Hill Woodland Park and Warsash Common. Work by volunteers has contributed to the successful achievement in obtaining Green Flag Awards in two of the Council's parks.

Due to the high demand for allotments within the Borough there are limited plots available. The provision of allotments is the only statutory Council leisure related activity. An Allotment Strategy has been developed with the aim of identifying opportunities to increase the current provision in order to meet demand; this includes identifying areas where additional allotments could be accommodated if funding was available.

Parks & Open Spaces Strategic Objectives

- Protect and enhance areas of green and open space in the Borough which are of “special biodiversity interest”.
- Ensure that the planning policy of the Council seeks to protect and enhance areas of green and open space.
- Maintain and enhance the diverse range of open space throughout the Borough to meet the needs of the local community.
- Employ and promote sustainable management practices in the maintenance and development of Council owned open space.
- Seek solutions to address the shortfalls in accessible green space, as identified in the Green Spaces Study, in particular opportunities in the Welborne development.

- Encourage local community volunteer involvement in the management of foreshore, countryside and woodlands.
- Seek opportunities to address the shortfall in allotment provision.
- Increase cemetery provision in the West of the Borough.

Foreshore

The coastline within the Borough falls into four areas comprising the northern shores of Portsmouth Harbour, including Fareham Lake and the lower Wallington River; the Hill Head seafront; the largely undeveloped coast between Meon Shore and Hook; and the eastern bank of the lower and upper River Hamble. Much of the shoreline is of International Nature Conservation importance and is subject to special controls.

Traditional activities that take place on the foreshore include walking, swimming and boating with angling and seafood gathering also popular. Water sports such as wind and kite surfing and jet skiing are increasing in popularity and the foreshore around Hill Head attracts kite surfers in numbers when the conditions are favourable.

Foreshore Strategic Objectives

- Protect and where possible enhance the areas of the foreshore in the Borough which are of “special biodiversity interest”.
- Maintain the natural environment along the foreshore for the enjoyment of residents and visitors to the Borough.
- Where practical promote self supervision of recreational activities taking place on the foreshore and avoid over regulation.
- Ensure that the planning policy of the Council seeks to protect areas of the foreshore.

Sport & Recreation

Fareham has a substantial number of opportunities available for recreation and sport. A range of providers, including the Borough Council, County Council, Schools, Sports Clubs, Community Organisations, Social Clubs and the private sector. They provide a wide of facilities including football pitches, cricket wickets, rugby pitches, tennis courts, bowling greens and artificial grass pitches.

Fareham Leisure Centre is the key strategic site for sport and recreation in the Borough. The facility received a major £1.4m capital investment to improve the facilities in 2006 after the management of the centre was transferred to Sport & Leisure Management Ltd. A further investment was made in 2010 with the operator's installing £220k of new fitness equipment and a new indoor cycling and dance studio was installed in 2011.

A review of the Playing Pitch Assessment & Strategy was completed in 2012. The study considered the current quantitative and qualitative provision for each catchment area for outdoor sports and estimated future demand for 2015 and 2026 for the whole Borough.

It concluded overall there was generally adequate provision for most of the main outdoor sports with the exception of junior football pitches and cricket pitches. Other needs identified include, a full size artificial pitch, outdoor floodlit netball, MUGA located in each CAT area.

The open spaces improvement programme details seek to address shortfalls and increase standards in outdoor sports facilities and play provision in the Borough over the next five years by utilising the £3m in developer contributions.

Hampshire County Council's Local Transport Plan sets out a broad approach towards the promotion and encouragement of cycling within the County. The Fareham Borough Cycling Strategy is currently being updated and will reflect both the County and National Cycling Strategy Objectives.

Sport & Recreation Strategic Objectives

- Provide a new swimming pool for the western wards.
- Develop partnerships with sports clubs and organisations that provide opportunities for local management arrangements that improve the quality of provision.
- Encourage participation in sport and physical activity.
- Pursue external funding opportunities that improve the quantity and quality of sport and recreation facilities in the Borough.
- Promote opportunities for establishing new and improved sport and recreation facilities in the Welborne Development.
- Provide a full size artificial grass pitch in the Borough
- Work in partnership with the County Council to provide new cycle routes with the aim of encouraging people to undertake leisure cycling to promote fitness and improved health.
- Implement the programme of new and improved sports facilities utilising developer contributions and external funding.

Culture & Heritage

Culture and heritage covers a diverse range of entertainment and artistic pursuits. The three main venues in the Borough for culture provided by local authorities are:

- Ferneham Hall owned and managed by Fareham Borough Council.
- Ashcroft Arts Centre managed by Hampshire County Council.
- Westbury Manor Museum provided jointly by Fareham Borough Council and Hampshire County Council

Ferneham Hall is a 732 seater multi-purpose arts and entertainments venue offering a varied programme of concerts, shows, an annual family pantomime and light entertainment.

The Ashcroft Arts Centre offers the opportunity for the local community to get involved in arts activities and includes a small exhibition gallery and space for performances that would not normally be shown at Ferneham Hall.

Westbury Manor Museum includes a display of local history and also hosts touring exhibitions. The Westbury Manor also hosts the Fareham Tourist information Centre.

Hampshire County Council are currently undertaking a strategic review of the museum and arts service as a result of changes to central funding arrangements for museums and pressures on local government finances. The outcome is likely to have a significant impact on the provision of the service in the future.

The Borough contains a number of ancient monuments, e.g. Portchester Castle and retains strong naval traditions. There are a number of other venues of cultural interest in the Borough including Bursledon Brickwork's Museum and Conservation Centre and Titchfield Abbey, which plays host to a number of events each year.

It should also be noted that Fareham lies in a sub region rich in arts, with high profile areas for major facilities (Portsmouth, Southampton), major cultural events (Chichester, Winchester, Salisbury) and entertainment (Bournemouth, Poole). Local authority boundaries have little relationship to cultural, heritage and entertainment needs.

Culture & Heritage Strategic Objectives

- Provide the opportunity for people to explore the history of the local area.
- Improve the programme, whilst reducing the costs of Ferneham Hall

Community Development

The Council provides and maintains 37 community buildings. These include community halls, youth centres and scout buildings that are managed by local groups and Community Associations. In the main this is an ageing building stock that requires ongoing investment to bring up to modern standards. The Council has identified the review of community buildings as a corporate high priority. Reviews have been completed in the Portchester, Crofton and Fareham Town CAT areas and work is currently underway on the Titchfield CAT area.

A new £2m community centre building was opened in Portchester in January 2013.

In 2011 Hampshire County Council made the decision to withdraw grant funding for the four Community Schools in the Borough. The withdrawal of funding resulted in the termination of community schools agreements that was intended to support the schools in developing their programmes to offer wider community use of their facilities. One of the consequences of the termination is the management of the Lockwood Community Centre reverted back to the Council.

Service Level Agreements with grant funding from the Council are in place with Citizens Advice Bureau, Community Action Fareham and Relate for provision of services to the local community.

In 2008, Fareham Park was identified by the Local Strategic Partnership (LSP) as an area of the Borough requiring help and support. Following the demise of the LSP in 2010, the Council adopted the project as a corporate priority with the aim of providing multi agency support for the community in Fareham Park.

Community Development Strategic Objectives

- Review the use of community centres, youth centres and sports pavilions; rationalise provision and then modernise the buildings as appropriate.
- Provide multi agency support to the community in the Fareham Park area.
- Work in partnership with voluntary organisations and statutory agencies to address the emerging community development needs in the Borough of Fareham.
- Provide grant aid for local community projects via the Community Fund and Matched Funding grants programme.

Children & Young Persons Play

Fareham has approximately 45 play areas and five skate/MUGA sites which are inspected and maintained by the Council's Streetscene Team. These facilities provide play opportunities for a wide age range of children and young people across the borough although there is deficiency in some areas. Developer contributions are allocated to upgrade and provide new play areas. Additional play areas will also be provided as with site development schemes.

Following the success of the Play Ranger service that ceased in 2012 when the funding expired, the Council has been successful in obtaining some additional funding which will provide a limited service during the 2013 school summer holidays.

The Corporate safeguarding policy was revised in 2012 and updated to take account of safeguarding arrangements for vulnerable adults.

Children and Young Persons Play Strategic Objectives

- Establish new play areas funded with developer's contributions as opportunities arise.
- Implement the Council's corporate Safeguarding policy and increase the level of awareness for staff, elected members and groups and organisations working with the Council.

How is the service financed?

Revenue Budget

The table below illustrates the net budget for each of the relevant leisure and cultural service areas.

	Revised Estimate 2012/13 £000s	Base Estimate 2013/14 £000s
GRANTS & CONTRIBUTIONS	287,400	318,300
LEISURE PARTNERSHIP	58,000	100
FERNEHAM HALL	433,100	390,800
ALLOTMENTS	25,000	27,800
FAREHAM LEISURE CENTRE	281,000	285,900
COMMUNITY DEVELOPMENT	135,900	107,900
COMMUNITY CENTRES	330,500	342,200
TOURIST INFORMATION CENTRE	55,100	51,000
WESTBURY MANOR MUSEUM	103,200	104,000
CEMETERIES & CLOSED CHURCHYRDS	251,200	221,000
COUNTRYSIDE REC & MANAGEMENT	137,900	135,300
OUTDOOR SPORT & RECREATION	361,300	367,400
COMMUNITY PARKS & OPEN SPACES	930,500	913,500
MEALS ON WHEELS	8,400	4,400
FORESHORE	19,000	19,600
NET EXPENDITURE	3,417,600	3,289,200

Capital Budget

The table below illustrates the profiled Council committed capital expenditure for leisure & cultural related services that fall within the remit of the Community Portfolio.

Year	Amount £000s
2012/13	3,171
2013/14	1,610
2014/15	1,644
2015/16	286
2016/17	425
Total	7,136

Section 106 Developer Contributions

Fareham Borough Council has been collecting developer contributions for the provision of open space since the 1980s. The method for collecting contributions is set out in the Council's Supplementary Planning Guidance (SPG) for Open Space.

In October 2010 the Executive agreed to combine allocations of contributions into two open space types as opposed to five and allocating the different types of contributions into the respective five Community Action Team (CAT) areas.

There is £3.9m allocated to play space and other recreational space and outdoor sports facilities which is part of the Open Spaces Improvement programme funded from developer contributions.

The Open Spaces Improvement programme is reported to the Executive annually and confirms projects completed and how the balance once funding is allocated for new projects in the programme.

In May 2013 the Council introduced the Community Infrastructure Levy (CIL) that will largely replace Section 106 Contributions. This effectively means that the Council will no longer collect developer contributions specifically for the provision of open space.

What were the main achievements in 2012/13?

The following provides a list of the achievements of Fareham Borough Council in support of the corporate objective, Leisure for Health & for Fun, in 2012/13.

- **Olympic Torch Relay** - On Sunday 15 July 1000,s of people descended on Fareham Town Centre to celebrate the arrival of the Olympic Torch. The event was the culmination of a series of events that took place across the Borough to celebrate the London 2012 Olympic Games.
- **Queens Diamond Jubilee Celebrations** - Community events were organised over the spring bank holiday weekend to celebrate the Queens Diamond Jubilee. The events were held in the four parks that were awarded QE II Fields in Trust status and included the unveiling of a stone and plaque to mark the occasion.
- **Portchester Community Centre** - The construction of a new £2m community centre to serve the residents of Portchester was completed in December 2012 and opened in January 2013. The old dilapidated community centre building has been demolished along with the old tennis courts and additional car parking is being created.
- **Wicor Pavilion** - The construction of a new £700k 6 team changing room pavilion was completed in December 2012 ahead of schedule and was opened for use in the first week of January 2013. The facility was jointly funded by the Football Foundation in partnership with the Council and AFC Portchester.
- **Lockwood Community Centre** - The management of the Lockwood Community Centre at Centre Way, Locks Heath, transferred from the Brookfield Community School to Fareham Borough Council on 1 April 2012. Six individuals from groups who use the Lockwood Community Centre set up a charitable organisation with the aim of taking on the management of the facility. The group have developed a business plan that has been approved by the Executive and are in the final stages of agreeing the arrangements to take over the management of the building.
- **Assets of Community Value** - Under the Localism Act 2011, voluntary and community organisations and parish councils can nominate an asset to be included in a 'list of assets of community value'. A new procedure for nominating such assets has been developed and published on the Council's website.
- **Review of Community Buildings** - The review of community buildings is a corporate priority and the third phase of the process, the Fareham CAT area needs assessment and draft master plan was completed in March 2012.

- **Fareham Park Project** - Fareham Park has been identified as an area of the Borough requiring help and support. Following the demise of the LSP in 2010, the Council adopted the project as a corporate priority with the aim of providing support to the local community in Fareham Park. A new steering group has been formed to lead the project and a Project Officer appointed on a 3 year contract. £17,500 "Have Your Say" funding has already been secured and work is currently being undertaken to organise community event to determine how this money will be allocated.
- **Indoor Sport Study & Playing Pitch Strategy** - These two key studies were completed in 2012 and will inform the future provision of sports pitches and indoor sports facilities in the Borough.
- **Play Area Improvements** - New play areas were installed at Laurel Gardens and Locks Heath Park.
- **Tennis Court Improvements** - Improvements to the court surface and fencing was undertaken at Locks Heath and Titchfield Tennis Courts.
- **Matched Funding Grants** - The Council awarded matched funding grants to the following groups to provide new and improved sport and community facilities in the Borough; Titchfield Boxing Club £25,000, Fareham Bowls Club, £25,000, Sarisbury Community Centre £7,500, Salmiakki Indoor Sports Centre £21,500 and Portchester Community School All Weather Pitch £50,000.
- **Bath Lane Pavilion** - Plans have been developed to refurbish the existing changing rooms at Bath Lane which include the provision of a new club house for Fareham & Crofton Cricket Club. The old dilapidated clubhouse will be demolished and a new grounds maintenance store provided.
- **Community Action Fareham - SLA Review** - Review completed and reported to March Executive with decision to reduce funding by 4% and review again in 6 months when results of HCC CVS review have been finalised.
- **Play Ranger Service** - The 3 year Play Ranger programme, funded by the Big Lottery, came to an end in August 2012. The service was very popular with children and young people across the borough.
- **Fareham Community Savers** - The Council has developed a new credit union in partnership with First Wessex Housing Association and the Southern Co-operative.
- **Broadlaw Walk** - Support and guidance has been given to First Wessex Housing Association and the Community Volunteers to assist with the development of the new Broadlaw Walk Community building.
- **Safeguarding Policy** - The current policy has been revised and updated to take account of safeguarding arrangements for vulnerable adults.

- **Red Barn Allotments** – Refurbishment of building including a new pitch roof, new electrics and redecoration.
- **Linden Lea** - Creation of Wildflower Meadow and successful Botanical Art event with local school children.
- **South and South East in Bloom** - Gold Award in large Town/City Category, also Gold Awards for other Parks including Westbury Manor Garden, Sensory Garden, Holly Hill and Warsash Common plus Green Flag Awards for Holly Hill and Sensory Garden.
- **Roman Grove Cemetery** - New entrance gates, pillars and walls.
- **Parks and Countryside Events** - Successful programme of events organised across the Borough.

What is the plan of action for 2013 and beyond?

The following provides a summary of the key actions emerging from the strategy that will form the work programme for the Leisure & Community team.

Category	Action/Improvement	Target
Children & Young Persons Play	Provide a targeted Play Ranger Service for 11 weeks of the school holidays in 10 locations across the borough.	July 2013
Parks & Open Spaces	Complete feasibility study for provision of community facilities at the Coldeast site to include a new swimming pool, cemetery, allotments, parkland, play area, community pavilion and sports pitches.	Sept 2013
Community Development	Agree new Service Level Agreement with Community Action Fareham, taking account of new funding arrangements resulting from HCC review of funding for Councils for Voluntary Services.	Sept 2013
Culture & Heritage	Implement the new management arrangements arising from HCC Strategic Review of Museum and Arts Service.	Sept 2013
Parks & Open Spaces	Introduction of bees on Allotment sites (Allotment Rd Allotments as a trial)	Sept 2013
Sports & Recreation	Complete the installation of a new cricket square at Bath Lane Recreation Ground.	Nov 2013
Sports & Recreation	Establish future arrangements for the management of Fareham Leisure Centre when the current contract expires in May 2015.	Dec 2013
Community Development	Complete community buildings needs assessment and master plan for community buildings in the Titchfield Community Action Team area.	Dec 2013
Parks & Open Spaces	Wickham Road Cemetery - Extensive repairs/rebuilding of walls and pillars	Dec 2013
Parks & Open Spaces	Play area improvements at Swanwick Lane/ Sarisbury Green play areas.	Dec 2013
Parks & Open Spaces	Play area improvements at Abshot Road.	March 2014
Parks & Open Spaces	Landscape improvements at Portchester Park	March 2014
Sports & Recreation	Complete improvement works to Salterns promenade and provision of a cycleway on the land ward side of sea wall.	May 2014
Parks & Open Spaces	Introduction of new wild flower meadows on the QE11 sites as part of the WW1 & D Day celebrations (subject to approval of funding)	June 2014
Sports & Recreation	Finalise the draft master plan to deliver the improvements identified in the vision for Park	July 2014

	Lane Recreation Ground.	
Sports & Recreation	Complete the installation of land drainage system at Burrige Recreation Ground.	Sept 2014
Sports & Recreation	Refurbishment of the cricket pavilion at Bath Lane Recreation Ground and demolition of dilapidated clubhouse in partnership with Fareham & Crofton Cricket Club.	Jan 2015
Community Development	Implement actions arising from the Fareham Park Project.	March 2015
Children & Young Persons Play	Implement programme of new and improved parks, play area and sports facilities using developer contributions and external funding as identified in Open Spaces Improvement Programme.	March 2015
Parks & Open Spaces	Implement proposals to provide new allotment provision on the Coldeast site in Sarisbury and Daedalus in Stubbington/Hill Head	Sept 2017

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Leisure and Community
Subject:	Review of Tourist Information Centre
Report of:	Director of Community
Strategy/Policy:	Community
Corporate Objective:	Leisure For Health and For Fun

Purpose:

This report reviews the current arrangements for the management of the Fareham Tourist Information Centre and considers future arrangements for the service.

Executive summary:

A Tourist Information Centre (TIC) has been provided in Fareham at Westbury Manor since 1984 and the present facility is operated by a group of dedicated staff who provide a high quality service.

An agreement is in place between Fareham Borough Council and Tourism South East (TSE) to operate the Fareham TIC. In 2013/14 the Council will pay £36,000 for the provision of the service.

The promotion of Fareham Borough as a tourist destination is not a corporate priority and in the 2009 Residents Survey, residents indicated that the provision of a Tourist Information Centre was a low priority.

The need to identify efficiency savings in recent years, in order to set a balanced budget, has resulted in reductions in the payment that the Council makes to TSE. In 2012/13 a 16% reduction was implemented and the Government 2013 Comprehensive Spending Review requires the Council to deliver further efficiency savings.

Opportunities to reduce the cost of the service have been discussed with TSE including the potential to utilise volunteers to assist with operating the service. However, at present the opportunities explored are either not viable or do not achieve a reduction in the current operational costs.

TSE have implemented arrangements to continue operating the service in the short term. However, the discussions with TSE have concluded that any further budget reduction could only be achieved by reducing opening hours and this would mean that it would be difficult to operate a viable service.

Recommendation:

- (a) Implement a 15% reduction in the funding for the Fareham TIC from 1 April 2014.
- (b) that in the event that the 15 % reduction in funding is not acceptable the current agreement for the operation of the Fareham Tourist Information Centre is terminated on 31 March 2014 and the Council becomes a Destination Partner with Tourism South East who will provide and manage web pages promoting attractions and events in the Borough of Fareham.

Reason:

To deliver efficiency savings as required under the Government Comprehensive Spending Review 2013.

Cost of proposals:

There will be a cost of £1500 per annum associated with becoming a Destination Partner with TSE. This can be met from the reduction in revenue funding as a result of terminating the agreement to provide a TIC, £36,000 in 2013/14. This will result in a net saving to the Council of £34,500.

Appendices: None

Background papers:

Tourist Information Centre Review - Leisure Policy Development & Review Panel - 7 November 2012

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Review of Tourist Information Centre

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. A Tourist Information Centre (TIC) has been provided in Fareham at Westbury Manor since 1984 and before that it was located in Ferneham Hall.
2. The promotion of Fareham Borough as a tourist destination is not a corporate priority other than the promotion of the town centre as a shopping destination.
3. In recent years, the need to identify efficiency savings in order to set a balanced budget has resulted in a reduction in the payment that the Council makes to the operation of the Fareham TIC.
4. The Government 2013 Comprehensive Spending Review (CSR 13) requires the Council to deliver further efficiency savings. In light of the situation, this report reviews the current arrangements for the management of the Fareham TIC and considers future arrangements for the service.

BACKGROUND

5. The Fareham TIC is located on the ground floor of Westbury Manor and is currently open 10am to 5pm Tuesday to Friday and 10am to 4pm Saturdays and Bank Holidays.
6. Westbury Manor is in the Council's ownership and there is an agreement with Hampshire County Council Museum & Arts Service to provide the museum. The agreement includes provision for Tourism South East (TSE) to operate the TIC in the building at no charge, with the County Council meeting all utility costs.
7. The agreement between Fareham Borough Council and Hampshire County Council for Westbury Manor to be used to host the museum service expired in November 2012. A variation to the agreement is in place and this will be reviewed annually with a 12 month notice to terminate.

8. Consideration is being given to the future provision of the museum service as part of Hampshire County Council's Strategic Review of Museum & Arts Services. A decision on the future arrangements is expected in summer 2013.
9. During 2009, the Council carried out a consultation exercise to establish resident's views on 'high priority' and 'low priority' non statutory services. The survey was taken to all CAT meetings, and was included in the 2009 Resident Survey. The residents consulted indicated that the provision of a Tourist Information Centre was a low priority.

FINANCIAL ARRANGEMENTS

10. The need to identify efficiency savings in recent years, in order to set a balanced budget, has resulted in reductions in the payment that the Council makes to TSE. The most recent in 2012/13 involved a 16% reduction in funding. This required changes to the service in order to manage within the available budget.
11. In 2013/14 the Council will pay £36,000 to Tourism South East (TSE) to operate the Fareham TIC. This funding covers the cost of staff, staff training and general operating costs. There are currently the equivalent of 1.6FTE (59 Hours) staff employed to operate the service.
12. The agreement is in place between Fareham Borough Council and Tourism South East is for a 12 month term with a 6 month notice period for termination.
13. The agreement does not include the provision of a website or visitor information brochure.

ROLE OF THE FAREHAM TIC

14. TSE collates visitor information for the Fareham TIC. These indicate that the TIC had approximately 18,376 visits in 2012/13. This is a reduction from 2011/12 when there were 21,974 visits.
15. The indication is that currently, visits to the TIC are mainly from local people who use the TIC to book theatre seats, events, coach trips, National Express, boat trips and attractions, many of which are outside the Borough.
16. In addition the TIC supports local events that take place in the town centre, the museum and local activities such as Fareham in Bloom. Bookings for events organised by the Councils Parks & Open Spaces team are also coordinated by the TIC.
17. Booking by the TIC for accommodation in the Borough has also seen a reduction from 25 in 2010/11 to 8 in 2012/13. This appears to be a reducing trend in accommodation bookings and reflects the availability and ease of booking accommodation via the internet.
18. Other significant trends are the reduction in telephone enquiries from 2360 in 2009/10 down to 1904 in 2012/13. In comparison email enquiries have increased from 2321 in 2009/10 to 2742 in 2012/13.

19. The TSE consider that there are other areas that they could provide additional value to the Council by extending the range of services they provide for the public. These include the following:
- Increase the TIC's role as a promoter and selling agent for Council venues ie specifically Fernham Hall
 - Act as an outlet for other Fareham Borough Council services such as parking permits and garden sacks
 - Play a more prominent role in promoting and welcoming visitors to the town centre by organising ambassadors/volunteers to act as 'greeters'
 - Take information to residents and visitors through a 'roaming' TIC service – this could include the selling of tickets for local events
 - There is also an opportunity for the Centre to provide a reception service for the Museum

FUTURE OPTIONS

20. Previous reviews of the Fareham TIC have considered opportunities to reduce the cost of operating the service and the potential to relocate the service to an alternative town centre location. However a search for suitable and financially viable premises has not provided a workable alternative.
21. Currently the accommodation in Westbury Manor is provided rent free and there is no contribution from the TSE towards building maintenance costs. In the majority of the alternative locations considered, these costs would be in addition to the current financial contribution for the operation of the service, thereby adding to the current cost of the service.
22. Consideration has previously been given to relocating the service back to Ferneham Hall but TSE considered the location to be unsuitable as it was isolated from the main town centre area. The opportunity to utilise the Council Connect facility in the Shopping Centre was also rejected on the grounds that there are no storage for leaflets or stock and concerns about security when undertaking financial transactions.
23. In the event that TIC facilities in Westbury Manor were unavailable, there are alternative locations to provide bookings for events, coach trips, National Express, boat trips, attractions and the like from local Travel Agencies, Bus Station Office and the Ferneham Hall box office.
24. Phase one of the HCC Museum & Arts Service Review resulted in permanent front of house staff at Westbury Manor Museum being replaced with volunteers in order to deliver efficiency savings. Members of the Leisure & Community Policy Development & Review Panel asked that consideration be given to the use of volunteers in the Fareham TIC.
25. Visit England guidelines state that the Tourist Information Service should employ paid, professional staff dedicated to providing tourist information only and TSE do not use volunteers in their managed TIC's. TSE have confirmed that they would not consider the use of volunteers at the Fareham TIC.

26. The current Visit South East England web pages, which refer to Fareham, list facilities in the general area rather than specific local borough attractions. TSE are willing to provide a service that would promote sites and attractions in the Borough of Fareham if the Council became a destination partner which would cost £1500 per annum.
27. This web based package would include the following:
- A dedicated landing page for Fareham on www.visitsoutheastengland.com that receives on average 58,000 visits per month, with up to 8 images, you tube video, relevant links, optimised content, the page would be featured within the Hampshire section of the destinations page.
 - Digital packages that offers destinations and businesses content within the themes listed. This offers the opportunity to feature Fareham on a themed landing page, with dedicated content and a banner advert.
 - Great Out Doors
 - Family Days Out
 - Dog Friendly
 - Conferences and Weddings
 - Indulge Yourself
 - History and Heritage
 - Events - As part of the package, TSE would add up to 20 events.
 - Access to <http://www.tourismsoutheast.com/join-us/destination-partners.html> with lots of information and advice for Destination Partners.
 - Attendance at the TSE biannual Destination Management Forums.

CONSULTATIONS

28. Following discussions with representatives from TSE a report was prepared and presented to the meeting of the Leisure & Community Policy Development & Review Panel on 7 November 2012.
29. The Panel members discussed the matter at length and considered the current role of the TIC, in particular to what degree it assists in promoting facilities in Fareham; its contribution to the local economy and whether the current arrangement provides value for money.

RISK ASSESSMENT

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

CONCLUSION

31. This report has explained the current role and function of the Fareham TIC and TSE themselves have provided performance information plus ideas for how the service could be developed further.

32. Staff who work in the Fareham TIC provide a well respected high quality service and TSE would like to continue to provide a visitor information service in the town centre along similar lines as at present.
33. In the main, options that have been considered require current funding levels to be maintained or increased and this is not considered viable given the current financial pressures on the Council.
34. A further reduction in funding and the uncertain future of the Westbury Manor building present a significant challenge to operation of an effective and viable TIC service.
35. The promotion of Fareham as a Tourist Information destination is not a corporate priority and in the 2009 survey, residents indicated that the provision of a Tourist Information Centre is a low priority
36. CSR 13 requires the Council to deliver further efficiency savings and as a low priority discretionary service the TIC will be required to contribute further budget savings.
37. The current arrangements can continue in the short term by making adjustments to the service. However, the discussions with TSE have concluded that any further budget reduction could only be achieved by reducing opening hours and this would mean that it would be difficult to operate a viable service.
38. TSE have indicated that they are able to provide and maintain pages linked to the Councils website, on the Visit South East England and Visit Hampshire websites that would host a comprehensive range of information about attractions and events in Fareham Borough for a relatively small cost.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Leisure and Community
Subject:	World War I Centenary and D Day 70th Anniversary - Commemoration Events 2014
Report of:	Director of Community and Director of Streetscene
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose:

The purpose of this report is to advise members of the proposals that are planned to take place to commemorate the centenary of World War I and the 70th anniversary of D Day.

Executive summary:

Across the Country, there will be a significant number of events planned to commemorate the centenary of WW1, which started on 4 August 1914 and also the 70th anniversary of D Day landings which commenced on 6 June 1944.

Both Fareham and Hampshire Councils would also like to commemorate both by planning a number of events to involve the whole community.

In order to provide a long lasting legacy, Officers have identified a number of proposals which include:

- (a) landscaping enhancements at Holy Trinity Church open space,
- (b) wild flower meadows at the four QEII sites
- (c) 5000 wild flower seed packets for distribution
- (d) Activities undertaken by HCC Museum and Arts Service
- (e) Unveiling of commemorative stone/plaque on Monday 4 August 2014 in the town centre.

There will be opportunities for communities to become involved with all of these projects as well as participating in possible activities that will take place on Monday 4 August 2014 as part of the unveiling of the commemorate stone/plaque in the town centre.

The Leisure and Community Policy Development and Review Panel considered the proposals on 24 July 2013 and fully endorse and support the proposals.

Recommendation:

That the Executive agrees:

- (a) to support the proposals listed to ensure that a number of projects can be undertaken to commemorate the centenary of World War 1 and 70th anniversary of D Day:
- i. landscaping enhancements at Holy Trinity Church open space;
 - ii. wild flower meadows at the four QEII sites;
 - iii. 5000 wild flower seed packets for distribution;
 - iv. activities undertaken by Hampshire County Council Museum and Arts service;
 - v. unveiling of commemorative stone/plaque on Monday 4 August 2014 in the town centre; and
- (b) that the project would be funded from 2012/13 under spends to the sum of £10,000 with the remainder being found from within existing revenue budgets.

Reason:

In order to commemorate the centenary of World War 1 and 70th anniversary of D Day.

Cost of proposals:

The cost of the proposals will be approximately £12,600. It is hoped that an application to the Heritage Lottery for a grant from the "First World War: then and now" fund will be successful so that it can contribute towards some of the costs to be incurred.

Reference papers:

24 July 2013 – Report to Leisure and Community Policy Development and Review Panel – Proposals to commemorate the centenary of WW1 and 70th Anniversary of D Day.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: 2014 Commemorates World War I Centenary and D Day 70th Anniversary

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. The purpose of this report is to advise members of the proposals that are planned to take place to commemorate the centenary of World War I and the 70th anniversary of D Day.

BACKGROUND

2. Across the Country, there will be a significant number of events planned to commemorate the centenary of WW1, which started on 4 August 1914 and also the 70th anniversary of D Day landings which commenced on 6 June 1944.
3. Both Fareham and Hampshire Councils would also like to commemorate both by planning a number of events to involve the whole community.

PROPOSALS

4. In order to provide a long lasting legacy, the following proposals have been put together to commemorate both the WW1 centenary and the 70th anniversary of D Day.

Holy Trinity Church open space - Landscaping enhancement

5. The open space at the rear of Holy Trinity Church is a little known open space that is effectively a green oasis in Fareham Town Centre. With some improvements it could become a very attractive area for people to visit and enjoy.
6. It is therefore proposed that the following projects be considered to both commemorate the WW1 & 70th anniversary of D Day whilst improving the open space for use by the wider community.
 - (a) The planting of a Wildflower Meadow along the Western boundary. The sowing of this meadow would either be undertaken during Autumn 2013 or Spring 2014 depending on weather conditions. The time of flowering would be during May to August 2014.

- (b) The planting of several rose beds on the southern boundary. The roses would be of a red variety called 'Red Velvet' suitable for such a commemorative planting. They would be planted in November 2013 and would come into flower between May to September 2014.
- (c) A number of trees planted to add some interest, height and future shade into the open space. These would be planted during winter 2013 or 2014.
- (d) The installation of two benches to provide areas where residents and visitors to Fareham can sit and enjoy the open space. These could be installed prior to June 2014.
- (e) There is an opportunity to place two plaques within the open space. These could either be placed on the benches or adjacent to the trees. The positioning could be determined at a later date.

Queen Elizabeth II sites – Wild flower meadows

7. Members will recall that four of the Council's recreation grounds were given QEII status, which means they are protected indefinitely from development. The sites are as follows:
 - Allotment Road Recreation Ground, Sarisbury
 - Bath Lane Recreation Ground, Fareham
 - Seaford Park, Hill Head
 - Wicor recreation ground, Portchester
8. It is proposed that an area within each site is set aside for the sowing of a wildflower meadow. The sowing would be undertaken either during Autumn 2013 or Spring 2014 depending on weather conditions. The time of flowering would be during May to August 2014.

Remember - wild flower seed packets

9. These post card seed packets offer a personal and unique opportunity for community participation through the sowing of small packets of red poppy seeds entitled 'Remember'.
10. Their ease of distribution and desirability make them easily marketable and suitable for sowing in a host of applications including pots, gardens, schools and allotments.
11. The seed packets produced last year as part of the Going Wild project have proved very popular and offer a low cost option for engaging people whilst developing an awareness of the importance of wildflowers and supporting wildlife.
12. The artwork for the seed packets will be confirmed by December 2013 with distribution during Feb 2014 ready for sowing in the spring.

Community involvement

13. There will be a number of opportunities for the community to get involved with some of the projects listed above which will be carried out in conjunction with the Fareham in Bloom volunteers.

ARTS AND MUSEUMS – POSSIBLE PROJECTS IN FAREHAM

14. Hampshire County Council Museum and Arts Service will also be engaging the community in a variety of events throughout Fareham. Although not yet finalised, the list below provides some initial thoughts on what may be undertaken during 2014.

- (a) A community day to involve the whole community. The day will send Fareham back to 1914, complete with a conscription station where young people will be “conscripted” into the Army/Navy. This will involve volunteers undergoing various tests, then having their photograph taken in their uniform and being issued with their papers. Shop keepers will be encouraged to dress their local businesses in 1914 style. It is hoped to involve HMS Collingwood as a key partner.

The exact date for this event is yet to be decided but it is likely to be a Saturday in late July/ early Aug 2014.

- (b) Ashcroft Arts Centre has received £49,000 funding to deliver a project, working with young people in Fareham and Gosport. The project will see young people research local stories linked to WW1 and develop a range of responses to these including films, exhibition materials and workshops. The young people will also have an immersive experience living in a replica trench for two days.

This project will run from September 2013 – December 2014.

- (c) The outcome of the project will be the production of films, which should be available for screening in July/August and then again in November. The exhibition which will form part of the larger exhibition in Westbury Manor and the workshops will be in Autumn 2014
- (d) There will be an exhibition at Westbury Manor in Autumn 2014, and a variety of workshops.

15. Officers from both Fareham and Hampshire County Council will be meeting later in the summer to discuss the projects in more detail.

CIVIC EVENTS

- 16. It is proposed that on Monday 4 August 2014, the Mayor and Executive Leader will unveil a commemorative plaque/stone in West Street, Fareham, in memory of all those who lost their lives, or suffered during WW1. Representatives of HMS Collingwood, the Armed Forces, local voluntary organisations and the clergy would be invited to attend and participate.
- 17. It is suggested that the plaque/stone be laid in the centre of the podium in West Street as a lasting tribute.

FINANCIAL IMPLICATIONS

18. The table below sets out the projected costs for all projects within this report.

Project	Cost
Trinity Church Open Space	
Wildflower meadow	£1000
Rose beds	£1100
Tree planting	£ 900
Seats/benches	£1500
Memorial plaques	£600
QE11 Sites	
Wildflower meadows	£3000
Remember	
5000 Wildflower seed packets/cards	£2500
Commemorative Event	£2000
Total cost	£12,600

19. At its meeting on 8 July 2013, the Executive approved a carry forward of £10,000 from the 2012/13 under spend to allow for the completion of this project.
20. The remaining £2,600 funding required for the project would be found from within existing revenue budgets.
21. An application is currently being prepared to apply to the Heritage Lottery Fund for a grant from the "First World War: then and now" fund, to go towards the cost of the projects. At the current time it is unknown as to whether an application will be successful.

RISK ASSESSMENT

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

RECOMMENDATION

23. That the Executive agrees:
- (a) to support the proposals listed to ensure that a number of projects can be undertaken to commemorate the centenary of World War 1 and 70th anniversary of D Day:
- i. landscaping enhancements at Holy Trinity Church open space;
 - ii. wild flower meadows at the four QEII sites;
 - iii. 5000 wild flower seed packets for distribution;
 - iv. activities undertaken by Hampshire County Council Museum and Arts service;
 - v. unveiling of commemorative stone/plaque on Monday 4 August 2014 in the town centre; and

- (b) that the project would be funded from 2012/13 under spends to the sum of £10,000 with the remainder being found from within existing revenue budgets during 2014/15.

Background Papers:

Appendix A Proposals for the WW1Centenary and D Day 70th Anniversary celebrations

Appendix B Wildflower Seed Packet Artwork

Reference Papers:

24 July 2013 – Report to leisure and Community Policy Development and review Panel – Proposals to commemorate the centenary of WW1 and 70th Anniversary of D Day.

8 July 2013 – Actual General Fund Revenue Expenditure 2012/13

Enquiries:

For further information on this report please contact Sue Woodbridge, Public and Open Spaces Manager (Ext 4546)

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2104 Commemorations – WW1 Centenary & D Day 70th Anniversary

PROJECT TITLE: Wild Flower Meadow and Commemorative Rose Beds

LOCATION: Trinity Church Open Space

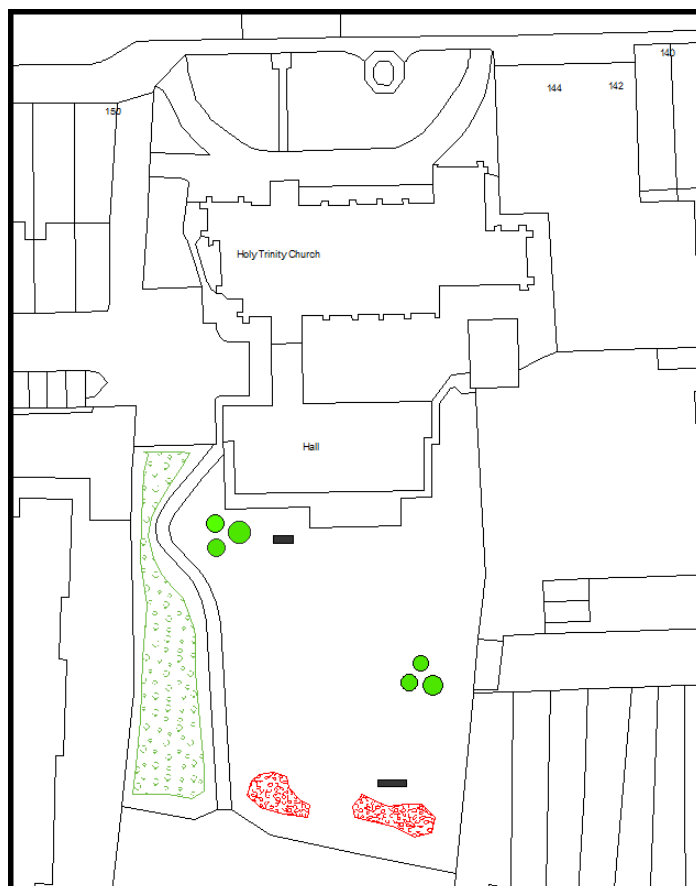
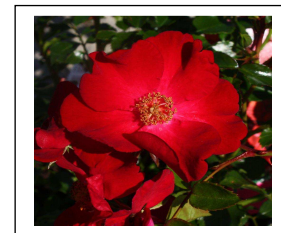
DESCRIPTION OF PROJECT:

1. Wild Flower Meadow

- Wildflower meadow sown to encourage wildlife
- Approx. 300 square metres
- Mix to include red poppies

2. Commemorative Rose Beds

- Permanent 'Remembrance' Rose beds
- Planting of 2 x100 red roses (variety Red Velvet)
- Plaque if required



TIMESCALES:

Cultivation and sowing of wild flower seed by private contractor/volunteers during October 2013

Rose beds prepared and planted by Grounds Maintenance operatives during November 2013.

2104 Commemorations – WW1 Centenary & D Day 70th Anniversary

PERIOD OF INTEREST:

Wild flower meadow - Annually from late May – August

Rose beds - Annually from late May until September

OPPORTUNITIES FOR CELEBRATION THAT COULD BE TIED IN:

- War Memorial of WW1 is at the front of Holy Trinity Church.
- It is likely that a Church service/wreath lying will be held.
- Church members/others could be involved with the sowing
- Unveiling of a plaque, June to August 2014 when Roses are likely to be in flower.

BUDGET REQUIRED:

Wild Flower Meadow - £1000 to include preparation, seed and sowing

Rose beds - £1100 - to include preparation, plants, materials and planting.

Total - £2100

(Additional wild flower meadows could be prepared and sown at the four QE11 sites i.e. Wicor Recreation Ground, Seafield Park, Bath lane Recreation Ground, Allotment Road Recreation Ground. **This would be an additional cost of £3000**)

Possible additional site improvement at Trinity Church Open Space

3. Tree planting

- The planting of 6 trees with interesting bark
- Tree planting undertaken in November 2013 or 2014 (with or without plaques)

4. Seating

- Installation of two seats, each could have a different plaque on them to commemorate the two anniversaries. Seats to be installed before June 2014 (with or without plaques)

BUDGET REQUIRED:

Trees - £900 – to include preparation, trees, materials and planting

Seating x 2 - £1500

Provision of two memorial plaques (on seating or in planting) - £600

Total: £3000

2104 Commemorations – WW1 Centenary & D Day 70th Anniversary

PROJECT TITLE: Remember

DESCRIPTION OF PROJECT:

- Distribution of post cards with seeds packet for people to sow in their own local communities.
- Personal touch for people to do their own thing providing a good community engagement opportunity
- Unique idea

SUGGESTED DISTRIBUTION:

- Schools
- Community groups
- Council connect station
- Gardeners fairs
- In Bloom events
- Fareham in Bloom Competition entrants
- Garden centres

TIMESCALES:

- Artwork and packaging by end of summer 2013
- Available for distribution from February 2014

PERIOD OF INTEREST:

Dependent on when sown but from June - September

OPPORTUNITIES FOR PROMOTION:

- Fareham Today articles
- Website
- Photo shoots, media release
- Schools - children planting the seeds

BUDGET REQUIRED:

£500 for 1000 run. **Suggested 5000 run - £2500**

Total for all projects £10,600

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A Time to Remember

World War 1 Centenary and D Day 70th Anniversary

Remember those special to you and help nature to bloom by planting these nectar and pollen rich wild flower seeds that will encourage butterflies moths, bees and hoverflies into your garden whilst creating a blaze of summer colour.

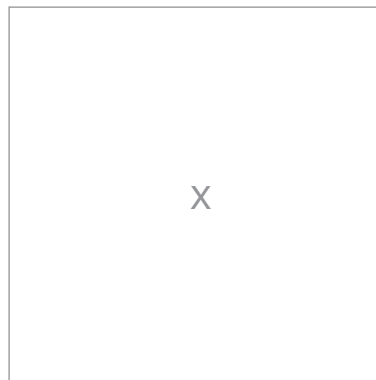
This mix of both Long Headed and Corn Poppies can easily be grown in any sunny position, container or border to create a stunning rich red display.

Simply sow the seeds onto an area of prepared and raked soil or in tubs and containers. Sprinkle the seeds evenly, water well and in around 12 weeks you will see your first blooms.

At the end of the summer either collect and thoroughly dry the ripe seed Ready to re-sow the following season or allow the seed to fall onto the ground, then the following season rake the area over to trigger the germination again.

Remember... by Filling Fareham with Flowers

Fareham in Bloom in part is the **Bringing People and Parks Together** initiative organised by Fareham Borough Council in partnership with the Fareham in Bloom coordinators who work voluntarily to raise awareness and encourage participation in parks and green spaces throughout Fareham through a programme of events projects and competitions. Further information and the events programme can be found at www.fareham.gov.uk/parks Tel: 01329 236100



- *Seed sufficient for one square metre*
- *Can be sown in spring or early autumn*
- *Do not scatter in the countryside*
- *Caution – harmful if eaten!*
- *Contains: Long Headed Poppy and Corn Poppy*

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Leisure and Community
Subject:	Portchester MUGA
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose:

To advise the Executive of the outcome of the consultation on the potential provision of a Multi Use Games Area (MUGA).

Executive summary:

A consultation exercise has been conducted to ascertain the views of local residents and neighbouring organisations on the proposal to install a MUGA on the site of the former Portchester Community Centre.

The results of the consultation on 14 June show strong opposition to the proposal based on the risk that it would directly lead to a return of the anti social behaviour previously experienced on the site of the former tennis courts.

The consultation also raised concerns with regards to the limited availability of tennis facilities in the Portchester area, particularly for those who wished to play on a casual basis.

Concerns were also raised with regards to the fencing between the former tennis courts and residential properties in Clive Grove, with some residents arguing that this should be replaced with a timber fence.

The Leisure and Community PDR Panel considered the outcome of the consultation at their meeting on 24 July and made the following recommendations to the Executive.

Recommendation:

- (a) That a Multi Use Games Area is not provided on the site of the former Portchester Community Centre.
- (b) That the Council does not replace the existing fencing between the former tennis courts and the residential properties in Clive Grove.
- (c) That the Director of Community be requested to investigate options for expanding community use of the tennis courts at the Portchester Community School and if this is not feasible, explore the options for providing a single tennis court elsewhere in Portchester.

Reason:

To advise on the outcome of the consultation exercise.

Cost of proposals:

Any costs can be contained within existing revenue budgets.

Appendix A: Summary of the comments made on the returned questionnaires.

Background papers: Report to the Leisure and Community Policy Development and Review Panel 24 July 2013 - Portchester MUGA Consultation.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Portchester MUGA

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

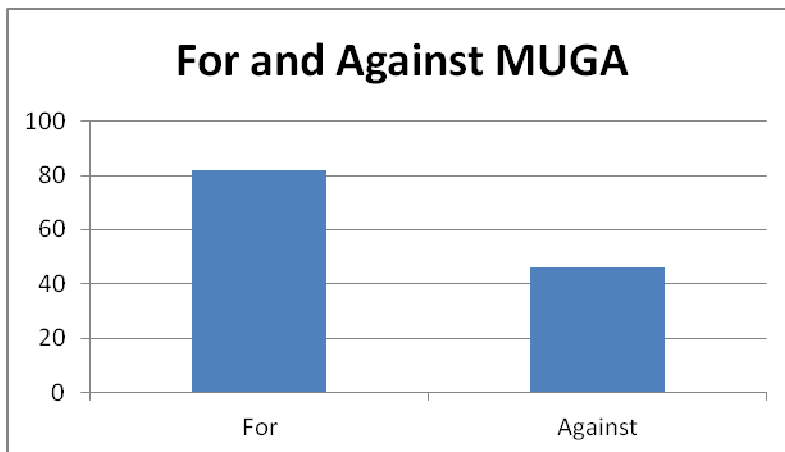
1. The Leisure and Community Policy Development and Review Panel at their meeting on 6 March 2013 requested that officers conduct a consultation on the possible provision of a multi use games area (MUGA) on the site of the former of the Portchester Community Centre.
2. The aim of the consultation being to ascertain the views of the local community on whether they were in a favour of a MUGA (the approximate size of a single tennis court) and if so which activities they would wish to see accommodated.

CONSULTATION

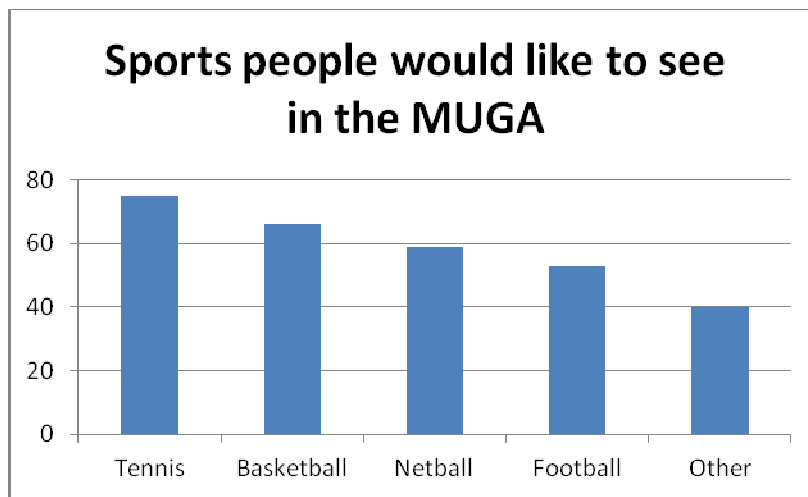
3. The consultation was carried out by means of:-
 - Questionnaires made available online and sent to local residents and interested parties such as the sporting clubs at this location, the police, the Westlands Medical Centre, the Portchester Community Association and Portchester East and West ward councillors.
 - An event at the Portchester Community Centre on the 14 June 2013 at which all interested parties were invited to attend and view images of what the proposed MUGA could look like. There were also images of similar facilities elsewhere in the Borough, key facts relating to the provision of a MUGA and location plan. There was also an opportunity for interested parties to discuss the proposal with Council officers present.
 - The tenants of the new Portchester Community Centre were consulted to obtain their views on the management of the proposed MUGA.

OUTCOME

4. A total of 45 people attended the consultation event on 14 June 2013. The key issues raised on the day were:
- (a) The Portchester Bowls Club advised that their committee had discussed the proposals and all 9 of them were opposed to the installation of a MUGA. The main reason being that they believed that there was a risk that it could become a focal point for anti social behaviour. In addition they perceived the behaviour of the younger people in the area as intimidating and did not wish to risk an increase in this.
 - (b) There were concerns that the hard surface of the tennis courts would be attractive to motorcycle/scooter riders and be used inappropriately.
 - (c) Numerous residents commented that since the removal of the former community centre and tennis courts, there had been a reduction in anti social behaviour and they were concerned that the MUGA proposal could reverse this.
 - (d) Five residents of Clive Grove who back onto the tennis courts voiced strong opposition to the proposal because they did not want to experience the noise from rebound sports and were concerned about the potential return of anti social behaviour.
 - (e) There was a general consensus that should a MUGA be installed and made available for free casual access and therefore not managed, then this would be unacceptable due to threat of noise and disruption during unsocial hours.
 - (f) The Chairman of the former Portchester Tennis Club commented that his preference was the reinstatement of two tennis courts rather than the provision of a MUGA.
5. A total of 131 questionnaires were returned



- 82 - Responded that they would like a new enclosed multi use games area (MUGA), located on the site of the old Community Centre. Of these 53 submitted comments.
- 46 - responded that they were not in favour of a Multi use games area (MUGA). Of these 37 submitted comments
- 3 - didn't answer this question



75 Tennis 66 Basketball 59 Netball 53 Football 40 Other

6. A summary of the comments made on the returned questionnaires is included as Appendix A.
7. The local safer neighbourhoods policing team expressed strong opposition about the provision of a MUGA at this location and consider that it would directly lead to a recurrence of the anti social behaviour previously experienced on the former tennis courts and undo the work that has been undertaken to tackle the previous problems.
8. The management committee of the Portchester Community Centre have expressed a strong reluctance to take on any management responsibility in relation to a MUGA. Whilst they are in principle supportive of additional facilities, they do not consider that they have the resources available to manage a MUGA as with only one member of staff on duty at a time, they would need to leave the community centre unoccupied to carry out any duties on the MUGA, e.g. opening, locking, provision of equipment etc.
9. The management committee also have reservations about the need to secure the facility when there may be a number of younger people using the facility and possibly not being cooperative. In this regard, they consider that with only one member of staff they would be vulnerable in this situation.

ISSUES ARISING

Tennis

10. A key consideration in specifying a MUGA is which sports it should cater for. Whilst the response to the surveys suggest that whilst there is a demand for a tennis provision as part of a MUGA, without an organisation to manage the facility, tennis cannot be provided unless this is the sole activity catered for which would be contrary to the concept of a MUGA. It is therefore suggested that should a MUGA be provided then it not be appropriate to include tennis.
11. An alternative to a MUGA would be to install a single dedicated tennis court. Whilst this would address the perceived need for tennis provision and address the problems of switching between tennis and other sports on an unmanaged facility; it is contrary to the concept of a MUGA and would still remain a site for potential anti social behaviour.

12. In deciding to remove the former tennis courts at Portchester Community Centre, the Executive took into account, not only the condition of the courts and the problems being experienced with anti social behaviour, but also the fact that the Council has contributed matched funding of £50,000 to the Portchester Community School towards the improvement of their sports facilities, including two tennis courts which are available for community use (outside of school hours).

Security

13. The consultees expressed concern that a MUGA may become a venue for anti social behaviour and lead to a repeat of the problems and issues arising at the former tennis courts. Whilst the presence of the police room at the community centre may deter this along with the potential inclusion of CCTV, the risk remains that the problems previously encountered could return to the detriment of the local residents.

Former tennis courts

14. At the time when consideration was being given to the removal of the former tennis courts, the original intent was to remove the perimeter fencing to the properties in Clive Grove and replace this with a close boarded timber fence.
15. This work was not carried out when the tennis court surfacing was removed as there was concern that removal of the high perimeter fencing would reduce the protection it provided to the rear gardens of those properties.
16. Those residents who attended the consultation event expressed an interest in the fencing works being completed as part of a wider landscaping scheme. Given the mix of Council and residential fencing intertwined along this stretch of land, recreating the original fence line would be problematic and the agreement and consent of all residents would be required to achieve this.
17. The contractor who removed the tennis courts imported top soil and reseeded the area. Unfortunately the standard of the imported top soil is very poor and the contractor has been requested to remove the existing top soil and replace it with better quality material and then reseed. It is planned to carry this out in conjunction with the works to extend the car park, but in the meantime the area will need to remain fenced.

Landscaping

18. In addition to the works required to the former tennis courts and potential replacement of the fencing, a majority of residents expressed a desire to see the area returned to open space. The removal of the former community centre and tennis courts, when landscaped, will be in keeping with the existing parkland area at this location.

RISK ASSESSMENT

19. A risk has been identified that the provision of a MUGA at the site of the Portchester Community Centre could directly lead to an increase in anti social behaviour.

CONCLUSION

20. Although there were more questionnaire responses received in favour of the MUGA than against, the majority of comments from interested parties and residents in the immediate vicinity indicated that they do not wish to see a MUGA at the site of the former Portchester Community Centre. This is mainly due to the fear that this could lead to a return of the anti social behaviour experienced on the tennis courts that used to be at this location.
21. If the MUGA was provided, it would need to be left open at all times as the tenants of the Portchester Community Centre do not consider they are in a position to manage the courts.
22. An alternate provision of a single tennis court has been suggested; however this would not remove the perceived threat that this form of provision could become a focal point for anti social behaviour.

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	Portchester MUGA Consultation - Summary of Comments
1.	<p>As the local policing sergeant, I make the following comments based on evidence of experience in this area as opposed to my own personal views, which will remain personal. The previous site i.e. the tennis courts were located in the wrong place i.e. bordering residents gardens. The area attracted youths who played football on the courts, were often heard shouting and swearing and caused endless calls to the police in relation to anti social behaviour. Since the courts have been demolished, and the old site has now cleared, we have enjoyed a period of peace and a distinct lack of calls from local residents re ASB. I am confident that putting a MUGA in this location will fuel an increase in ASB both from within the MUGA and from associated cars and mopeds that will attend the car park, as they did before. Local residents will likely express their own feelings but purely from a policing standpoint, this is too close to local residents who have endured ASB for several years in this area up until recently and it will likely undo all of the good and hard work the police have done to get to this level. I'm not against a MUGA but it has to be in the right area. Based on the level of ASB reports historically associated with youths, this is not the right place to install a MUGA.</p>
2.	<p>This is the worst idea I have ever heard. Please do not build this. Please landscape the land and give us some peace. No MUGA</p>
3.	<p>I am fully against the MUGA being built within Portchester park. My family & I live where the old tennis courts & community centre were located. Since they have been removed we have finally had peace and quiet. We have a three year old and a one year old child and when we are in the garden all you can hear are youths shouting obscene language this obviously is not acceptable and is directly linked to the tennis courts and old community centre. As well as the swearing the noise of footballs hitting the community centre wall sends you insane and really does affect our quality of life. Since the tennis courts and community centre has gone it has been fantastic and anti social behaviour has stopped. Please do not build this MUGA as anti social behaviour will come back and ruin resident's lives, again. Many thanks. Clive grove resident.</p>
4.	<p>This is not supported by the local community. The tennis courts caused us so much anti social behaviour. They have been taken away and it has been lovely. Why replace something that caused so much misery with something that is noisy & will cause more anti social behaviour. I have spoken to lots if people within Portchester park & they do NOT support this. We feel the land should landscaped. Please do not build this & bring anti social behaviour back to our door. Our quality of life will be ruined. 100% Not supported. Thank you.</p>

Portchester MUGA Consultation - Summary of Comments	
5.	This is a terrible idea! Anti social behaviour will be back. Why build this when you have just removed the tennis courts and old community centre which attracted so much anti social behaviour!! The noise from when youths kicked the football against the community centre wall was horrendous and ruined our daytime and evenings. Please do not build this. This is stupid. MUGA is not welcome.
6.	The noise was really bad when the kids played football against the wall of the old community centre, why build this now as the problem has gone away and we have got rid of a big problem in Portchester? Does the Council not learn? This is not supported in anyway.
7.	As residents who have endured the last 7 years of noise, disruption after hour's foul language and general disturbances, we are naturally apprehensive at any proposals that may just spoil the peace we are now enjoying. Please take into account that we are the people who have to live with the decisions you make!
8.	I am very fearful that if this games centre is built it will bring back the vile language and youths drinking in the area. I will not go near the park if this is built and I shouldn't have to feel like this in my own community.
9.	Since the old community centre has gone the area has suffered little anti social behaviour. At last I can walk within the park and my own garden without fear of my young children hearing swearing. To be honest I will really dread the day the MUGA is built as then I will not be able to use my garden again. Why have this MUGA?
10.	The noise of the ball bouncing against the old community centre wall was awful. It made our lives hell. This MUGA will be in the same place & the noise will be back! Large groups of youths gathered by the old community centre & the noise of the ball hitting the wall woke both of our children up! The noise was so bad in our living room. Please do not build this facility; it will be HELL once again.
11.	Since the community centre has been taken, away the area has been lovely & quite. I have previously had to report many incidents to police when the tennis court & Community Centre was there = firearms (Kids with BB guns), ASB, Swearing, fighting, drugs, alcohol & general abusive aggressive behaviour.
12.	If you have a Multi complex games area built, the same trouble (noise) etc, will happen again, as with the old tennis courts
13.	Please listen to local residents. We have enjoyed peace since the tennis courts; basketball hoop & community centre have gone. It has truly been

	Portchester MUGA Consultation - Summary of Comments
	wonderful. I am very worried about the new proposal for this MUGA. This will create a new nightmare for us. Why build this? There are elderly vulnerable residents who live here & if you build this it will no doubt cause them misery. Bad language & general bad behaviour. We have suffered with years of trouble over the park area, it is now fixed. Why re introduce a problem? Not supported by the community.
14.	The idea of a MUGA is totally out of the question. After years of battling to remove the job element from the old tennis courts and the Community centre car park, you propose something that will open 24 hours a day, with no control on who is using it whatsoever. we all know what will happen: there will be scooters riding around the car park again, the yobs and their bad language will be around until the early hours of the morning, and just as badly, there will be the incessant sound of the balls thumping on the concrete, penetrating the walls of all our houses, no matter how loud we turn the TV up! And of course not to mention the utter drain on police resources. There are superb facilities available at Portchester Com School for those who genuinely want to play sports and also at Wicor recreation ground. Please restore our green fields again and let the new Community Centre and Surrounding area be non-intimidating place to visit once again, for all to enjoy.
15.	The area we live in has been vastly improved since the old Community centre and tennis courts have been removed. This MUGA will attract unwanted nuisance back to our area. When will the Council learn that this is no welcomed in our area? Save your money and don't build something that nobody wants!
16.	Since the tennis court and community centre has gone the area has been brilliant. Please do not build this. We do not want this built.
17.	There are many questions to ask. We are One of the 'victims' living adjacent to the old tennis courts. Would the surface be concrete? (noise factor) Would there be a key-holder? Would there be security? Would it be bookable? Will it be locked up at a specified time? How will you stop the yobs gathering there and causing havoc again and using bad language like they did on the old tennis courts? How will the various sports avoid clashing? Providing the facility was secure, policed properly, with a booking system, I can see no reason not to have a tennis/netball court only, but please, please no football or basketball! There are fantastic facilities at Portchester Com School for this. Thank You.
18.	Without management unworkable
19.	leave as is now
20.	Whatever goes there needs supervision to stop it being used by drug

	Portchester MUGA Consultation - Summary of Comments
	users. Used needles and condoms have been found in the children's play area more than once!
21.	If the MUGA could be closed at night this would (I hope) prevent the nuisance of it at night. Suggest 4pm winter and 8pm summer
22.	Let the Community Centre run it. They would keep all the Yobs etc out. I suppose you can't expect much with the Tory Shower. Get the Back of ALL gardens at the Our/My garden tidied up 34 Clive.
23.	Yes, before you spend money on brand new facilities take a long hard look at the existing children's playground which is poorly maintained and verging on dangerous. The play surface is very thin in places and the ground beneath it is sinking in some areas. If action is not taken the play surface will break up and a child or adult will put their foot through and could have a significant injury. There is a patch beside the large climbing frame which has a hole which must be about a foot deep underneath it. The hedge between the playground and the bowling green has not been cut; there are numerous long brambles with thorns on trailing onto the playground just at head height for the small children. The grass is rarely cut and, when it is, the cuttings are so long that when they are left on the surface the area looks like a farmer's field for days. The gardens around the children's playground are well maintained which is absolutely great for all the dog walkers C their animals have far better surroundings to defecate in than the children have to play in - that cannot be right! Please send someone out to take a serious look at the area before an accident happens.
24.	Rather than spend on a MUGA, I would prefer the area to be landscaped or left as flat grass. The noise, ASB and disturbance would be excessive for residents nearby who have had to put up with many years of this already. If you want to build a MUGA then do so at Wicor Rec.
25.	We Would like the grass land we lost when the new community centre was built to be replaced. No to MUGA area. Due to all issues previously held due to tennis courts / basketball courts
26.	More Tree Planting, Pity about the name 'MUGA' not exactly the right message
27.	More Trees
28.	Grass the area with also flower beds
29.	What else will be done with the remaining land that the old community centre and tennis courts used to occupy? This should be returned to park land as we will have lost considerable green space otherwise.

Portchester MUGA Consultation - Summary of Comments	
30.	Leave as much green open space as possible as the former site that was used to such good effect by children with footballs (grass is always better than astro to play on) and dog walkers was removed to build the supposed community centre under the premise that the land would be given back to grass and landscape and not for a facility that will just mirror what is already available at Portchester community school. As it is used very little by such a small amount of people, why not remove the bowls court and build on that if need be.
31.	Keep the park no more buildings.
32.	Leave park as is i.e. grassed area - Portchester Castle would be better used for sports etc.
33.	Yes just landscaping a pleasant area to take children
34.	I would like the former Community Centre Site to be landscaped and public open space
35.	Just Landscaping
36.	Leave it Green! Nice pleasant outlook!
37.	It would be far nicer if the area in question were to be landscaped with trees, possibly a wild flower area and also some seating and perhaps a picnic area. I feel that the MUGA will only serve to encourage further groups of youths on scooters who will continue intimidate the local residents, even worse than now, especially as you do not propose any supervision of the area.
38.	The remaining area of land not used for a MUGA needs to be available for public use so the wood and metal fences that have been put up around the new community centre and where the old community centre was need to be removed.
39.	Leave as Green Space as initially proposed add shrubs & seating or make into a rose Garden in Memory of Portchester People. As there is no plan to control the proposed MUGA use so there would be no way of preventing Hooligans of yobs abusing the area, or who had priority. There are already adequate sports facilities for at the school and leisure space at Wicor rec.
40.	Perhaps a refurbishment of the original tennis courts would have cost tax payers less money. We were lead to believe the reasons the tennis courts were pulled down was the noise to local residents, would this not cause more noise and disturbance? Regardless of the comments and

	Portchester MUGA Consultation - Summary of Comments
	suggestions of local residents I would assume the decision has already been made as was the decision on the community centre. (LOOKS LIKE WE ARE GETTING A MUGA)
41.	See the front of this and the shaded area was the area of two tennis courts which were built in 1971. This area could have been resurfaced and provided one or two public tennis courts
42.	Perhaps you shouldn't have taken the tennis courts and basket ball court away in the first place - saved money by having them renovated it has got to have been cheaper than starting again from scratch!!!!
43.	The Basketball and northern Tennis court could/should have been utilised for this sports purpose. The high quality fence at the northern edge could have been extended to surround the area and make it secure. Giving one tennis court and another tennis / MUGA court. Resurfacing of the area could have been done for less than £20K a saving for FBC!!!
44.	Whilst I feel that a sports facility is required, I am not in favour of an area that only accommodates just one Playing area. The solution to my mind is a facility that allows for at least 2 activities to take place at the same time, i.e.: Tennis + Basketball or 2 Tennis Matches! I am a member of Portchester Petanque Club, closely aligned to Portchester Bowls Club and we both have no objection to the Sports facility but it must be in a position that allows our clubs to operate without interruption. As facilities increase, naturally the need for domestic back up will also increase, such as possible perimeter cover for inclement weather conditions and controlled Toilet facilities. I am aware that the Community Centre Toilet is currently used effectively by both Bowls and Petanque with limited Key Access. With the increase in the number of people that may use the facilities the present arrangement clearly would not be appropriate. Please take these points into account when planning the final design as a playing area without facilities will only cause problems for current users and members of the public. Finally as a past user of Tennis Courts etc. I would be interested to know who will be in control of MUGA whatever form we finish up with. It cannot be left unattended!! Nick Hall, Chairman, Portchester Petanque Club.
45.	Increase the car parking area. Provide a public tennis court.
46.	It would have been nice to have had a comment about the facilities before the tennis facilities were removed.
47.	How will the MUGA be maintained? Will it be locked at night? will there be a fee to hire
48.	Needs to be bookable

	Portchester MUGA Consultation - Summary of Comments
49.	Booking of court time. changing rooms
50.	Book them
51.	It appears that Portchester is the poor relation of the borough having very little in the way of sports facilities that are "free" to the general public; other areas have tennis courts and a MUGA!!
52.	<p>I am not happy. You have used a very old aerial view photo, which is very misleading. Your question is based on "what to build on the old community centre." As you know you have removed the old community centre, the amazing number of tennis courts and the already there MUGA and turned the area into a dirt field. You built the New Portchester Community Centre on another family friendly playing area. I understand the population of Portchester is old. I cannot believe you did all this without a Plan.</p> <p>Therefore working on the assumption that you are claver people. I would say your Plan has always been to build a new MUGA on the site of the old community centre, so you can tell everyone that you wish to help kids in Portchester. As we both know this is Pants! You are just bending to the grey vote that rule Portchester. You don't care about children – they don't vote. The New MUGA is the minimum you should build – look at what they have built for kids in Portsmouth. My kids and their kids have played in that area in Portchester for years. Looking on the bright side, you're not building flats. I am still not happy. NB Please do not send back a PC answer email saying nothing.</p>
53.	Make the MUGA bigger! If it's the size of one tennis court then how many can use the facility at once? On the old tennis courts there were sometimes up to 30 kids trying to play, and when they are involved in a game of something then they are not involved in anything unlawful.
54.	<p>It looks quite a small MUGA area to devote to so many sports and does not appear to be replacing as much space as previously given to tennis courts. Could there be 2 x MUGA courts? A small area given over for scooters/skating would be good (I know there's a skate park at Wicor), but when you have 2 kids of differing ages it would be useful to have an option for the 'tweenies' at the park. Although I'm through the toddler/pre-school age myself, I would have found it really useful to have a large flat pavement type surface/cycle track to teach my boys to ride their bikes. Teaching them on residential pavements/roadways is not suitable and bikes are banned on all the really useful areas such as seafront proms. A few picnic tables would be good too, with some shade around.</p>
55.	The multi games area would be a very welcome improvement to the park and may help to release the play park for younger children as at present it is often swamped with older children with nothing else to do. The multi sports area would give a purposeful space for older children to use. If a

	Portchester MUGA Consultation - Summary of Comments
	multi games area was built then care and planning may need to be taken to ensure that the behaviour of a few does not spoil it for other youngsters who want to use it for meeting with friends and playing sports. Will the community centre have an oversight of its use? Will immediate residents have a ready access to someone to share concerns if is misuse by a few?
56.	More than 1 MUGA (Free to Use), Large play area for all Children, CCTV
57.	If you decide to include football on the MUGA, please install inset permanent goal mouths as shown in the image on last page
58.	Would the fence be curved at top to deflect balls back into the area if practical Sorry if these comments are late as I did not read of any end date for return of written reply's and comments
59.	Not football, as there are plenty of places around Portchester where football can be played on the grass.
60.	Chill out area for use between games.
61.	Please put 3 tennis courts back, they should not have been removed.
62.	Going to play tennis with my 11 year old son was one of my favourite things + we would love to be able to do that again. We used to ride our bikes to the courts + play regularly. I miss it terribly!
63.	There is a noticeable lack of publicly accessible tennis courts in the Portchester area. One new one (to replace the lost 3) is not enough for the population served
64.	Need more multi sports areas now that the tennis courts have been taken away, not all of us are pensioners
65.	Anything that will help the kids use up their excess energy would be good. You would also need good lighting in the area.
66.	Should have one play area & 3 tennis courts. We have lost our tennis facilities. People of Portchester deserve the opportunity to play this wonderful game. You won't convince me that Portchester School is happy to see people playing on school tennis courts in term time and at weekends. There is a lot of land round the new centre which could be utilised for sport.
67.	One tennis court is insufficient to run a proper club. Use of tennis courts at Portchester School will also not work for a club because access would need to be weekdays/weekends/evenings (9am-9pm) with no restrictions caused by caretaker cover, bank holidays etc.

Portchester MUGA Consultation - Summary of Comments	
68.	A separate tennis court available for use throughout the day. As is provided at Titchfield and Burrige, as at present there is no public tennis court in Portchester available during daytimes.
69.	All areas should be accessible to wheelchair users.
70.	We have a good football facility at Wicor, but tennis and basket ball would be much appreciated
71.	Separate tennis courts for young people & a basket ball court, access all time we do not like having to get keys
72.	Ensure that they are available to all residents of Portchester
73.	Tennis courts, Swimming Pool
74.	Please build the Jim!!
75.	A swimming pool would be ideal for the young and elderly residents of Portchester.
76.	Toilet Facilities, other than those in the new community centre
77.	More toilet facilities.
78.	More toilet facilities.
79.	Outdoor fitness equipment
80.	Some of the play equipment needs updating/painting as looking quite shabby now. A zip wire would be a good addition also.
81.	Zip-wire, BMX Track
82.	Please bring the 9 - 12yr olds youth club back in the community centre
83.	The area has a real problem with dog owners not clearer up their dogs mess. This makes it not very nice for children to run about on the grassy areas and pathways.
84.	Lots of bins and signs regards to disposal of waste/rubbish. As this seems to be a big problem with other facilities/parks (Wicor Recreation Grounds) that have been introduced into the area. and to make sure that this
85.	Cut the grass more regularly.

	Portchester MUGA Consultation - Summary of Comments
86.	Update Wicor recreation ground to provide some sport facilities at either site
87.	Extend the carpark.
88.	How about bowls
89.	Get the email address correct so that peoples' views will be properly recorded. Underscore missing in council 'have your say letter'. Cafe in park. More than one tennis court.
90.	NO.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Strategic Planning and Environment
Subject:	Development Sites and Policies Plan: Fareham College and other new site allocations: Consultation
Report of:	Director of Planning and Environment
Strategy/Policy:	Fareham Borough Local Plan
Corporate Objective:	Protect and enhance the environment Safe and healthy place to live and work Balanced housing market Strong and inclusive communities

Purpose:

To propose additional development sites including a new policy for the redevelopment of the Fareham College (Bishopsfield Road) campus, for inclusion in the Development Sites and Policies Plan, and set out the arrangements for public consultation.

Executive summary:

Following consultation on the Draft Local Plan Part 2: Development Sites and Policies in October to November 2012, officers have been updating and finalising the Plan to take account of the comments made and to ensure a sound and legally compliant Plan that can be submitted to the Secretary of State and taken forward to Examination. Regular reporting to the relevant Member Working Group continues to take place.

Some new sites have come forward within the existing built up area that are worthy of inclusion in the Plan. These are:

- Fareham College's (Bishopsfield Road site)
- Kites Croft
- Midpoint 27, Cartwright Avenue
- The Walled Garden, Cams Hall

In order to provide organisations, businesses and individuals with the opportunity to make comments on the inclusion of new sites it is proposed to carry out public consultation on these additions to the Plan.

Recommendation:

That authorisation be given to undertake a four-week consultation on the following documents:

- A new policy and supporting explanatory text setting out the Council's approach to the redevelopment of Fareham College's Bishopsfield Road site;
- Development Site Briefs for three new employment allocations at:

- Kites Croft
- Midpoint 27, Cartwright Avenue
- The Walled Garden, Cams Hall; and
- A Technical Note comprising a Sustainability Appraisal/Strategic Environmental Assessment High Level Assessment of the proposed development sites, and a Habitats Regulation Assessment Screening for Likely Significant Effects of the new policy and proposed site allocations.

Reason:

To undertake consultation as part of the preparation of the Development Sites and Policies Plan as required, and in accordance with Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012. To demonstrate that the Council is seeking to identify sufficient development sites to meet the Borough's development requirements.

Cost of proposals:

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

Appendices: A: Local Plan Part 2: Development Sites and Policies - Draft Policy and Supporting Text for Fareham College and Development Site Briefs for Three Employment Sites

Background papers:

Technical Note: SA/SEA and HRA for the Fareham Development Sites and Policies Plan - High Level Assessment and Screening of Proposed New Allocations for Employment and Residential Development

File of correspondence*

* Exempt by virtue of Paragraph 3 - contains information relating to the financial or business affairs of the Authority

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Development Sites and Policies Plan: Fareham College Policy and Other
New Site Allocations: Consultation

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

INTRODUCTION

1. The Executive Report seeks endorsement and approval of a new policy and supporting text for the Fareham College (Bishopsfield Road) campus site for inclusion within the Development Sites and Policies Plan. It also includes development site briefs for three employment sites that have been identified as having development potential. It is accompanied by a Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) of the four proposed new site allocations, and a Habitats Regulation Assessment (HRA) Screening Statement assessing the four proposed site allocations' Likely Significant Effects on environmental designations of European importance.
2. The Executive report seeks authorisation to undertake a four-week consultation to enable businesses, organisations and residents to have an opportunity to make comments on the proposed policy and site allocations.
3. Public consultation¹ was carried out on the Draft Local Plan Part 2: Development Sites and Policies during October and November 2012. Officers have since been updating and finalising the Plan to take account of the comments received and to ensure a sound plan that can be submitted to the Secretary of State and taken forward to Examination, with reports being regularly reported to the relevant Member Working Group. Other consultations have taken place on a new policy for the Solent Breezes Holiday Park, and a new policy and site allocations for Gypsies, Travellers and Travelling Showpeople.
4. It is now proposed to include some additional sites that have come forward as suitable development sites within existing urban areas following the consultation on the Draft Development Sites and Policies Plan.
5. In order to provide organisations, businesses and individuals with the opportunity to make comments on these new sites, it is proposed to carry out a final consultation on these new sites, prior to the Publication Stage² when the Plan is

¹ Under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012

² Under Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012

published for formal representations on its soundness³.

PROPOSED ADDITIONAL SITES

6. A large strategic site has come forward since the previous draft version of the Plan. This site at Fareham College's Bishopsfield Road Campus has the potential to deliver a combination of improved educational facilities, new residential development, while at the same time opening up to the wider community the open space that is not currently publicly accessible. This open space would offer much-needed provision in an area that currently has an identified under-supply. In addition, it is envisaged that the redevelopment of the College's educational facilities will bring additional community benefits. Fareham College wish to make a range of new and enhanced facilities available to the community, including the new drama hall, café/restaurant, recording and media studios, fitness suite, sports hall and other sport facilities.
7. It should be noted that the Council's independent viability consultant has concluded that the housing proposals for the Fareham College site are marginal in terms of development viability, i.e. prevailing market expectations of development returns. However, any development value achieved through the residential development by the College, as landowner, would clearly complement the recently awarded Skills Funding Agency grant of £14m for further education and skills secured by the College, in providing an overall development funding package for both the additional new educational facilities, and the refurbishment of existing educational facilities.
8. Fareham College recently received planning permission⁴ for the construction of a new purpose-built engineering training facility, comprising a single storey building including engineering workshop, classrooms and other supporting facilities including car parking at Daedalus within the Solent Enterprise Zone. It is anticipated that this training facility, the Centre for Engineering and Manufacturing Advanced Skills Training (CEMAST) will be completed to enable students to commence from September 2014 onwards. This will involve the relocation of approximately 30% of Fareham College's existing students and will result in a number of existing buildings on the Bishopsfield Road Campus becoming surplus to the College's educational requirements. The age and layout of the College's existing buildings is no longer ideally suited to contemporary educational requirements, is not cost effective to maintain and would benefit from modernisation to ensure a more efficient and effective utilisation of the site. In addition, Fareham College's proposed new building will be required to achieve a BREEAM 'excellent' rating to comply with the grant funding conditions. The refurbished buildings would also be improved to ensure that they meet BREEAM 'very good' rating.
9. The redevelopment of the College's educational facilities is anticipated to take place on the northern part of its existing footprint and could involve replacement or additional buildings and/or improvements/enhancements to existing buildings (such as recladding). The consolidation of the College's operations, together with the transfer of some operations to CEMAST at Daedalus, would result in a number of buildings on the southern footprint of the existing facility, no longer being required for educational purposes. That part of the site, which could come

³ Whether the Plan meets the tests set out in the National Planning Policy Framework

⁴ FBC Ref: P13/0201/FP

forward for residential development at an early point in the Development Sites and Policies Plan period, is expected to yield between 100-120 dwellings. It is also proposed that the existing open space would be opened up to the local community, together with a series of improved footpaths and cycleways increasing access and permeability of the site.

10. Accordingly, a proposed new policy and supporting text for the Fareham College (Bishopsfield Road) campus for inclusion within the Development Sites and Policies Plan is set out in Appendix A.
11. Appendix A also includes development site briefs for three sites that have been identified as having potential for employment development. The development site briefs set out the general design principles that should be considered in each circumstance. The sites, identified through an update to the Employment Land Review (part of evidence base of the Plan) are:
 - Kites Croft - a remaining parcel of land (0.97ha) within a previously larger allocation from the Fareham Borough Local Plan Review 2000;
 - Midpoint 27, Cartwright Avenue - a remaining parcel of land (0.84ha) within a previously larger allocation from the Fareham Borough Local Plan Review 2000; and
 - The Walled Garden, Cams Hall - a site of 1.66ha with planning consent for use class B1 business floorspace.
12. It is anticipated that the Fareham College (Bishopsfield Road) campus and the additional employment sites listed above will help towards meeting some of the requirements originally set out in the Core Strategy and subsequently increased in the South Hampshire Strategy⁵.

SUSTAINABILITY APPRAISAL

13. Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) is being undertaken in parallel with the preparation of the Development Sites and Policies Plan. The draft version of the Plan was accompanied by a Sustainability Appraisal Site Options Assessment, which presented *“an appraisal of the latest shortlist of borough-wide sites proposed for allocation and development management policies”*.
14. The new proposed site allocation at Fareham College and the three employment site allocations have undergone an SA/SEA High Level Assessment, the findings of which are contained within a Technical Note.
15. The Technical Note confirms that all⁶ the proposed allocations have mainly positive or neutral impacts on the Sustainability Appraisal Objectives. It does, however, conclude that there are some negative or uncertain effects predicted in relation to the following sites:
 - Midpoint 27, Cartwright Avenue; and

⁵ The South Hampshire Strategy: A framework to guide sustainable development and change to 2026 was published in October 2012.

⁶ With the exception of the Walled Garden, Cams Hall (which is described as having “many positive or neutral impacts”).

- The Walled Garden, Cams Hall.
16. While Fareham College has mainly positive effects on the SA Objectives, it includes *“areas of BAP [Biodiversity Action Plan] deciduous woodland habitat, and a site of uncertain importance for wading birds”*. Ecological surveys will be required *“to establish which if any protected species may be using the site...”*.

HABITATS REGULATIONS ASSESSMENT

17. The Development Sites and Policies Plan (and consequently the additional sites being proposed for allocation therein) is also required to undergo a Habitats Regulations Assessment (HRA). This will need to focus on the likely significant effects of the Plan on the nature conservation interests of European-protected areas within the Borough, and seek to establish whether or not there will be any adverse effects (as a result of proposals within the Plan) on the ecological integrity of these European sites.
18. The HRA Screening demonstrates that no likely significant effects are predicted as a result of the following allocations at:
- Kites Croft; and
 - Midpoint 27, Cartwright Drive.
19. It does, however, state that *“Employment site E5, the Walled Garden, Cams Hall, is adjacent to an important site for Brent geese and a site of uncertain importance for waders as listed in the Solent waders and Brent Goose Strategy”*. It also states that *“The proposed Fareham College allocation has an uncertain wader site within its boundary, together with two other uncertain wader sites nearby to the south and west”*. It confirms that *“It will be necessary to ensure that activities within these sites do not lead to increased levels of disturbance which could reduce the quality of habitats used by birds associated with SPA/Ramsar sites in the area. The risk of likely significant effects on the European sites cannot therefore be ruled out...”*

CONSULTATION

20. Public participation is a key element of plan preparation. It involves inviting organisations, businesses and individuals in the area to make comments. The methods of consultation and engagement to which the Council seeks to adhere, are set out in the Council's Statement of Community Involvement (January 2011).
21. In order to provide organisations, businesses and individuals with the opportunity to make comments on the new sites, to be included within the Development Sites and Policies Plan it is proposed to carry out a further consultation for a four week period commencing when the “call-in” period ends.
22. This consultation will be promoted using the normal channels including a press release, the Council's website and social media accounts. Everybody on the Local Plan consultee and community groups' database and the e-Panel will be contacted. The consultation will be highlighted at the forthcoming Community Action Team meetings (where these are held before the close of the consultation period) and letters will be posted to those in the immediate vicinity of the Fareham College (Bishopsfield Road) campus.

23. The Council's website will host a 'comments section' and paper copies will also be available at the Civic Offices and libraries in the Borough.
24. In addition to the formal consultation being undertaken by the Council, Fareham College will be holding an exhibition providing more detailed plans and descriptions of the proposed redevelopment of its Bishopsfield Road Campus. This will be used to inform any forthcoming applications in relation to the site.

NEXT STEPS

25. Following the consultation, officers will consider the representations and where necessary amend the Plan accordingly, with appropriate reporting to the Member Working Group. Any comments made on the SA/SEA High Level Assessment or the HRA Screening set out in the Technical Note will also be considered prior to the "Publication" version of the Development Sites and Policies Plan being brought to the Executive in the autumn.

RISK ASSESSMENT

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

FINANCIAL IMPLICATIONS

27. The costs in undertaking this consultation are included within existing budgets.

CONCLUSION

28. Authorisation is sought from the Executive to agree to a four-week consultation period on the following documents:
 - A new policy and supporting explanatory text setting out the Council's approach to the redevelopment of the Fareham College site;
 - New development site briefs for three employment sites; and
 - A Technical Note comprising Sustainability appraisal of the proposed new policy and site allocations and Habitats Regulations Assessment (HRA) Screening Statement on the proposed new policy and site allocations.

Reference Papers:

National Planning Policy Framework

Draft Local Plan Part 2: Development Sites and Policies (October 2012)

SA/SEA Scoping Report (May 2012)

SA/SEA Options Assessment Report (October 2012)

HRA Screening Report (October 2012)

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Local Plan Part 2: Development Sites and Policies

Draft Policy and Supporting Text for Fareham College and Development Site Briefs for Three Employment Sites

FAREHAM COLLEGE

1. Fareham College currently occupies a 9.4 hectare site to the south of The Avenue (A27) and to the east of Bishopsfield Road. Fareham College is moving a proportion of its operations to a purpose-built training facility on part of the Solent Enterprise Zone at Daedalus. This will result in a number of buildings at its Bishopsfield Road campus becoming surplus to requirements. The age and layout of some of the existing buildings on site would benefit from modernisation to meet more effectively its contemporary education requirements, and ensure a more efficient and effective utilisation of space. These factors combined provide an opportunity for redevelopment of the wider site.
2. The site currently consists of various educational buildings in the area close to Bishopsfield Road with associated car parking to the south of these buildings. The buildings are surrounded by areas of landscaping and open space, including playing pitches in the large open area in the south east part of the site.
3. The College is located within a predominantly residential area, with Wallisdean Avenue and Westley Grove to the south and east, Barnfield Court and Berwyn Walk to the southwest and Romyns Court to the north east. There are also additional educational facilities to the south, in the form of Wallisdean Infant and Junior Schools, as well as Bishopswood to the north east which is designated as a historic park and garden.
4. The redevelopment of the educational facilities is anticipated to take place on the northern part of the College's existing footprint, adjacent to the existing access from Bishopsfield Road, and south of The Avenue (A27). This could involve replacement or additional buildings and/or improvements/enhancements to existing buildings. The consolidation of operations in the improved buildings on this part of the site, together with the transfer of some operations to Daedalus, will result in a number of buildings on the southern part of the current footprint of the facility, including parking, no longer being required for educational purposes. It is therefore anticipated that part of the site could come forward for residential development.
5. The style of surrounding residential development is generally typified by semi-detached or terraced rows of two storey housing. However, there are some 3-4 storey developments in the vicinity of site, most notably some of the existing college buildings and on the opposite side of Bishopsfield Road.

The majority of the residential development on the site is expected to be family housing, with a reasonable proportion of detached and semi-detached properties. The most suitable location for more dense forms of development, such as flats, is considered to be adjacent to the retained college buildings, where the built form is generally more urban in nature. Based on the above, the site could potentially yield between 100 and 120 residential units depending on the precise mix of flats and houses.

6. New residential development should take account of the amenity of neighbouring development. This includes the educational facilities that remain on site, as well as Wallisdean Infant and Junior Schools to the south. Any proposals should also have due regard to the residential amenity of surrounding streets such as Wallisdean Avenue, Westley Grove, Bishopsfield Road, Barnfield Court and Berywn Walk, with particular care being given to traffic and parking issues.
7. There are significant planting and tree belts within and surrounding the site, especially around the existing playing field and to the rear of properties fronting Wallisdean Avenue and Westley Grove, which help protect residential amenity. The majority of these trees should be retained where possible, including a section of protected trees which exist to the north east of the site. The frontage along The Avenue should incorporate attractive landscaping including retaining some of the existing trees but removing others to enable views and facilitate new pedestrian linkages into the site. A full tree survey will need to be done to understand the value of all trees on site. This survey will demonstrate those trees that should be retained and those that could be removed.
8. Proposals for development would be required to undertake a full ecological survey and assessment and any potential ecological impacts should be highlighted and appropriately mitigated.
9. The eastern part of the site was previously allocated as 'open space' in the Local Plan. However, access is limited to use by the College, and the open space is not currently publically accessible. The redevelopment of the College site would be expected to retain the existing open space, including provision of playing pitches, and make it publically accessible. This area of open space would be accessible via the residential element of the wider redevelopment but also via new pedestrian access points onto Redlands Lane and, potentially, to The Avenue.
10. The principal vehicular accesses to both the retained educational facility and the proposed new residential development will be from Bishopsfield Road. The development is likely to require junction improvements at the point of access onto Bishopsfield Road. Additional pedestrian and cycle access points should be sought from The Avenue and Redlands Lane. Any application will need to demonstrate that the proposed access is suitable for the level of development proposed, and that there will not be a significant adverse impact on traffic along Bishopsfield Road.

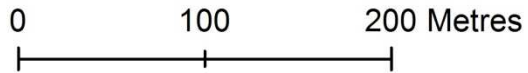
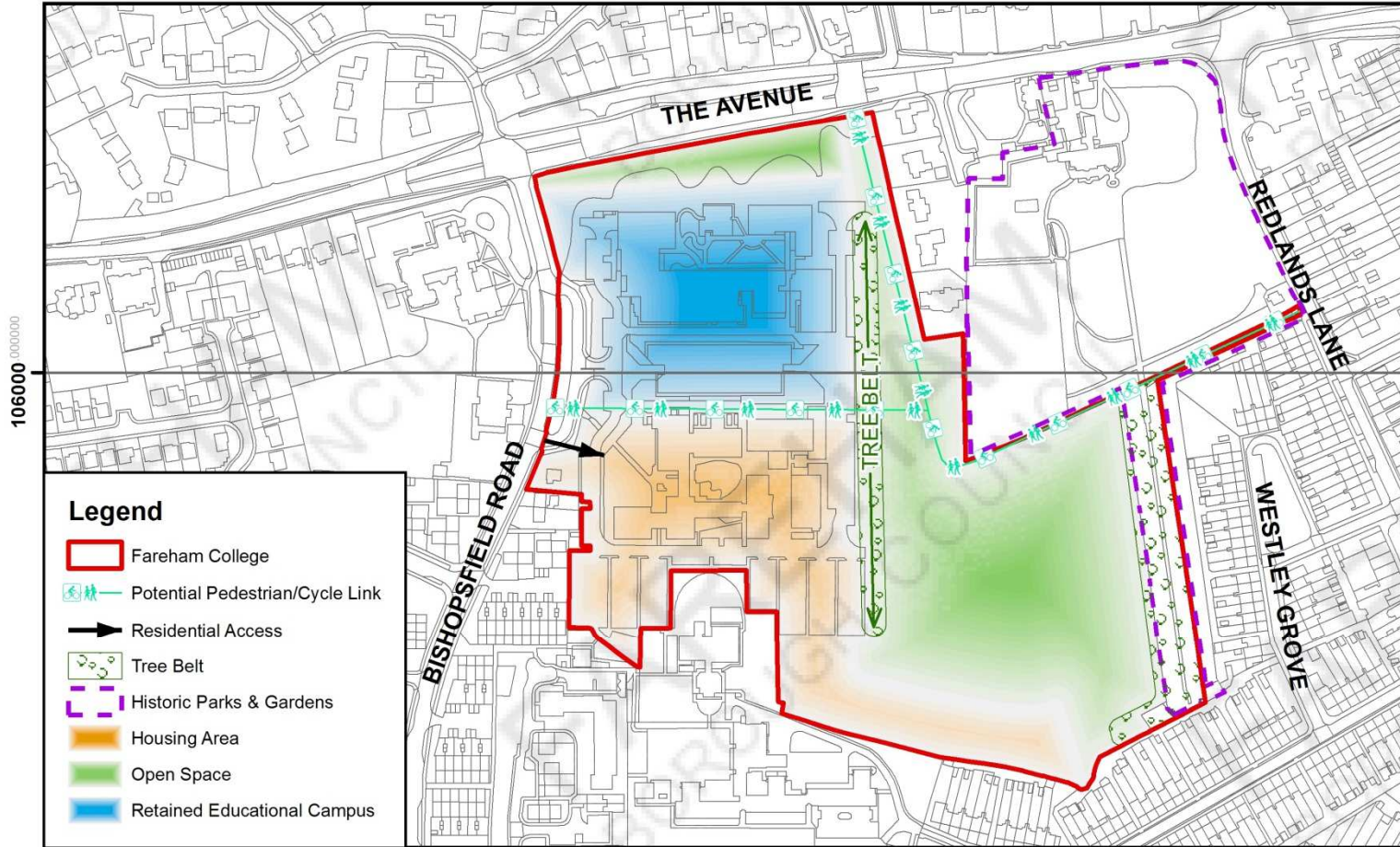
11. Car parking has the potential to be a key issue on site, with the proposed residential development likely to occur on the part of the site currently used as parking for the whole college. A parking strategy would be required to accompany any application to demonstrate that the educational facility and the proposed residential development have sufficient car and cycle parking facilities.
12. Independent viability evidence currently indicates that the residential development proposals for the site are of marginal viability. However, it is important to note that the viability study undertaken is a standardised assessment based on commercial assumptions of viability. The College site is not a “standard” housing scheme and it is envisaged that any development value achieved through the residential development will complement the wider funding package assembled by the College for the overall redevelopment of the educational facilities on the site. Following continual discussions with the College it is also apparent that some of the funding is time limited and thus the development is envisaged to come forward within the next few years. Taking this into account the Council is confident that the site is deliverable and should, therefore, be counted towards the overall housing supply.
13. Proposals for development would also be required to be accompanied by a Heritage Statement that addresses archaeology and any potential impact on the Bishopswood historic park and garden.

DSP37 Fareham College

Fareham College will be redeveloped in accordance with an agreed masterplan in order to ensure the comprehensive redevelopment of the site includes a retained educational facility that meets its current educational requirements, provision of publicly accessible open space and new high quality residential development for up to 120 dwellings. Proposals will be required to ensure that:

- **Sufficient levels of car and cycle parking are provided on site to serve all of the existing and proposed uses;**
- **The existing open space is opened up for wider community use, together with appropriate changing facilities. The landscaping surrounding the existing college buildings should be enhanced where practicable;**
- **Additional pedestrian and cycle routes are installed to connect the site to the wider area and to enable good access to public transport including Fareham railway station, BRT and other bus routes;**
- **Due regard is given to the amenity of surrounding residential units and neighbouring educational facilities; and**
- **Significant trees that have a positive impact on the site are retained where possible.**

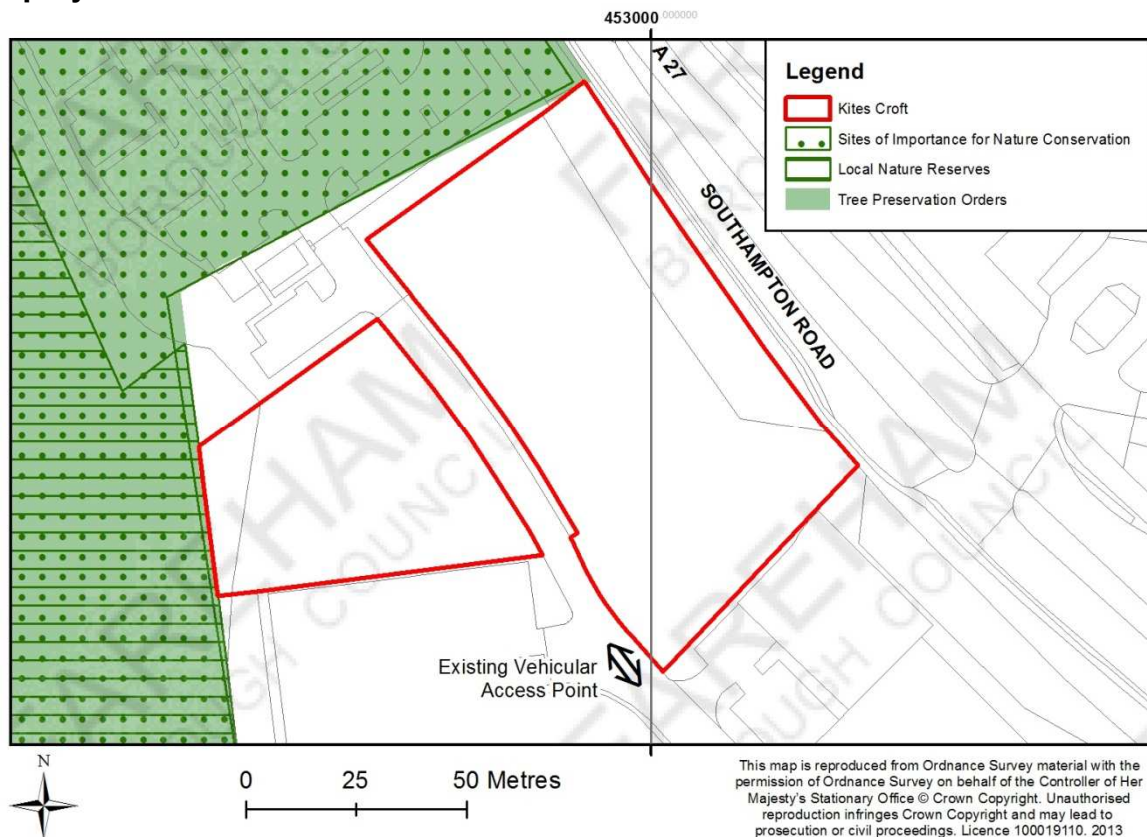
Illustrative Map for Fareham College



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Site Briefs for Additional Employment Sites

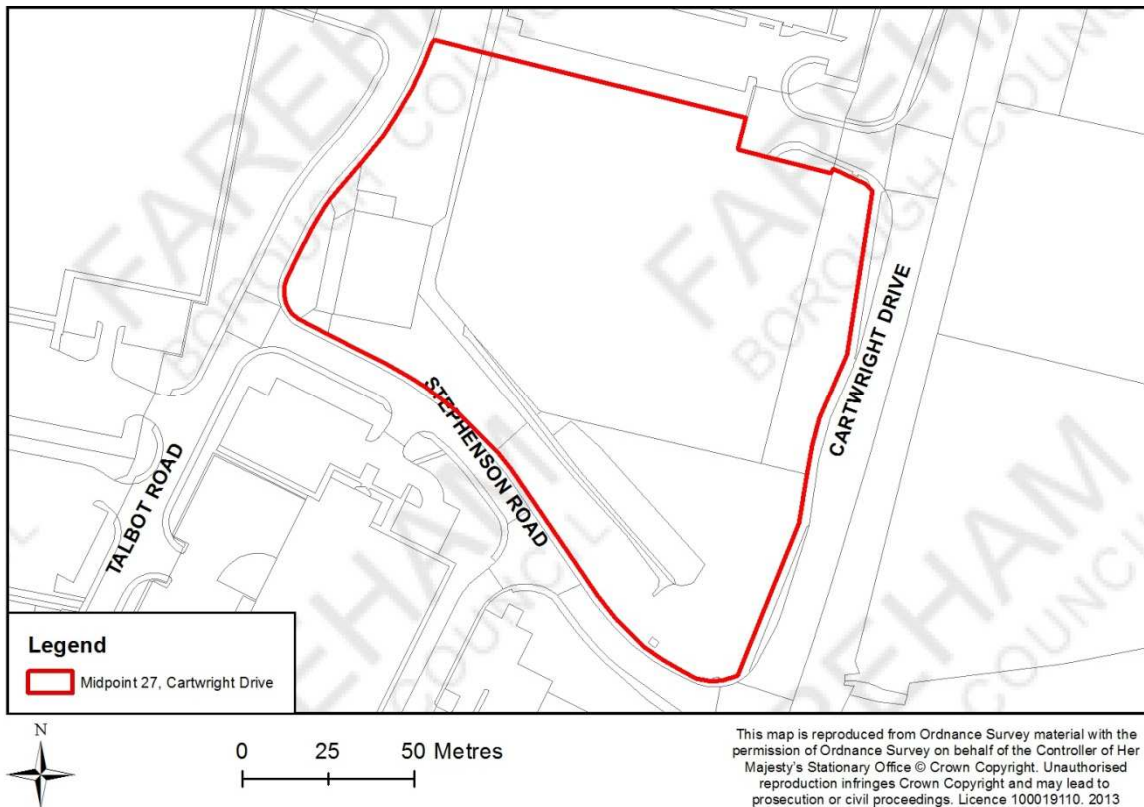
Employment Site E3: Kites Croft



Site Address	Kites Croft (remaining parcels)
Location	South of Southampton Road, either side of
Ward	Titchfield Common
Site Area	0.97ha
Planning Status	Remaining parcels of land within larger site previously allocated for employment uses in Fareham Borough Local Plan Review (June 2000). Previous permission for two industrial buildings (2008) now lapsed.
Potential Use	Employment (B1, B2 or B8)
Relevant Core Strategy Policies	CS1, CS6, CS9, CS15, CS16, CS17, CS20
Key Planning & Design Issues	The design should be in general conformity with the existing format of the surrounding business park. Screening from Southampton Road should be retained. The site should be accessed via the internal access road. No

	<p>new access to Southampton Road will be accepted.</p> <p>The site is immediately adjacent to the Kites Croft Local Nature Reserve and Bowling Green and Kites Croft Site of Importance for Nature Conversation, designated for its ancient woodland and populations of Dormice.</p>
<p>Information Required</p>	<p>Sufficient parking will need to be provided on site to support the floorspace proposed in any proposal.</p> <p>A Transport Assessment will be required including an assessment of the multi-modal trip rate.</p> <p>A comprehensive ecological survey and assessment of the site, informing the nature and extent of the proposal, including a detailed mitigation and enhancement strategy. This should include avoidance of impacts to the adjacent designated sites.</p>

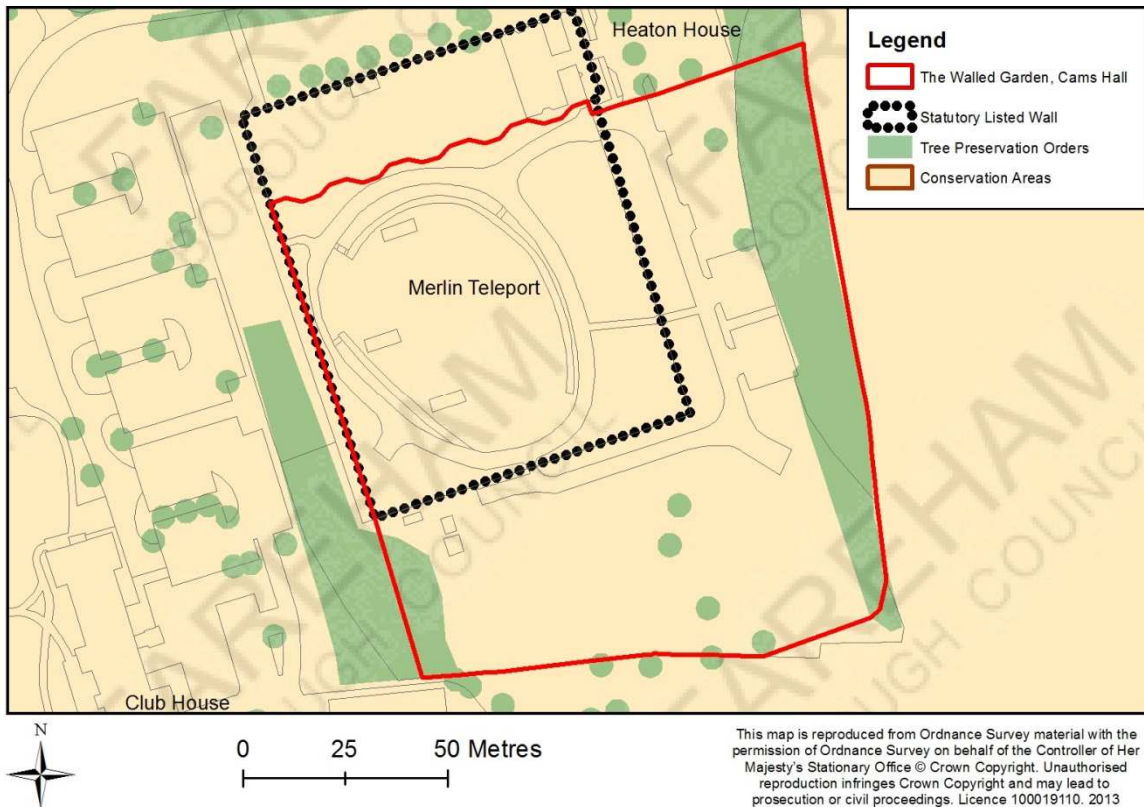
Employment Site E4: Midpoint 27, Cartwright Drive



Site Address	Midpoint 27, Cartwright Drive
Location	West of Cartwright Drive, north of Stephenson Road
Ward	Titchfield
Site Area	1.84ha
Planning Status	Remaining parcel of land within larger site previously allocated for employment uses in Fareham Borough Local Plan Review (June 2000).
Potential Use	Employment (B1, B2 or B8)
Relevant Core Strategy Policies	CS1, CS6, CS9, CS15, CS16, CS17, CS20
Key Planning & Design Issues	<p>The design should be in general conformity with the existing format of the surrounding business park.</p> <p>Any new units should be accessed via the existing access that exists along Cartwright Drive. If new access is required it should be provided off of Stephenson Road or Talbot Road. New accesses onto Cartwright Drive should be avoided..</p> <p>The site is of unknown ecological (including botanical) value, and has potential for use by protected species. There appear</p>

	to be watercourses within the site, feeding into a tributary of the River Meon.
Information Required	<p>Sufficient parking will need to be provided on site to support the floorspace proposed in any proposal.</p> <p>A Transport Assessment will be required including an assessment of the multi-modal trip rate.</p> <p>A comprehensive ecological survey and assessment of the site, informing the nature and extent of the proposal, including a detailed mitigation and enhancement strategy.</p>

Employment Site E5: The Walled Garden, Cams Hall



Site Address	The Walled Garden, Cams Hall
Location	Walled area of land at the end of access road into Cams Estate
Ward	Portchester West
Site Area	1.66ha
Planning Status	Outstanding permission for 1,843sq.m of B1 floorspace
Potential Use	Employment (B1)
Relevant Core Strategy Policies	CS1, CS6, CS9, CS15, CS16, CS17, CS20
Key Planning & Design Issues	<p>The site should be developed in line with the current approved application. If a revised application is submitted then the following issues should be taken into consideration:</p> <p>The site is set within the grounds of a conservation area and a listed wall surrounds the developable area. Any proposal will need to accord with the heritage assets policies in the Local Plan by having due regard to the listed wall and the context of the wider conservation area.</p>

	<p>Any proposal must carefully consider all detailing and proposed materials given the sensitive location of the site.</p> <p>The Walled Garden was historically an open garden set within the wall, it is important that the sense of openness is retained within any new proposal. Therefore a comprehensive development which covers the majority of the current garden area will not be accepted.</p> <p>The site contains various habitats and may support protected species. The ecological value of the site is unknown. The site is adjacent to areas identified within the Solent Waders and Brent Geese Strategy as being used by birds associated with the surrounding European designated sites.</p>
<p>Information Required</p>	<p>Any alternative proposal should include:</p> <p>Information on the levels of parking to be provided on site to support the floorspace proposed.</p> <p>A Transport Assessment will be required including an assessment of the multi-modal trip rate.</p> <p>Details of materials to be used, alongside information as to how and why these have been chosen in the context of the existing wall and buildings.</p> <p>A comprehensive ecological survey and assessment of the site, informing the nature and extent of the proposal, including a detailed mitigation and enhancement strategy. This should include avoidance of impacts to birds associated with designated sites.</p>

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Strategic Planning and Environment
Subject:	Titchfield Abbey Conservation Area Character Appraisal and Management Strategy
Report of:	Director of Planning and Environment
Strategy/Policy:	Fareham Borough Local Plan
Corporate Objective:	Protect and Enhance the Environment

Purpose:

This report summarises the outcome of public consultation on the draft Conservation Area Character Appraisal & Management Strategy for Titchfield Abbey Conservation Area and proposes its adoption.

Executive summary:

This report relates to the Council's programme for the review of the adopted conservation area character assessments. It recommends adoption of the revised Titchfield Abbey Conservation Area Character Appraisal and Management Strategy which has taken into account the outcome of the draft document consultation and guidance produced by English Heritage.

Recommendation:

It is recommended that:-

- (a) The Titchfield Abbey Conservation Area Character Appraisal and Management Strategy, as set out in Appendix A to this report, be adopted as evidence in support of the Fareham Borough Local Plan Review (June 2000), the policies contained within the Fareham Local Plan Part 1: Core Strategy and the emerging policies of the Fareham Local Plan Part 2: Development Sites & Policies.
- (b) Delegated authority is granted to the Director of Planning and Environment in consultation with the Executive Member for Strategic Planning and Environment to make minor factual and formatting alterations prior to publication of the adopted document.

Reason:

The documents continue the Council's programme for re-appraisal of the adopted Conservation Area Character Assessments which currently play a key role in helping to identify the heritage significance of conservation areas and in preserving and enhancing their character and appearance through the development management process and in liaison with statutory undertakers.

Cost of proposals:

The operation of the management strategy will be undertaken through existing officer resource and departmental budgets. Any environmental improvement works will be subject to the availability of additional funding.

Appendices: A: Draft document consultation comments, responses and action table

B: Titchfield Abbey Conservation Area Character Appraisal and Management Strategy

Background papers: Individual responses to the public consultation.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Titchfield Abbey Conservation Area Character Appraisal and Management Strategy

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

INTRODUCTION

1. This report seeks adoption of the revised Conservation Area Character Appraisal and Management Strategy document for Titchfield Abbey Conservation Area following public consultation. This continues the programme of re-appraisal of the Council's adopted character appraisal documents. The first Titchfield Abbey Conservation Area Character Assessment was adopted in 2003.
2. English Heritage guidance concerning conservation area management advises Local Authorities to produce conservation area character appraisals and management strategies and to keep them up to date.

THE ROLE OF CHARACTER APPRAISALS

3. A Conservation Area Character Appraisal identifies the qualities of a conservation area that give it heritage significance. Character can derive from the age and style of individual buildings, the way groups of buildings are arranged, the spaces between them, their historical significance in the development of an area and their use. Other factors such as; open spaces, landscaping, trees and important views all interact to form the overall character of an area. In order to make informed decisions about development that affects the character of a conservation area it is essential to have a clear understanding of its heritage significance through an up to date character appraisal document.
4. The appraisal documents also have a general role to play in informing local residents and others about the history of the borough's older settlements and those aspects of their character and appearance that it is important to protect.

THE MANAGEMENT STRATEGY

5. In line with current English Heritage guidance the updated character appraisal has been amended to include a management strategy that sets out the Council's approach to the conservation of the conservation area. It outlines the procedures currently in place to manage change and proposes additional measures and

opportunities for enhancement as identified by the appraisal.

6. The draft management strategy (as published for public consultation) proposed measures and enhancements to preserve the character and appearance of the conservation area including the following:
 - Monitoring by photographic survey every four years and periodic street audit.
 - Liaison with other bodies, including statutory undertakers and other Council departments who are responsible for, or undertake, works or re-instatements that are likely to affect the character and appearance of the conservation area.
 - Opportunities for enhancement including:
 - Titchfield Abbey Garden Centre - Improvements to signage, removal of derelict greenhouses to improve the setting of the scheduled ancient monument, listed buildings and the character and appearance of the conservation area;
 - Improvements to road junction of Fishers Hill and Mill Lane to improve the setting of the scheduled ancient monuments, listed buildings and the character and appearance of the conservation area;
 - Removal of unsightly agricultural building to the east of Fernhill Farmhouse to improve the setting of the scheduled ancient monuments, the listed building and the character and appearance of the conservation area;
 - Improvements to the gates at the entrance to the monastic barn.

THE PUBLIC CONSULTATION PROCESS

7. Public consultation on the draft Character Appraisal and Management Strategy was undertaken between 13th May and 10th June 2013. It comprised:
 - A display in the Titchfield Community Centre where copies of the document and a comment sheet were made available. The display was periodically manned by an officer of the Council for a number of morning, afternoon and evening sessions to help with enquiries.
 - A letter posted to all residents and premises within the conservation area boundary notifying them of the draft document, the display in the community centre and the period of consultation. Consultation letters were also sent to the Fareham Society, Fareham Local History Group, Titchfield Residents Association, Catisfield Residents Association, Titchfield Local History Society, English Heritage, Hampshire County Council, Hampshire Mills Group, Hampshire Wildlife Trust and other relevant statutory undertakers.
 - Placement of an advertisement by site notice at locations within the conservation area boundary notifying of the draft document, the display in the community centre and the period of consultation.
 - Details on the Council's website, including the draft document for download, a copy of the display material from the community centre and access to an online comment sheet. A link to the Council's web site was included on all the consultation material.

8. The consultation asked for comments on the following:
- **Question 1.** The key features identified in the character appraisal to be preserved or enhanced;
 - **Question 2.** The proposed opportunities identified in the character appraisal for enhancing character and appearance;
 - **Question 3.** The key views identified in the document and any additional views thought to be of importance;
 - **Question 4.** Any general comments.

THE OUTCOME OF PUBLIC CONSULTATION

9. In total 16 representations were received from; English Heritage, Catisfield Village Association, Hampshire County Council, an interested landowner/development interest, and a number of local residents. Their comments raised a wide range of issues with some responses related to the specific questions asked in the questionnaire while some raised other issues. A summary of the views received is set out below and a more detailed table of comments is attached at Appendix A. The table includes an officer response indicating amendments made to the document where appropriate, or other actions.

Responses to Question 1

10. There were 16 comments made relating to this question. Seven were in broad support of the key areas identified. Other comments received related to the importance of preserving the rural character of the countryside, views and footpaths, the degree of detail that should be included, and the lack of local knowledge of the history of the area.

Responses to Question 2

11. There were 25 comments made in response to this question. There was overall support for the opportunities set out in the document. One comment requested more information about what the improvements to the junction of Fishers Hill would involve and how this may impact on parking. More general comments received in relation to this section included the view that proposed improvements were not extensive or ambitious enough, greater engagement with local interest groups was required, new buildings and extensions should be restricted and that any enhancements should reflect the existing character of the area. A need for more information about the area and greater public access was also identified.

Responses to Question 3

12. There were 13 comments made in response to this question with general support for the views and their protection and/or enhancement identified in the document. Specific comments included the need for careful consideration of the impact of development in respect of views, and the desirability of information boards on the footpaths for interpretation. Two comments considered that view no.1 from the top of the western side of the valley behind the Holiday Inn is not important as it is partially obscured from the footpath by trees.

Responses to Question 4

13. There were 13 responses to this section relating to general comments about the document and the Conservation Area. These raised issues such as ensuring that there is no more development, the need for more information and interpretation about the area's history, the importance of the area being retained as countryside, and the importance of the areas biodiversity and habitat. Conversely one comment suggested that harm caused by further urban encroachment as identified in the document should be reviewed in light of the potential for new development to the east (rear) of the Holiday Inn and north of the A27.

Buildings at Risk

14. The Council has been informed that owing to the use of the Monastic Barn by the Titchfield Festival Theatre, which will result in maintenance and a regular presence on the site, the building is now to be removed from the English Heritage 'Heritage at Risk Register'.

Archaeology

15. Corrected information has been received concerning the archaeological designations, their area of coverage and status, to update the text and maps.

Specific Highway and Traffic Matters

16. A number of comments were received that are more specifically about the management of the highway and traffic. These include such issues as yellow lines, parking, speed and safety, traffic volumes, drainage and lorry routing. These issues will be raised with the Highway Authority. This liaison process is identified within the Management Strategy of the document.

Development and Planning Matters

17. With regard to wider planning and development issues, these will be considered through the normal planning process having regard to the saved policies contained within the Fareham Borough Local Plan Review (June 2000), the policies contained within the Fareham Local Plan Part 1: Core Strategy, the emerging policies of the Fareham Local Plan Part 2: Development Sites & Policies and the evidence set out in the Titchfield Abbey Conservation Area Character Appraisal and Management Strategy. This approach is identified within the Management Strategy of the document.

NEXT STEPS

18. The Character Appraisal and Management Strategy document has been amended following the responses to the consultation and is attached at Appendix B. It is recommended that the Executive agrees to the adoption of the Titchfield Abbey Character Appraisal and Management Strategy. The document will then be published on the Council's website and those consultees who asked to be kept informed will be notified.
19. Following adoption the Character Appraisal and Management Strategy will be used as evidence in support of the saved policies of the Fareham Borough Local Plan Review (June 2000), the policies contained within the Fareham Local Plan Part 1: Core Strategy and the emerging policies of the Fareham Local Plan Part 2:

Development Sites & Policies. As such, the content of the documents is a material consideration in the determination of planning applications.

ACTIONS FOLLOWING PANEL MEETING

20. When the Strategic Planning and Environment Policy Development and Review Panel considered the draft appraisal and management strategy document, a couple of specific issues were raised by Members. These are being followed up by officers. The next two paragraphs describe situation at the time of drafting this briefing paper.
21. An additional interpretation board at Titchfield Abbey to give more detailed information about the history of the buildings and other features within the wider landscape context was suggested. English Heritage has responded positively to the possibility of an additional interpretation board in the abbey grounds, stating, "In principle it makes perfect sense to install a panel at the abbey which would help to contextualise the abbey and enable visitors to better understand its relationship with other elements of the local historic environment - the barn and the fish ponds spring immediately to mind. The location of the sign will obviously need to avoid known areas of archaeological sensitivity and should, I expect, follow the design of the existing panels." And, "Your councillors should be aware that as well as the cost of producing the panel there is likely to be a requirement for an archaeological watching brief to cover the works." The possibility of English Heritage being able to provide funding either in this or the next financial year is currently being explored.
22. Concern was expressed that the increased flooding of the River Meon could pose a risk to the integrity of the Anjou Bridge. Officers agreed to investigate with the Environment Agency and/or landowner whether the management of the valley floor would lead to ever worsening flooding and whether this could potentially lead to damage of the Anjou Bridge. Enquiries have been made with the Environment Agency and a response remains outstanding.

CONCLUSION

23. The Titchfield Abbey Conservation Area Character Appraisal and Management Strategy continues the Council's programme for re-appraisal of the adopted Conservation Area Character Assessments which currently play a key role in helping to identify the heritage significance of conservation areas and in preserving and enhancing their character and appearance through the development management process.
24. The document has been prepared following best practice guidance set out by English Heritage and has taken account of the comments raised by the community of Titchfield and other interested organisations.

Reference Papers:

Understanding Place: Conservation Area Designation, Appraisal and Management – English Heritage (2011)

Titchfield Abbey Conservation Area Character Assessment (2003)

Titchfield Abbey Conservation Area Character Appraisal and Management Strategy - Consultation Draft (March 2013)

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Comment	No.	Officer Response	Action
1. KEY FEATURES IDENTIFIED IN THE DOCUMENT TO BE PRESERVED AND ENHANCED			
Support for all key features identified.	7	Support is noted.	No alteration.
The list of features is too broad and dilutes the key areas.	1	All the key features identified are considered to contribute to the character and appearance of the conservation area.	No alteration.
There is not enough detail; it is not clear what opportunities have been identified.	1	The key features identified are intended to be a summary; greater detail is contained in the document text.	No alteration.
Local people would struggle to tell you the history or identify anything other than the abbey.	1	An aim of the document is to increase public understanding of the significance and history of the area and its historic buildings, which will help to address this issue.	No alteration.
The key features are the architectural and historic listed buildings and supporting infrastructure and the views and access to them.	1	The importance of these aspects to the character and appearance of the conservation area are addressed in the document.	No alteration.
Topography character and landscape			
The informal rural character of this particular area should be jealously safeguarded and preserved for future generations to enjoy.	1	Noted. The importance of the rural character of the valley and its contribution to the character and appearance of the conservation area	No alteration.
The Titchfield Abbey Conservation Area is one of the last remaining	1		

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Comment	No.	Officer Response	Action
rural areas in Fareham and should be preserved at all costs.		and the setting of the listed buildings and scheduled monuments is set out in the document.	
A beautiful natural environment which the Borough should be looking to continue preserve and enhance if possible.	1		
Titchfield Abbey is a very important building and it is right for it to remain surrounded by countryside, and that the rural character of the area is preserved.	1		
The important views and intervisibility of the abbey, the monastic barn and other historic buildings in their landscape setting.			
Views of the Abbey.	1	The importance of views of the abbey and their contribution to the character and appearance of the conservation area is made clear in the document.	No alteration.
The footpaths and rights of way that provide public access to the landscape.			
The footpaths are intrinsic to the area and should remain unchanged.	1	The importance of the footpaths that provide public access to the conservation area is identified in the document.	No alteration.
Footpaths are not being maintained near the abbey, stables have been erected blocking public access.	1	Hampshire County Council Countryside Access Team is responsible for maintenance of rights of way.	The comment will be forwarded to the Rights of Way within the Countryside Service at Hampshire County Council.

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Comment	No.	Officer Response	Action
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Comment	No.	Officer Response	Action
2. OPPORTUNITIES IDENTIFIED IN THE DOCUMENT FOR ENHANCING OR IMPROVING CHARACTER AND APPEARANCE			
Titchfield Abbey Garden Centre - Improvements to signage, Removal of derelict greenhouses			
Improvements to The Abbey Garden Centre are supported; some restriction of the host of temporary signs would be beneficial as these are out of keeping with the conservation area.	1	Support for the opportunity for enhancement identified in the document is noted. The negative impact of the existing signage and the derelict greenhouses on the character and appearance of the conservation area and the setting of historic buildings is included in the document. The management strategy proposes a periodic street audit as part of monitoring which would include identification of inappropriate or redundant signage.	No alteration.
'Improvements of signage' - does that mean a more understated and tasteful signage display?	1		
It would undoubtedly improve the appearance of the area if the Abbey Garden Centre was tidied up, especially as it is so close to the Abbey	2		
Derelict greenhouses must be demolished.	2		
The setting of the abbey is poor and this is the major asset of the area.	1		
Improvements to road junction of Fishers Hill and Mill Lane			
Improvements problematic if restrictions to parking for the Fisherman's Rest Public House Result. Vehicles currently park on the pavement between the public house and the garden centre causing a danger to pedestrians. Sharing parking with the Abbey Garden Centre would resolve the issue.	1	Should a scheme be considered and alterations were to take place to the junction, there would be liaison with Hampshire County Council as the Highway Authority, matters such as parking and safety would be considered.	No alteration.
Green King should contribute financially to the formation of a new car park on the site of the derelict greenhouses.	1	It is not considered appropriate to locate a car park in the setting of Titchfield Abbey which is a scheduled	No alteration.

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Comment	No.	Officer Response	Action
		monument.	
What does the term 'improvements' involve?	1	One of the aims of the character appraisal is to identify areas where improvement might enhance the character and appearance of the conservation area. The design of the existing junction with modern kerb radii results a wide junction and extensive road surfacing and marking which is uncharacteristic of the rural character of the conservation area. The potential for this to be improved is identified in the document. The negative aspects and opportunity for improvement could be explained better in the document.	The document is amended to explain further the negative aspects of the junction and the conservation aims of any enhancement to character and appearance. The document proposes working with the highway authority to guide improvements in this location where opportunity and resources allow.
Removal of unsightly agricultural building to the east of Fernhill Farmhouse			
'Unsightly' buildings should be improved or removed.	2	Support for the opportunity for enhancement identified in the document is noted. The negative impact of the existing building on the character and appearance of the conservation area and the setting of historic buildings is included in the document.	No alteration.
The agricultural building east of Fernhill Farmhouse appears to be	1	This matter will be referred to the Council's Development Management	Refer to Development

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used at times for non-agricultural work purposes.		Service which manages planning enforcement.	Management.

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Comment	No.	Officer Response	Action
Improvements to the gates at the entrance to the monastic barn			
Agreed the monastic barn should be provided with an appropriately tasteful and 'In - keeping' approach - not barred gates!!!	1	Support for the opportunity for enhancement identified in the document is noted. The negative impact of the existing gates on the character and appearance of the conservation area is included in the document.	No alteration.
General Comments relating to opportunities for improvement			
The enhancements mentioned are not extensive enough	1	It is considered that the opportunities identified in the document are appropriate. However, there will be future audits and monitoring of the area and opportunities for enhancement in the future need not be restricted to those set out in the document, as circumstances can change.	No alteration.
'Opportunities for Enhancement' is insufficiently ambitious and does not really do this special area justice. The Conservation Area covers quite a large area but at its core is the area in around the Abbey itself, extending along Mill Lane from the former entrance to Abbey Cottage southwards to the entrance to the Abbey Garden Centre and along Fishers Hill to the entrance to Abbey Farm - plus the Tithe Barn within this area are two clusters of listed buildings and two scheduled ancient monuments. This area should be focus of more positive proposals for enhancement as and when funds permit.	1		
The most important thing is too provide much better information for people to enjoy our history.	1	One of the aims of the conservation area appraisal document is to inform people about the historic significance of the area. The possibility of an additional information board in the grounds of the abbey to providing information about the wider	No alteration.
Information boards are not sufficient.	1		

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		conservation area is being pursued. Other forms of imparting information will also be explored, such as digital media.	
Footpaths are not clearly sign posted.	1	These matters are beyond the scope of the document. Hampshire County Council Countryside Access Team is responsible for maintenance of rights of way.	The comment will be forwarded to the Rights of Way Team at Hampshire County Council.
A regular rubbish removal programme should be implemented along the footpaths in the conservation area.	1		
The second important area is to engage more with local interest groups and landowners. The local groups and their interested volunteers can help maintain and enhance the sites without need for major plans/funding etc. As well as the current land owners, there are horse riders, walkers, anglers and naturalists who all love the site and are maintaining areas of the site on a regular basis. Both of the above should see more interest and care of the sites.	1	Noted. The appraisal supports the aim of liaison with other bodies in preserving the character and appearance of the conservation area.	No alteration.
Greater public access to the conservation area should be considered.	1	There is public access to the land via the extensive existing rights of way which traverse the area and afford good views of the valley and the historic buildings.	No alteration.
We feel that whatever enhancements are made to the area should reflect the original character of the area and its rural aspect and should not look modernised.	1	The importance of preserving the character and appearance of the conservation area is made clear in the document. This is a policy requirement of the National Planning Policy Framework and the Fareham	No alteration.

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Comment	No.	Officer Response	Action
		Development Plan policies.	
The establishment of any further commercial organisations, which involve the building of new premises, or additions to existing buildings should be forbidden, unless for agricultural purposes or if the new organisation is, solely, in the interest of the local community.	1	Proposals for development that require planning permission will be considered on their merits and in accordance with national and local planning policies. The management strategy makes it clear that when adopted by the Council the evidence contained in the conservation area character appraisal will be a material consideration in making planning decisions.	No alteration
Perhaps encourage landowners to give timescales within which enhancements should be made (give loan/financial assistance to complete work)	1	The management strategy sets out the method by which the opportunities for enhancement might be pursued. It may not be possible to set timescales for completion. There are no loans / financial assistance available at this time to support proposals.	No alteration.
3. KEY VIEWS IDENTIFIED IN THE DOCUMENT AND ANY ADDITIONAL VIEWS THAT YOU THINK ARE IMPORTANT			
Views 4, 5, 7 and 9 are all good and could be enhanced with more information.	1	The views are clearly identified in the document and marked on the accompanying map.	No alteration.
View 3 is OK but not in a place where it can be appreciated. I haven't ever noticed view 10.	1	View 3 can be appreciated from public footpath 82. View 10 can be seen from Mill Lane. Both views are	No alteration.

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Comment	No.	Officer Response	Action
		identified in the document.	
More careful consideration should be given to the impact of development within sight of the conservation area for instance the floodlit hockey pitch on the hilltop to the North East.	1	The document should make reference to the setting of the conservation area as a whole which may be affected by development on land outside the boundary.	The document is amended to include reference to setting of the conservation area.
The views are splendid and the main attraction of the Abbey for most people. The view from the A27 and from Abbey Garden Centre must be preserved. Would like to see an improvement of the view from other directions - especially Segensworth Road.	1	Noted. Segensworth Road lies outside the conservation area boundary.	No alteration.
All beautiful and unspoilt.	1	Noted	No alteration.
The view of the abbey from the road is not identified as a key view; this is how most people would see it.	1	View number 5 in the document refers to views of the abbey and the monastic barn.	No alteration.
The view across the flat pasture land towards the sea & Titchfield Haven is important.	1	This comment refers to a view outside the boundary of the Titchfield Abbey Conservation Area.	No alteration.
The present day view of the area approaching Fareham/Titchfield along the A27 from the direction of Southampton is an absolute jewel in the areas top geographical scenic and historic crown.	1	These views are included in the document.	No alteration.
One extra view, not mentioned but of particular interest to us, is the view of the Abbey and its surrounding fields enjoyed by us from our house in Ashlyn Close. It is the primary reason we brought the house and is we believe one of the best views in Fareham. We hope it remains that way.	1	The views set out in the document are open to the public. Although views from private properties exist it is not appropriate to include them in the list.	No alteration.

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Comment	No.	Officer Response	Action
It is vital that all the views mentioned can be retained in their full glory and by this we mean in their original rural landscape and not built upon.	1	Support for the views mentioned in the document is noted.	No alteration.
The view from behind the Holiday Inn is not an important view. The panoramic view from the N-S section of Footpath 41 where it runs along the rear of the Holiday Inn does not exist because it is heavily enclosed by trees and hedgerows, and even where there are glimpsed views, the trees around the fishing lakes obscure longer views to the east. Therefore suggest that the panoramic view 1 should be removed from the plan on page 21.	2	There are views from this location both from the footpath at the top of the valley and through the screening adjacent to the footpath. The views are of the undeveloped rural valley sides that contribute to the character and appearance of the conservation area and of distant glimpses of the top of Titchfield Abbey on the floor valley and of Carron Row.	No alteration.
At key areas with views - place information boards so the public/visitors can identify what they are looking at or can put names to places (identify the footpath/route to the keysites).	1	A proliferation of interpretation boards would be harmful to the rural character and appearance of the conservation area. The possibility of an additional interpretation board in the abbey grounds is being explored. In addition alternative methods of interpretation such as digital media, will be explored.	No alteration. Seek an additional interpretation board in the abbey grounds and explore alternative methods of interpretation such as digital media.
4. General Comments			
There should be no more development in the area.	1	Proposals for development that require planning permission will be considered on their merits in accordance with national and local	No alteration.

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Comment	No.	Officer Response	Action
		planning policies. The management strategy makes it clear that when adopted by the Council the evidence contained in the conservation area character appraisal will be a material consideration in making planning decisions.	
The document is a well written and useful planning tool.	1	Noted.	No alteration
There is great concern among the residents of Fishers Hill about the safety and stability of the Ash trees growing opposite Anjou Cottage and Huntsmans Cottage. These are very tall and quite old - too near to the lake. They could constitute a serious danger if they were to fall.	1	The importance of trees is made clear in the document.	The comment will be passed to the Council's Principal Tree Officer.
People who visit the site are often 'lost', don't know the history and generally do not get the most out of their visit. It's a missed opportunity. A more focused strategy for the site could lead to better plans. The area would most benefit for more energy and resource spent on encouragement and engagement and possibly less enforcement.	1	One of the aims of the conservation area appraisal document is to inform people about the historic significance of the area. The management strategy sets out how the Council aims to preserve the character and appearance of the area that is identified in the character appraisal.	No alteration.
The Conservation area is the most important historical feature in the borough and has potential to generate a significant number of visitors and signage and promotion could be improved. Many residents within the borough have either not visited The Abbey or are not aware of its existence.	1	The conservation area character appraisal document will be made available for download on the Council's website. The possibility of an additional information board in the grounds of the abbey to providing information about the wider conservation area is being pursued. The Council will consider use of its	

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Comment	No.	Officer Response	Action
		enforcement powers in relation to unauthorised development where appropriate.	
Maintain the conservation area in such a way that biodiversity is encouraged. Encourage further excavation work.	1	The management of the land is the responsibility of the landowner. The Council can provide guidance and advice concerning ecological matters.	No alteration.
There is potential for development in the south-west corner of the conservation area - between the lakes and the back of the Holiday Inn and houses along the A27 - to facilitate the creation of a 20-hectare country park. On this basis, the commentary at Paragraph 4.5, that any further urban encroachment would harm the integrity of the valley and the setting of the historic buildings, should be reviewed.	1	Urban encroachment into the conservation area would be harmful to the rural character and appearance of the conservation area identified in the character appraisal and the setting of the scheduled monuments and historic buildings both these are identified in the character appraisal as key features to preserve and enhance. Any proposals for development would be considered having regard to the balance of weight to be given to relevant Development Plan policies. The Character Appraisal would be one of a number of material considerations.	No alteration.
With the proposed building programme to the north of the motorway and its effect of the loss of an area of countryside reachable on foot, the untouched areas that are still close by become even more precious. If Fareham is not to become a featureless urban sprawl, completely obliterating any remaining areas of the natural world, their	1	The importance of the rural character of the conservation area and the setting of the historic buildings is set out in the document.	No alteration.

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Comment	No.	Officer Response	Action
retention is vital.			
Natural habitat for wildlife, great history for future generations to enjoy.	1	Noted.	No alteration.
4.5 Identifies that the landscape is a strategic gap. This is not compliant with the NPPF which makes no mention of strategic gaps as a policy option. The rural character of the valley is identified as being vulnerable to change and further urban encroachment, urbanisation or change to the natural landform which would harm its integrity and the setting of the historic buildings. It's not clear what evidence this statement is based on - what is the threat of urban encroachment, urbanisation or change to the natural landform in this area? 4.6 As above what does the statement further urbanisation mean if this is not an urban area?	1	The evidence is set out in the character appraisal. The existing rural and open character of the countryside is identified and included as a key feature of the conservation area to preserve and enhance. This view is supported by the current countryside policy designation, Hampshire County Council's Integrated Landscape Assessment, Fareham Borough Council's Landscape Assessment and the recent Fareham Borough Gap Review. Urban encroachment would change the character of the landscape and harm the character and appearance of the conservation area. The intention of the wording is not to imply that the conservation area is already urbanised but that encroachment into the existing countryside would be harmful. The word 'further' confuses the meaning and should be removed.	Removed the word 'further' from para 4.5.
This appraisal should acknowledge that the setting of Titchfield is currently poor because it is surrounded by a sea of glass houses. This is its setting - it doesn't detract from the abbey's setting as stated.	1	English Heritage Guidance 'Setting of Heritage Assets' defines setting as 'The surroundings in which the asset	No alteration.

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Comment	No.	Officer Response	Action
Currently the setting does not contribute to the abbey's significance as a heritage asset.		is experienced' It notes that elements of setting may make a positive or negative contribution. The derelict glasshouses are an element that makes a negative contribution to the setting of the abbey, the other historic buildings including the monastic barn and the conservation area. They have been identified as an opportunity for enhancement in the document.	
Para 13.1 does not explain what an Article 4 would do.	1	The text does not explain the purpose of an article 4 direction. There is no article 4 direction proposed for the conservation area.	Text added to explain the purpose of an article 4 direction.
The boundaries have been carefully and accurately set up. Please do not alter them. It is a beautiful area with Titchfield Abbey and the water meadows - Stony Bridge, The Fisherman's Rest, Fishers Hill and adjacent field a wonderful local point. Green and restful.	1	The document does not propose alterations to the boundaries of the conservation area.	No alteration.
The access leading to Fern Hill Farmhouse is a private road. This restricts casual visitors to the barn. Could it be designated as a bridleway?	1	Hampshire County Council Countryside Access Team is responsible for designation of rights of way.	The comment will be forwarded to the Rights of Way Team at Hampshire County Council.
The establishment of any further commercial organisations, which involve the building of new premises, or additions to existing buildings should be forbidden, unless for agricultural purposes or if the new organisation is, solely, in the interest of the local community. Additions to existing listed buildings should be subject to being located within	1	Proposals for development that require planning permission will be considered on their merits in accordance with national and local planning policies. The management	No alteration.

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Comment	No.	Officer Response	Action
'footprints' of previous extensions. Extensions and separate additions to private residencies should be allowed, however, if it can be shown to be required to improve the lives of the inhabitants, and does not infringe the requirements of the character and appearance of the Conservation Area.		strategy makes it clear that when adopted by the Council the evidence contained in the conservation area character appraisal will be a material consideration in making planning decisions.	
Specific Highway/ Traffic Issues			
Deliveries to Garden Centres should be re-routed.	1	All these issues will be raised with Hampshire County Council who as the Highway Authority has responsibility for the management of the highway. The future management of streets and traffic in the conservation area will need to be the subject of more detailed liaison with the Highway Authority. The management strategy recommends liaison with other bodies and Council departments to ensure that the character and appearance of the conservation area is not harmed.	No alteration. These issues to be raised with Hampshire County Council.
Improvements to the road junction are supported however this should also include other traffic management measures.	1		
No more yellow lines on roads.			
Parking			
Parking is not straightforward.	1		
Parking on verges such as opposite the Fisherman's Rest should be discouraged as this is immediately adjacent to The Abbey.	1		
Traffic Volume/ Speed			
Fishers Hill is a lovely rural lane and we hope it can remain this way, despite the extra traffic anticipated when building work on the Hinton Hotel site is completed. Would it be possible for the road to be closed through traffic?	1		
There should be an objective to reduce traffic speeds in respect of Fishers Hill where any reduction in traffic volume and speed would	1		

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Comment	No.	Officer Response	Action
also benefit the Catisfield Conservation Area.			
Vehicle Weight/ Size			
The 7.5 tonne weight limit should be extended before a major incident results in permanent loss of medieval material.			
Heavy vehicles eroding the soft verges results in listed buildings, like the barn at Segensworth House, being damaged by wing mirrors and front loading waste disposal lorries.	1		
The use of footpaths is dangerous due to excessive vehicle speeds.	1		
The traffic in Mill Lane is dangerous to both vehicles and pedestrians, and is urgently in need of 'calming'. Recent modifications removing the white lines and use of signage have been unsuccessful.	1		
The exit of vehicles and pedestrians from Place House Cottages is particularly hazardous due to lack of visibility, the width of the road and vehicle speed. A 20 mph limit should be introduced.	1		
Heavy vehicles cause vibration and wind that vibrates Place House Cottages.			
We cannot stress enough the impact of the heavy goods coming down this part of the road, they should be encouraged to cut up Segensworth Lane to avoid the Conservation area, it is mainly from this direction that they come as there are small industrial sites further along Titchfield Lane.	1		
Drainage Issues			

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Comment	No.	Officer Response	Action
Highway measures should be improved to prevent ongoing damage caused to Place House Cottages, caused by surface water flowing from the entranceway opposite. Adjacent landowners should be encouraged more to maintain ditches and drainage within their ownership.	2		
Blocked ditch opposite Segensworth House adds to surface water on Mill Lane which is thrown onto the sides of segensworth barn seriously damaging its walls.	1		
There is flooding when it rains of the entrance to the barn access road due to blocked drains.	1		
There is flooding in heavy rain between Fishers Hill and the entrance to Abbey Cottage.	1		
No mention of water drainage. Heavy rain causes flooding to the valley and local roads - especially Mill Lane. An improvement in surface water drainage would improve the character of the area.	1		

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Comment	No.	Officer Response	Action
Comments from Organisations			
Fareham Society			
Para 4.1 Reference should be made to the ridge line or elsewhere of the valley sides and the desirability of keeping them clear of development. It is referred to in para 4.9 quoting the Hampshire Landscape Assessment. The ridge or crest is such an important framework for the valley it could be included as one of the key features to preserve and enhance.	1	Agreed. The ridge / crest of the valley sides are important to the character of the conservation area.	The document is amended to refer to the ridgeline of the valley sides.
Para. 4.5. The Society would like the word 'tranquil' inserted in the first line i.e. the tranquil rural character of the landscape..... Walking the public footpath behind the Abbey Barn (footpath 4.1) walkers are very aware of the almost surprisingly (bearing in mind the proximity of the adjacent areas urban areas) total unspoilt rural character and tranquillity of the area.	1	Agreed, tranquillity contributes to the character of the conservation area.	The document is amended to include reference to tranquillity.
Para 6.10 - Titchfield Mill had only just been converted to a pub at the time of the original character appraisal. At this time it would be more accurate to say 'in more recent years' or give the decade.	1	Agreed. The text is out of date.	The text is amended to correct this detail.
Para 4.6 The setting of Stony Bridge is spoilt by unsympathetic signage and the low bridge walls are often newly obscured by weeds and vegetation. This is not good enough for an historic ancient monument.	2	Maintenance of the bridge is the responsibility of the highway authority.	The comment has been passed to the highway authority.
Fishers Hill tends to be a rat run, particularly at peak times - some deterrent should be considered possibly in the form of a lower speed limit to deal with this over use and to protect walkers. This could also be introduced in the area of Mill Lane particularly as it approaches	1	These issues will be raised with Hampshire County Council who as the Highway Authority has responsibility for the management of the highway.	The comment has been passed to the highway authority.

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Comment	No.	Officer Response	Action
and passes the entrance to Abbey Nurseries and the narrow entrance gate to the Abbey. Particularly in the summer, more pedestrians use the area and cross the footpath from The Fisherman's Rest an increasingly hazardous manoeuvre. The Society would seriously suggest these highway improvements are sought and registered as an aim in the management of the Conservation Area.		The future management of streets and traffic in the conservation area will need to be the subject of more detailed liaison with the Highway Authority. The management strategy recommends liaison with other bodies and council departments to ensure that the character and appearance of the conservation area is not harmed.	
Catisfield Village Association			
Support for the key features listed in section 9, they should be strengthened to indicate the importance of enhancing the environmental integrity of the “monastic setting” of the area around the abbey, the bridge, Place House Cottages and the Fisherman’s Rest.	1	The key features are a summary, further detail concerning the importance of the setting of the scheduled monuments and historic buildings is included in the text.	No alteration.
Opportunity 2 should be amplified to include reference to taking measures to reduce traffic speed and volumes on Mill Lane and Fishers Hill, to prevent parking on the grass verges by the abbey, the removal of unsightly yellow lines which merely serve to encourage traffic flow and limiting movements at the junction of Mill Lane and Fishers Hill e.g. No Left turn from Mill Lane. This latter measure would help overcome the problem of -vehicle navigation systems directing traffic up Fishers Hill. Any reduction in traffic on Fishers Hill would benefit not only the Titchfield Abbey Conservation Area but also for the Catisfield Conservation Area.	1	The appraisal identifies the negative aspects of the junction and their impact on the character and appearance of the conservation area. These issues will be raised with Hampshire County Council who as the Highway Authority has responsibility for the management of the highway. The future management of streets and traffic in the conservation area will need to be the subject of more detailed liaison with the Highway Authority. The management strategy recommends liaison with other bodies	No alteration.

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		and council departments to ensure that the character and appearance of the conservation area is not harmed.	
There must also be an opportunity to improve the appearance of signage and street furniture including extending the heritage style street lights.	1	It is unclear if this is a reference to private or highway signage. If the former, then reference is made to the Garden Centre signage in the document. Future street audits and monitoring will identify unauthorised signage. If the latter, Hampshire County Council who as the Highway Authority has responsibility for street signage. FBC will liaise with the Highway Authority to seek more appropriately designed signage and street lighting, where regulations and funding permit.	No alteration.
Stony Bridge itself could benefit from some attention if only to remove weeds.		Maintenance of the bridge will be taken up with the Highway Authority.	No alteration. This issue to be raised with Hampshire County Council.
Opportunity 4 should be extended to include reference to the enhancement of the boundary to the land East of the monastic barn along Mill Lane and adjacent to the Abbey Nursery.		It is unclear as to precisely where this relates. Further investigation is needed.	No alteration.
We feel that an extra opportunity should be identified: "To enhance the tree screen on the east side of Fishers Hill along the boundary of the proposed Hinton Hotel redevelopment.		Further investigation is required. However, there appears to be little scope for planting in addition to that	No alteration. This issue to be raised with Hampshire County

Appendix A - Draft Document Consultation Comments, Responses and Action Table

Comment	No.	Officer Response	Action
		proposed by the Hinton Hotel development. Other planting would need to be on the embankment, which is Highway Authority land. This will be discussed with the Highway Authority along with other highway related issues. It should be noted that not all of this boundary is within the conservation area.	Council.
English Heritage			
Support for the “Key Features to Preserve and Enhance” in section 9.	1	Noted.	
Heading of “Key Features to Preserve and Enhance” section should be revised to “conserve and enhance” as terminology more consistent with the National Planning Policy Framework.	1	Agreed, the terminology should be amended.	The heading is altered to use the term 'conserve and enhance'.
Welcome the setting out in paragraph 12.8 of the approach the Council will follow to ensure character and appearance is given proper consideration in the exercise of planning functions, particularly the recognition of the Appraisal as a material consideration in development management.	1	Noted	No alteration.
There are no buildings at risk on the Council’s 2006 Buildings at Risk Register, but two on English Heritage’s 2012 Heritage at Risk Register.	1	The Monastic Barn and the Stable Ruins are included in the English Heritage 'Heritage at Risk Register'. The barn was added after the Council's survey of 2006. The stable ruins were not included in the Council's survey. The Council has	The document is amended to reflect the removal of the Monastic Barn from the English Heritage Register.

Appendix A - Draft Document Consultation Comments, Responses and Action Table

Comment	No.	Officer Response	Action
		been informed that owing to the use of the building by the Titchfield Festival Theatre which will result in maintenance and a regular presence on the site it is now to be removed from the English Heritage register.	
For two of the “Opportunities for Enhancement” the method is “Working with a landowner when the opportunity arises” and one is “Working with the landowner when an opportunity arises”. Why the difference in terminology? Prefer something a little more positive e.g. the omission of “when opportunity arises”.	1	Agreed. Current wording is vague.	Deleted wording as suggested in ‘opportunities for enhancement’ table.
Hampshire Archaeology			
The map does not correctly distinguish between areas of national archaeological significance and those of archaeological interest. Outside the Scheduled Monument boundary the area of ponds to the west is archaeologically of national significance as is the area to the south of the Scheduled Monument as far as the barn. The remaining area to the west is an area of archaeological significance. The deer park area is shown as of archaeological significance. It would be better distinguished as the deer park. Archaeological investigations of the western side of the valley have revealed evidence of Bronze Age, Iron Age and Roman activity, the archaeological potential for the other side of the valley is largely untested.	1	Agreed.	The text and map are updated to reflect these suggested changes.

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FAREHAM

BOROUGH COUNCIL

Conservation Area Appraisal And Management Strategy



Titchfield Abbey

Draft for Adoption
(Sept 2013)

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INTRODUCTION

1.1 Fareham Borough Council has designated 13 conservation areas that are considered to be of special architectural or historic interest. They have been selected because each one has a character or appearance which it is desirable to preserve or enhance.

1.2 The character appraisal;

- identifies the special character that justifies conservation area status
- provides evidence to inform decision making affecting the character or appearance of a conservation area

1.3 The management strategy

- sets out how the council aims to preserve or enhance the character and appearance of the conservation area
- identifies the procedures currently in place to manage change and proposes additional measures where considered appropriate
- identifies potential for enhancement

Conservation Areas in the Borough of Fareham

- 1 Warsash
- 2 Swanwick Shore
- 3 Sarisbury Green
- 4 Hook
- 5 Titchfield Abbey
- 6 Titchfield
- 7 Catisfield
- 8 Osborn Road
- 9 Fareham High Street
- 10 Wallington
- 11 Town Quay
- 12 Cams Hall
- 13 Portchester (Castle Street)



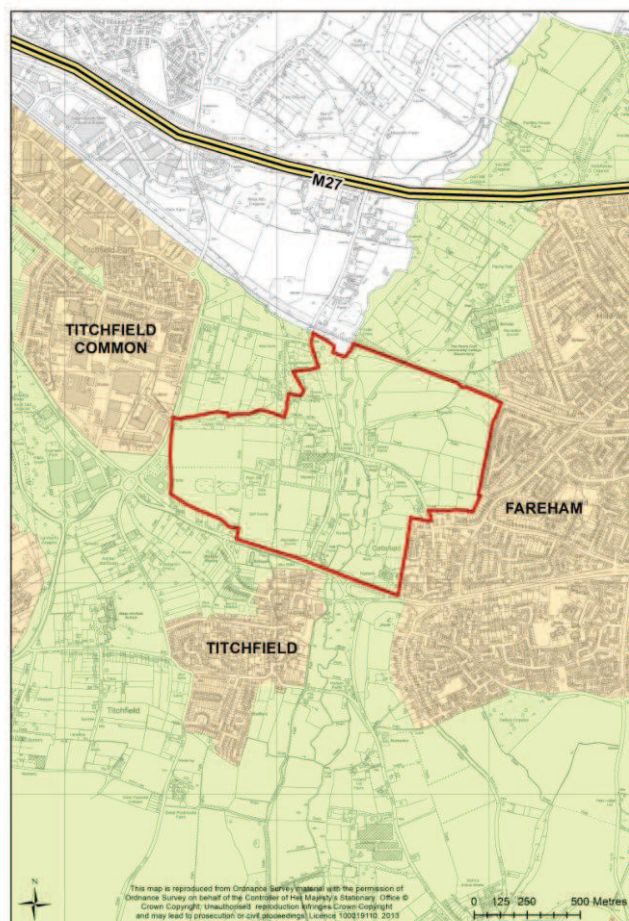
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CHARACTER APPRAISAL

2 LOCATION

2.1 Titchfield Abbey Conservation Area was designated in 1994. It includes part of the Meon Valley, between the A27 north of Titchfield Village and the railway line from Fareham to Southampton. This part of the Meon Valley has considerable architectural and historic interest and provides a setting for a number of important scheduled ancient monuments and listed buildings. The extent of the conservation area boundary is shown on the map on page 22.

2.2 The conservation area is rich in architectural and historic interest. The ruin of Titchfield Abbey (Place House) sits at its centre on the valley floor (pictured below) and is a landmark visible from many viewpoints. The Abbey, a scheduled ancient monument that includes the surviving medieval fishponds to the west, lies at the centre of a group of important pre-dissolution historic buildings. These comprise the Monastic Barn at Fernhill Farm, Stony Bridge (also a scheduled ancient monument) and 1 Place House Cottages. Other listed buildings consolidate the group, including Abbey Cottage, Place House Cottages and the Fisherman's Rest Public House (formerly the Railway Inn) at the junction of Fishers Hill and Mill Lane. To the south the Mill and Mill House are prominent, the former in particular due to its imposing scale. The heritage assets in the conservation area are marked on the map on page 22.



Location of Titchfield Abbey Conservation Area



Titchfield Abbey

3 HISTORIC DEVELOPMENT

3.1 This stretch of the Meon valley has a long documented history beginning with the foundation of the Abbey of St Mary and St John the Evangelist in 1232. The Abbey, granted by Henry III, was founded by Peter des Roches (Bishop of Winchester), and was the second of two Abbeys of the Premonstratensian order that he founded in England, the first was at Halesowen in Worcestershire. The order, founded in 1121 by St Norbert (Archbishop of Magdeburg) at Premontre in Picardy, had spread to England

by 1140 and Titchfield was the last of 33 houses to be established. The order dressed in white to distinguish themselves from the black attire of the Augustinians and became known as the White Canons.

- 3.2 The Abbey existed for just over 300 years and comprised 15 manors, containing 60 villages and hamlets with 500 tenants. It was ruled by a succession of 20 Abbots, and details of its activities were documented in its records. The Abbey established 3 farms, 'Great Posbrooke', 'Rectory Barton' and 'Lee'. The buildings associated with the first of these remain, south of Titchfield Village, the second is thought to be the modern Fernhill and the third possibly Carron Row. These provided the Abbey with 1000 acres of arable land and 1500 sheep. A deer park was also located adjacent to the abbey.
- 3.3 The Abbey had a number of Royal visitors. Following their marriage at Southwick in 1445 Henry VI and Margaret of Anjou journeyed to Titchfield to continue their wedding celebrations at the Abbey. Their route crossed Stony Bridge, which is sometimes referred to as 'Anjou Bridge'. Richard II also visited the Abbey as did Henry V on his way to the French Wars.
- 3.4 A series of fishponds provided a food source to the west of the abbey and were arranged in a series running down the valley side and draining into the Meon. These survive and are included as part of the Scheduled Ancient Monument. A feeder stream was constructed to allow the lower one to be filled separately from the upper four which could all be drained independently. After the dissolution the Wriothesley family continued their use for the commercial production of carp.
- 3.5 Titchfield Abbey surrendered to the dissolution in 1537, most of its possessions having been promised to Thomas Wriothesley. Wriothesley, a loyal servant of King Henry VIII and an aid Thomas Cromwell one of the architects of the dissolution, since 1524. He benefited more than most from the disposal of monastic land in Hampshire acquiring 27 former monastic manors. The King granted him Titchfield Abbey in recognition of his 'good true and faithful service'. One quarter of all the monastic manorial properties given or sold by the crown between 1536-8 fell into his ownership and his loyalty to the crown was richly rewarded in the King's will. Thomas Wriothesley followed Thomas Cromwell as secretary to the King and was knighted in 1540. In 1544 he was appointed Lord High Chancellor of England. He was Constable of both Southampton and Portchester Castles, became Baron of Titchfield in 1544 and The 1st Earl of Southampton in 1547.



Place House in 1733

- 3.6 Having acquired the Abbey in 1537, he converted the monastic building into a fortified mansion and the resulting 'Place House' was to become the family seat for four generations. The surviving ruins comprise a mixture of the former medieval Abbey and Wriothesley's subsequent alterations and additions. The monastic Frater (refectory) was retained as a hall and the cloisters were converted into a courtyard. A large gatehouse was inserted half way along the nave of the church, the remainder of which was converted into domestic apartments, and the alterations included an eastward extension to the chancel. The house and other buildings necessary for the functioning of such a high status household were adjacent to a deer park. An early seventeenth century map of Titchfield shows this as an enclosure called "The Purrycke" with Place House in its topographic setting surrounded by the deer park, fishponds, mill and "dogge Kennell" (see map below).
- 3.7 Thomas Wriothesley died in 1550 and the house passed to his five year old son Henry, the second earl. Edward VI was entertained at Place House in 1552 and Queen Elizabeth I visited the mansion in 1569. The second earl died in 1581 leaving £1000 for his funeral and £1000 for a family monument in St Peter's church, Titchfield (which can still be seen today) as well as further money for church alterations.
- 3.8 Henry, the third Earl invested in the economy of Titchfield village, reviving the local woollen industry and providing a market hall in the square. He is perhaps best known as a patron of Shakespeare. In 1611 the Earl completed reclamation of tidal land in the valley and the construction of what is believed to be one of the earliest canals in the country to retain a link from the village to the sea.
- 3.9 The fourth Earl, a royalist, entertained Charles I and Queen Henrietta Maria at Place House in 1625. In 1647 Charles I fled to Place House from London where he was apprehended before escaping to Carisbrook on the Isle of Wight, where he was finally captured.
- 3.10 When the 4th Earl died, Titchfield estate passed to his eldest daughter Elizabeth. On her death in 1680 it passed to her husband and when he died in 1689 to their son, whose two daughters inherited it upon the death of their mother in 1704. The daughters married the 1st Duke of Portland and the 2nd Duke of Beaufort. In due course the 5th Duke of Beaufort acquired both halves of the property and sold the estate to Peter Delme in 1742. In 1781 the Delmes partially demolished the building and re-used materials from it for the enlargement of their new Fareham residence, Cams Hall.



Titchfield Estate Map 1610



Speed's Map of Hampshire, 1611

- 3.11 The alignment of roads in the conservation area has changed little from early maps, particularly the Titchfield estate map of 1610 (see page 5), with Mill Lane and Fishers Hill still following their historic alignment. Mill Lane leads north from the village along the valley floor and Fishers Hill climbs the eastern valley side to Catisfield from the junction opposite the Abbey.
- 3.12 Prior to the construction of the Turnpike in 1811, Mill Lane and Fishers Hill comprised the northern route from Titchfield to Fareham, crossing the river at Stony Bridge and climbing the valley side to Catisfield. The continuity of this historic route has been severed by the Titchfield Bypass (A27) and other modern road alterations, but it and links from the village to the Abbey are evident on older maps. Footpath no.43 leaves the village as a northern continuation of the High Street, passing Old Lodge before crossing the A27; it can be seen on the 1610 estate map (see page 5) heading towards Place House. Another old path, also shown on the map, is bridleway no.82 which leads north from Fishers Hill, close to Stony Bridge. This bridleway climbs the valley side turning north east towards Henry Cort School. All the public rights of way are marked on the map on page 21.
- 3.13 The parkland that surrounded Place House can be seen marked on Speed's map of 1611 as well as the estate map of 1610 (see page 5). The latter marks land on the eastern side of the river as Fareham Park. The two maps below maps show the conservation area in the late C19 and the early C20 and the relatively small amount of change that there has been within the boundary of the conservation area north of Titchfield Village.



Ordnance Survey
1870



Ordnance
Survey 1940

4 LANDSCAPE, SETTING AND VIEWS

- 4.1 The landscape, ~~and~~ topography and tranquillity of the valley is important to the character and appearance of the conservation area and provides a setting and a historic context for the scheduled monuments and listed buildings within its boundary. The boundary includes the valley sides that rise to the east and west and their natural slope contributes to its rural character and the setting of the historic buildings. The essential character of the landscape is of undeveloped open countryside with groups and belts of trees on the valley sides and on the valley floor. The tranquil character of the rural landscape is experienced and appreciated throughout the network of public footpaths
- 4.2 The medieval Titchfield Abbey, and associated ruins and fishponds, the grade I listed monastic barn at Fernhill Farm, Fernhill farmhouse (possibly medieval in date) and Place House Cottages form a group in the landscape on the western side of the valley and the valley floor. Historically the buildings were visually and functionally linked and remain intervisible in the open landscape today as they have done for hundreds of years, relying for their setting upon the surviving woods and open countryside that allows important views of them both individually and as a group.
- 4.3 The open character of the landscape allows important long distance views from high ground across the valley, from the valley floor up the slopes and along the valley floor, including south to Titchfield village. The top of the valley sides appear undeveloped in longer views

despite the close proximity of the built up areas of Fareham and Locks Heath. Overall character remains one of unspoilt countryside that provides a backdrop for the historic buildings. Apart from a small group of buildings north and west of Titchfield Mill and the garden centre immediately south of the abbey, there is little intrusion from modern development.

4.4 The open character of the valley is also important to the setting of Titchfield village, also a conservation area, and vice-versa. The open land contrasts with the closely built streets of the village, defining its historic character as a settlement set in the rural landscape of the valley. Important views of the village, including its church spire, looking south from within conservation area are a reminder of the links between the historic village and the monastic abbey.

4.5 The rural character of the landscape has been protected from inappropriate development through conservation area, countryside and strategic gap designation. This has maintained the separate identity of settlements and preserved the open and rural character of the valley and the setting of the historic buildings. However, the rural character of the valley is vulnerable to change and further urban encroachment, urbanisation or change to the natural landform would harm its integrity and the setting of the historic buildings. The edges of the conservation area although treed are weak in places and commercial and residential development is noticeable through the boundary trees. The setting of the conservation area is influenced by the land immediately outside its boundary, particularly along the crests of the valley sides, and the impact of development in these areas needs to be carefully considered.

4.5.6 With the exception of the southern part of Mill Lane that has kerb edging and a footpath, Fishers Hill and Mill Lane have the character of rural lanes, the lack of kerbs and pavements contributing to their character. Fishers Hill descends the valley side from Catisfield, the trees and hedges along its edges and the open land on either side help define its rural character. The enclosing wall and gates of the abbey grounds is a prominent and important feature adjacent to the road opposite its junction with Mill Lane. The northern section of Mill Lane affords important views of the landscape and the river from the valley floor. The medieval barn at Segensworth House is a prominent feature beside the road at its northern end. The rural nature of the roads is important to the integrity of the landscape and the rural character and appearance of the conservation area; further urbanisation would be harmful.





View from footpath 41 (view 1)



Footpath 84

4.64.7 The rural landscape of the conservation area and historic buildings in their setting can be appreciated in many important views from a number of public rights of way that descend and cross the conservation area both on the western valley slope and on the eastern side of the river. Particularly important views are set out below and are marked on the map on page 21.

1. Views across the valley of its eastern slopes from footpath 41, including views of the historic buildings which are increasingly evident on descent of the valley side (see photo above).
2. Views across the valley from the permissive footpath south of Henry Cort School of the historic buildings in the landscape, the rural western valley slopes and south to Titchfield village.
3. Views of the western side of the valley from Southampton Road west of Ranvilles Lane.
4. Views north across the open landscape including the historic buildings from the southern boundary of the conservation area and the A27 and east and west from footpath 43.
5. Views of the abbey and the monastic barn in the landscape from Mill Lane.
6. Views of the river valley and the abbey from footpath 84.
7. Views of Titchfield village looking south from the conservation area.
8. Views from Fishers hill across the valley looking west.
9. Views of the valley north and south from Stony Bridge, including of Titchfield Church Spire.
10. Views of the river, valley floor and the eastern valley side north of Fishers hill from Mill Lane.

4.74.8 Landscape Assessment

4.84.9 Hampshire County Council's Integrated Landscape Assessment (2010) replaces the previous assessment 'Hampshire Landscape: A Strategy for the Future (2000)' and compliments existing district and borough landscape assessments. The assessment defines a set of landscape types and identifies a number of different landscape character areas. The key qualities of each character area including biodiversity, historic and visual characteristics are identified and in addition, forces for change, threats and opportunities are assessed for

each area. The Titchfield Abbey Conservation Area falls within the 'Meon Valley Character Area' and its landscape types are defined as 'River Valley Floor' and 'Lowland Mosaic, Medium Scale'. A detailed explanation of landscape types can be found on the Hampshire County Council Website at <http://www3.hants.gov.uk/landscape-and-heritage/hampshire-integrated-character-assessment.htm>. The assessment recognises the importance of the mid medieval abbey and its remnant medieval landscape of the deer park and fishponds. Undeveloped valley slopes are identified as a key feature. Threats to the Meon Valley Character Area are identified as; development creeping up the valley sides, vulnerability of the valley crests, urban fringe related management changes and proliferation of formal amenity areas.



View of Titchfield Abbey from footpath 84 (view 3)

4.94.10 Fareham Borough Council

Landscape Assessment was undertaken in 1996. The study provides an appraisal of the landscape resources of the borough and is used to inform planning decisions. It defines the Meon Valley as a distinct character area; a valley landform characterised by small scale pasture and variable tree cover. The assessment acknowledges the historically important complex of buildings, landscape and fishponds at Titchfield Abbey as former park and historic landscape and identifies enhancement of the historic landscape setting of the abbey as a priority. Existing garden centre and horticultural uses are seen to detract from its setting.

Historic Landscape Character Assessment

4.104.11 The Historic Landscape Assessment (HLA) is a countywide study undertaken to identify and understand the historic development of today's landscape, it has identified over 80 Historic Landscape types.

4.114.12 The landscape types that have been identified for the land included within Titchfield Abbey Conservation Area include pre-1810 parkland, valley floor with fields, small parliamentary enclosures and recent scattered settlement. Further detailed information relating to the historic landscape assessment, including charts and maps, can be accessed on the Hampshire County Council web site at <http://www3.hants.gov.uk/landscape-and-heritage/historic-environment/historic-landscape.htm>.

5 ARCHAEOLOGICAL SIGNIFICANCE

5.1 Titchfield Abbey, including the medieval fishponds, is designated as a Scheduled Ancient Monument. Land on the western valley slope, to the west of the fishponds and east of the barn, is designated as a site of national importance and treated with the same status as the scheduled monument. Other land on the western slope is of known archaeological interest. Land on the eastern side of the valley north of Fishers Hill as land of archaeological significance is of interest as part a former deer park of Fareham Park. These designations are shown on the map on page 22. An uncommon and significant concentration of archaeology dating to the Late Iron Age/ Early Romano-British Period has been found on land on the western slope of the valley. Further detailed information concerning the archaeology of the area can be obtained from Hampshire County Council.

6 SCHEDULED ANCIENT MONUMENTS AND LISTED BUILDINGS

6.1 The conservation area includes 11 entries in the Statutory List of Buildings of Special Architectural or historic Interest and two scheduled ancient monuments. The designated assets within the conservation area boundary are marked on the map on page 22.

6.2 The Scheduled Ancient Monuments and Listed Buildings are listed below and further detailed information is included in the following paragraphs;

- Titchfield Abbey and fishponds (Scheduled Ancient Monument)
- Stony Bridge (Scheduled Ancient Monument & Listed Building (Grade II))
- Monastic Barn of Titchfield Abbey at Fernhill Farm (Grade I)
- Abbey Cottage (Grade II)
- No. 1 Place House Cottages (Grade II)
- No's 2 and 3 Place House Cottages and garden boundary wall (Grade II)
- Fern Hill Farmhouse (Grade II)
- Barn at Carron Row Farm (Grade II)
- Titchfield Mill and Mill House (Grade II)
- The Fisherman's Rest (Grade II)
- Segensworth House (Grade II)
- Barn at Segensworth House (Grade II)

6.3 Titchfield Abbey is a fine example of a Premonstratensian abbey and a Scheduled Ancient Monument which is managed by English Heritage. The layout of the monastic buildings has been identified through excavation and surviving structures show the scale and importance of the monastic buildings. The Abbey ruins include surviving examples of medieval encaustic tiles. Four fishponds, which step down the valley side and connect to the River Meon are included as part of the scheduled monument, they are evidence of water management and show the importance of fish to the monastic community. The Abbot of Titchfield had a deer park adjacent to the abbey. The surviving building also shows the conversion of the abbey to secular use after the dissolution. The abbey is surrounded by a C16 boundary wall prominent from Mill Lane. To the west, outside the boundary wall are the remains of the north gable and west wall of a C16 stone building. Together with, the grade I listed monastic barn and Stony Bridge it is one of an important group of historic buildings.



Place House (Titchfield Abbey)



The Monastic Abbey Barn

6.4 The Monastic Barn of Titchfield Abbey is a

medieval timber framed aisled building with a hipped tiled roof. It was constructed to centralise grain storage for the abbey estate. Its grade I listing reflects that nationally it is one of the few surviving great medieval abbey barns in terms of its fabric and monumental proportions and that its structural construction and craftsmanship is of exceptional interest. Grade I buildings are considered to be of 'exceptional interest' and represent only 2.5% of all listed buildings. The building measures 50m long by 15m wide and consists of eight bays with two hipped wagon entrances on the east side opposite two later double plank door entrances to the west. The building is constructed of oak, limestone, tile and brick. The front and north end are weather boarded and the west and south constructed of limestone block and brick, which replaced earlier timber framing following the dissolution and in the late C18/ early C19. The interior has quite unusual timber framing that uses false hammer beams, under rafters and short king posts. The felling date of its main timbers has been identified using dendrochronology, as between 1407/9; the porch is a later addition of 1560. The barn is the only surviving monastic agricultural building at Titchfield.



Place House Cottages



The Fisherman's Rest



- 6.5 Stony Bridge is a scheduled ancient monument and a grade II listed building that spans the river Meon linking Fishers Hill to Mill Lane. A datestone of 1625 is now too worn to be decipherable. The stone bridge is largely post-medieval in date but with medieval fabric, spanning, it is also known as the Anjou Bridge, and is associated with the marriage of Henry VI and Margaret of Anjou in 1445. Stony Bridge is situated about 100m east of the abbey and replaces a bridge built by the monks in the 14th century, probably made of stone piers with a wooden parapet. The bridge was rebuilt in stone during the 17th century at the time of the 3rd Earl of Southampton and is constructed of roughly coursed stone comprising two arches, its remains provide evidence of its two construction phases during the 14th and 17th centuries and its association with Titchfield Abbey and the later Place House adds to its significance. It adds to the understanding of historic routes and connection of settlements

in the area in the medieval and post-medieval periods. Underneath the bridge and its abutments will be valuable evidence of the history of the site.

- 6.6 Fern Hill Farmhouse is a Grade II Listed building to the west of the barn. It comprises a timber framed bay, possibly of a medieval hall house, that abuts a two storey stone cross wing with red brick dressings, it has later C19 additions to the west. A date stone of 1689 is incorporated in one of its walls.
- 6.7 North of Place House the conservation area contains two grade II listed barns. The barn at Carron Row Farm dates from the C17th or early C18th but may be earlier. The barn at Segensworth House was dated using dendrochronology in 2008 and dates from the mid C15. It is thought to have been a stock shelter of some form, probably a stable, the revised date of the building confirms it as a pre-dissolution structure. Segensworth House dates from the C18/ early C19th and its origins are not known; it is also listed Grade II.
- 6.8 The timbers of 1 Place House Cottages, to the east of Mill Lane, have been given a felling date of 1447/8 using dendrochronology. This pre-dates the dissolution of the Abbey in 1537. Evidence suggests that the building was a grammar school by 1542 and it is likely that it was the monastic school of the Abbey. It is therefore an important survival. Nos 2 and 3 Place House Cottages, also listed buildings, date from the late C17, or possibly earlier.
- 6.9 Other structures in the group around Place House include Abbey Cottage, a Grade II listed building, which has a C16/C17th core, extended and remodelled in the late C19th/ early C20th. The Grade II listed Fisherman's Rest public house is prominently sited at the junction of Fishers Hill and Mill Lane. It has four C18th bays in red brick with grey headers laid in a chequered Flemish bond. The building has a C19th bay in red brick to the north. Half way up Fishers Hill on the north side is a terrace of C18 Grade II listed cottages. They are constructed of local red brick and tile hung on the front elevation.
- 6.10 To the south, Titchfield Mill with its two iron water wheels and the Mill House are both Grade II listed buildings. These were on the northern extremity of the village and are now severed from it by the Fareham-Southampton Road (A27). The Mill, dated 1830 on an iron plate above the wheel, is a red brick building of five storeys with a slate double mansard roof. The Mill House, attached to the west side of the Mill, completes this historic group, which has [now](#) been converted to a pub.

7 ARCHITECTURE & BUILDING MATERIALS

- 7.1 The older buildings in the conservation area are characteristic of rural vernacular buildings found in this part of Hampshire and include examples of building types from the medieval period onwards. Both oak timber framing, the principal building material of rural Hampshire in the middle ages, and local red brick, which became widespread in the early eighteenth century, are in evidence. By contrast, the masonry used in the conversion of the abbey into Place House includes Caen limestone from France, which was imported for the construction of many high status buildings in the county in the Middle Ages.
- 7.2 The local red brick was laid in a variety of bonds, some of which were decorative, sometimes using the distinctive locally made blue/ grey headers which can be seen forming a chequered Flemish bond on the front elevation of the Fisherman's Rest.
- 7.3 Red clay tiles with a characteristic double camber, which gradually superseded the use of thatch, are the predominant roofing material. Place House Cottage and Abbey Cottage both have crested clay ridge tiles. By contrast Titchfield Mill is roofed in natural slate, which became widely available in the nineteenth century. The presence of chimneys is an important

characteristic of the older buildings. Timber is the predominant material used in the construction of windows, traditionally in the form of either side opening flush casements or vertical sliding sashes. The continued use of traditional forms of fenestration is important to the character and appearance of the conservation area.



- 7.4 The local materials, building styles and architectural details that contribute to character found in the conservation area are important to its architectural and historic character and should be retained. The use of appropriate materials and design in new development is essential in order to preserve the character and appearance of the conservation area.



8 TREES AND PLANTING

- 8.1 The existence of a large number of trees, individually and in groups, makes a vital contribution to the rural character of the conservation area. There are some significant groups of trees, such as Carron Row, which runs west up the valley side from the historic fishponds, others follow the field boundaries, the river, the railway line and the roads. Important trees act as a buffer from the adjacent urban areas. All the trees in the conservation area are protected. There are numerous hedges and other planting throughout the conservation area that contributes to character.



Trees and planting on the western valley floor

9 KEY FEATURES TO **PRESERVE** CONSERVE AND ENHANCE

- The topography, tranquillity and character of the landscape of the Meon Valley and its setting.
- The architectural and historic interest and setting of the listed buildings.
- The special interest and setting of the scheduled ancient monuments.
- The important views and intervisibility of the abbey, the monastic barn and other historic buildings in their landscape setting.
- The archaeological interest of the valley.
- The informal rural character of the roads in the conservation area.
- The footpaths and rights of way that provide public access to the landscape.
- Trees and other planting of importance to the landscape character of the valley and the setting of the historic buildings.

10 MANAGEMENT STRATEGY

11 CONSERVATION AREA MANAGEMENT

11.1 The management strategy sets out the Council's approach for preservation and or enhancement of the character and appearance of the conservation area. It sets out the procedures currently in place to manage change and proposes additional measures and opportunities for enhancement. The strategy also identifies other measures such as additions to the local list, boundary review and monitoring.

12 THE MANAGEMENT OF DEVELOPMENT

National Legislation and Guidance

12.1 In exercising its powers under the Planning (Listed Buildings and Conservation Areas) Act 1990 the local planning authority will pay special attention to the desirability of preserving or enhancing the character or appearance of a conservation area and the management of development, including changes of use, is a key function in delivering this statutory duty. The provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 that relate to the control of listed buildings, through the listed building consent procedure, and the management of trees are also important in preserving the character or appearance of the conservation area. Current government guidance concerning conservation areas, which are designated heritage assets, can be found in The National Planning Policy Framework.

Current Local Planning Policy

12.2 The council will apply policies contained in the local plan to preserve or enhance the character and appearance of conservation areas in considering development proposals

12.3 The Fareham Borough Local Plan will consist of three parts;

- Local Plan 1: Core Strategy (adopted August 2011)
- Local Plan 2: Development Sites and Policies Plan (in preparation)
- Local Plan 3: New Community North of Fareham Plan (in preparation)

12.4 It will eventually replace the Fareham Borough Local Plan Review (June 2000). The boundaries of the conservation areas are included on the local plan proposals map.

12.5 A number of the policies in the Fareham Borough Local Plan Review (June 2000) that relate to the historic environment have been 'saved'^[1] and in time will be replaced by the new policies of the Fareham Borough Local Plan. The Fareham Borough Local Plan 1: Core Strategy was adopted by the Council in August 2011, Policy CS17 'High Quality Design' includes development affecting heritage assets. Appendix 1 of the document sets out the policies of the Local Plan Review (June 2000) that have been superseded. New development will be considered in the light of the Core Strategy and saved policies.

12.6 This appraisal and management strategy has been prepared in accordance with national guidance as evidence in support of the saved policies of the Fareham Borough Local Plan Review (June 2000), policies contained within the Fareham Borough Local Plan 1: Core Strategy and the emerging policies of the other parts Fareham Borough Local Plan. As such the appraisal and management strategy will be treated as a material consideration in the determination of planning applications.

^[1] By direction of the Secretary of State under paragraph 1(3) of schedule 8 to the Planning and Compulsory Purchase Act 2004 (2007).

Managing Development

12.7 In a conservation area planning permission is required for a greater range of extensions, alterations and other development than elsewhere. Conservation Area Consent may also be required for the demolition of unlisted buildings and other structures. Listed building consent is also required for alterations to listed buildings that affect their character as buildings of special architectural or historic interest. It is advisable to contact the Department of Planning and Environment for advice about the need for an application. It is an offence to cut down, top, lop, uproot or wilfully damage or destroy trees in a conservation area without the consent of the local planning authority and the local planning authority must be given six weeks prior notice of any such works to trees.

12.8 To ensure that the character and appearance of the conservation area is given proper consideration in the exercise of planning functions the council will follow the approach set out below;

- take into account the evidence in this appraisal for development management purposes as a material consideration in support of the policies of the Fareham Borough Local Plan;
- take specialist advice relating to the historic environment in the exercise of development management functions likely to affect the significance of the conservation area and heritage assets;
- take specialist advice relating to the management of trees in the exercise of development management functions likely to affect the character, appearance and setting of the conservation area;
- undertaken liaison with other bodies, including statutory undertakers and other Council departments who are responsible for, or undertake, works or re-instatements that are likely to affect the character and appearance of the conservation area and the architectural or historic interest or setting of historic buildings including matters relating to street furniture , highway management and safety;
- encourage prospective applicants to seek pre-application advice for development that is likely to affect the character and appearance of the conservation area and the architectural or historic interest or setting of historic buildings;
- prepare Guidance documents to inform proposals for development and alteration;
- prepare development briefs or design principles statements to guide any significant re-development proposals.

13 ARTICLE 4 DIRECTION

13.1 Permitted development allows a variety of minor alterations and extensions to be made without the need for a planning application. The use of an article 4 direction [makes a planning application necessary](#). An article 4 direction is not recommended for Titchfield Abbey Conservation Area.

14 MONITORING

- Recording - monitoring of change in the conservation area is considered necessary to enable the Council to review the effectiveness of planning control over time and to address any need for action. A dated photographic survey, which is recommended for this purpose, will be updated every 4 years.
- Street Audit - the council will periodically undertake an audit of the conservation area to identify inappropriate changes or unauthorised alterations, the council will consider the

use of its enforcement procedures in such circumstances.

15 BUILDINGS AT RISK

15.1 There are no buildings at risk identified by the Council's Buildings at Risk Register (2006). The Council will continue to monitor the condition of listed buildings and will identify those considered to be at risk of neglect and decay. If necessary the Council will seek to secure appropriate repairs through liaison with owners. In cases of serious neglect and decay the Council may consider the use of its statutory powers. There ~~are two~~ one buildings included on the English Heritage Buildings at Risk Register (2012);

15.2

English Heritage Building's at Risk Register		
Property	Register Entry	FBC Comment on Current Situation
Barn at Fernhill Farm	<p>Damaged by casual vandalism and needs repair and a new use.</p> <p>Designation — Listed: — Building, Grade: I, CA</p> <p>Condition: Fair</p> <p>Occupancy: Vacant</p> <p>Priority: E (C): Under repair or in fair to good repair, but no user identified; or under threat of vacancy with no obvious new user</p> <p>Owner: Type: Private</p>	<p>Some repairs proposed</p> <p>In use as theatre</p>
Titchfield Abbey and Fishponds - "Stables",	<p>Remains of possible stables to Titchfield Abbey. The "stables" are overgrown with vegetation and have some structural problems.</p> <p>Designation: Scheduled Monument, CA</p> <p>Condition: Fair</p> <p>Occupancy: N/A</p> <p>Priority: D (D): (Slow decay; solution agreed but not yet implemented)</p> <p>Owner: Type: Private</p>	<p>Discussions are ongoing between English Heritage and the owner of the building concerning consolidation repairs.</p>

16 BOUNDARY REVIEW

16.1 The Local Planning Authority has a duty imposed by the Planning (Listed Buildings and Conservation Areas) Act 1990 to determine which parts of the borough are 'areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. This includes assessment of the current boundaries of existing conservation areas. There are no boundary changes recommended for the Titchfield Abbey

Conservation Area.

17 ADDITIONS TO THE LOCAL LIST

17.1 The Council maintains a local list of buildings of architectural or historic interest. The local list identifies buildings which although not of national significance have a local interest that merits recognition in the planning process. Consideration of the architectural and historic interest and setting of locally listed buildings is a material consideration in planning decisions and policy HE9 of the Fareham Borough Local Plan Review and policy HN1 of the Draft Local Part 2: Development Sites and Policies apply. There are no additions to the local list recommended for the Titchfield Abbey Conservation Area

18 OPPORTUNITIES FOR ENHANCEMENT

18.1 There are few features that detract from the historic character of the area to any great extent. However a number of opportunities have been identified that would lead to enhancement if implemented.

Opportunity for Enhancement	Method
1. Titchfield Abbey Garden Centre - Improvements to signage, Removal of derelict greenhouses to improve the setting of the scheduled ancient monument, listed buildings and the character and appearance of the conservation area	Working with the a landowner when an opportunity arises
2. Improvements to road junction of Fishers Hill and Mill Lane to improve the setting of the scheduled ancient monuments, listed buildings and the character and appearance of the conservation area. <u>The design of the existing junction with modern kerb radii results a wide junction and extensive road surfacing and marking which is uncharacteristic of the rural character of the conservation area.</u>	Through working with the Highway Authority and other statutory bodies to guide improvements where opportunity and resources allow
3. Removal of unsightly agricultural building to the east of Fernhill Farmhouse to improve the setting of the scheduled ancient monuments, the listed building and the character and appearance of the conservation area	Working with a landowner when opportunity arises
4. Improvements to the gates at the entrance to the monastic barn	Working with a landowner when opportunity arises

19 RESOURCES

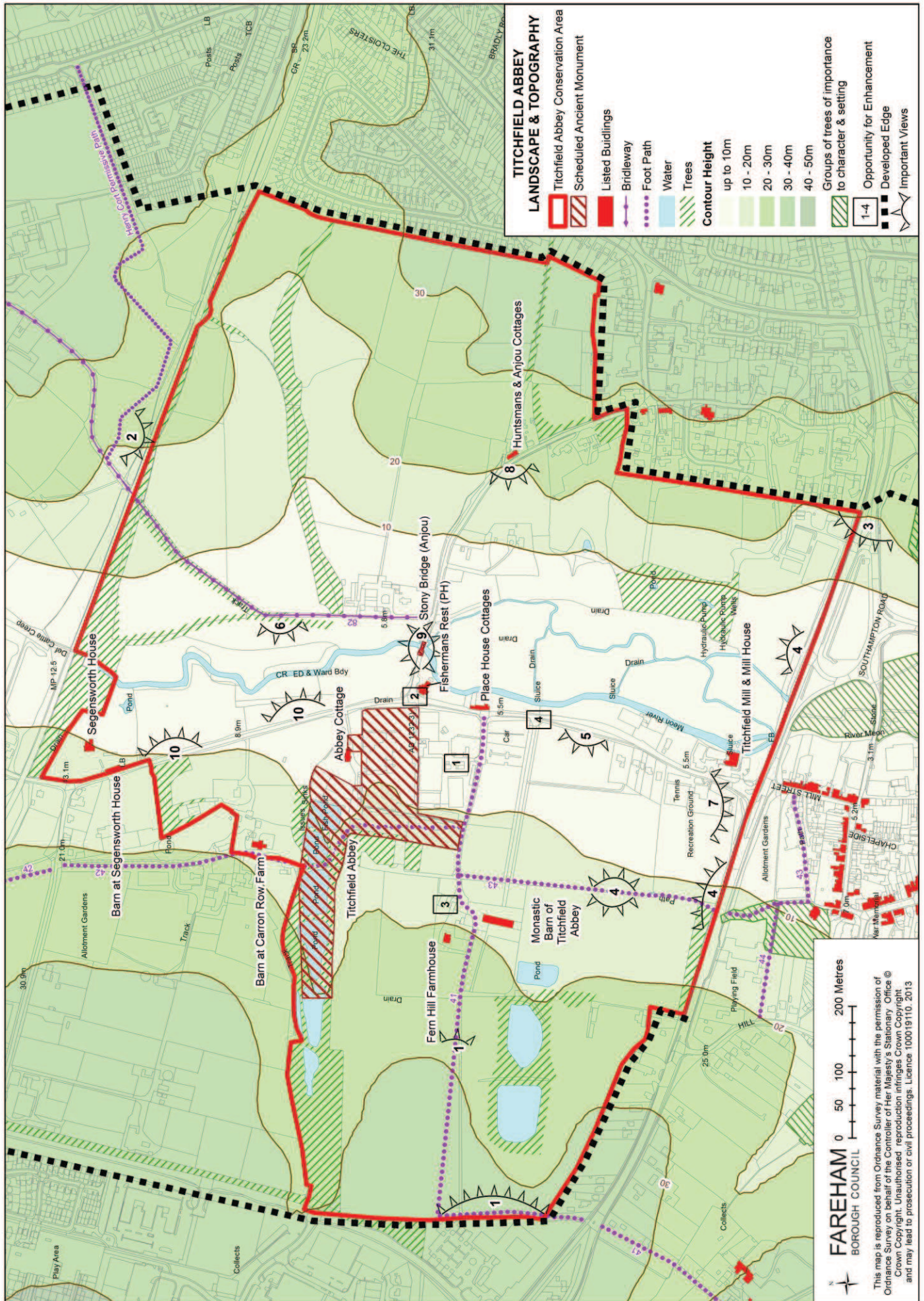
19.1 Current resources for development management, including enforcement, and specialist advice relating to the historic environment, arboriculture and ecology, including resources for the environmental improvement programme are provided by the Department of Planning and Environment. Opportunities for enhancement of the conservation area that are identified in this document are subject to the availability of appropriate resources in relation to publicly owned land or in other cases discussion with individual landowners where an opportunity arises.

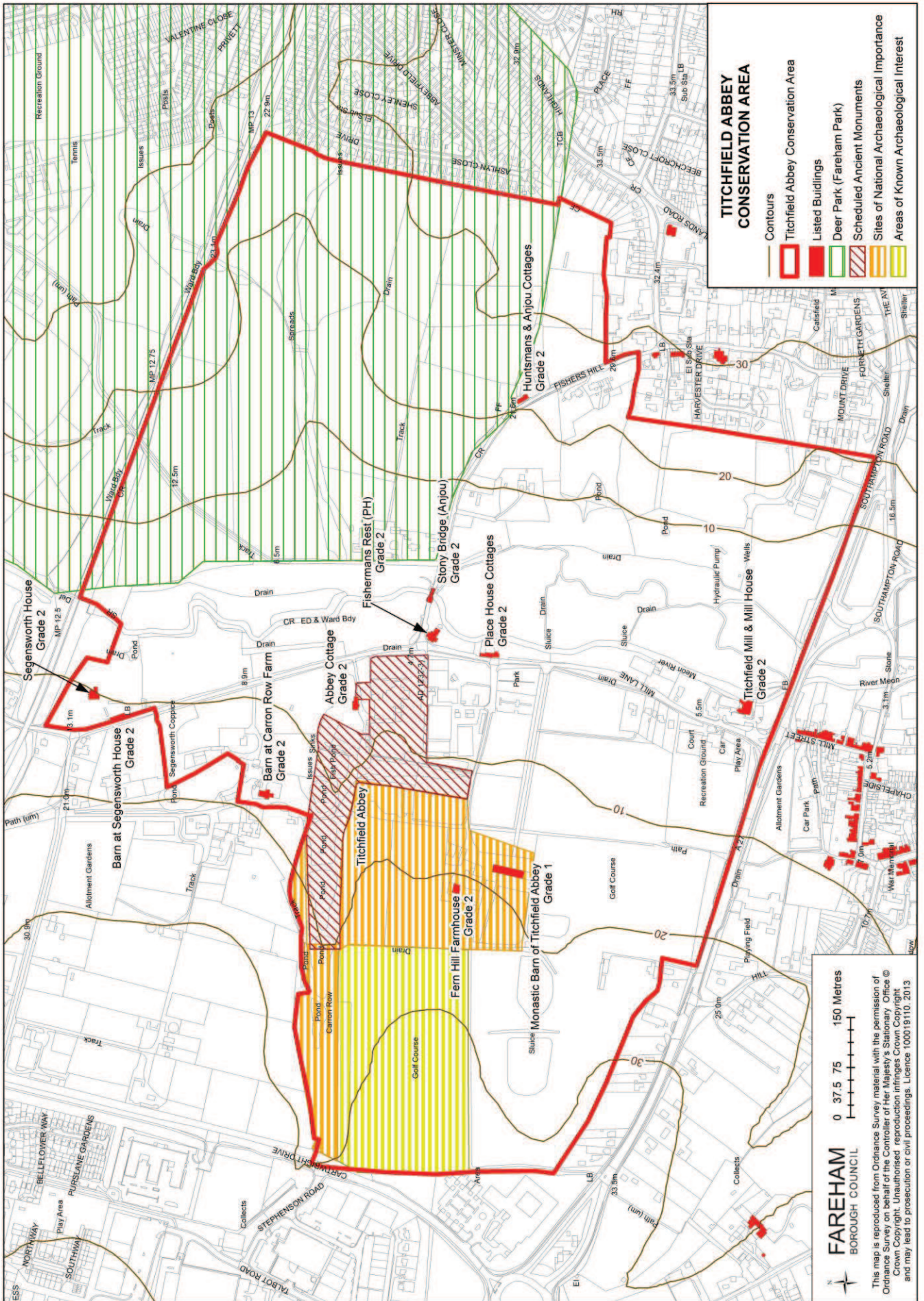
20 **CONTACTS:**

20.1 Advice concerning conservation areas and listed buildings can be obtained from:

Planning Strategy and Environment
Department of Planning and Environment
Fareham Borough Council
Civic Offices
Civic Way
Fareham
PO16 7AZ
Tel: 01329 236100

20.2 Email: conservation@fareham.gov.uk





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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Strategic Planning and Environment
Subject:	Additions to the Council's Local List of Buildings of Special Architectural or Historic Interest
Report of:	Director of Planning and Environment
Strategy/Policy:	Fareham Borough Local Plan
Corporate Objective:	Protecting and enhancing our environment

Purpose:

To recommend the following buildings for addition to the Council's Local List of Buildings of Special Architectural or Historic Interest and to report the outcome of consultation with owners/ occupiers of the buildings concerned:

1. The Parish Rooms, 217 Barnes Lane, Sarisbury;
2. The former Victorian school building, 216-220 Barnes Lane, Sarisbury;
3. 28 Osborn Road, Fareham;
4. 32 Osborn Road, Fareham;
5. 34 Osborn Road, Fareham Wallington;
6. 36 Osborn Road, Fareham;
7. 38 Osborn Road, Fareham;
8. Lowlands, 36 Wallington Shore Road;
9. 1 Church Road, Warsash, Former Gate Lodge to Hook Estate;
10. 37-41 High Street (The Square), Titchfield;
11. Former Theatre Building (1 Coach House Mews), South Street, Titchfield; and
12. The Parish Rooms, High Street, Titchfield.

Executive summary:

This report recommends the addition of the above buildings (1-12) to the Council's Local List of Buildings of Special Architectural or Historic Interest. The merits of the buildings are set out in Appendix A which identifies the architectural and historic interest that justifies their addition to the local list.

Although not offering the same weight of control as statutory protection, local listing does identify the building as a 'non designated heritage asset' of local importance to be considered in the light of saved Fareham Borough Local Plan Policy HE9 (Buildings of Local Architectural or Historic Interest) and future development management policies of the Local Plan in considering planning applications.

A period of consultation has been undertaken with owners and occupiers, three comments of support have been received with no objections. The comments received are set out in Appendix B with a suggested action where appropriate.

Recommendation:

That the results of the consultation are noted and that the above buildings are added to the Council's Local List of Buildings of Architectural or Historic Interest.

Reason:

The buildings have sufficient architectural and historic interest to merit inclusion.

Cost of proposals:

None.

Appendix A: Detailed assessment of buildings to be considered for addition to the Council's Local List of Buildings of Special Architectural or Historic Interest

Appendix B: Table of comments received resulting from consultation with owners and occupiers

Background papers: English Heritage correspondence relating to requests for addition of buildings to the Statutory List

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Additions to the Local List of Buildings of Special Architectural or Historic Interest

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

INTRODUCTION

1. This Briefing Paper sets out the case for the inclusion of a number of buildings in the Borough to be added to the Council's Local List of Buildings of Special Architectural or Historic Interest. The list comprises the following buildings:
 1. The Parish Rooms, 217 Barnes Lane, Sarisbury;
 2. The former Victorian school building, 216-220 Barnes Lane, Sarisbury;
 3. 28 Osborn Road, Fareham;
 4. 32 Osborn Road, Fareham;
 5. 34 Osborn Road, Fareham Wallington;
 6. 36 Osborn Road, Fareham;
 7. 38 Osborn Road, Fareham;
 8. Lowlands, 36 Wallington Shore Road,;
 9. 1 Church Road, Warsash, Former Gate Lodge to Hook Estate;
 10. 37-41 High Street (The Square), Titchfield;
 11. Former Theatre Building (1 Coach House Mews), South Street, Titchfield;
 12. The Parish Rooms, High Street, Titchfield.
2. Appendix A sets out the architectural and historic interest of the buildings concerned including maps, photographs and descriptions of each building.
3. A bid to English Heritage to add 28 and 32 to 38 Osborn Road and 36 Wallington Shore Road to the Statutory List of Buildings of Special Architectural or Historic Interest was not successful. However whilst not of 'national interest' English Heritage considered that the buildings were of local interest. Some of the buildings in this paper were identified during public consultation on draft Conservation Area Character Assessment and Management Strategies, where there was general support for inclusion of the buildings.

PURPOSE AND MEANING OF LOCAL LISTING

4. The Council's Local List of Buildings of Special Architectural or Historic Interest plays an important role in recognising the significance of heritage at the local level that does not have the required national interest to be included on the Statutory List of Buildings of Special Architectural or Historic Interest compiled by English Heritage.
5. Local listing does not offer the same extent and weight of control as statutory listing. For statutory listed buildings, which are categorised as Grade I, II* and II, control is exercised through the Planning (Listed Buildings and Conservation Areas) Act 1990 and listed building consent is required for demolition and for any alteration that affects a building's architectural or historic interest. Listed buildings are defined as designated heritage assets in the National Planning Policy Framework (NPPF).
6. Buildings which are locally listed do not have statutory protection through the Planning (Listed Buildings and Conservation Areas) Act 1990. However they are recognised as having heritage significance and as heritage assets by the NPPF. Locally listed buildings are defined as 'non-designated heritage assets' in the NPPF and their status is a material consideration in the determination of planning applications. The NPPF sets out how local authorities should consider applications and the weight to be afforded to their protection, compared to listed buildings.
7. Through saved Fareham Borough Local Plan Policy HE9 (Buildings of Local Architectural or Historic Interest) and future development management policies¹, the Council will seek to ensure that any alterations to them, or development that affects their settings that requires planning permission, will conserve their significance, including through use of appropriate materials and design. Additional control is afforded to those buildings that are within the boundary of a conservation area (which includes ten of the buildings the subject of this report). This includes control over their demolition and a duty to pay regard to the character, appearance and setting of the conservation area concerned.

LOCAL LISTING ASSESSMENT CRITERIA

8. English Heritage guidance identifies a number of criteria that should be considered in assessing the heritage significance of a local building or structure. This includes the age and rarity of the building or structure, its aesthetic and or group value, any local historical, social or archaeological association. The assessments set out in Appendix A have taken these criteria into account where relevant.

CONSULTATION

9. A period of consultation was undertaken with the owners and occupiers of the buildings concerned for a period of 21 days in July. This comprised the sending of an explanatory letter to all owners and occupiers of the buildings concerned explaining about local listing and including the written assessments of the buildings concerned. No objections to the proposals have been received. Three responses have been received in support of the addition of 216-218 Barnes Lane, Sarisbury, 36 Osborn Road, Fareham and 37 The Square, Titchfield.

¹ Policy HE9 will be replaced by the Local Plan Part 2: Development Sites and Policies when adopted next year

10. A summary of the responses received is set out in Appendix B which includes a suggested response or action; where comments have provided additional information the building descriptions have been amended accordingly.
11. If the Executive resolves to include the buildings proposed on the Local List, officers will formally notify owners that their building has been added.

RISK ASSESSMENT

12. Adding these buildings to the Local List of Buildings of Architectural or Historic Interest demonstrates the Council's commitment to its corporate objective of protecting and enhancing the environment. It also reflects support resulting from public consultation both in connection with conservation area character appraisals and specifically in relation to this report for recognition of buildings that have local heritage significance. Without Local List status, local plan policies which seek to protect their essential characteristics could not be given due weight.

FINANCIAL IMPLICATIONS

13. There are no financial implications for the Council in adding buildings or structures to the Local List of Buildings of Architectural or Historic Interest.

CONCLUSION

14. In light of the assessment of the buildings as set out in Appendix A, it is considered that they are of sufficient merit for addition to the Local List of Buildings of Architectural or Historic Interest.

Reference Papers:

- i) English Heritage Good Practice Guide for Local Heritage Listing (May 2012);
- ii) Sarisbury Green Conservation Area Character Appraisal and Management Strategy;
- iii) Osborn Road Conservation Area Character Appraisal;
- iv) Titchfield Conservation Area Character Appraisal and Management Strategy.

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Detailed Assessment of Buildings to be Considered for Addition to the Council's Local List of Buildings of Special Architectural or Historic Interest

1&2. 217 Barnes Lane (Former School Building) & The Parish Rooms, Sarisbury Green

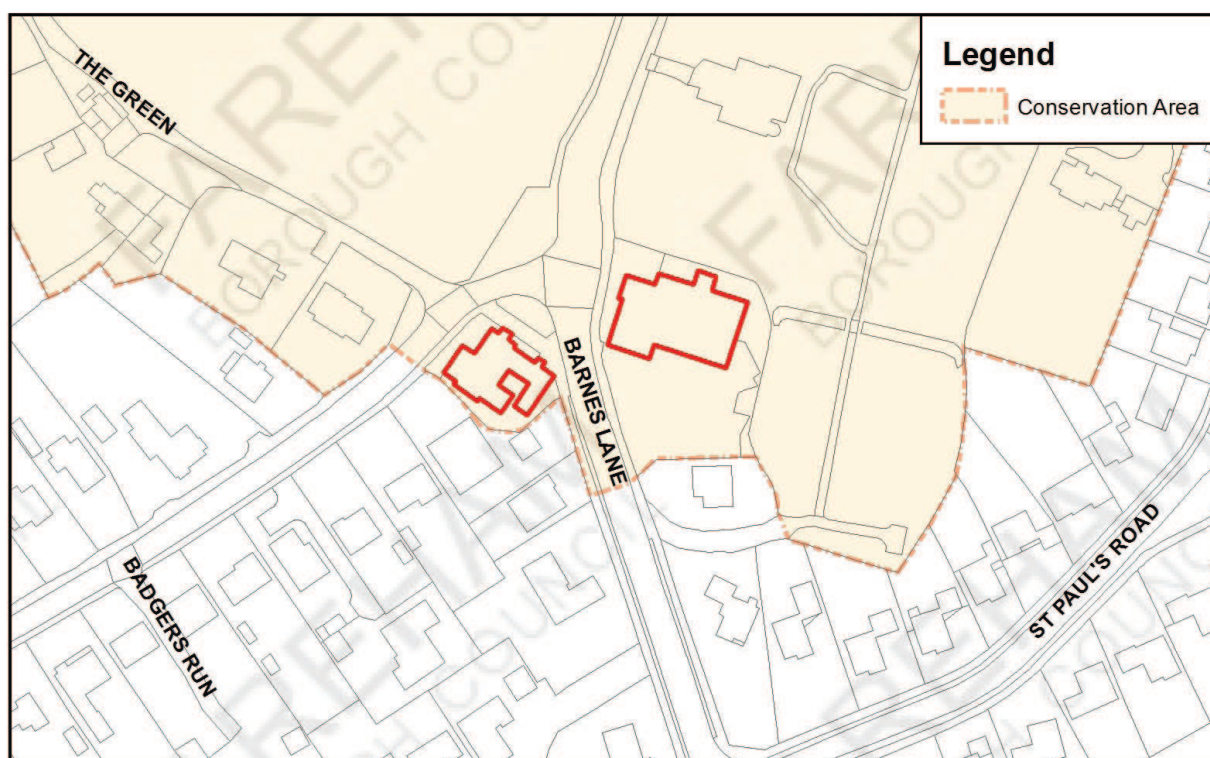
These two Victorian buildings are prominent landmarks within the boundary of the Sarisbury Green Conservation Area. They both contribute to its character and are identified as being of townscape interest in the adopted Sarisbury Green Conservation Area Character Appraisal and Management Strategy. The document recommended the addition of both buildings to the Council's Local List of Buildings of Special Architectural or Historic Interest.

The Parish Rooms date from 1891. The former school building, now in commercial use, dates from 1894. It replaced the former Church National School of 1839. It owes its origins to Lousia Seymour who was the sister of the vicar, Rev. Richard Harvey whose efforts secured the land and buildings. The parish rooms date from 1891. Both buildings are important reminders of the history of the settlement at Sarisbury Green, their survival and architectural style is important to the character and appearance of the conservation area. They form a group with the nearby listed church and lych-gate. Both buildings are considered of sufficient local interest to justify their inclusion on the Council's Local List of Buildings of Architectural or Historic Interest.

Description:

Parish Rooms - Late C19. Single storey, red brick with stone dressings and window surrounds. Clay tile roof with decorative brick detailing to eaves. Pitched roof bays to west elevation and gabled brick porch at north end. Lower red brick wings to east side with north facing gable and porch; clay tile roof with scalloped barge boards. Modern windows in original openings.

Former School Building - Late C19 single storey red brick with stone detailing and cream brick band, slate roof with red decorative ridge tiles, gables with rendered panels facing east. Large chimney to north elevation. Retains large timber windows with gauged arches, keystones and brick cills.



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Former School Building



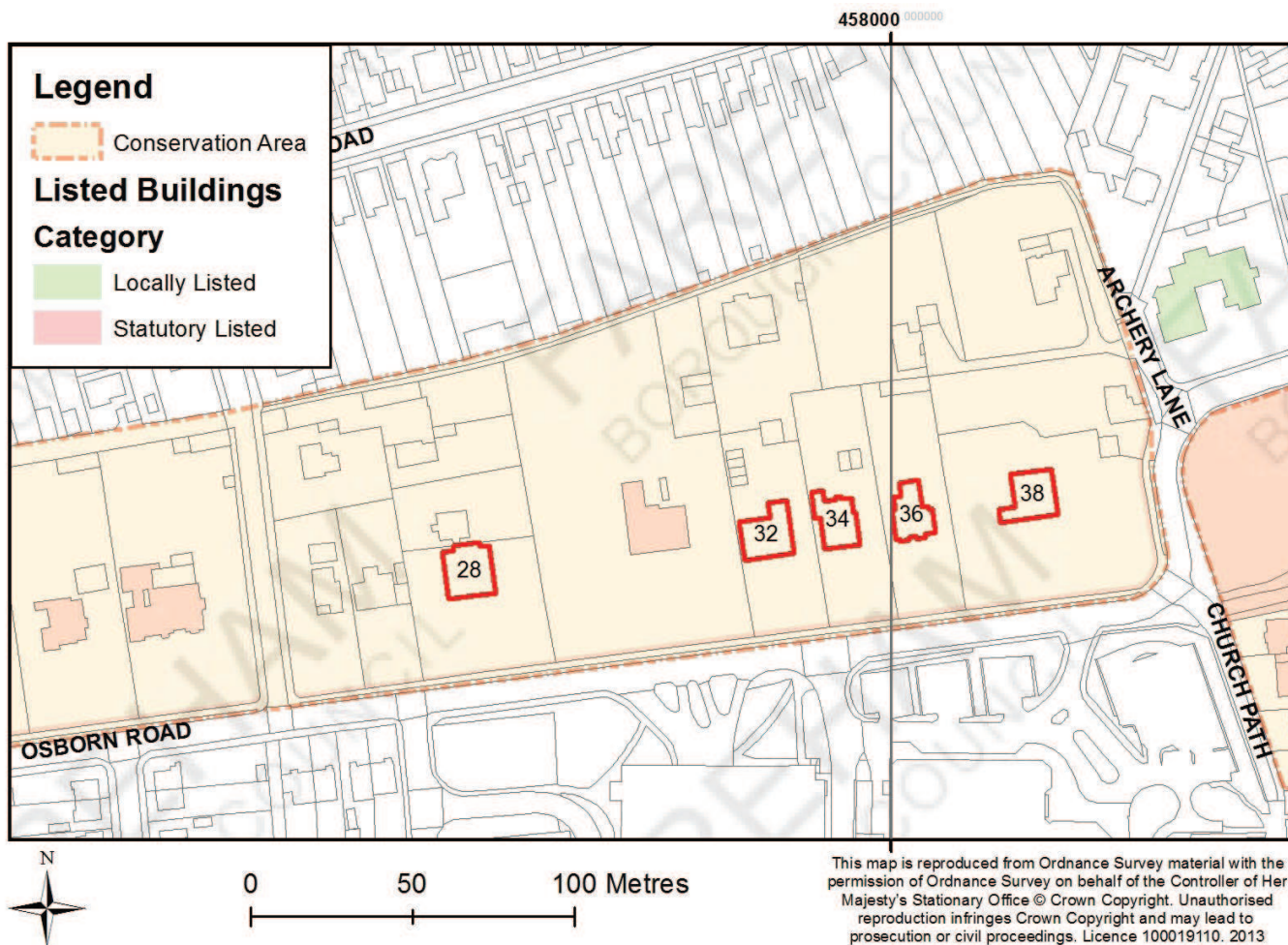
Parish Rooms

3-7. Appendix B - Victorian Villas in Osborn Road Conservation Area No's 28

These five buildings form part of a group of 10 Victorian villas that are set in large landscaped gardens, with enclosing listed boundary walls. All 10 villas in Osborn Road form the essential character of the Osborn Road Conservation Area. In 2006, at the time of the Osborn Road Conservation Area Character Assessment, the Council made a bid to English Heritage requesting that the unlisted villas in the conservation area should be added to the Statutory List of Buildings of Special Architectural or Historic Interest, at that time three of the 10 were listed. As a result of the bid two further buildings, nos. 24 and 26, were added to the statutory list by English Heritage. The remaining five were not considered to be of national interest but were considered to be clearly of local interest by English Heritage. The five villas are recommended for addition to the Council's local list.

Osborn Road was developed by a Fareham resident, Charles Osborn (1794-1859) whose vision was to develop a street of large houses incorporating a vista to the Church of St Peter & St Paul. Osborn road has a strong character and a distinctive historic plot layout. The front gardens of all the villas are enclosed with flint and cream brick boundary walls and gate piers, all of these are listed buildings. The villas have a recurring form and plot layout that makes them a distinctive and related group. They sit well back from the road in large landscaped plots and retain their main entrances to the side served by offset driveways (except number 38 which has been re-aligned in the late C20). The group forms a unique set of mid/ late Victorian villas with a variety of classical, and Italianate detailing that was fashionable for the period and form a larger group with the other listed villas and the church. The buildings are considered to be of sufficient architectural and historic interest to be added to the Council's Local List of Buildings of Special Architectural or Historic Interest.

A description of each building is set out below and is accompanied by photographs. A map of the conservation area is attached showing their location.



28 Osborn Road—Croft Manor

Croft Manor dates from the mid/ late C19. Undeveloped in 1868 the house appears on the map by 1898. It sits in a surviving landscaped garden which forms its setting and retains its original driveway entrance from Osborn Road. The boundary walls and gate piers on the frontage are listed buildings.

Description: *Two storey red brick villa in an Italianate style with a red tile roof, Central bay of ground and first floor tripartite windows. Gabled bay windows to the ground floor and round headed windows with keystones at first floor. Stuccoed quoins and other dressings. East elevation has projecting square entrance tower with a pyramidal roof and canopy. The majority of windows are original timber sashes, but there are a few modern plastic replacements. Large modern extension to the rear.*



32 Osborn Road—Bembridge

Bembridge dates from the mid/ late C19. Undeveloped in 1868 the house appears on the map by 1898. It is also included in the census returns for 1881. The house has had some alteration in the C20. The boundary walls and gate piers on the frontage are listed buildings.

Description: *Two storey red brick villa with rendered string course, cream brick quoins and hipped roof. Paired modillion eaves cornice. Full height canted bay windows and canopied verandah on the ground floor. Eastern elevation has doorway with original door and hood supported by scrolled consoles. Modern extension to rear. Majority of original sashes survive.*



34 Osborn Road

No. 34 Osborn Road dates from the mid/ late C19. Undeveloped in 1868 the house appears on the map by 1898. It is also mentioned in the census returns for both 1871 and 1881. The boundary walls and gate piers on the frontage are listed buildings.

Description: *Two storey cream brick villa with red brick quoins, plat band and decorative patterned banding, shallow pitched hipped slate roof, paired modillion eaves cornice. Square plan with canted bay windows to the ground floor & red brick arches. Sashes with margin lights & external valances. Side lean to entrance porch with coloured brickwork.*



36 Osborn Road

No. 36 Osborn Road dates from the mid/ late C19. Undeveloped in 1868 the house appears on the map by 1898. The boundary walls and gate piers on the frontage are listed buildings.

Description: *Two storey cream brick Italianate villa with double hipped slate roof & modillion eaves cornice. Stuccoed ground floor with incised coursing. Southern elevation symmetrical with two square bay windows and sash windows. East elevation with single bay under separate pitched roof with paired modillion cornice. Entrance door with fanlight. Single storey wing to east with round headed sash windows. Original windows and doors survive. C19 conservatory to the west with crested ridge and finials.*



38 Osborn Road, Fareham

No. 36 Osborn Road dates from the mid/ late C19. Undeveloped in 1868 the house appears on the map by 1898. The boundary walls and gate piers on the frontage are listed buildings.

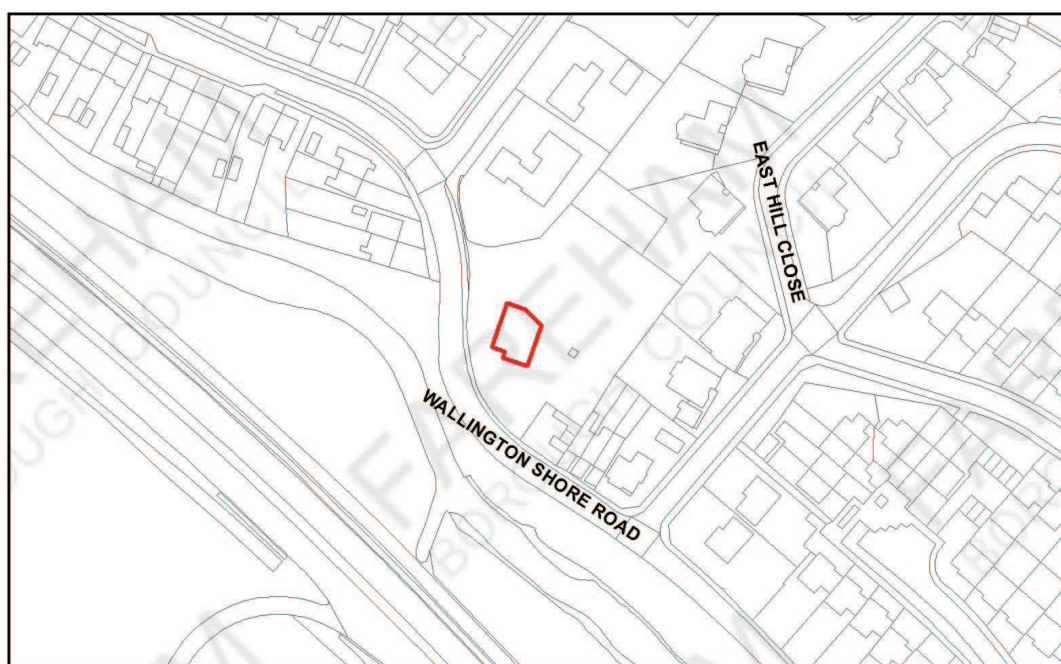
Description: *Two storey cream brick villa with red brick quoins, stringcourses and decorative patterned banding, shallow pitched roof with modern tiles and paired modillion eaves cornice. Square plan. Southern elevation with central doorway and stone steps. Cantled bay windows. Eastern entrance doorway with stone steps and classical portico with square columns and moulded entablature. Modern windows in original openings.*



8. Lowlands, 36 Wallington Shore Road

A listing bid was made in 2011 to English Heritage requesting addition of this building to the Statutory List of Buildings of Special Architectural or Historic Interest. The application was not successful as English Heritage were of the view that despite its interesting origins as an early C19 villa the building was too altered to be of national interest. However it was considered to be of clear local interest for its surviving late Georgian fabric and as part of the early suburban development of Fareham. The building and landscaped garden is clearly shown on the Fareham Town Map of 1850 and the Ordnance Survey map of 1868.

Description; *Early/ mid C19; Large two storey brick villa with basement forming 3 storeys to the west side. White painted brickwork, slate hipped roof with deep overhanging eaves and lead hips. Five chimneys, rendered with old Fareham pots. Windows; Mainly recessed double hung sashes with protruding stone or rendered cills, 16 pane sashes without horns on west elevation, 4 pane with horns elsewhere, some modern replacements in original openings. West elevation has large hanging timber canted bay windows, probably later, each with sashes, no glazing bars. South elevation has a brick canted bay on the ground floor. Entrance on south elevation with steps and black metal handrails; flat hood over doorway.*



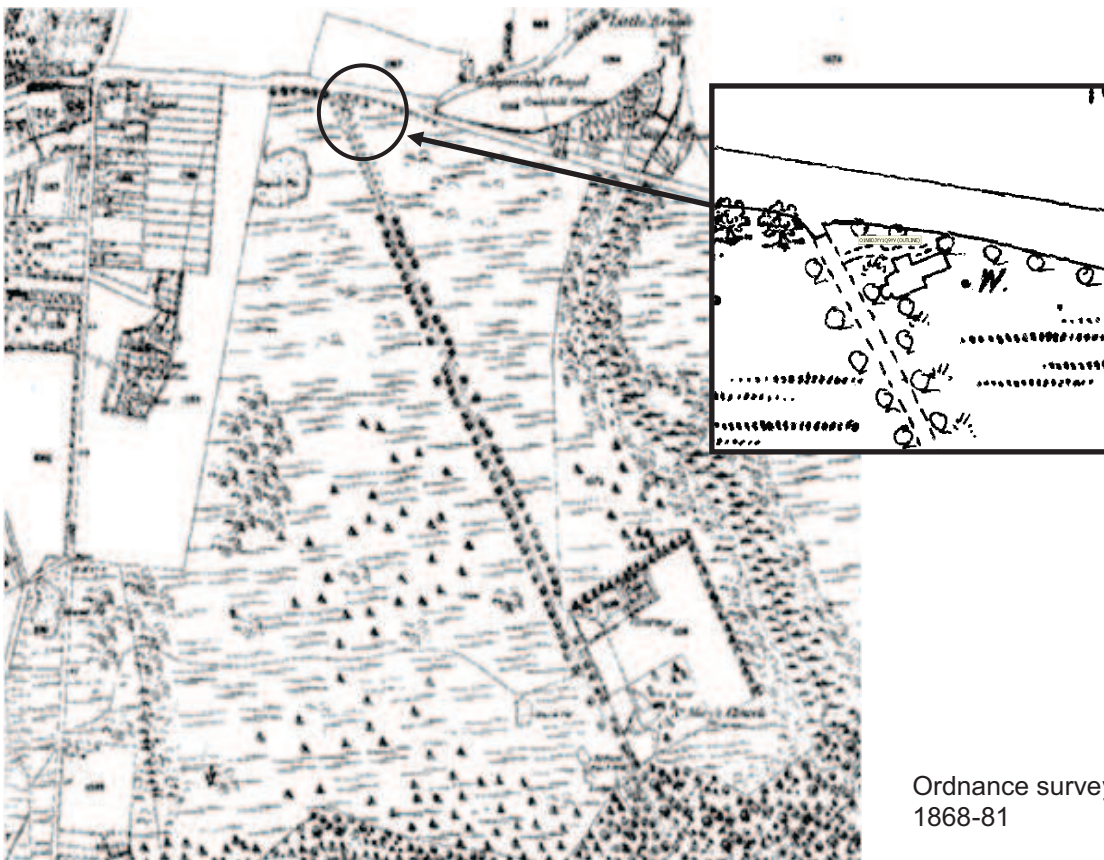
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9. 1 Church Road, Warsash

This building is a distinctive residential property situated on the corner of Warsash Road and Church Road. It sits in a prominent location in the street and can be seen in views along Church Road and Warsash Road. The building dates from 1871 and was built as a lodge at the entrance to a private drive to Hook House (which was destroyed by fire in the early C20). Its origins are supported by documentary and map evidence. The following extract is taken from the book 'A Short History of Warsash' by Frederick William Light, the recollections of a local resident, written in 1942.

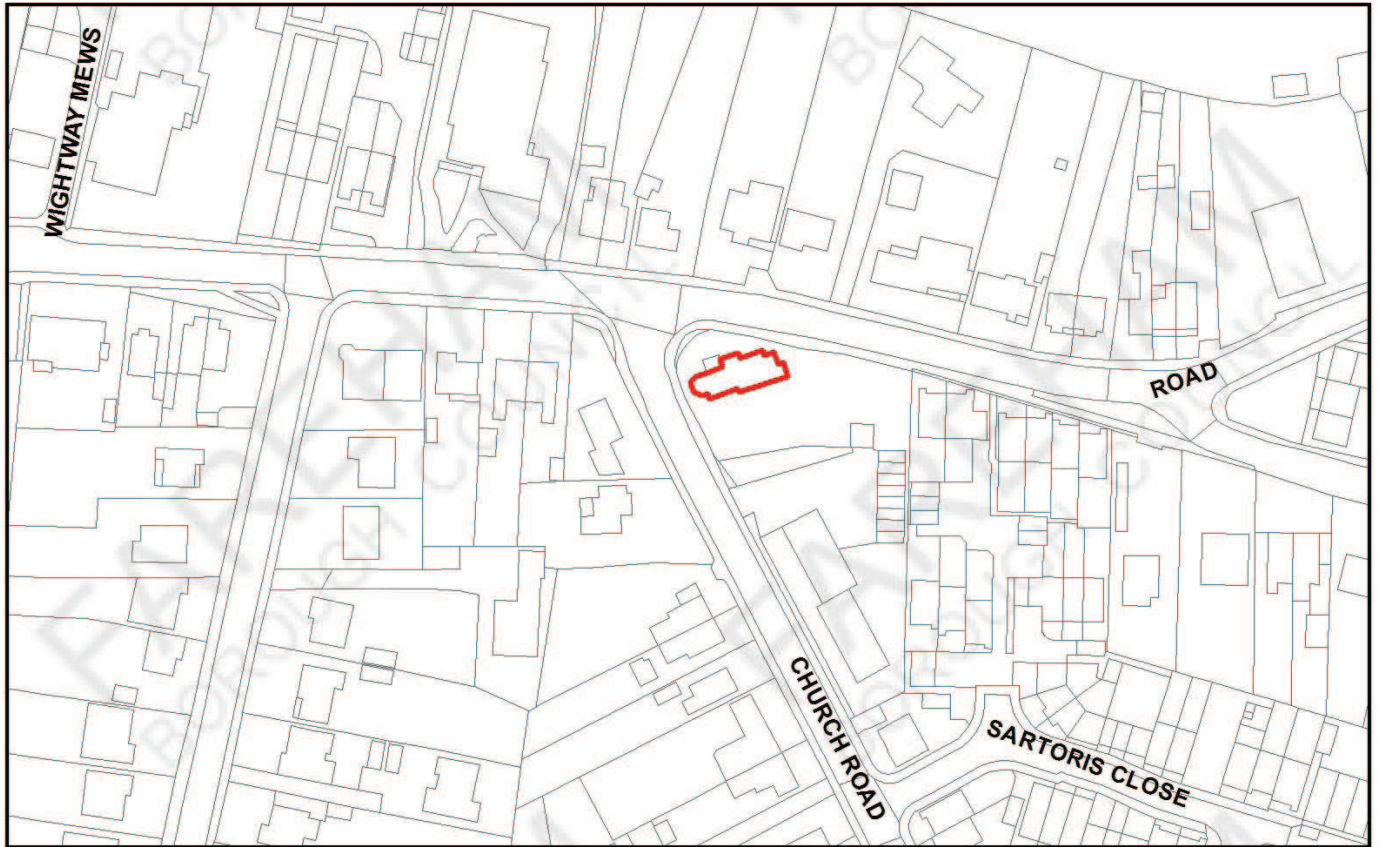
"A little further up the road on the right we come to a wide ornamental gate with iron posts to match; a small gate on one side and a dummy gate on the other. This was the entrance to a private road to Hook House. When the gate was set up, elm trees were planted at intervals on both sides of the road, interspersed with clumps of shrubs. These extended across the common to the old Hook Lodge. The original idea was to form a fine avenue, but the young trees were neglected and only a few near the Warsash end of the road survived for a few years. At this end of the road another lodge was built just inside the iron gate by Arthur Hornby, Esq, son of William Hornby, Esq, in 1871.



Ordnance survey
1868-81

Description: Late C19 gothic style dwelling; 2 storeys, 3 chimneys; single storey elements to the east and west. Half hipped roof of red plain clay tiles and decorative crested clay ridge tiles. Roughcast render to exterior elevations, and chimneys, probably a later alteration. Modern canted bays to ground floor rear elevation. Canted single storey wing to western end with decorative brick dentil course and hipped clay tile roof. Windows; late C19 style timber casements with glazing bars and pointed arch heads set in pointed arch openings; some of two lights with centre mullions. Two storey projecting porch to the front elevation; timber framed on ground floor in gothic style forming open sided entrance porch; additional (possibly later) steel columns supporting a rendered 1st floor.

The building is a prominent and slightly eccentric architectural landmark it also has a documented connection with the history of the nearby Hook Estate and is therefore of importance to the local history of Warsash. The building is considered of sufficient local interest to justify its inclusion on the Council's Local List of Buildings of Architectural or Historic Interest.



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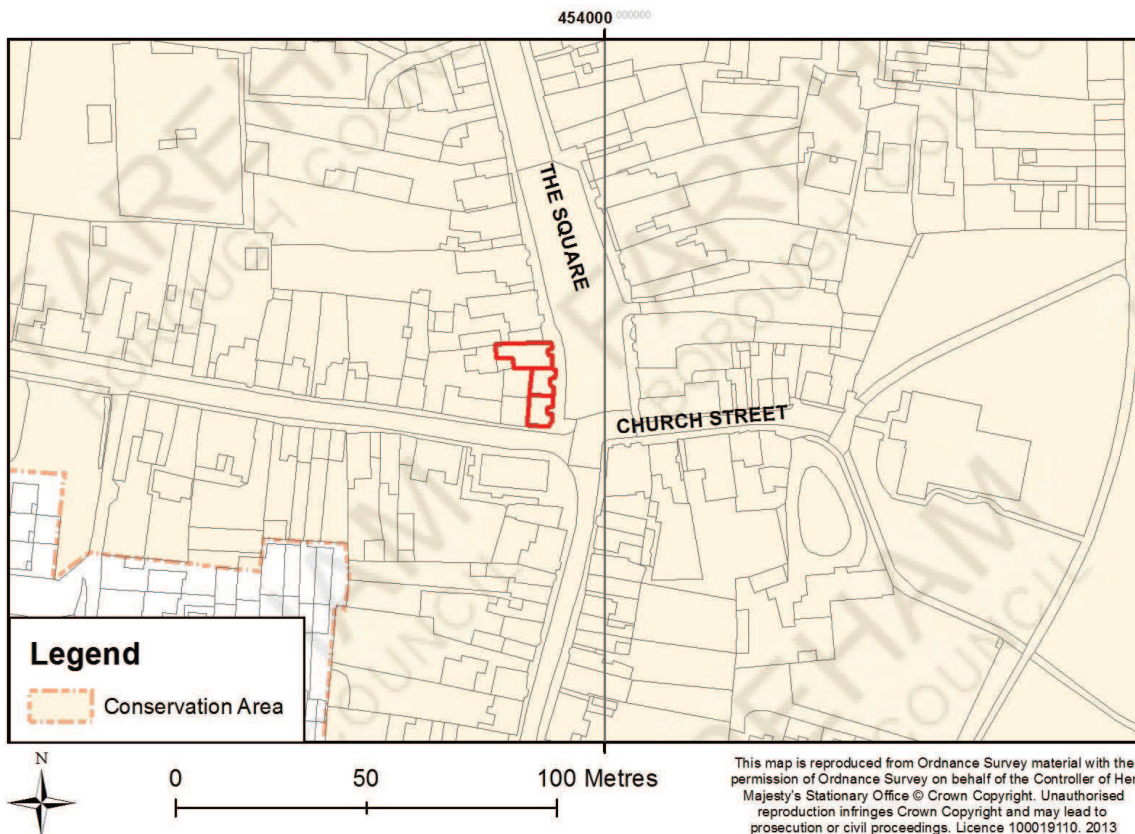
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10. 37, 39 & 41, The Square, Titchfield

These buildings occupy a prominent location and form a group facing Titchfield Square. The 3 buildings were occupied in the early C20 by Lancaster and Crook, which ceased trading in the 1960's, as a general store, hardware shop and a butchers . The buildings and their surviving shopfronts make an important contribution to the character of The Square. They were recommended for addition to the local list in the Titchfield Conservation Area Character Appraisal and Management Strategy.

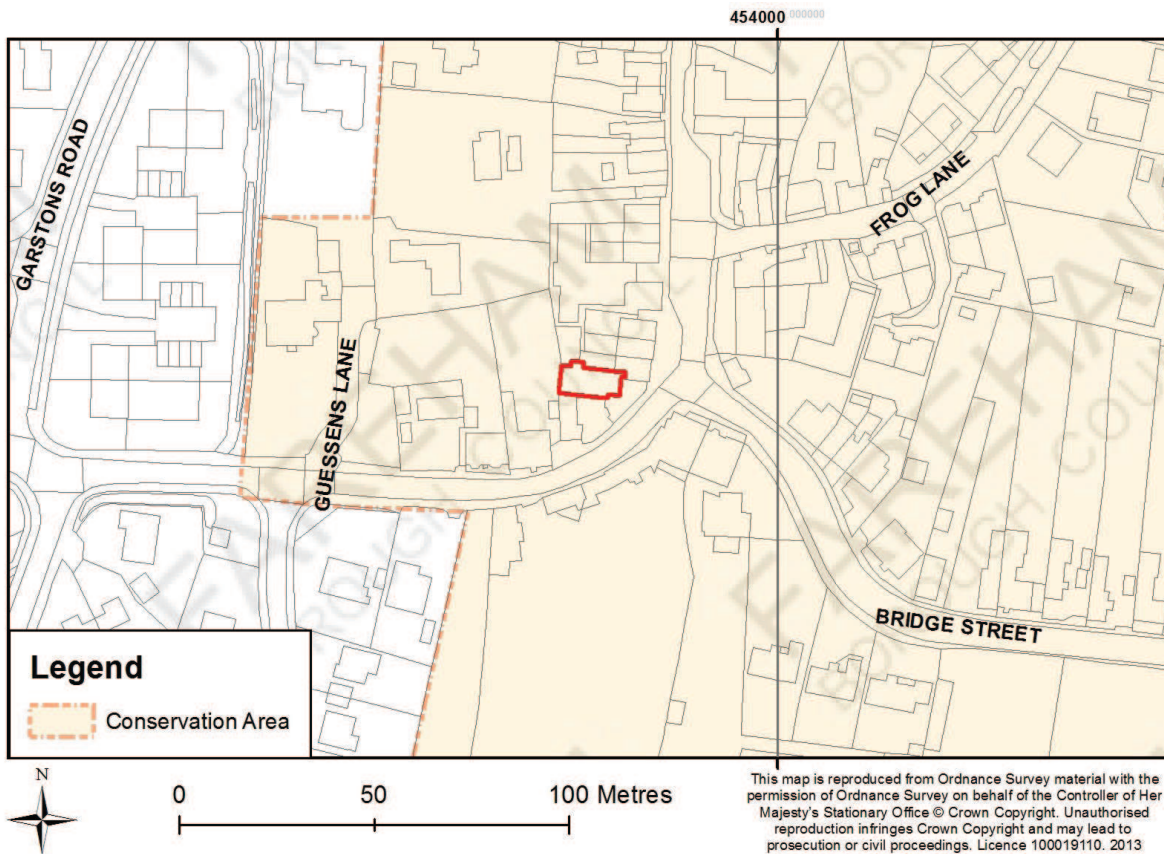
Description; C19 possibly earlier, Brick with parapet and string course facing The Square, façades now painted , 4 windows with shallow brick arches and timber casements. No. 37 has canted bays at first floor with decorative timberwork, pilasters and cornice. 39 & 41 share a hipped clay tile roof with crested ridge tiles. No.37 has a gabled slate roof with brick chimneys either end. No's 39 & 41 have matching early C20 shopfronts with stall riser, transoms & margin lights. Both have canopies. No. 37 has a C19 shopfront with some early C20 additions.



11. Former Assembly Room & Theatre Building, Titchfield

The building has C17 origins revealed during restoration and was used in the C19 as an assembly room and theatre. Owing to the age of its fabric, evidence of its later use and connection with the social history of Titchfield Village the building is considered of sufficient local interest to justify its inclusion on the Council's Local List of Buildings of Architectural or Historic Interest.

Description: C17; Staggered butt purlin roof with later C18/ C19 alterations; king post inserted at collar height & decoration to underside of collars, fluted timber cladding to lower part of kingpost. Half hipped clay tile roof; rendered local brick, later windows in original openings. Single storey with brick vaulted cellars. Single storey additions to side.

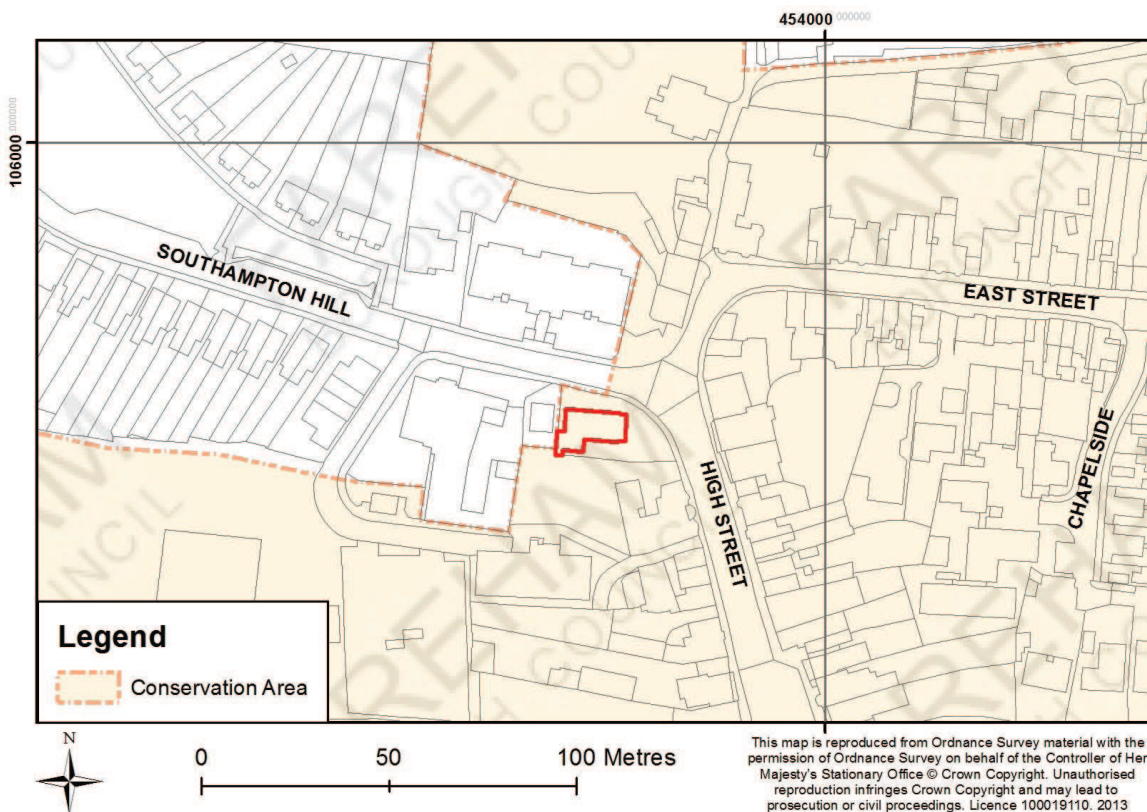




12. Titchfield Parish Hall & Boundary Wall

This Victorian building was built in 1890 and is a prominent landmark within the boundary of the Titchfield Conservation Area. It sits at the junction of High street and Southampton Hill enclosed by a flint boundary wall and gate piers. It contributes to the character and appearance of the conservation area and the recently adopted conservation area appraisal and management strategy recommended it of sufficient local interest to justify its inclusion on the Council's Local List of Buildings of Architectural or Historic Interest. The building forms a group with the adjacent listed war memorial.

Description: Built 1890; Single Storey flint building with stone quoins banding and dressings. Steeply pitched clay tile roof with decorative banding, crested ridge and finials. Flint boundary wall and gate piers with stone dressings and coping. Windows tripartite stone casements. Single storey timber entrance porch on stone and flint plinth with hipped clay tile roof and decorative banding, small gable above doorway. Wings to south side and small hipped roof flint addition to the rear.



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Table of Comments received resulting from consultation with owners and occupiers

Appendix B

Comment	Response/ Action
<p>37 The Square - no problem with the local listing of number 37. The Square. I have tried to maintain the integrity of the exterior of 37 The Square, having always considered it the most attractive, and probably original, of all the commercial frontages in the village. No. 37 The Square was also owned by Lancaster & Crook until their demise – they traded from all three properties on that corner – one as a general store, one a hardware shop, (one of those two housed the Post Office as well) and 37 was the Butchers.</p>	<p>Support welcomed. The proposed local list entry has been updated to reflect this additional information.</p>
<p>36 Osborn Road - no objection to local listing, and indeed am pleased that the Council are taking such an active interest in our local history. Also, I was fascinated to read some of the historical background to our house which you included in your letter, for which many thanks indeed. From your letter, it appears that you are unsure as to when precisely the 10 lodges were built, as you say the land was “undeveloped in 1868, the house appears on the map by 1898”. – I thought you might be interested to know that they must have been built at the very start of that period as we have photocopies of the Census returns for both 1871 and 1881, listing not only Victoria Lodge, but also Wilton Lodge (No. 34), Hawkhurst House (which I assume is No. 38, now named Osborn Manor), and Bembridge House (the 1881 Census only). In the 1871 Census, Victoria Lodge is shown as being occupied by George Paterson, “Commander RN Reserved List” and his family, including a 9 year old domestic servant(!). By 1881, the occupants appear to be 2 sisters, Emily Goble (widow) and Charlotte Walton (unmarried), and their 2 domestic servants.</p>	<p>Support welcomed. The proposed local list entry has been updated to reflect this additional information.</p>
<p>217-218 Barnes Lane - Thank you for including the Old school house in the local list. Many people mention they went to the school, and have their own story.</p>	<p>Support welcomed.</p>

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Strategic Planning and Environment
Subject: Preparation of Welborne Plan: Quarterly Financial Update
Report of: Director of Planning and Environment
Strategy/Policy: Fareham Local Development Framework

Corporate Objective: To protect and enhance the environment
Maintain and extend prosperity
Leisure for Health and Fun
A balanced housing market
Strong and Inclusive Communities
Dynamic, prudent and progressive Council

Purpose:

To advise the Executive on the updated costs for the preparation of the Welborne Plan.

Executive summary:

This report sets out the latest projected and incurred expenditure relating to the development of the Welborne Plan, and will be followed by quarterly financial updates during the period of preparation of the Welborne Plan. The report updates the Executive on the position reported to the Executive at their meeting on 5 November 2012. Since the previous report, additional consultancy work has been required in order to take account of on-going discussions with key parties including the principal landowners and statutory agencies and to address issues raised in the recent public consultation on the draft Welborne Plan.

Recommendation:

That the Executive notes the quarterly update on the financial costs of producing the Welborne Plan.

Reason:

To set out the updated expenditure and funding involved in the preparation of the Welborne Plan.

Cost of proposals:

To be met within existing resources and predominately funded from the Housing and Planning Delivery Grant reserve and the New Homes Bonus Grant.

Appendices: None.

Background paper: Report to the Executive on 5 November 2012 - New Community North of Fareham Area Action Plan - Revised Timetable Plan Preparation by the Director of Planning and Environment.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Preparation of Welborne Plan: Quarterly Financial Update

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

BACKGROUND

1. A report to the Executive on 5 November 2012 set out the projected and incurred expenditure relating to the development of a Local Plan for Welborne. These figures are shown in the table below.

WELBORNE PROJECT COSTS					
	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£
Staff and running costs	30,100	142,000	184,700	264,950	258,700
Evidence base and supporting costs	29,200	191,300	334,000	251,900	78,600
Total Costs	59,300	333,300	518,700	516,850	337,300
Project Based External Funding received	-100,000	-180,000	-	-	-
Costs Less Income	-40,700	153,300	518,700	516,850	337,300
Total Overall Net Project costs at end of 2014/15					1,485,450

PROGRESSION OF PLAN AND ASSOCIATED REVISED COSTS

2. Subsequent to these figures being prepared, a draft of the Welborne Plan was prepared and underwent public consultation. It is now moving towards the formal Pre Submission Plan stage and will be subject to public examination during the summer 2014.
3. The projected expenditure for 2013/14 has been now been revised to reflect additional consultancy work which has been necessary to support the evidence base for the Welborne Plan. This technical work was previously identified as potentially being needed to be undertaken. However, both the scope and depth of

the work required have remained uncertain due to on-going discussions with a number of key parties including the statutory agencies and the main landowners. The scope of technical work is also being informed by the success or otherwise of other Local Plans going through the same process as the experience of operating under the new planning context of the National Planning Policy Framework is becoming apparent.

4. The final phase of technical work taking the Plan up to the Pre- Submission stage includes finalising the Masterplan, plus associated updates on transport strategy, green infrastructure, economy and sports provision. Other technical work required includes a study on noise levels adjacent to the M27 motorway and investigation into the feasibility of Combined Heat and Power and Code for Sustainable Homes. This programme of technical work will enable the Council to address many of the issues arising from the review of consultation responses to the Draft Welborne Plan. Additionally, a Design Review of the draft masterplan has also been undertaken by the South East Design Panel to independently assess the proposals. The total cost is estimated at £168,000.
5. Although not part of the evidence base for the Welborne Plan, a Design Code for development at Welborne is being prepared. This was subject of a separate Executive Decision in January 2013, and the projected cost of preparing the Design Code of £25,000 has been included in the figures.

UPDATED WELBORNE PROJECT COSTS					
	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£
Staff and running costs	27,402	128,526	199,683	284,100	287,100
Evidence base and supporting costs	82,034	194,611	319,649	464,300	78,600
Total Costs	109,436	323,137	519,332	748,400	365,700
Total Overall Project costs at end of 2014/15					2,066,005

WELBORNE PROJECT FUNDING STREAMS					
	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£
Eco Town Funding	100,000	-	-	-	-
Planning/Housing Delivery Grant	9,436	143,137	519,332	496,800	-
Homes and Communities Association (HCA)	-	150,000	-	-	-
Partnership for Urban South Hampshire (PUSH)	-	30,000	-	-	-
New Homes Bonus	-	-	-	240,100	365,700
Total Costs	109,436	323,137	519,332	748,400	365,700
Total Overall Project funding at end of 2014/15					2,066,005

RISK ASSESSMENT

6. The adoption of planning policy to guide the development of Welborne is integral to achieving Council and community aspirations. Providing this certainty through the planning process will assist in providing a basis for the long term on which to ensure and achieve timely infrastructure provision.

FINANCIAL IMPLICATIONS

7. The costs of preparing the Welborne Plan will be predominantly funded from the Housing and Planning Delivery Grant reserve. Additional funding from the New Homes Bonus has been added for 2013/14. Other funding has been received from the Homes and Communities Agency and PUSH during 2011/12.

CONCLUSION

8. That the Executive notes the proposed expenditure relating to the production of the Welborne Plan providing planning policy to guide the development of the new settlement. The adoption of the Welborne Plan will provide the means of ensuring that the Council achieves its ambitions for Welborne including the timely provision of infrastructure and provision of suitable housing to meet local housing needs.

Reference Papers: None

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Strategic Planning and Environment
Subject:	Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport
Report of:	Director of Planning and Environment
Strategy/Policy:	Local Plan: Adopted Core Strategy (August 2011) & Draft Development Policies & Sites Plan (October 2012)
Corporate Objective:	Protect and Enhance the Environment Maintain and Extend Prosperity

Purpose:

To consider and approve the Council's response to Hampshire County Council's consultation on Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport.

Executive summary:

This report is Fareham Borough Council's response to the Hampshire County Council's proposals to improve Newgate Lane and the Western Access to Gosport including a Stubbington Bypass, which is currently undergoing public consultation.

This report recommends that a response that supports, in principle, proposals to improve the Western Access to Gosport including a Stubbington Bypass, subject to further technical and environmental assessments, and further consultation with the public and Borough on these findings and detailed proposals.

Fareham Borough Council supports the proposed improvements to Peel Common Roundabout and Newgate Lane Northern Section, which have already secured funding and which need to be quickly expedited to support planned development at the Solent Enterprise Zone at Daedalus.

Fareham Borough Council is concerned about any potential delay in completing the routing and design work for and subsequent implementation of a highway improvement scheme to the southern section of the Newgate Lane corridor, given the importance of early improvements to the entire length of the Newgate Lane corridor in enhancing access to the Solent Enterprise Zone at Daedalus.

Fareham Borough Council recommends that a decision on whether the proposals to improve Western Access to Gosport including Stubbington By-pass will affect the

southern section of the Newgate Lane corridor, is regarded as a matter of priority by Hampshire County Council, so that a scheme can be designed and implemented at the earliest opportunity for this remaining part of the Newgate Lane corridor.

Recommendation:

That the Executive:

- (a) notes the public consultation carried out by Hampshire County Council on Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport;
- (b) agrees the proposed consultation response in paragraphs 5 to 39 of this report;
- (c) delegates authority to the Director of Planning and Environment, in consultation with the Executive Member for Strategic Planning and Environment to finalise the response to Hampshire County Council, incorporating any minor additions or amendments at this meeting;
- (d) that the response be sent as a matter of urgency to Hampshire County Council, prior to the end of the call in period, due to the prescribed consultation period.

Reason:

To influence the Hampshire County Council's initial highway proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport proposals and ensure that the Authority are fully engaged fully and public are consulted upon the emerging proposals.

Cost of proposals:

There are no direct financial implications in responding to this consultation.

Background papers:

Petition with 64 signatories

Resident Letter

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

INTRODUCTION

1. Hampshire County Council (HCC) commenced public consultation on proposals to improve Newgate Lane and the western access to Gosport including a Stubbington bypass on the 8th July 2013. This consultation period will run for nine weeks, ending on 9th September 2013.

Background

2. The public consultation conducted by Hampshire County Council consists of a downloadable consultation document detailing these proposals on the County Council's website, and an online survey form for public feedback. In addition, plans of these proposals are on display at four locations, where survey forms will be made available. Within Fareham Borough Council, an exhibition was held at Fareham Library (29th July - 5th August) and at Stubbington Library (8th July - 9th September). Two exhibitions were held outside the Borough, within Gosport Borough Council's administrative area, at Gosport Discovery Centre (22nd July - 29th July) and at Lee on the Solent Library (8th July - 9th September). Furthermore, seven consultation drop-in sessions were held at five locations between 8 July and 16 July.
3. Hampshire County Council's web-site explains that the comments received will be considered and taken into account in the detailed design of the Newgate Lane northern section improvement scheme, which will start early in 2014. In relation to comments on the Peel Common roundabout interim improvement proposals, these will be considered and the County Council will consult locally on more detailed proposals early in 2014. Finally, in relation to comments on the Western Access to Gosport, including the Stubbington By-pass, the County Council will consider these later this year alongside the necessary environmental and technical assessments.
4. The County Council has requested consultation comments on the following highway proposals:

- *Western Access to Gosport*: Improvements to the A27 between Titchfield and Segensworth and a bypass for the village of Stubbington. The County Council's initial work has identified three principal route corridors for a Stubbington bypass.
- *Peel Common Roundabout Interim Proposals*: Provision of traffic light controls on the roundabout and revised pedestrian, cycle and bus stop facilities.
- *Newgate Lane Northern Section Detailed Proposals*: A major improvement scheme for the B3385 Newgate Lane, between and including the junctions with Palmerston Drive at the northern end and Peel Common roundabout to the south.

CONSULTATION RESPONSE

5. This report below set out Fareham Borough Council's proposed response to Hampshire County Council's consultation.

Western Access to Gosport (including the Stubbington By-pass)

6. Hampshire County Council's proposals for improving the Western Access to Gosport comprise two elements:
 - Stubbington Bypass
 - A27 Titchfield to Segensworth
7. The following comments consider both elements in combination:

Consistency with Fareham Borough Council's Core Strategy

8. Paragraph 4.68 of Fareham's Adopted Core Strategy acknowledges the output of the Strategic Access to Gosport (StAG) Study, undertaken by Hampshire County Council, and approved by Transport for South Hampshire's (TfSH) Joint Committee in June 2010. It states that the Study "*indicates that the issue of the Stubbington bypass would need to be reviewed in the medium and long term as in the short term, up to 2015, a positive cost benefit in support of a bypass would be extremely difficult to substantiate, that there is little prospect of funding during the plan period, that a bypass is likely to worsen the already congested junctions and links leading to Segensworth and M27 Junction 9, and is counter to the transport strategy of Reduce, Manage and Invest*".
9. In principle, Fareham Borough Council supports proposals to improve the Western Access of Gosport, including the Stubbington By-pass. Presently however, the level of information currently available is not suitable to fully assess the impact of the three suggested routes on the wider road network, and therefore at this juncture the Council is unable to assess which route would be preferable or viable. Despite the level of information, at this stage, it appears that the 'green' route option proposed would offer the least potential to alleviate existing congestion issues.
10. Fareham Borough Council recognises the need for Hampshire County Council to adopt a comprehensive approach to assessing proposals for the Western Access to Gosport, which does not consider the Stubbington Bypass in

isolation, but recognises the need “to improve the flow of traffic from the M27 and along the A27 in order to keep traffic moving” by investigating the potential for upgrading key junctions at St Margaret’s Roundabout and the Titchfield Gyratory (including Mill Lane junction). It is important that all the implications of these proposed highway schemes are considered comprehensively.

11. Notwithstanding this, it should be stressed that Core Strategy Policy CS6: The Development Strategy does not provide for any development that would be required to contribute to improvements for the Western Access to Gosport. It is therefore important to confirm that no financial contributions from existing or planned development would be available to contribute to such a scheme. It will therefore be necessary for the County Council to secure alternative funding mechanisms to deliver these transport enhancements, should Hampshire County Council, following extensive consultation, decide to pursue one of the Western Access to Gosport routes.
12. As part of the continuing development of this scheme, it is assumed that each Stubbington By-pass route, along with other relevant transport schemes envisaged, would be thoroughly assessed via the Sub Regional Transport Model (SRTM) by the County Council, in order to determine which may be the most beneficial and which would have the best benefit to cost ratio. It is likely that a scheme of this magnitude would have significant impacts on traffic movement and certainly this has implications for the wider Borough.
13. More specifically, improvements proposed to the A27 between Fareham and Segensworth, could potentially be beneficial to traffic flows in and out of Fareham, particularly at peak times, and therefore Fareham Borough Council supports this in principle. With regard to potential impacts however, again Fareham Borough Council anticipates that this scheme would be thoroughly assessed via the SRTM by the County Council in order to determine where the benefits and any possible dis-benefits are located.
14. It is for the reasons above that Fareham Borough Council welcome further consultation on the outcomes of necessary technical and environmental assessments in order to enable the Council to make a fully informed response, in respect to impact on traffic and communities within the Borough.

Impact on the ‘Strategic Gap and the Countryside

15. Paragraph 6.52 of Fareham’s Adopted Core Strategy acknowledges that the Strategic Gap between Fareham and Stubbington helps define and maintain the separate identity of these two settlements. It states that “*Strategic gaps do not have intrinsic landscape value but are important in maintaining the settlement pattern, keeping individual settlements separate and providing opportunities for green infrastructure/green corridors. Continuing pressure for high levels of development means maintaining gaps continues to be justified*”. It is therefore important that the proposed Stubbington Bypass adheres to these principles, maintaining the settlement pattern and the separate identities of Fareham and Stubbington.
16. Policy CS22: Development in Strategic Gaps states that “*Development proposals will not be permitted either individually or cumulatively where it significantly affects the integrity of the gap and the physical and visual separation of settlements*”. Maintaining the separation between Fareham and

Stubbington will prevent coalescence and therefore the careful consideration of the likely future implications of each of the three proposed Stubbington By-pass alignments would be required as part of the environmental assessment undertaken by Hampshire County Council to ensure that the Strategic Gap is maintained.

17. In the absence of more detailed modelling work on the potential impacts of each of the three options for the Stubbington Bypass, Fareham Borough Council presently has no preferred route option. It is however important to ensure that the impacts on the Strategic Gap are minimised by Hampshire County Council, both in terms of the direct impact that the road itself will have in terms of noise, visual impact and landscape character, but also in terms of the potential for the possible increased development pressure to 'fill in any gaps' that may ensue.
18. Consideration would also need to be given by Hampshire County Council to any possible residential amenity, noise and pollution issues that may arise as a result of a new road close to existing houses and suitable mitigation measures such as earth bunding/fencing be incorporated if required.
19. In addition, the possible impacts of any route alignments on Sites of Importance for Nature Conservation (SINC) at Oxley Coppice and at the Meon Valley between Titchfield and Titchfield Road will need to be assessed. It is noted that the 'red' and 'green' route options pass close to Oxley Coppice.
20. Core Strategy Policy CS22 states that land within Strategic Gaps "*will be treated as countryside*" and thus assessed against Core Strategy Policy CS14: Development Outside Settlements. Policy C14 states that "*Built development on land outside defined settlements will be strictly controlled to protect the countryside... from development which would adversely affect its landscape character, appearance and function. Acceptable forms of development will include that essential for ... required infrastructure.*" The construction of the Stubbington Bypass would, if required by Hampshire County Council, be considered "*required infrastructure*" and thus be considered to be an acceptable form of development within the countryside. Notwithstanding the acceptability of development, careful consideration would be required to ensure that the impact on landscape character, appearance and function is minimised.

Solar Farm at Newlands Farm, Tanners Lane (Ref: P/13/0528/FP)

21. Hampshire County Council will also be aware that Fareham Borough Council recently received a planning application for a 16.875MW photovoltaic solar farm at Newlands Farm, Tanners Lane (Ref: P/13/0528/FP). The 'blue' route option for the Stubbington Bypass would be directly affected by this solar farm proposal, which is anticipated to be reported to Fareham Borough Council's Planning Committee for determination during September 2013.

Peel Common Roundabout Interim Proposals

22. Hampshire County Council's consultation document explains that the interim proposals for Peel Common Roundabout will "*improve the facilities for pedestrians and cyclists, including better linkages between the existing shared use footway and cycle tracks*" and to "*improve the facilities for bus users at the roundabout*".

23. These objectives are consistent with Core Strategy Policy CS5: Transport Strategy and Infrastructure, which supports the prioritisation and encouragement of “*safe and reliable journey’s by walking, cycling and public transport*”.
24. It is likely that the signalisation of Peel Common roundabout could improve the flow of traffic in this area and thus would be beneficial. Fareham Borough Council would welcome swift further consultation to be conducted by the County Council on more detailed proposals.
25. It is understood that a longer-term solution will be agreed when a decision regarding Western Access to Gosport, including Stubbington By-pass, has been agreed. Fareham Borough Council notes that Hampshire County Council’s Executive Report (Transport & Environment) on ‘Newgate Lane Fareham, Major Improvement Scheme – Proposed Alignment Options’ (2nd April 2013), outlined the delivery programme for the Peel Common junction improvements, referred to as the second phase of work. It was expected that the construction of this work phase would ‘*commence works early 2014 in order to complete the scheme in autumn 2016*’.
26. Fareham Borough Council is concerned that consideration of Western Access to Gosport, including Stubbington By-pass should not cause any undue delay to the design and subsequent implementation of long-term improvements to Peel Common Roundabout, considered necessary to accommodate future development at the Solent Enterprise Zone at Daedalus.

Newgate Lane Northern Section Proposals

27. The County Council’s objectives of seeking “*to improve conditions on this section of Newgate Lane, in terms of traffic capacity, journey time reliability and pedestrian and cycle accessibility*’, are supported in principle, having been included with Fareham Borough Council’s Draft Development Sites and Policies Plan.
28. Paragraph 7.9 of the Draft Development Sites and Policies Plan acknowledges that “*Planned improvement to Newgate Lane...will play an important role in relieving congestion on the A32...*”. The improvements have the potential to reduce travel on other alternative traffic routes in the Borough. Importantly they also have the potential to provide additional capacity to accommodate future development at the Solent Enterprise Zone at Daedalus.
29. Policy T2: Improvements to the Strategic Road Network safeguards the Newgate Lane Northern Section as part of a package of measures that seek to “*improve and maintain the effectiveness of the Strategic Road Network*”.
30. Plans show a new junction with traffic signals to HMS Collingwood including pedestrian and cycle provision and by-pass lane that avoids Speedfields Park roundabout. In addition, proposals to enlarge Longfield Road Roundabout, coupled with proposed improvements to pedestrians and cyclists, including an off-road shared pedestrian and cycle track and crossings points.
31. Improvements to Newgate Lane, aimed to increase capacity on the Northern Section are, in principle, beneficial to traffic flow and hence are supported by Fareham Borough Council. More specifically, given the essentially urban nature

of the Northern Section, improved pedestrian and cyclist provision, particularly in relation to an off-road pedestrian and cycle track is likely to be beneficial to pedestrian and cycle accessibility. In addition, these improvements are considered particularly necessary in enabling the successful future development of the Solent Enterprise Zone at Daedalus.

32. Fareham Borough Council is keen that detailed plans are shared at a matter of urgency, so this scheme can be quickly progressed for works to commence 'late 2013/early 2014', as outlined in Hampshire County Council's (2nd April 2013) Executive Report (Transport & Environment) on 'Newgate Lane Fareham, Major Improvement Scheme – Proposed Alignment Options'.

Impact of Hampshire County Council's Highway Proposals on the southern section of the Newgate Lane corridor

33. In overall terms, Hampshire County Council's website explains that the proposals to improve Western Access to Gosport, including Stubbington Bypass, are aimed at helping 'to address existing traffic problems on the Gosport peninsula to improve strategic east west and north south routes and to enhance access to the Solent Enterprise Zone'. Particular reference is made to the need to address the existing traffic problems in the area 'including the provision of improved transport infrastructure to the Solent Enterprise Zone'.
34. CS1 Employment Provision of the Adopted Core Strategy identifies Daedalus Airfield Strategic Development Allocation to accommodate a minimum of 10,000 sq.m and up to 33,000 sq.m of net additional general, or light industrial or warehousing employment floorspace, which is detailed further in Policy CS12. As paragraph 7.9 of the Draft Development Sites and Policies Plan states '*Planned improvements to Newgate Lane as part of the development of the Daedalus site will play an important role in relieving congestion on the A32 within Fareham Borough... Should development of the site come forward without such improvements taking place it is likely to have a significant adverse effect on traffic within Fareham, including the town centre*'.
35. Solent Enterprise Zone at Daedalus is a development of strategic significance, with the potential to secure growth for the regional and local economy. Fareham Borough Council's Planning Committee resolved to grant an application in 2012 for use of airfield for employment based development (up to 50,202 sqm of floor space) in new and existing buildings (use classes B1, B2 & B8). A parallel application to Gosport Borough Council similarly resolved to grant consent for up to 69,992 sqm of B1, B2 and B8 commercial floor space in new buildings and re-use of existing buildings, up to 1,075 sqm of retail (use classes A1, A2, A3 and/or A4); 200 residential units (use class C3); 32 units of care accommodation (use class C2); 1,839 sqm of community uses (use class D1); 8,320 sqm of hotel use (use class C1); and 2,321 sqm of leisure (use class D2). Both resolutions were subject to s106 agreements that are due to be signed this month. Furthermore, relevant full planning applications have been approved for the Solent EZ, including a new road junction at the main gateway & the Fareham College Centre for Engineering & Manufacturing Advanced Skills Training (CEMAST). The new CEMAST building due to open in September 2014.
36. Fareham Borough Council notes that Hampshire County Council's Executive Report (Transport & Environment) on 'Newgate Lane Fareham, Major

Improvement Scheme – Proposed Alignment Options’ (2nd April 2013), outlined the delivery programme for the new road between Peel Common Roundabout and Tanners Lane, referred to as Phase 3. It was expected that the construction of this work phase would *‘commence works early 2014 in order to complete the scheme in autumn 2016’*.

37. Fareham Borough Council regards the implementation of highway improvements to the entire length of the Newgate Lane corridor as vital to the success of the Solent Enterprise Zone at Daedalus. Programmed and funded works to Newgate Lane North and interim proposals for Peel Common Roundabout, together with a future improvement scheme to the southern section of the Newgate Lane corridor and a longer-term solution for Peel Common roundabout, will form a vital package of investment in the principal highway access corridor to the Solent Enterprise Zone from the M27.
38. It is for these reasons that the Council are keen that the routeing and detailed design of an improvement scheme for the southern section of the Newgate Lane corridor is progressed and subsequently implemented at the earliest opportunity.
39. Fareham Borough Council therefore recommends that a decision on whether the proposals to improve Western Access to Gosport including Stubbington Bypass will affect the southern section of the Newgate Lane corridor, is regarded as a matter of priority by Hampshire County Council, so that a scheme can be designed and implemented at the earliest opportunity for this remaining part of the Newgate Lane corridor.

Fareham Borough Council’s Development Sites and Policies Plan Timetable

40. Fareham Borough Council is scheduled to publish the Publication Version of its Development Sites and Policies Plan in November/December 2013. In dialogue with Hampshire County Council, it is unlikely that the decision on the detailed alignment of the new route will be made for possible inclusion into this plan.
41. Notwithstanding this, Fareham Borough Council would like to stress its continuing commitment to working with Hampshire County Council to ensure a mutually acceptable conclusion on any outstanding safeguarding issues as they progress.

RISK ASSESSMENT

42. It is important that a response is provided in the interests of the Borough to ensure that Corporate objectives and priorities are delivered.

FINANCIAL IMPLICATIONS

43. None.

CONSULTATIONS

44. A petition was submitted with 64 signatories. The accompanying letter explains that the undersigned residents wish to confirm their *‘strong support for Option B, a new road route to the east of Newgate Lane adjacent to Brookers Field’*.

They also *'object to Option A as such a plan would split the community of Peel Common, increase traffic noise and not benefit those people living in house to the north of Albert Road. They would in fact be subject to even more noise and pollution and have to cope with the increased traffic flows, passing direct past their houses'*. Furthermore the letter states traffic flows along Newgate will increase with the development of Solent Enterprise Zone at Daedalus and *'the route of any Stubbington by-pass is a distraction to the Newgate Lane problem'*. The petition explains that *'the current misery being endured by the residents can be mitigated by an early decision and implementation of the Option B route'*. Issues of air quality due to queuing/slow traffic are raised. The petition urges Fareham Borough Council to listen and respond to the needs of the community and seeks an early indication of Hampshire County Council's intentions. They state that the *'existing situation appears to be one of delay on the southern section of Newgate Lane rather than the forecast improvement mentioned earlier in the year'*. The petition concludes with a request for the Borough to *'formally write to Hampshire County Council to support Option B – the plan to build a new road to the east of the current route, without delay' to 'enable future traffic growth and enhance the quality of life of all concerned, by leaving the existing highway as an access/service road'*.

45. The content of this petition has been noted and forwarded to Hampshire County Council for their consideration.
46. A letter from a local resident has also been received expressing concern about increased traffic, access problems to own property-causing travel delay and wish to see Stubbington By-pass delivered, especially in light of more traffic generated by Daedalus. Other matters are also raised in this letter.
47. The content of this letter has been noted and forwarded to Hampshire County Council for their consideration.

CONCLUSION

48. This report is Fareham Borough Council's response to the Hampshire County Council's proposals to improve Newgate Lane and the Western Access to Gosport including a Stubbington Bypass, which is currently undergoing public consultation.
49. This report recommends that a response that supports, in principle, proposals to improve the Western Access to Gosport including a Stubbington Bypass, subject to further technical and environmental assessments, and further consultation with the public and Borough on these findings and detailed proposals.
50. Fareham Borough Council supports the proposed improvements to Peel Common Roundabout and Newgate Lane North, which have already secured funding and which need to be quickly expedited to support planned development at the Solent Enterprise Zone at Daedalus.
51. Fareham Borough Council is concerned about any potential delay in completing the routeing and design work for and subsequent implementation of a highway improvement scheme to the southern section of the Newgate Lane corridor, given the importance of early improvements to the entire length of the Newgate Lane corridor in enhancing access to the Solent Enterprise Zone at Daedalus.

52. Fareham Borough Council recommends that a decision on whether the proposals to improve Western Access to Gosport including Stubbington Bypass will affect the southern section of the Newgate Lane corridor, is regarded as a matter of priority by Hampshire County Council, so that a scheme can be designed and implemented at the earliest opportunity for this remaining part of the Newgate Lane corridor.
53. The report makes the following recommendations to the Executive:
- notes the public consultation carried out by Hampshire County Council on Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport
 - agrees the proposed consultation response in paragraphs 5 to 39 of this report
 - delegates authority to the Director of Planning and Environment, in consultation with the Executive Member for Strategic Planning and Environment to finalise the response to Hampshire County Council, incorporating any minor additions or amendments at this meeting
 - that the response be sent as a matter of urgency to Hampshire County Council, prior to the end of the call in period, due to the prescribed consultation period

Reference Papers:

<http://www3.hants.gov.uk/stubbingtonbypass>

Hampshire County Council's Executive Report (Transport & Environment) on 'Newgate Lane Fareham, Major Improvement Scheme – Proposed Alignment Options' (2nd April 2013).

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Public Protection
Subject:	Parking Enforcement Service Annual Report 2012/13
Report of:	Director of Regulatory and Democratic Services
Strategy/Policy:	
Corporate Objective:	A safe and healthy place to live and work

Purpose:
This report provides the Executive with an update in respect of the last 12 months operation of the Fareham parking Enforcement Service.

Executive summary:

The Fareham Parking Enforcement Service covers the management and enforcement of both on and off street parking regulations and orders within the borough. The Council took over the overall responsibility for both on and off street enforcement in April 2007 and the Executive received a report in June 2008 on the first twelve months operation of the service. An annual update report is provided to the Executive each year, the last one being presented to the Executive in September 2012 and this report provides Members with a further update on the last 12 months operation of the service.

The enforcement function is delivered in line with a Parking Enforcement Policy that is reviewed and approved by the Executive biannually, the emphasis being to improve the management of both on and off street parking for the benefits of residents and in the interest of safety.

The parking enforcement service operates seven days a week, including evening patrols in the summer months. Enforcement of the residents parking scheme has also been accommodated within the existing resource for the service.

The last six years operation of the service has enabled a more realistic approach to be developed in terms of both enforcement and the cost of providing the service; this has included adjustments to the day to day running of the service, targeting hot spots within the borough and ensuring the correct balance of enforcement is being delivered.

In order to monitor the provision of the parking enforcement service, the budget relating to both on and off-street enforcement was split so that it could be better monitored. Members have previously requested that they are kept informed of the cost of on street enforcement especially as it is this element of the service that is undertaken on behalf of Hampshire County Council under an agency agreement.

Members will note that the cost of on street enforcement has decreased from £36,725 during 2011/12 to £34,646 in 2012/13. However it is also important to note that whilst the budget shows a deficit, it does not reflect the amount of income still to be received by the Council from unpaid PCNs issued during this same period which is approximately £45,477.

The challenge and objective facing the service is to make it as far as practicable self-financing.

The report was presented to the Public Protection Policy Development and Review Panel on 23 July 2013 who acknowledged the good work and achievements of staff delivering the service and recommended the report to the Executive prior to it being published on the Council's webpage.

Recommendation:

- (a) That members note the performance of the service and that this continues to be closely monitored; and,
- (b) Members' comments are sought on the service that is being provided and the content of the Annual Fareham Parking Enforcement Report, attached as Appendix A, prior to it being published on the Council's website.

Reason:

To ensure the overall cost of providing the Fareham Parking Enforcement Service is delivered in line with the existing Fareham Parking Enforcement Policy at minimum cost to the Council.

Cost of proposals:

When decriminalised parking was first introduced in Fareham, the Council subsidised its introduction and operation of the on street enforcement service by approximately £158,000 during its first year. The cost of providing the on street enforcement service has decreased from £36,275 in 2011/12 to £34,646 in 2012/13, however this does not take account of £45,477 still to be received in payments for PCNs issued during this period.

The costs and projected income for the current year needs to be closely monitored so that any deficit is kept to a minimum.

Appendix A: Annual Parking Enforcement report 2012 - 2013

Background papers:

Report to Executive 4 September 2006 - Implementation of Fareham Parking Enforcement

Report to Executive February 2007 – Parking Enforcement Policy

Report to Executive 2 April 2007 Fareham Parking Enforcement Service Plan

Reports to the Public Protection Review Panel and Planning and Transportation Review Panel – January 2008 Implications of the Traffic Management Act - Implications for Fareham Parking Enforcement Service

Report to Executive 4 February 2008 Implications of the Traffic Management Act - Implications for Fareham Parking Enforcement Service

Report to Public Protection Review Panel 4 March 2008 Fareham Parking Enforcement – Enforcement Policy

Report to Executive 7 April 2008 Fareham Parking Enforcement Policy

Report to Executive 6 April 2009 Fareham Parking Enforcement Policy

Report to Executive 4 April 2010 Fareham Parking Enforcement Policy

Report to Executive 11 April 2011 Fareham Parking Enforcement Policy

Report to Executive 10 June 2013 Fareham Parking Enforcement Policy

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Parking Enforcement Service Annual Report 2012/13

Briefing by: Director of Regulatory and Democratic Services

Portfolio: Public Protection

INTRODUCTION

1. The Fareham Parking Enforcement Service covers the management and enforcement of both on and off-street parking throughout the Borough. The service aims to discourage indiscriminate parking that causes obstruction to other motorists, pedestrians, cyclists and people with disabilities. This will ensure that the Borough remains accessible to all, equally and safely. The service is delivered by Council staff and consists of two distinct areas: office staff that deal with the processing and management of the parking enforcement process; and a team of Civil Enforcement Officers (CEOs).
2. All the CEOs and back office staff have been trained to the appropriate City and Guilds level 2 standards by an external trainer. Regular on-site training and updates are carried out when any new legislation or equipment is introduced.
3. All Civil Enforcement Officers are properly and prominently identified as Fareham Borough Council employees and CEOs by badges and/or wording on their uniforms. In addition to their parking enforcement role, the CEOs report other enforcement related issues that might affect the street scene or adjoining areas, for example abandoned vehicles, fly-tipping, graffiti, vandalism and damage and any other environmental defacement and related issues whilst on patrol. This is part of the Council's 'Eyes and Ears' initiative.
4. Responsibility for the delivery of the Fareham Parking Enforcement Service, which includes the day-to-day functions of maintaining the car parks and equipment; and also includes the responsibility for the procurement of CCTV, Pay on Foot and Pay and Display equipment, lies with the Department of Regulatory and Democratic Services and falls within the Public Protection Portfolio.
5. The service is also delivered in line with the Fareham Parking Enforcement Policy that was reported to and approved by the Executive at its meeting on 10th June 2013. The Enforcement Policy is reviewed every 2 years or sooner if required by any major changes required to the policy. The Policy sets out the main principles for enforcement associated with the delivery of this service. The policy itself is publicised on the Council's web pages and is available to members

of the public and sets out the approach of the Council in the enforcement of both on and off-street parking.

6. The performance of the service is closely monitored and officers have been requested to ensure that an annual report continues to be provided on the standard and cost of providing the service.

ANNUAL FAREHAM PARKING ENFORCEMENT REPORT

7. The Director of Planning and Environment developed a 5 year Fareham Parking Strategy which was adopted by the Executive in 2008, a further 5 year strategy was presented to the Executive and approved in December 2012. These strategies consider the availability and management of the Council's off-street and on-street parking in Fareham town centre and includes a series of policies and actions. Including the re-designation of car parks from long/short stay to outer/inner car parks. The strategy provides the overall strategic direction and approach to parking within the Borough and it is within this that the structure of car parking charging and the flexibility of season tickets are reviewed as well as the development and introduction of new parking schemes such as the Fareham town centre residents' parking scheme.
8. However, the day to day implementation and delivery of the actions coming out of the strategy and policies is very much an operational matter much of which is delivered by the Parking Enforcement Service and this report provides an overview of the service. Indeed Members have requested that an annual report is provided on the Fareham Parking Enforcement Service.
9. Two years ago the opportunity was taken to provide the report in a different format which is attached as Appendix A. The Executive's views and comments are sought on the performance of the service, areas where improvements can be made as well as the actual content of the report which, after being approved by the Executive, will be published on the Council's web site.

PERFORMANCE MONITORING

10. One area that members have requested is closely monitored is the cost of providing the Parking Enforcement Service, in particular, the element that relates to on-street enforcement.
11. When decriminalised parking enforcement was introduced six years ago the objective was that it should be self-financing. Consultants who had undertaken the implementation of decriminalised parking in many other local authorities were employed by the Council. The introduction of the service in Fareham was based upon the consultants' feasibility study and financial model and this has been reported to members previously.
12. The attached report provides details of the number of PCNs issued off-street and on-street over the last twelve months and this is also compared to the performance over previous years to monitor performance of the service as well as identifying any trends. The report also sets out the cost of providing the service and how this is offset by the income from the PCNs that have been issued.

ON-STREET ENFORCEMENT

13. In order to monitor the provision of the parking enforcement service, officers have split the budget relating to both on and off-street enforcement so that it can be better monitored. However, it is important to recognise the collective impact that a more robust parking enforcement service can deliver in terms of additional income from cars using the Council's car parks as well as income resulting from the enforcement and issue of Penalty Charge Notices in line with the Council's Parking Enforcement Policy. Table 1 on page 27 of the report attached at Appendix A indicates the on-street enforcement budget for 2012/13 and the base budget for 2013/14.
14. £183,532 has been generated from the issue of PCNs and other charges such as dispensations and it is this income that should offset the cost of providing the on-street enforcement service.
15. When decriminalised parking was first introduced in Fareham the Council subsidised the introduction and operation of the on-street enforcement service by approximately £158,000 during its first year. The cost of on-street parking to FBC in 2011/12 was £36,725 and in 2012/13 was £34,646.
16. As such the cost of providing the on-street parking enforcement service is costing the Council £34,646. The challenge facing the service is to try and drive this deficit down with the objective of making it self-financing as far as possible, but a balance has to be arrived at in terms of the correct level of resource required for delivering the service and the level of compliance. During the last year this cost has slightly reduced compared to the previous year. The level of PCNs now being issued and the income from PCNs, now that the residents parking scheme has bedded in, provides a reflection of higher compliance rates with Traffic Regulation Orders and a more realistic figure in terms of the numbers of PCNs issued and income generated.
17. It is also important to note that the deficit does not take account of the unpaid PCN's which total £45,477 for 2012/13, the recovery of which is being progressed through the recovery process.
18. As can be seen from the above, officers have made progress to date in reducing the cost of the service, and are looking at ways of further reducing costs, whilst at the same time ensuring the correct level of enforcement is being achieved. However, what also needs to be acknowledged is that as a result of effective on-street enforcement more drivers use the Council's off-street car parks and there is more compliance with the requirements of the Traffic Regulation Orders (TRO's) throughout the borough.
19. It is also worthy of note that the town centre residents' parking scheme was introduced with no additional enforcement costs as this element has been accommodated within the existing parking enforcement team. The same can also be said for new Traffic Regulation Orders that are introduced throughout the borough each year. Therefore these factors need to be taken into account when arriving at the real cost of on-street parking enforcement

20. The cost of the Parking Enforcement Service, in particular on-street enforcement needs to be closely monitored so that it does not become an unreasonable cost to the council tax payer. The Executive Portfolio Holder for Public Protection receives a monthly update on the performance of the service from the Director of Regulatory and Democratic Services.

OFF-STREET ENFORCEMENT

21. Table 2 on page 28 of the report attached as Appendix A indicates the off-street enforcement budget for 2012/13 and the base budget for 2013/14. The enforcement in off-street car parks has generated income from the PCNs issued of £84,868.
22. The income from the issue of PCNs within the off-street car parks will not cover the employee costs of patrolling these car parks. Officers are required to work within the off-street car parks not only to make sure that the parking regulations are being followed and where this is not the case PCNs will be issued, but also to check and maintain the pay and display and pay on foot equipment as well as assisting the car park users. There is also a control room within the Osborn Road Multi-Storey Car Park that needs to be staffed and from where the pay on foot equipment is operated and controlled.
23. Total income from parking charges for 2012/13 was £2,273,258. This represented a reduction against the previous year by £205,107 but a £79,742 shortfall against a budget of £2,353,000. However, the effect of on-street enforcement does in fact result in more drivers using the off-street car parks and this together with the extension of the residents' parking scheme ensures use of the off street car parks which otherwise would not be the case if there was no on street regulation enforcement.
24. The actual income from PCNs set against the budgeted income from both on and off-street enforcement for the last three years is shown in graph 10 on page 25 of the attached report.
25. Whilst good progress has been made in managing the cost of providing the service the costs and projected income for the current year need to be closely monitored so that any deficit is kept to a minimum.

CONTRAVENTIONS

26. A breakdown of the type of contraventions for which PCNs have been issued for both on and off-street is detailed in the attached report and highlights the main contraventions for off-street are, no ticket displayed, parked after expiry of ticket, and no disabled badge shown. The three main contraventions for on-street are parked on yellow lines, parking in residents' space and parked for longer than permitted.

CONCLUSION

27. Officers are constantly reviewing existing working arrangements and practices to ensure best use is made of the resource to deliver the service objectives as well as enforcing the regulations. This needs to be closely monitored to ensure the cost of providing the service, in particular on-street enforcement, does not become a cost to the Council.

28. Since decriminalised parking was introduced 6 years ago, the opportunity was also taken to combine parking and enforcement services together with Traffic Management and Community Safety under a single Head of Service to give economies and efficiencies in service delivery. This has worked well and provides a co-ordinated approach in the delivery of these related services.
29. It is also important not to forget that the objective of the Parking Enforcement Service is to provide a higher profile enforcement regime to achieve the service objectives contained in the Parking Enforcement Policy and this is being done. This obviously comes at a cost and performance is continually being monitored and reviewed in order to keep the costs to the Council of undertaking the on-street enforcement function at a minimum.
30. Members have requested that annual reports are provided on the Fareham Parking Enforcement Service and again the opportunity has been taken to provide the report in a new format that, whilst providing all the key information, is more informative and 'user friendly'. It explains the rationale behind parking and enforcement and provides an overview of the service and how it is delivered in Fareham.
31. When the report was presented to the Public Protection Policy Development and Review Panel on 23rd July 2013, the Panel acknowledged the good work and achievements of staff delivering the service and recommended the report to the Executive prior to it being published on the Council's website.

Reference Papers: None.

FAREHAM
BOROUGH COUNCIL

**Annual Parking
Enforcement Report
2012-2013**



Fareham Shopping Centre Multi Storey car park

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Abbreviations that may be shown or mentioned within this report

TMA	Traffic Management Act 2004
CEO	"Civil Enforcement Officer" (used to be parking warden/attendant)
PCN	"Penalty Charge Notice" (used to be known as parking ticket)
TRO	"Traffic Regulation Order" The legal order that puts in place, the restrictions and therefore permits enforcement.
NTO	"Notice to Owner" a form which is served on the registered keeper of the vehicle no sooner than 28 days after the issue of the PCN, if it has not been paid.
TPT	"Traffic Penalty Tribunal" is the independent body where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been served a Penalty Charge Notice.
TEC	Traffic Enforcement Centre, where unpaid charges are registered
HCC	Hampshire County Council
CPE	Civil Parking Enforcement

Contacts and Web Links

Fareham Borough Council
Parking Services
Civic Offices, Civic Way
Fareham, PO16 7AZ
Telephone 01329 236100

<http://www.fareham.gov.uk/> Fareham Borough Council web site

parkingservices@fareham.gov.uk e-mail for parking services and for challenges

<https://www.gov.uk/blue-badge-scheme-information-council> for enquiries relating to disability/less abled, blue badge parking

blue.badge@hants.gov.uk e-mail address for disability blue badge applications in Hampshire

<http://www.patrol-uk.info/site/index.php> for independent advice relating to parking and challenges/appeals

<http://www.trafficpenaltytribunal.gov.uk/site/index.php> Independent Tribunal for all appeals

http://www.fareham.gov.uk/parking_and_traffic/traffic_management/intro.aspx
for Traffic Regulation Orders for Fareham Borough Council

This report is also available upon request, in large print, Audio and Braille. If there is a requirement this report can also be translated.

INTRODUCTION

Councillor Trevor Cartwright MBE, Executive Portfolio Holder for Public Protection



It is my Pleasure to introduce this year's parking report. The Aim of the report is to give an overview of the Parking Enforcement Service over the last financial year, how it was delivered and the policies and procedures that are followed in order to give you a better insight into why and how the service is provided.

Following on from the report of last year there has not been a great deal of development within the parking services, I will re-iterate that at Fareham we have always recognised the importance of the provision of good parking facilities for residents, businesses and visitors and the fair enforcement of parking regulations to ensure parking takes place in a safe and controlled manner. Equally it is important that parking facilities are convenient, safe to use and do not cause obstruction or inconvenience to others.

The enforcement function is delivered in line with a Parking Enforcement Policy, with the emphasis being to improve the management of both on and off street parking for the benefits of residents and in the interests of safety. The service is delivered seven days a week and provides the flexibility for evening work to target problem areas about which the Council receive complaints. The report also sets out what the budget is for the delivery of this service and the income that results from the enforcement functions undertaken.

Since the introduction of the residents parking scheme in 2010 and the subsequent review which was undertaken in 2011 the scheme is working well, a small section of Wickham Road was added to the scheme in 2013.

There is a programme of regular inspections and maintenance of the Council off street Pay on Foot and Pay and Display car parks to provide good quality facilities and this involves a significant amount of investment which in part is met from the charges made to use these car parks. In September 2012 re-surfacing works were undertaken within the Portchester precinct car parks, earlier this year various car parks in the Borough have been re-lined including Lysses and Market Quay car parks.

In December 2012 the Executive approved the Fareham Town Centre parking strategy, which included making changes to the parking charges within the town centre, the also approved the changes to the designations of the car parks from Long/Short stay car parks to Outer/Inner car parks. Two town centre car parks were re-designated to outer car parks, these were Malthouse Lane and Trinity Street car parks, all of these changes came into effect on 1st April 2013.

With the introduction of the new tariffs and designation of the car parks, the opportunity was taken to update all of the parking tariff boards with the council's new branding; the rest of the signs throughout the borough will be changed when required.

Enforcement of the regulations both on and off street result in Penalty Charge Notices (PCNs) being served and this is used to offset the cost of providing the service. Details of the number and reasons why PCNs are issued and where appropriate cancelled are detailed in this report.

The Civil Enforcement Officers (CEOs) as well as ensuring parking regulations are complied with also assist and provide advice to car park users as well as providing a presence within the car parks that assists and supplements the security and CCTV coverage that is present in a number of the Council's off street car parks.

The number of Penalty Charge Notices served has fallen over the past 4 years from a peak in 2009/10 when 10,750 were served over the year compared with 2012/13 covered by this report where 8043 were served. This improved compliance and familiarity with the parking regulations helps keep traffic moving.

The CEO's continue to wear the body worn video cameras and legal action will be taken against any member of the community that either verbally or physically threaten or injure staff whilst undertaking their duties.

As a Council we are always looking to improve the quality and efficiency of the services we provide. The purpose of this report is to give you a better understanding of the way the Fareham Parking Enforcement Service is delivered which I hope you will find both helpful and informative.

If you have any questions or comments about our Annual Parking report, please let us know by telephoning our Customer Service Centre on 01329 236100, or e-mail our parking services team at: parkingservices@fareham.gov.uk

Councillor Trevor Cartwright MBE
Executive Portfolio Holder for Public Protection

Overview and Background to Enforcement

Fareham Borough Council is a busy south coast town situated midway between the cities of Portsmouth and Southampton, covering areas in between, from Sarisbury Green to Stubbington, Funtley to Portchester and has been enforcing car park regulations in off street car parks under the powers granted in the Road Traffic Act 1984.

The population is around 111,000 and has a major motorway M27 nearby.

Fareham is a popular market town and over the years has had a proud and important role servicing the many nearby service establishments.

The Road Traffic Act 1991 introduced powers for local authorities to also take over enforcement of on street contraventions, (non-endorsable) from the Police and Traffic Wardens. This became known as Decriminalised Parking Enforcement (DPE) which was later changed to Civil Parking Enforcement (CPE) under a new act; The Traffic Management Act 2004, (TMA) which came into operation on 31st March 2008. This also changed the name of Traffic /Parking Wardens, to "Civil Enforcement Officers, (CEO's)".

Fareham Borough Council took over the enforcement of this from the Police on 2nd April 2007 as a result of a successful application made to the Secretary of State for Transport. The Council is therefore known as the Enforcement Authority for all off street contraventions and act as "agents" for Hampshire County Council, who remain the Enforcement Authority, for all on street contraventions.

The Fareham Parking Enforcement Service covers the management and enforcement of both off and on street parking throughout the Borough. The service aims to discourage, indiscriminate parking that causes obstruction to other motorists, pedestrians, cyclists and people with disabilities. This ensures that the Borough is accessible to all, equally and safely. The service is delivered by Council officers and consists of two distinct areas: office staff that deal with processing and management of the challenge process and a team of Civil Enforcement Officers (CEO'S).

The introduction of Fareham Parking Enforcement has achieved a standardised and consistent approach to enforcement now that the Council is responsible for on and off street enforcement.

Responsibility for the delivery of the Fareham Parking Enforcement Service, which includes the day to day functions of maintaining the car parks and equipment; including the provision of CCTV in certain car parks, pay on foot and pay and display equipment, lies with the Department of Regulatory and Democratic Services and falls within the Public Protection Portfolio.

The TMA attempts to standardise, customs and practices throughout all contributing Authorities involved in parking enforcement, to increase the standards for which it operates and attempts to make parking issues understandable to members of the public. This is done by working to published guidelines and policies, and by presenting an annual parking report that is available to all, it provides openness and transparency in the way the service is delivered.

The service is delivered in line with the parking enforcement policy (link below)

http://www.fareham.gov.uk/PDF/parking/enforcement_policy2013.pdf

This is reviewed at least biennially and was last reported to and approved by the Executive on 10th June 2013. The policy sets out the main principles for enforcement associated with the delivery of the service. The policy itself is publicised on the Council web pages and sets out in an open and transparent way the approach of the Council in the enforcement of both on and off street parking.

The provision of off street parking is viewed as a facility for residents, businesses and visitors and the Council's car parks are maintained and managed to a high standard which includes upgrades to all Pay and Display and Pay on Foot machines.

The provision of on street enforcement should not be viewed as a 'revenue raiser' but as a service that should in delivering the objectives of the service be self funding.

Fareham Borough Council does not have targets for the serving of Penalty Charge Notices for its Civil Enforcement Officers. The priority is to keep the free flow of traffic moving throughout the Borough and to ensure the safety of its pedestrians and motorists.

The aim of this report is to make "parking" understandable to all service users and to provide data showing how Fareham has performed over the last financial year.

What we do and what happened in 2012-2013

Staffing

There is one team of in house Civil Enforcement Officers (CEO'S), who enforce the parking regulations and Traffic Regulation Orders both on and off street. They also enforce verge parking, residents parking areas and traffic management issues such as around schools. The opportunity was taken for the CEO'S to undertake other enforcement activities whilst on patrol within the District, such as issuing Fixed Penalty Notices (FPN'S) for littering as an example. The CEO'S have been authorised to issue FPN'S and are now carrying out this function. However, their primary role is the serving of PCN'S on vehicles that contravene the parking regulations and restrictions with the objective that this regulatory function is undertaken at a minimum cost to the Council. Income from PCN's is used to cover the cost of the enforcement service. The Government guidelines include the objective that no cost should fall onto the Council Tax payers in the delivery of the service

In addition, the CEO's report other enforcement related issues that may affect the street scene or other adjoining areas, for example, abandoned vehicles, fly tipping, graffiti, vandalism and other environmental defacement and related issues whilst on patrol. This compliments the work being undertaken by the Council in developing a "zero tolerance" approach to these issues. This is facilitated by the Parking Enforcement Service working closely with the Council's enforcement team in dealing with such issues. The officers from these services are all in the same team under the Head of Community Safety and Enforcement.

All CEO's and back office staff have been trained to appropriate City and Guilds level 2 standard by an external trainer and had up to date training with the introduction and new provisions of the Traffic Management Act in 2008. Regular on-site training and updates are carried out when any new legislation or procedures are implemented.

An initial establishment of 19.3 Full Time Equivalent (FTE) posts was put in place to deliver the parking Enforcement service. This included all of the back office staff. The establishment has been reviewed and is now 15 FTE, broken down as 1x parking office Supervisor with 1x parking Office Support worker, 1 x CEO Supervisor, 2 x team leaders and 8 Civil Enforcement officers and 1 control room operator. This allowed the CEO Supervisor to be removed from the shift rota and provided better continuity in the day to day work of the service allowing also more flexibility within the teams and better cover throughout the borough on evenings and weekends.

Patrolling

CEO's are properly and prominently identified as Fareham Borough Council employees and CEO's by badges and wording on their uniforms.

At any one time Monday to Saturday (excluding Tuesdays), there are two teams of three officers plus one or two team leaders on duty. On Sundays there is a team of officers, also with a team leader, on duty. This enabled Sunday charges to be introduced at no additional cost to the Council in terms of patrolling. On Sundays the emphasis is on the Town centre, but "hot spot" areas are also visited if required. Monday to Saturday one team works within the Town Centre area to operate pay on foot, CCTV within car parks and immediate on street areas which now include the "resident parking only" areas. The officers also provide operational cover for the Osborn road multi storey car park lifts, should a problem arise. The other team are mobile and patrol the areas away from the Town Centre across the Borough. The Borough has been divided into 15 zones and each zone receives a patrol at least twice a week, with more frequent visits made to schools and other known "hot spots" to ensure the safe passage of the highway. The CEO's also carry out evening patrols at various times of the year to discourage parking contraventions outside the normal hours.

The CEO's continue to liaise with the police and police community support officers (PCSO's) and carry out joint working/patrolling, especially outside schools during busy periods. This has proved very effective in deterring parents who wait on restricted areas of the roads including the zig zag markings. This is ongoing and has formed part of normal operations. Complaints received from residents, the schools themselves or Members are brought to the attention of Parking Services and these are included in the patrols.

Combination of Enforcement Teams

As part of introducing decriminalised parking enforcement, the opportunity was also taken to review some of the other enforcement functions, management and services provided by the then Department of Regulatory Services that could give further added value and efficiencies. To this effect the Parking Enforcement Service and the Enforcement Team were brought together under one Head of Service. The benefit of this has been a more unified Enforcement Team that has one manager. This has also delivered efficiency savings and a more co-ordinated approach to enforcement where

officers could be further developed to take on additional enforcement responsibilities as appropriate and when the opportunity arises.

The Head of Service provides an overall co-ordinating role to ensure the service is delivered at minimal cost to the Council in an efficient, effective and co-ordinated way and is responsible for providing regular performance reports. There are clear similarities in the work that these two teams provide that will build upon the uniformed presence within the Borough and the joint approach to enforcement that is required.

The opportunity was also taken to bring Community Safety and Traffic Management together with parking and Enforcement so that they all now fall under the responsibility of the Head of Community Safety and Enforcement. This provides further integration and builds upon the close relationships and information sharing between these related services that are now all co-ordinated under one Head of Service.

PARKING ENFORCEMENT POLICY

The "Enforcement Policy" is reviewed every two years and a report is presented to the, Public Protection Policy, Development and Review Panel who after considering the policy make any recommendations to the Executive for final approval. It sets out the main principles and approach of this authority for enforcement associated with the delivery of the service and advises of any changes in legislation or practices.

The Parking Enforcement Policy was last considered and approved by the Executive on 10th June 2013, a copy of which is available on the council's website:

http://www.fareham.gov.uk/PDF/parking/enforcement_policy2013.pdf

In accordance with the requirements of the Traffic Management Act 2004 the CEO's must and do wear a uniform which shows that the wearer is specifically identified as being on parking duties; the name of this authority and the CEO's own unique identifying number and identity badge.

Resident Parking



In 2009 Fareham Borough Council undertook a review of the on-street parking arrangements for residents who live in the Town Centre area. This followed on from requests and concerns expressed by residents about the problems with all-day parking by non residents. The initial review consisted of several studies including two periods of

public consultations and public meetings, held over June/July 2009 and October/November 2009. Additional comments, objections and requests were welcomed up to the 30th April 2010. All suggestions received were carefully considered and changes were made in pursuit of achieving priority for residential parking.

The Council have now issued over 790 permits to qualifying residents in 34 roads, split into 8 areas within the Town Centre. Residents are also permitted to purchase visitor permits. At present the permit costs the resident £40.00 for 1 year or £75.00 for 2 years. Visitor permits are £1 for a 24hr stay or 50p for a 4 hr stay. As part of a recent review, every resident who purchases a permit for 1 year is given one book of 10 visitor permits free of charge and 2 books (20 visitor permits) free of charge when a 2 year permit is purchased. This scheme was implemented from September 2010.

A further review was undertaken in 2011 after several representations were received by the council, these were considered by the Executive in the spring of 2011 and further schemes introduced or extended in October/November 2011. Also a small part of Wickham Road had a resident parking bay introduced in February 2013.

We have provided answers to a list of Frequently Asked Questions on the residents' permit scheme; these are available on the council's website:

http://www.fareham.gov.uk/parking_and_traffic/parking_permits/intro.aspx#FAQs

Following implementation a six month review was carried out taking into account any written observations of the parking situation and any problems that came to light during this period. This review resulted in the implementation and changes of a small number of changes to the scheme and the introduction of more resident parking only areas; these were introduced in Sept/Oct 2011. The scheme on a whole has been welcomed by the residents.

Body Worn CCTV Cameras



Fareham Borough Council takes the welfare and safety of its employees very seriously and will take any action necessary as a result of evidence gathered in this method. This is reflected in the Parking Enforcement Policy

After several Civil Enforcement Officers had suffered assaults and serious verbal abuse from members of the public during their duties, it was decided to introduce body worn cameras for the officers to wear on a daily basis whilst on patrol. Since the introduction of the BWVC's instances of abuse and assaults have reduced dramatically.

Pay and Display



There are two types of pay and display car parks in Fareham, inner and outer, they are all within easy walking distance of the shopping centre.

The current opening/charging hours are 7 days a week Monday to Saturday 8am to 6pm and Sunday and Bank Holidays 10:30am to 4pm in the inner car parks. In Outer car parks there is no charge for parking on a Sundays or Bank Holidays.

Below is a link to the Fareham Council web site for car park information and tariffs.

http://www.fareham.gov.uk/parking_and_traffic/parking_in_fareham_town_centre/intro.aspx#fees

Pay on Foot

Fareham Borough Council operates a pay on foot system in 3 Town Centre, inner car parks. These car parks are barrier controlled car parks, which allows shoppers to park and then pay the correct fee prior to departure from the car park, thus they only pay for the time that they have used the car park. They are Market Quay, Osborn Road multi storey and Fareham Shopping Centre multi storey car park. Within these car parks there are a total of 14 pay machines and 12 entry/exit terminals, together with the associated barriers, which need to be maintained at all times.

To coincide with the building and opening of Fareham Shopping Centre multi storey car park, the opportunity was also taken to replace all the ageing machines, barriers and ANPR in Market Quay car park and upgrade all the equipment and machines in Osborn Road multi storey car park, some of the Pay on Foot machines now accept credit/debit card payments.

Osborn Road Multi Storey Car Park



Market Quay Car Park



To ensure that any breakdowns in equipment and IT systems are kept to a minimum, a robust maintenance contract has been entered into.

Fareham Shopping Centre Multi Storey car park



This new pay on foot, multi storey car park replaces the previous Civic Way MSCP and has been provided as part of the new development in the Shopping Centre. The car park opened on 15th August 2011, providing three floors of additional spaces (209) for short stay parking with direct access to the shopping centre.

CCTV

All of the car parks above are covered extensively by closed circuit television cameras, (CCTV). These are monitored frequently by the CEO's from monitors within Osborn Road multi storey car park, during all operational hours and have proved a valuable tool in any public order or public nuisance occurring from within. Some of the other Pay and Display car parks within the borough are also covered by CCTV. These cameras are monitored separately by the CCTV control room.

Cash Collections

For a number of years the cash collection from all pay and display and pay on foot machines had been carried out in house by the CEO's. In order to remove the health and safety and the legal risk associated with this activity, this service was outsourced to a private contractor. This has also freed up the CEO's time which has allowed them to undertake more enforcement duties, both on and off street.

Parking for Blue Badge Holders

Fareham Borough Council make every effort to be accommodating, and will do all we can to give less able drivers/passengers, better access to the amenities offered in the area.

Many car parks have marked bays specifically for the use of badge holders but you may use any other available bay that is not reserved for any other use.

Civil Enforcement Officers regularly carry out spot checks on vehicles with blue badges to ensure that the use of the blue badge permit is not being abused.

Badge holders are exempt from restricted parking times in all limited waiting bays on street (unless signs state otherwise) and from all pay and display car parks for as long as is required, providing a valid blue badge, (belonging to the driver or a passenger of that vehicle), is on display showing the serial number and expiry date. This is not limited to UK or euro holders as all badge holders will be welcome. Residents of Fareham are also exempt from charges within the Pay on Foot car parks, residents are issued with a swipe card on application, which allows them entry into these car parks free of charge.

For further information on parking for blue badge holders please refer to the guideline booklet sent to you with your badge or alternatively please visit the government web site at by e-mail at Blue.badge@dft.gsi.gov.uk or alternatively the web site: <https://www.gov.uk/government/publications/the-blue-badge-scheme-local-authority-guidance-england>

or if you require an audio tape or CD you can order them by calling them on 0870 1226 236.

Penalty Charge Notices (PCNS) Served

The Penalty Charge in the Borough was originally set at £60 but, as a result of the changes introduced by the TMA, has been set at a higher tariff of £70 for the more serious contraventions and £50 for the less serious contraventions. The Charge Level is discounted by 50% if payment is made within 14 days of the contravention, and will be incremented by 50% on issue of a Charge Certificate. Following rejection of an initial informal challenge or under certain circumstances, such as a formal representation, the Borough Council will offer a further 14 days for the payment of a Penalty Charge Notice at the discounted rate.

The PCNs are served by the CEOs using computerised hand-held ticket issuing devices and the PCN affixed to the vehicle or handed to the driver. These units store the complete list of roads and off-street car parks, together with the list of contravention codes and offences.

Where the CEO is prevented from serving a PCN to a vehicle or the person, as a result of physical force or the driver driving away, it is now possible to serve the PCN by post. This is known as a Regulation 10 Penalty Charge Notice and 36 of these notices were served in the last financial year.

When serving a PCN the vehicle type, colour, location and contravention description are entered by a selection from a drop down menu, and these details are printed on a paper notice by a printer unit linked by blue tooth technology.

Every time a PCN is served and where possible, photographs are taken of the vehicle showing the Vehicle Registration Mark (VRM), and the nature of the contravention. The photograph(s) must also show the PCN actually stuck to the vehicle windscreen. Photographs are taken with a digital camera giving high quality images which may be enlarged to show the smallest detail. For example, the details from a vehicle excise licence. Although the taking of photographs is not a legal requirement, it is considered best practice and aids evidence to any challenges received.

At the end of the patrol the CEO plugs the hand-held unit into a download 'cradle' and the PCN issue information is automatically downloaded into the 'Chipside' parking enforcement system. The camera memory card is also downloaded in a similar fashion, and the photographs taken are automatically linked to the relevant PCN record.

The recovery process therefore commences automatically from the day after service of the PCN.

Payments taken at the Civic Offices or via MOTO (Mail Order Telephone Order) are also transferred on a daily basis and are automatically linked to the relevant PCN, providing the correct PCN number is entered by the payer. Payments which do not find their correct record are manually linked by one of the back office Parking Support Officers.

The work of administering the parking function in relation to PCN processing is undertaken by the Parking Office Team and managed by the Parking Office Supervisor. This team is located at the Civic Offices and is responsible for the receipt of payments, the processing of Notices and Charge Certificates, and for dealing with all correspondence and challenges in response to the issue of PCNs, as well as the issue of all parking permits.

The team also deals with subsequent stages of correspondence relating to PCNs, including handling representations, dealing with cases and preparation of files called for by the adjudicator, dealing with cases which the Authority wishes to pursue to the County Court, and any subsequent action, which includes issuing a warrant for the Bailiffs to take recovery action on behalf of Fareham Borough Council, and any subsequent civil court hearing. Previously the Council had to pursue the non-payment of Standard Charge Notices (SCNs) through the Magistrates' Court. However, because of decriminalised parking, the non-payment of a PCN is pursued as a civil debt at no cost to the Council.

Since the introduction of decriminalised parking the Council and as a result of a County Court warrant being issued for non payment of the PCN, has recovered £85,421.78 from our Bailiff, (to 31/03/2013) which may otherwise not have been achieved. This is always seen as a last resort and all effort to obtain payment prior to a warrant being issued is made by the serving of 4 forms of documentation being made prior to the registration at Court.

Challenges from those who have been served with PCNs can be received and dealt with in writing or via e-mail, responses to which are dealt with in corporate and legal guidelines which are set out in the TMA 2004.

Back office staff receive challenges in various formats in this current electronic age, e-mail is being used to send completed Traffic Penalty Tribunal files for adjudication and also cases that are sent to the Traffic Enforcement Centre.

The Council utilises an up to date ICT system (Chipside) to support the above service and uses appropriate interfaces to external organisations including the DVLA, the County Court and the Traffic Penalty Tribunal.

It is possible for members of the public to pay their PCNs in a variety of ways:

- by post to the Director of Finance;
- through an automated telephone system on a number identified on the PCN by way of credit or debit card payment;
- in person by cash, postal order, cheque, credit or debit card at the Cash Office at the Civic Offices , Fareham;
- through an existing automated telephone system on Fareham Borough Council's switchboard by way of credit or debit card;
- through the existing automated system on Fareham Borough Council's 'Pay It' website by way of credit or debit card;
- The parking office may also take payments by telephone directly onto M.O.T.O (Mail Order Telephone Order).

Performance

The service has now been running for 6 years and the performance is being compared to the assumptions and profiles contained in the consultants' feasibility and financial model, the details of which were reported to and approved by the Executive as part of the implementation of the service.

However, these assumptions have proved to be optimistic and the figures of the past five years are continually being used to review current and future performance. **Graph 5 and 6** shows the number of PCNs issued off street and on street respectively over the last financial year and is based upon the performance over the previous two years.

Graph 1 below, indicates the amount of correspondence, received and sent, that the back office team is dealing with in respect of delivering the service, addressing queries, challenges and representations received.

In terms of performance the service is delivered in line with the Parking Enforcement Policy and as such anyone has the opportunity to challenge a Penalty Charge Notice. A challenge is the initial letter of appeal; this is known as an informal challenge, which will be answered by the Council. Further consideration of an unresolved dispute includes a representation by the owner of the vehicle after a Notice to Owner has been served. A representation is part of the formal procedure, the next stage of which can be an appeal to an Independent Adjudicator, at the Traffic Penalty Tribunal on the web site.

<http://www.patrol-uk.info/site/index.php>

Graph 2 Shows a sample of cancellations made and reasons why.

Graph 3 shows a pie chart which indicates the Council has recovered 73.3% of income from PCNs issued in 2012/13. The high recovery rate reflects that PCNs are being correctly issued and supported by an efficient back office that makes use of technology including digital photos to address any representations and appeals received.

Graph 4 shows appeals to the Traffic Penalty Tribunal and outcomes

Table 1 and 2 show the number of PCN's served off and on street and by the contravention code.

Table 3 shows the highest issue statistics by ward for on/off street.

Table 4 show the performance summary by year

Graphs 8 and 9 shows the actual income, against the projected income for both on and off street enforcement.

The Council have been instrumental in setting up a benchmarking group in Hampshire and whilst it is early days our performance is very favourable when compared to data provided from other local authorities.

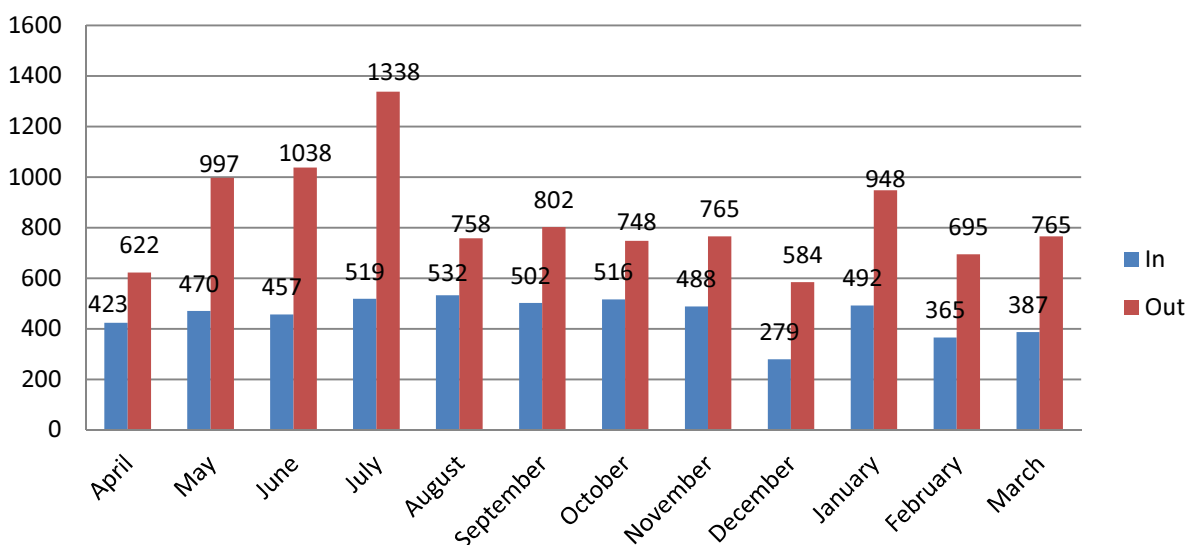
Correspondence

The back office deals with many challenges each year and as can be seen by the graph below, 2012-2013 has been no exception. Customers who have received a PCN may now challenge by post or e-mail directly to parkingservices@fareham.gov.uk.

The correspondence out, also includes statutory documentation and permits.

GRAPH 1

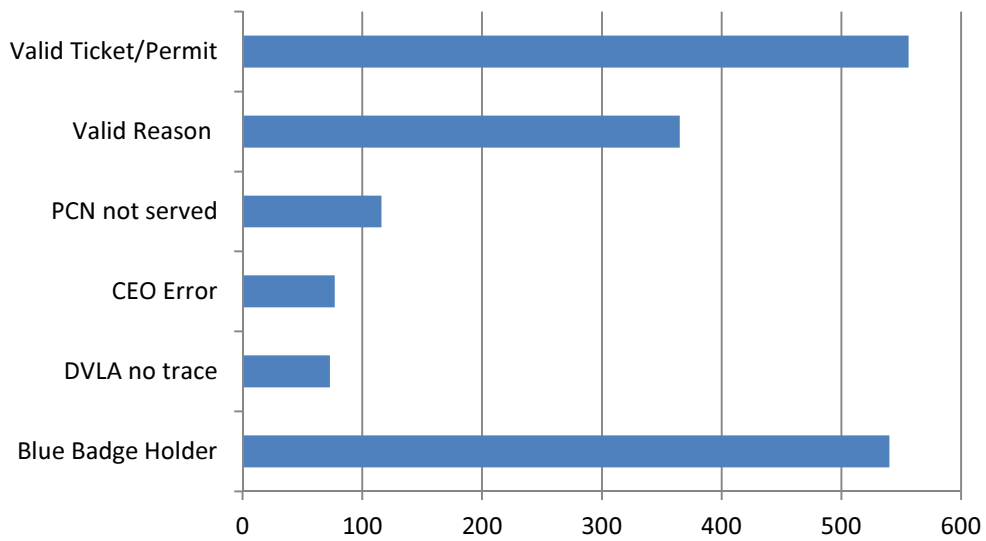
Correspondence In/Out 2012-2013



GRAPH 2

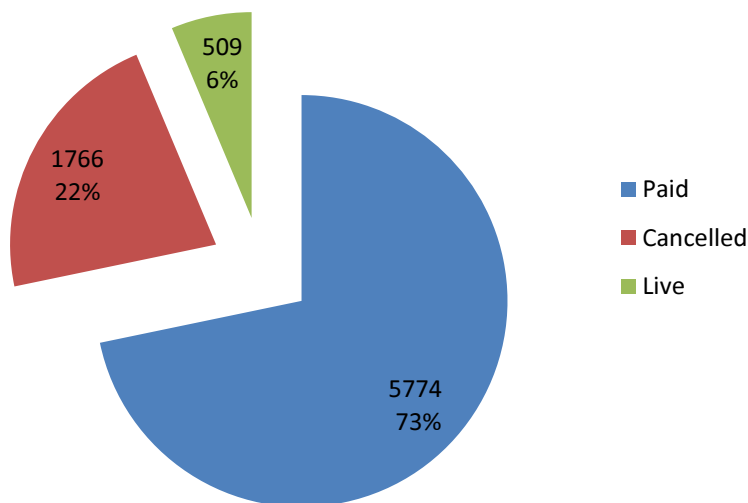
Indicates the various reasons for challenges to the service of a PCN being accepted

Challenges and a sample of reasons accepted 2012-2013



GRAPH 3

Below is a pie chart indicating the current stage of PCNs served 2012-2013



THE TRAFFIC PENALTY TRIBUNAL

When a formal challenge has been rejected, the motorist may make an appeal to the Traffic Penalty Tribunal, an independent body based in Manchester. If an appeal is made the appellant may elect to have a personal, postal or a phone hearing.

This is heard by an experienced solicitor selected to hear these appeals.

Please visit <http://www.patrol-uk.info/site/index.php> for independent advice relating to parking and challenges/appeals.

GRAPH 4

APPEALS TO THE TRAFFIC PENALTY TRIBUNAL 2012-2013

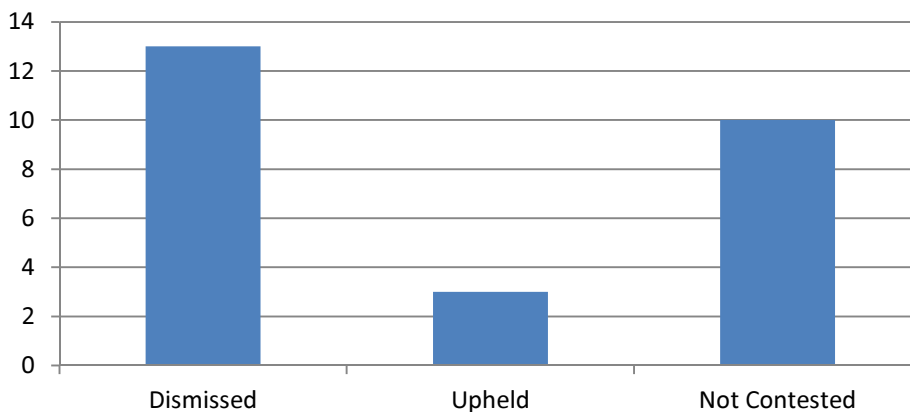


Table 4

PERFORMANCE SUMMARY BY YEAR

PCN'S PAID	ON ST	OFF ST	% OF PAID	PAID AT DISCOUNT RATE
2007-2008	4310	2882	75.27%	6179
2008-2009	4076	3004	78.64%	6031
2009-2010	4759	3679	78.49%	7181
2010-2011	4037	3879	75.66%	7254
2011-2012	5193	4219	73%	5977
2012-2013	4482	3567	79.23%	5339

CHALLENGES	RECEIVED	ACCEPTED	% ACCEPTED
2007-2008	3875	1756	45.31%
2008-2009	3478	1621	46.60%
2009-2010	3814	1679	44.02%
2010-2011	3352	1658	49.46%
2011-2012	3573	1641	45.93%
2012-2013	3135	1565	49.92%

APPEALS MADE TO TRAFFIC PENALTY TRIBUNAL

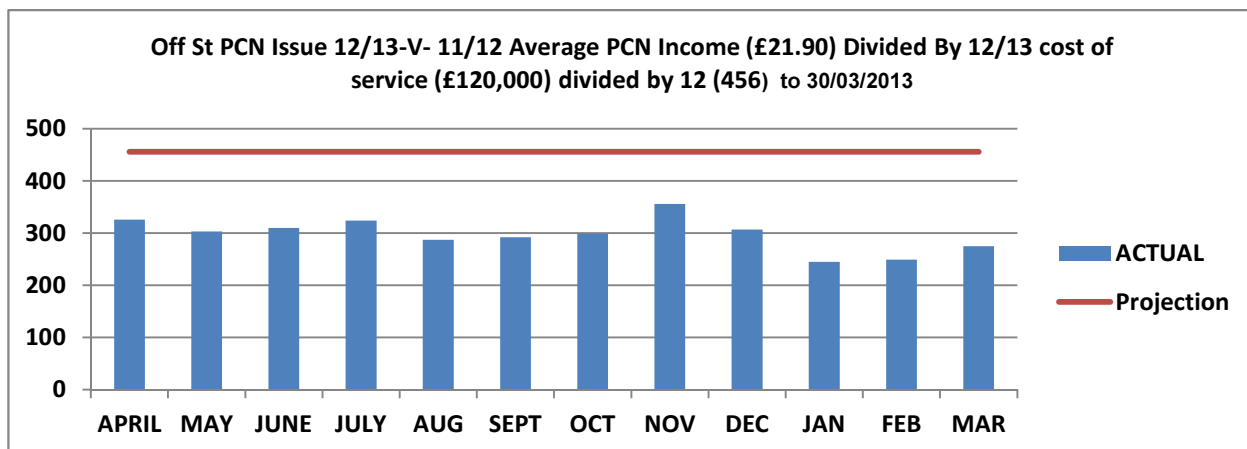
	Dismissed(Won)	Upheld(Lost)	NOT CONTESTED	PENDING
2007-2008	5	3	0	0
2008-2009	2	10	8	0
2009-2010	14	11	9	0
2010-2011	4	4	8	0
2011-2012	6	1	4	0
2012-2013	13	3	10	0

REGISTERED AT COUNTY COURT

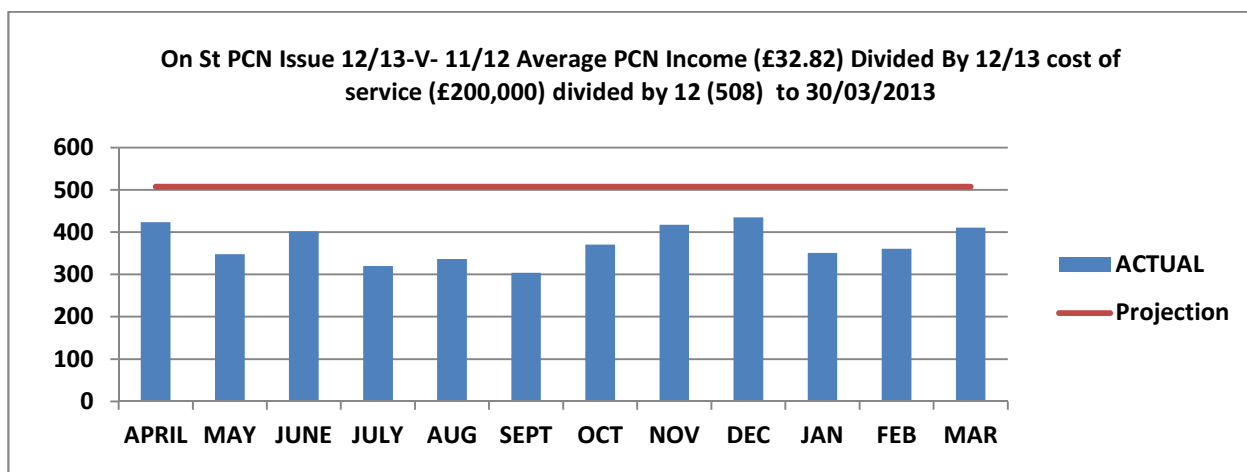
	REGISTERED	WARRANTS ISSUED	WARRANTS PAID
2007-2008	437	251	127
2008-2009	494	303	150
2009-2010	683	410	145
2010-2011	653	543	86
2011-2012	652	444	160
2012-2013	570	368	108

Graph 5

2012-2013 PCNS SERVED



Graph 6



In addition to serving PCN's when Civil Enforcement Officers and Enforcement Officers patrol areas of the Borough and they come across a vehicle which has an out of date tax disc they issue the vehicle with a CLE form, these are forms provided by the DVLA, a carbon copy of this form is then forwarded to the DVLA to inform them of the vehicle not having an up to date tax disc.

From the information provided the DVLA action each and every report that they receive. If an offender does not settle the matter by way of out of court settlement they will proceed to prosecution, Fareham Borough Council submitted 225 CLE forms to the DVLA for 2012/13, however to date we have not yet received a breakdown of the action taken.

Below is a breakdown of PCN's served with a list and description of the National Standard PCN Contravention codes currently enforced by Fareham Borough Council and whether the charge is a HIGHER or LOWER, (H) (L), level penalty charge.

The Higher charge is £70 reduced to £35 if paid within 14 days of service. The lower charge is £50 reduced to £25 if paid within 14 days of service.

Table 1

OFF STREET ISSUES

Code	Higher/Lower Charge	Contravention Description	Issued
70	H	Parked in a loading area	3
74	H	Parked for sale of goods	1
81	H	Parked in a restricted area	10
85	H	Parked in a permit bay	27
87	H	Disabled person's parking	769
89	H	Wrong size of vehicle	1
91	H	Wrong class of vehicle	187
80	L	Parked for longer than permitted	136
82	L	Parked after payment expired	810
83	L	Parked without clear display	1349
86	L	Parked beyond the bay markings	291
93	L	Parked in closed car park	0
94	L	Parked without clear display 2	1
		TOTAL	3585

Table 2

ON STREET ISSUES

Code	Higher/Lower	Contravention Description	Issued
	Charge		
1	H	Parked in a restricted street	1268
2	H	Loading in a restricted street	201
12	H	Parked in a resident's place	757
16	H	Parked in a permit space	2
23	H	Wrong class of vehicle	220
25	H	Parked in a loading space	7
26	H	Double parking in a SEA	9
27	H	Dropped footway in a SEA	80
40	H	Disabled person's parking	170
41	H	Diplomatic vehicles	0
45	H	Taxi rank	102
47	H	Restricted bus stop or stand	92
48	H	Restricted school area	14
62	H	Footpath parking	265
99	H	Pedestrian crossing	31
5	L	Parked after payment expired	1
19	L	Parked in a resident's place	0
30	L	Parked longer than permitted	1161
22	L	Re-parked in the same place	78
		Total	4458

Table 3

WARD	PCN'S ISSUED	CAR PARK	PCN'S ISSUED	ON STREET	PCN'S ISSUED
Fareham East	5095	Trinity Street	517	High Street West	245
Fareham North	1047	Leisure Centre	57	West street	493
Fareham N/West	134	Highlands Road	25	Stow Crescent	59
Fareham South	294	N/A	N/A	Speedfields	151
Fareham West	26	N./A	N/A	Blackbrook	1
Hill Head	87	Salterns Road	1	Solent Road	9
Locks Heath	9	N/A	N/A	Hardy Close	1
Park Gate	149	Middle Road	11	Middle Road	8137
Portchester East	323	Castle Large	19	East Street	1
Portchester West	65	N/A	N/A	Richmond rise	14
Sarisbury	58	holly Hill	28	Bridge Road	7
Stubbington	369	Community Centre	86	Stubbington Green	119
Titchfield	93	Community Centre	12	The Square	23
Warsash	270	Passage Lane	74	Warsash Road	51

REGULATION 10 PENALTY CHARGE NOTICES

The Traffic Management Act 2004 (TMA) permits circumstances where a Penalty Charge Notice may be served by post and not have to be affixed to the windscreen or handed to a driver or person who appeared to be in charge.

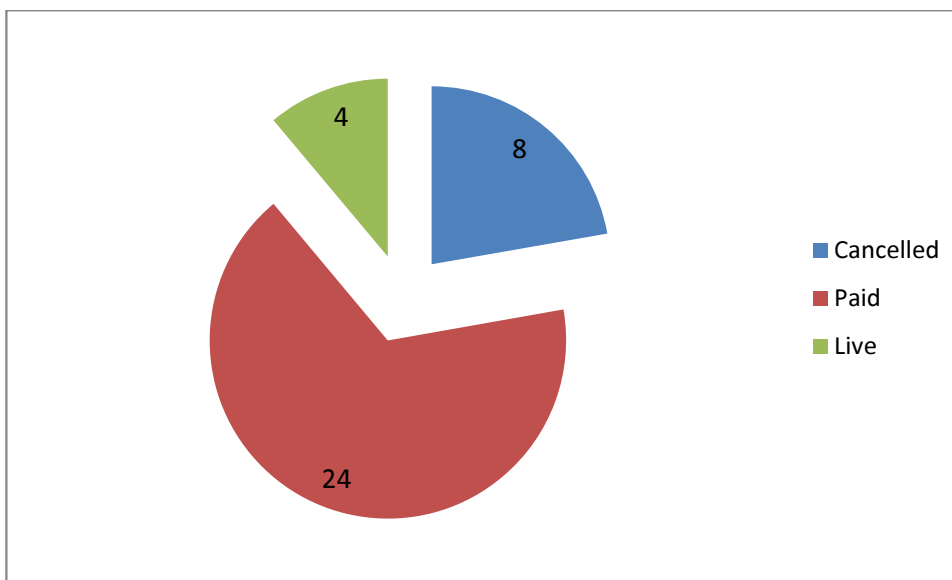
There are three circumstances in which this may be served.

- 1 Where the contravention has been detected on the basis of evidence from an approved device, for example a CCTV camera. (Fareham Council do not enforce by this method as yet).
- 2 If the CEO has been prevented, for example by force, threats of force, obstruction or violence, from serving the PCN either by affixing it to the vehicle or by giving it to the person who appears to be in charge of the vehicle.
- 3 If the CEO had started to issue the PCN but did not have enough time to finish or serve it before the vehicle was driven away and would otherwise have to write off or cancel the PCN.

In any of the cases listed above the PCN is served by post on the owner ascertained from the DVLA, this notice also acts as the Notice to Owner

Graph 7

Regulation 10 PCN 2012-2013



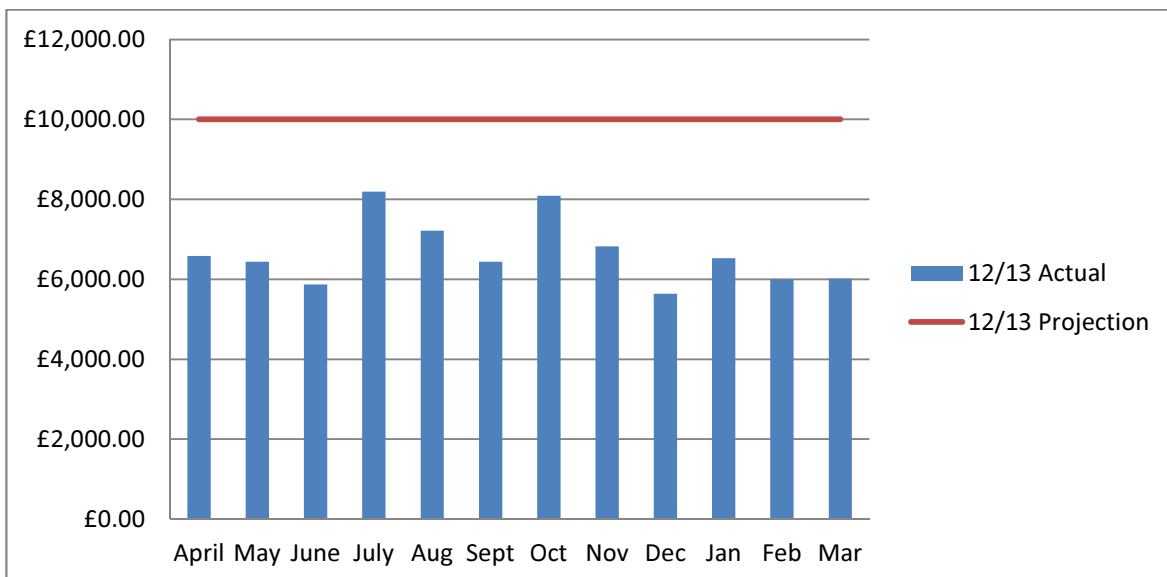
FINANCIAL PERFORMANCE FOR 2012-2013

The introduction of decriminalised parking enforcement, DPE, now Civil Parking Enforcement, (CPE), once set up and running, is intended to be self financing. The introduction of the service in Fareham was based upon a feasibility study and financial model. This used assumptions for implementation based upon an initial establishment, but reference was made to increasing the establishment, potentially, up to the maximum establishment identified in the initial feasibility study, to allow for flexibility in implementation.

However the first five years of operation of the service has enabled the officers to review the assumptions made in the original model and these are now being used to project the costs and likely income associated with delivering this service. The resources for delivering this service are being closely monitored and any increase in the establishment and staffing resource would be the subject of a business case being made to ensure this does not become a cost to the Council.

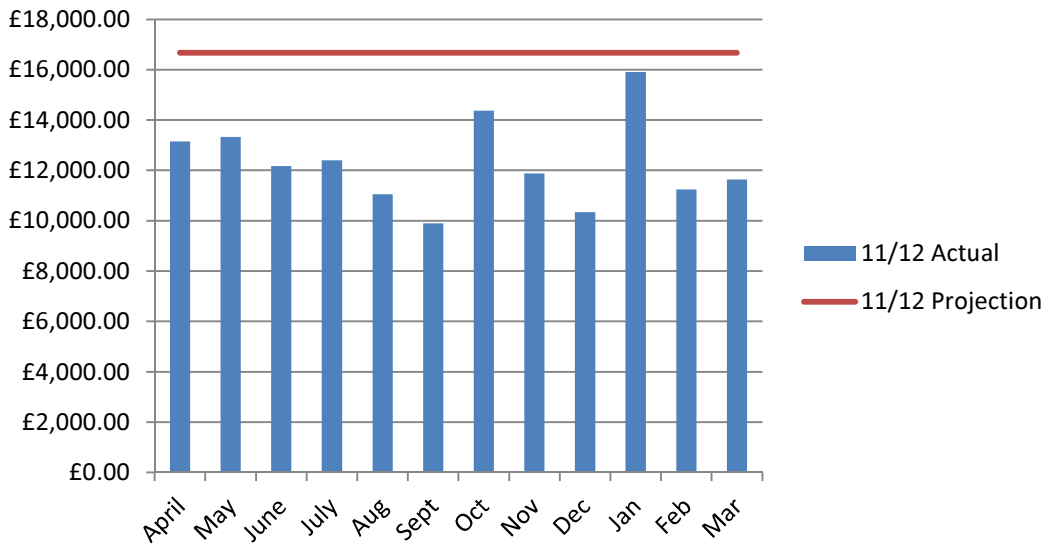
PENALTY CHARGE NOTICE INCOME

GRAPH 8 **2012-2013 Off street actual annual Income**
2012-2013 Projection to cover the cost of the service

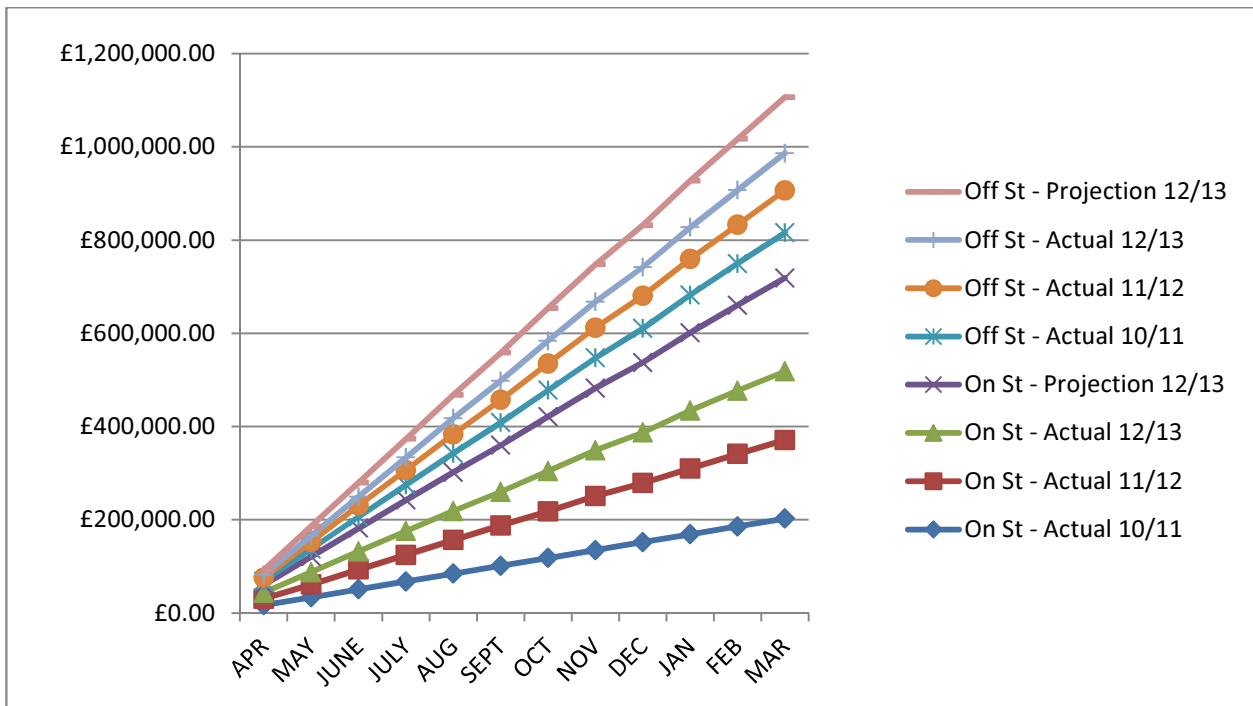


GRAPH 9

**2012-2013 On street actual annual income
2012-2013 Projection to cover the cost of the service**

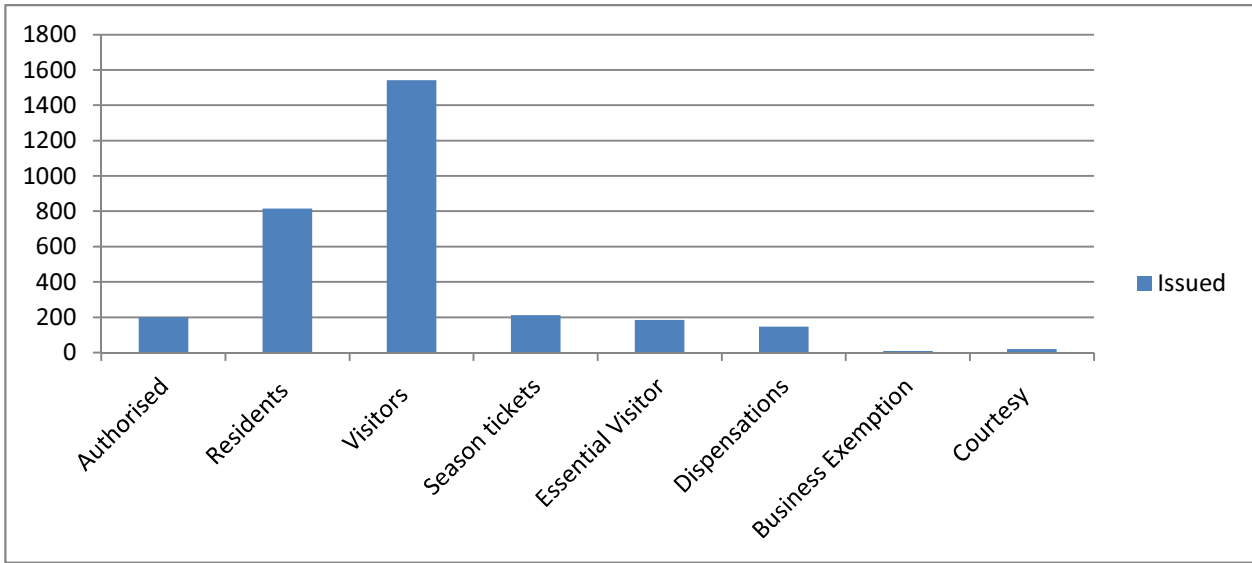


Graph 10 Cumulative PCN Income



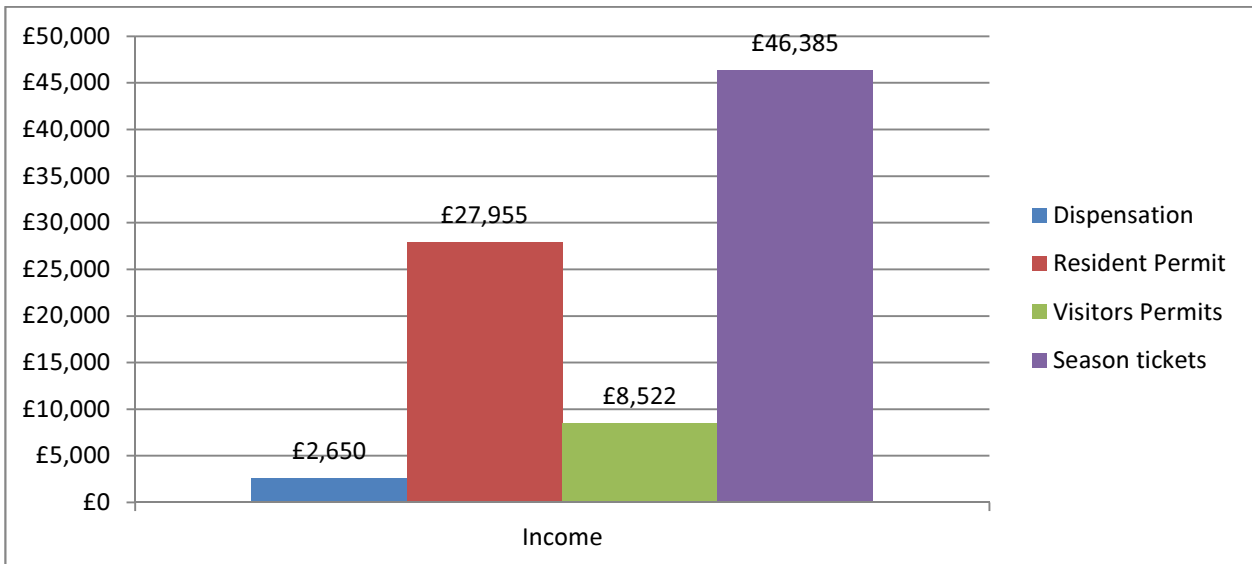
GRAPH 11

PERMITS ISSUED 2012-2013



GRAPH 12

PERMIT INCOME 2012-2013



EXPENDITURE

In order to carefully monitor the provision of the service, the budget has been split between the off and on street enforcement. The table below indicates the on and off street budget and expenditure for 2012 - 2013 and the base budget for 2013- 2014.

Table 1 On-Street Enforcement Budget Details

	2012/13 Revised Budget	2012/13 Actual	2012/13 Variance	2013/14 Base Budget
Employees	173,400	153,519	-19,881	175,600
Transport	7,800	7,320	-480	7,300
Supplies & Services	5,900	11,780	5,880	5,900
Internal Recharges	49,300	45,559	-3,741	49,600
GROSS EXPENDITURE	236,400	218,178	-18,222	238,400
Fees & Charges	-182,100	-183,532	-1,432	-182,100
Transfer from on street parking reserve	-54,300	-34,646	19,654	-56,300
GROSS INCOME	-236,400	-218,178	18,222	-238,400
NET EXPENDITURE	0	0	0	0

Table 2 Off-Street Enforcement Budget Details

	2012/13 Revised Budget	2012/13 Actual	2012/13 Variance	2013/14 Base Budget
Employees	288,000	273,470	-14,530	287,700
GROSS EXPENDITURE	288,000	273,470	-14,530	287,700
Fees & Charges	-90,000	-84,868	5,132	-90,000
GROSS INCOME	-90,000	-84,868	5,132	-90,000
NET EXPENDITURE	198,000	150,032	-9,398	197,700

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Public Protection
Subject: **Emergency Planning Annual Report 2012/13**
Report of: Director of Regulatory and Democratic Services
Strategy/Policy:

Corporate Objective: A safe and healthy place to live and work

Purpose:

This report provides an annual update in respect of the work that has been undertaken by the Council to enable it to effectively respond to emergencies. It highlights the arrangements that are in place, the training and exercises that have been undertaken to test our emergency planning arrangements as well as reference to some of the incidents that the Council has responded to. The annual report is provided as a source of information and evidence to demonstrate that the Council are satisfying its responsibilities and duties under the requirements of the Civil Contingencies Act.

Executive summary:

The Civil Contingencies Act has considerable implications for local authorities as it means that civil protection and resilience is a statutory responsibility for all local authorities. The Council has a recognised role in responding to emergency situations and supporting the emergency services and the Council's Emergency Plan sets out how the Council will respond to and support the emergency services in the event of an emergency incident.

Similar to other district councils in Hampshire, the Council has entered into a Service Level Agreement with Hampshire County Council (HCC) to undertake some or all of these responsibilities that enable the Council to meet its statutory duties. This agreement was renewed in April 2012 for a further three years.

Over the last 12 months the emergency response capability of Fareham Borough Council has further improved. This has been achieved through the provision of a comprehensive training schedule put in place in conjunction with the HCC Emergency Planning Unit and through the work on the continual development and enhancement of the Council's Emergency Response Plan and the associated arrangements and procedures to meet its statutory responsibilities.

The work undertaken by Council officers in conjunction with officers from HCC Emergency Planning Unit, in reviewing and developing arrangements in order to provide an effective response to an emergency, together with the comprehensive

training that has been provided, continues to provide a solid base from which the Council can provide an effective emergency response.

To maintain the standard of response at a good level, a programme of continued training and exercising is in place. This report provides an update for members on the progress that has been made by the Council in meeting its emergency planning responsibilities and the work that continues to be undertaken in conjunction with Hampshire County Council for the delivery of civil protection duties.

Recommendation:

That this annual report be used as a record/update of the work that has been undertaken to enhance the Council's emergency response capability.

Reason:

That this report be used as a record/update of the work that has and is being undertaken to enhance the Council's emergency response capability and to satisfy the requirements of the Civil Contingencies Act.

Cost of proposals:

This service is provided within the existing budget.

Background papers: Civil Contingencies Act 2004

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Emergency Planning Annual Report 2012/13

Briefing by: Director of Regulatory and Democratic Services

Portfolio: Public Protection

INTRODUCTION

1. The Civil Contingencies Act (2004) has considerable implications for local authorities as it means that civil protection and resilience is a statutory responsibility for all local authorities.
2. The Council has a recognised role in responding to emergency situations and supporting the emergency services and the Council's Emergency Plan sets out how it will respond, and support the emergency services, in the event of an emergency incident. This could include the setting up of a control centre to co-ordinate the Council's response, as well as the provision of rest centres. The Plan has been developed in association with Hampshire County Council's Emergency Planning Unit.

OBJECTIVES OF THE EMERGENCY PLANNING SERVICE

3. The Council's objectives in delivering an emergency planning function are:
 - To protect and safeguard the local community and its environment;
 - To provide a call out, management and communication control system that will enable the Council to provide an effective response to an emergency;
 - To put measures in place that will assist in business continuity and service delivery in the event of an emergency.
 - To comply with the statutory duties of a Category 1 Responder, as defined in the Civil Contingencies Act 2004.

BUSINESS CONTINUITY PLANNING AND EMERGENCY PLANNING

4. The Act places specific duties upon the Council to demonstrate that it has robust arrangements in place to provide the assurance that is required for both Business Continuity and Emergency Planning.

5. The Council's responsibilities in respect of Business Continuity Planning are to ensure it has prepared plans in place as far as is reasonably possible in order to deliver its critical services/functions in the event of a disruption.
6. All Departments' business continuity plans are being updated to reflect any changes that have occurred; this includes changes in officers.
7. This report provides an update in respect of the Council's Emergency Planning arrangements and highlights the work that has been undertaken to date.

THE COUNCIL'S EMERGENCY PLANNING ARRANGEMENTS - UPDATE

8. The Civil Contingencies Act (CCA) established a statutory framework for civil protection at the local level. This, together with accompanying guidance and regulations, sets out clear expectations and responsibilities for front line responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies from localised incidents through to catastrophic emergencies.
9. The CCA divides local responders into two categories under the Act; both Hampshire County Council and Fareham Council, together with all other local authorities in the country, are "Category 1 responders" (the same category as the Police and Fire and Rescue services fall into).
10. There is a statutory duty to comply with the requirements of the Civil Contingencies Act, regulations and guidance in order for the Council to be prepared to deal effectively with emergency situations.

Key duties are:

- Assess local risks and use this to inform emergency planning;
 - Put in place emergency plans;
 - Put in place business continuity management arrangements;
 - Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
 - Share information with other local responders to enhance co-ordination;
 - Co-operate with other local responders to enhance co-ordination and efficiency; and
 - Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).
11. In addition, there is also a necessity to work with partner organisations as part of the Local Resilience Forum.
 12. All district Councils in Hampshire, other than Eastleigh Borough Council, have entered into a Service Level Agreement with Hampshire County Council to

undertake some of these responsibilities, which enables the Council to meet its statutory duties.

13. The Emergency Planning Service contributes to the corporate objective of making Fareham **a safe and healthy place to live and work**, which itself contributes to local people being confident that sound measures are in place to ensure the health and safety of people who live, work in or visit the Borough.

EMERGENCY PLANNING SERVICE OBJECTIVE

To Protect and Safeguard

14. To protect and safeguard the local community and its environment by providing a call out, management and communication control system.

Processes

- **Emergency Plans** To have arrangements in place that through the Council's Emergency Plan will enable the organisation to respond to an incident affecting the local community.
- **Emergency Service** To support and assist the Emergency Services.
- **Risk Assessments** Assess local risks and use the information to inform the emergency planning process (covered by the Community Risk Register).
- **Test & Review** To test and review the Emergency Plan that will allow the organisation to respond to emergency situations in an integrated and co-ordinated way. To undertake review exercises to test the plan.
- **Response** The establishment of an Emergency Management Team and Emergency Control Centre in response to an emergency in order to co-ordinate the Borough Council's response / support.
- **Training** To identify personnel who would be prepared to undertake key roles in responding to an emergency and in liaison with other agencies. To undertake regular training of those undertaking key roles within an emergency.
- **Rest Centres** The provision and maintenance of five emergency rest centres throughout the Borough.
- **Public Information** To put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- **Business Continuity Plans** To put measures in place that will assist in business continuity and service delivery in the event of an emergency. To provide advice and assistance to businesses and the voluntary organisations about business continuity management.

15. The Council has, over recent years, undertaken a complete review of the emergency planning arrangements, involved more employees in the process and the roles that need to be undertaken on aspects of emergency planning and have

introduced new procedures, plans and actions based on the needs of the Council and likely requests and demands that may be made of the Council in an emergency. These are continually being reviewed.

16. The Emergency Plan is reviewed annually. It is on the Council's internet and intranet and all key personnel have hard copies. A fundamental review of the plan last took place in September 2008 and this meets the requirements of the CCA. This also included the development of Action Cards/Sheets for specific roles and has since been further enhanced to take account of improvements identified during training exercises. Working with the Emergency Planning Unit of HCC, the Borough Council's Emergency Plan has been reviewed and a new version (version 2) was issued in August 2011, there have been no major amendments since this last review. The updates and revisions are made to make sure these reflect new procedures and provide more robust measures and arrangements that enable the Council to provide an effective response.
17. The Service Level Agreement (SLA) developed in conjunction with other Hampshire District Councils, where Hampshire County Council takes the lead, has been effective in enabling the Council to meet its emergency planning duties as required by the CCA. The agreements are reviewed on a three yearly basis and the current agreement took effect from 1 April 2012. The cost to the Council for this service in 2013/14 is £18,900. Given the work undertaken on Emergency Planning in the Council and the level of support that has been obtained to date from the County through the SLA, it has to date delivered value for money in the improvements and enhancements that have been delivered. However it is important that this is kept under review.

HAMPSHIRE LOCAL RESILIENCE FORUM (LRF)

18. Hampshire Local Resilience Forum (LRF) consists of representatives from the emergency services, local authorities and any other organisations who would be involved in an emergency. The role of the LRF is to ensure that all of these organisations work together to prepare for respond to and recover from emergencies. Fareham's Chief Executive represents all the district councils on this group.
19. The LRF is responsible for the development; maintenance and testing of plans and procedures for major emergencies and incidents to ensure all of the organisations are prepared to respond to a major incident in the county. This joined up approach helps to ensure the best possible service for people living in Hampshire and the effective delivery of the duties under the Civil Contingencies Act.
20. There is also an LRF Local Authority Group made up of the district council's emergency planning officers that meet with the County to ensure the service is being delivered in line with the SLA. In addition Fareham, Gosport, Havant, East Hants and the New Forest together with the unitary authority of Portsmouth City Council have developed a Southern sub group. This is facilitated and meets at Fareham Civic Offices on a quarterly basis.
21. There are two dedicated HCC Emergency Planning Officers that work with the five district councils of the sub group. The fact that Portsmouth is part of the group lends itself to better co-ordination and integration of the emergency

planning work. The group members work together to ensure consistency, exchange of information and to ensure performance of HCC against the standards within the SLA.

Risk Assessments

22. As part of the statutory responsibility within Emergency Planning, HCC have been reviewing how they communicate local risks to District Councils. Whilst HCC are all aware of the "wide area" risks within Hampshire (contained within the HIOW LRF Community Risk Register, such as flooding and pandemic flu) there are smaller incidents requiring local authority support that need to be communicated and shared for training purposes.
23. The HIOW LRF Community Risk Register (CRR) is the main driver for all Emergency Planning, Training and Exercising in Hampshire. Back in 2005, when the District Risk Registers were first developed, the CRR had not been completed - therefore the District Risk Registers filled that gap. Whilst the District Risk Registers aimed to identify local sites within each of the seven hazard categories, it is only really the first section (Industrial Accident & Environmental Pollution) that could provide any local value. The remaining six sections have generic mitigating plans in place and planning takes place at an LRF level.
24. Whilst incidents such as those involving acetylene will often require a generic response from us (evacuation; road closure, warning & informing), there are some that may involve a different element of response - such as tyre recycling sites, refrigeration plants etc. We are always keen to identify sites (where they are known) to assist us in preparing the district councils in how they would contribute towards that response supporting our emergency service colleagues.
25. In October 2012, a multi agency forum was facilitated by HCC Emergency Planning and HFRS to discuss how we could pro-actively use the Site Specific Risk Information Data (SSRI) that HFRS maintains. A joint Fareham and Gosport approach enabled joint services such as Environmental Health and Building Control to be represented. Data ranked as high or very high was shared with all those who attended (Building Control, Environmental Health, Licensing, Hampshire Police) which enabled them to gain a specialised overview of how their service would contribute to a potential localised incident. The sharing of information also enabled HFRS colleagues to update SSRI information during this session. The data gained from this forum will be used to influence exercises and training as well as provide briefings for senior managers on risks within the Borough. This risk assessment process will be repeated annually.

Emergency Control Centre (ECC)

26. Following further changes to the layout of the civic offices and changes in the status of accommodation needs, the Emergency Control Centre has reverted back to its original place on floor eight of the civic offices. The ECC is set up on floor eight using the Vannes/Pulheim and Collingwood rooms. When there is a requirement to set up the ECC, the facilities staff and officers who are responsible for emergency planning functions set up the room to enable it to be used and this has been tested and works well.
27. If there were to be an incident involving the civic offices which negates the use of floor eight, arrangements are in place for the ECC to be set up at the depot in Broadcut.

Training

28. To maintain the level of preparedness required by Fareham Borough Council a programme of continuation training was carried out in 2012/13. Using the FBC Emergency Response Plan as the guiding document, all of the FBC staff who have emergency response roles listed in the plan have received a number of training sessions on their specific roles, such as Call Operator, Loggist, Plotter, Supervisor. Training has also been given to other specialist emergency response staff, such as Liaison Officers, Environmental Health Officers and Housing Officers.

- **Incident Liaison Officer and Environmental Health Officer Training** - Joint training was provided in October 2012 for Incident Liaison Officers and Environmental Health Officers. It was run in conjunction with Hampshire Fire and Rescue Service (HFRS) and held at their training headquarters in Eastleigh. It was a full days training, which included lectures on command and control; hazardous material incidents; the role of the ILO and EHO at incidents; the Urban Search and Rescue Team as well as an input from Hampshire Constabulary on Incident Scene Management. The day was very well received by all those that attended –further training is being planned for 2013.
- **Loggist Training** – As a result of a number of exercises and incidents, it was recommended that further training be given to those that would support the emergency response as loggists for the Tactical Management Team during incidents. A training package was produced using best practice principles and theoretical models and was delivered in a number of sessions to loggists from FBC. The training was a three hour session that was designed to be interactive and enjoyable. The training was well received and all participants found it rewarding. It is evident from recent incidents and exercises that the loggist training is being implemented, with staff knowing and undertaking the role to a higher standard.
- **Emergency Control Centre (ECC) Training** – Throughout 2012/13 there have been numerous training sessions focussing on the different roles and also the set up and establishment of the ECC. This has included Plotters, Call Operators, Loggists, Supervisors, Link Officers and Runners. This ensured that all staff involved within the operation of the ECC were all well trained and equipped for their roles.
- **Media Training** – In June 2012, HCC EPU worked in partnership with Escott Hunt Consultants to provide a full days training focussing on the role of the media officer in an incident. It focussed on the responsibilities of the Local Authority for Warning and Informing – a duty of the Civil Contingencies Act 2004; how to produce media releases; the importance of social media and how to brief spokespeople for a press conference. The consultants provided an excellent, worthwhile and fun day for all delegates.
- **Specialist Role Training** – Specific training for roles such as Elected Members; Customer Services Staff; Senior Managers and Housing Staff was undertaken throughout the training year. This training ensured that specialist staff, officers and members were aware of Fareham Borough Council's role in a civil emergency and their roles within it. The training focussed on the duties under the CCA 2004; different types of incidents and

various scenario based exercises. Sessions were held specifically for Senior Managers to look at tactical incident management and how to make justifiable and defensible decisions.

Welfare and Rest Centres

29. In the event that an incident requires the evacuation of the local population Fareham Borough Council have five Prepared Rest Centres (PRC) all have had their annual risk assessments and Health and Safety inspections carried out, and training has been provided to all buildings management teams.
30. Training for the HCC ASSIST team (Adult & Children's Services) is ongoing with 80% of the volunteers trained. The current list of ASSIST volunteers is continually being reviewed, as staff members leave or are relocated to other areas. The EPU are conducting a continual recruitment drive to ensure that the level / quality of staffing required is maintained and is fit for purpose.
31. Titchfield Community Centre is a new PRC that is now fully operational with the staff fully supportive of the use of the centre as a PRC. A live exercise to test the response of the buildings staff; HCC ASSIST and the Voluntary Sector was carried out at Titchfield Community Centre on the 16th August 2012. The exercise was very well attended, and Fareham College Uniformed Public Services Course provided students to play the role of the evacuees. FBC Housing Staff also attended to assist with the exercise and to see firsthand the role of FBC at a Prepared Rest Centre.
32. The new Portchester Community Centre is now running as a PRC. All staff at the centre were trained in February 2013, with continuous training being provided in 2013/2014 to new staff, with an exercise planned to take place at the centre in 2013/14.
33. In 2012, two Prepared Rest Centres were used to support incidents within the Fareham BC area.
 - **Portchester Community Centre:** 3 vulnerable evacuees were accommodated at the previous Community Centre until it was safe for them to return home after an acetylene cylinder incident.
 - **Fareham Leisure Centre** supported residents evacuated as a result of the River Wallington flooding in December 2012. The PRC was established to accommodate those affected by the floods, but only a small number attended.

During both incidents staff at both centres were positive, helpful and supportive and provided a great overall response. This demonstrates the importance of continual training and support of the Borough and the County to PRCs and their staff.

34. An annual Joint PRC Welfare Meeting (Fareham, Gosport & Havant) was held on 31st January at Havant Borough Council with attendees from Gosport Borough Council, Fareham Borough Council, Havant Borough Council, St John Ambulance, Salvation Army and a number of the PRCs. This was a good forum to discuss changes to PRCs, identify lessons learnt and highlight any future exercises.

Annual FBC Emergency Planning Exercise

35. In December 2012, the annual Emergency Control Centre exercise was held. The aim of the exercise was to test the emergency response arrangements in place, including business continuity; the management and information flow around the ECC; tactical management decisions / rationale as well as the welfare of staff, to ensure that the emergency response organisation was fit for purpose. The scenarios centred around two deliberate threats made within the borough. This required the management team to deal with "multiple incidents" and the demands made on them by the Emergency Services.
36. The exercise was the first exercise since the change of location of the ECC from floor 1 to the floor 8 committee rooms. The new room layout was a great success and well received by all staff using it. Overall the exercise went very well and achieved all objectives.
37. The exercise was co-ordinated by Hampshire Council Emergency Planning Officers, on completion of the exercise a hot debrief was carried out and this was followed by a more detailed report on the outcome of the exercise, there were recommendations contained within the final report and an action plan.
38. The final report that was received from HCC was very complimentary on how the exercise went, the most important point of note in the report was the fact that HCC Emergency Planning Unit state that " FBC are well equipped and prepared for an emergency within the Borough requiring Local Authority support".

Incident 19 September 2012 - 2.5KG Acetylene cylinder garage/house fire Portchester

39. This incident was reported at around 0530 on 19th September, the fire started in a garage next to the house, and quickly engulfed the garage and entered part of the property. On arrival HFRS were informed that there was a 2.5KG acetylene cylinder contained within the garage. HFRS immediately put a cordon of around 100m of the scene. This was later reduced to a more manageable 25 metres once the immediate danger had been averted.
40. Nearby houses were evacuated, most occupants went to friends houses or neighbours, however there were 3 residents that were identified as vulnerable, these residents were taken to Portchester Community Centre where the rest centre had been opened.
41. At approximately 11am after HFRS were happy that there was no further danger from the acetylene cylinder, occupants were allowed back into their properties.

Incident 20 December 2012 - Severe Flood Warning River Wallington & Flooding in Titchfield

42. The problem was caused by heavy rain and the rising water level of the River Wallington flowing into Fareham Creek that also coincided with a high tide. As a response to the severe flood risk at Wallington, Fareham Borough Council put into place its emergency response plan. As a result the Council: Opened its Emergency Control Centre within the civic offices through which the Borough Council's response was co-ordinated.

43. Resources were deployed to support the emergency services in response to the flooding incident at Wallington and also in Titchfield where Liaison Officers were sent to both areas to identify local need and response.
44. The Council worked closely with HCC officers (both Emergency Planning and Highways), Hampshire Fire and Rescue Service, the Police and the Environment Agency. One of the Council's Emergency Rest Centres was opened (Fareham Leisure Centre) and whilst only 3 people elected to be evacuated and use the facility it demonstrated that our arrangements and preparations kicked in to accommodate the potential for more evacuees if the situation worsened.
45. Local media updates were provided through the Council's web pages and social media to ensure local residents were kept informed of the situation and actions taken.
46. In co-ordination with HCC, the Council provided over 600 sandbags to the Wallington and Titchfield areas threatened by the flooding.
47. The recently installed property defences within Wallington proved their worth and the flood alerts issued by the Environment Agency meant that these were all put in place to protect properties.
48. As river levels rose a concern was raised about a crack in the River Wallington defence wall and this was closely monitored by the Environment Agency engineers and as a precaution 8 one ton bags of ballast were been placed to reinforce and strengthen the wall.
49. Roads within the area were closed and a major supermarket closed due to vehicles not being able to access or egress the site.
50. The road diversions and action of the emergency services supported by Fareham Borough Council and HCC kept disruption to a minimum and sections of road were gradually reopened as the flooding subsided.
51. As the Council's depot from which its refuse collection and street cleansing services operate had to be evacuated due to the closure of roads leading to the facility, the Council instigated its business continuity plans and alternative arrangements were put in place for the storage and parking of refuse collection and depot vehicles and temporary relocation of its operational base from the depot to the civic offices. This meant that there was no disruption to the refuse / recycling collection service, throughout the incident.
52. The Council's Emergency Control Centre liaised with the County's Adverse Weather Centre that had been set up in order to monitor the impact of the weather during the day and respond accordingly. River levels dropped and were closely monitored at the 16:30 high tide but there was no further flooding and the next high tide was closely monitored at 05:13 the next morning when officers again opened the Council's Emergency Centre.
53. The above incidents highlight the importance of how close co-operation between all the agencies is essential to effectively deal with an emergency as well as how local communities can take a proactive approach.

54. Whenever there is an incident within Fareham, a debrief is held to look at the response from the Council and other partner agencies, to identify what improvements can be made and an action plan is put in place to ensure these changes are carried out.

TRAINING PROGRAMME

55. To maintain the level of preparedness required in order to respond to an emergency situation the Council has a continuous programme of training for everyone involved with emergency planning. This is delivered by the HCC Emergency Planning Officers through the Service Level Agreement the Council has in place with them.
56. It is important the Council's Emergency Response Plan is regularly tested and the officers undertaking specific roles are provided with the necessary training to undertake their specific duties effectively.
57. A training plan has been put together for 2013/14 which will include all officers already mentioned within the emergency plan and all new volunteers.

SERVICE LEVEL AGREEMENT

58. As previously reported A Service Level Agreement was developed and agreed that set out what the districts would require the County to provide, on their behalf, to satisfy their emergency planning responsibilities as required by the Act. Hampshire County Council charges each district authority to provide this service. The current annual cost of this for Fareham as highlighted earlier is £18,900 for 2013/14.
59. Under these arrangements, the County Council become a Category 1 responder with lead responsibility. The districts become Category 1 responders without lead responsibility, but still retain their statutory responsibility under the Act, the work being undertaken by the County on behalf of the districts through the Service Level Agreement.
60. HCC are also responsible for ensuring that all other plans that are used within the emergency planning process are distributed and up to date.

FINANCIAL IMPLICATIONS

61. The cost of this service and the new agreement can be met within the existing budget.

CONCLUSION

62. Over the last 12 months the emergency response capability of Fareham Borough Council has been maintained. This has been achieved through the provision of a comprehensive training schedule put in place in conjunction with the HCC Emergency Planning Unit. This training and exercising is undertaken using the Council's Emergency Response Plan. The Plan and the arrangements and procedures are kept under review and these are covered by regular training and exercising in order that the Council can be satisfied that it's arrangements meet the Council's statutory responsibilities and that this is being delivered in

accordance with the terms of the Service Level Agreement.

63. Joint working with HFRS has also been invaluable to ensure that everyone is aware of each other's responsibilities and the chain of command that everyone should follow. As previously mentioned under training above, HFRS facilitated training at the HFRS HQ in Eastleigh and officers who attended found this training to be invaluable, further training at HFRS HQ is planned for later in 2013.
64. As in previous years the work undertaken by Council officers in conjunction with officers from HCC Emergency Planning Unit in reviewing and developing arrangements in order to provide an effective response to an emergency, together with the comprehensive training that has been supplied has provided a solid base, from which the Council will be more than capable of responding to any incident.
65. The programme of continued training, exercising and reviewing our arrangements will be maintained in order to maintain the standard of response at a good level.

Background Papers: None.

Reference Papers: None.

Enquiries:

For further information on this report please contact Kevin Wright (Ext 4359).

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Public Protection
Subject: Health and Safety Performance 2012/13
Report of: Director of Regulatory and Democratic Services
Strategy/Policy:

Corporate Objective: A safe and healthy place to live and work

Purpose:

This annual report is presented to the Executive as evidence of the work that is undertaken on behalf of the Council to ensure the Council meets its responsibilities under health and safety legislation.

Executive summary:

Health and safety law (e.g. Health & Safety at Work etc Act 1974) requires the Council to monitor the arrangements for controlling health and safety risks but does not require the inclusion of health and safety information in published reports. However, within the Council it is considered good practice that information relating to health and safety performance is presented annually to members.

This report is presented to the Council's senior management - the Chief Executive's Management Team (CXMT) and, as the Council's Health and Safety responsibility comes under the Public Protection Portfolio, it has also been presented to the Public Protection Policy Development and Review Panel before being considered by the Executive. The Panel considered the report at its meeting on 23 July 2013 and commended it to the Executive.

This report is primarily concerned with highlighting how the Council as an employer and provider of services works to continually monitor and improve health and safety performance for the benefit of all concerned by summarising the Council's health and safety performance for the period 2012/13.

Recommendation:

The Executive is asked to note:

- (a) the work undertaken by all employee's to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2012/13, and
- (b) that the Council as an employer continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management.

Reason:

This report reflects the importance the Council puts on health and safety both as an employer and a provider of services.

Cost of proposals:

This work is contained within existing budgets.

Appendices: None

Reference Papers:

Health & Safety at Work etc Act 1974

Management of Health & Safety at Work Regulations 1992

HSE Publication HS(G) 65

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Health and Safety Performance 2012/13

Briefing by: Director of Regulatory and Democratic Services

Portfolio: Public Protection

INTRODUCTION

1. Protecting the health and safety of employees is governed by health and safety laws which place duties on the Council in its capacity as an employer and on the Chief Executive, Directors and managers in particular, all of whom have collective and individual responsibility for managing health and safety - including both criminal and civil liability should these duties be breached.

PURPOSE OF THE REPORT

2. Within Fareham Borough Council it is established good practice that health and safety is integrated into the main governance structure and that the Chief Executive's Management Team and members are kept informed of health and safety performance on an annual basis.
3. In itself, this is a positive initiative demonstrating both the Council and its senior management's alertness to the need to continually monitor and improve health and safety standards; that the issue is being taken seriously and its strategic importance is understood.
4. This report provides a summary of Fareham Borough Council's health and safety performance during 2012 (1 April 12 - 31 March 13).

MANAGEMENT OF HEALTH & SAFETY

5. The need to manage health and safety is well recognised by elected members, the Chief Executive Officer, Directors and all managers who, via management systems and practices, continue to pursue the control of health and safety risks in order to support the Council:
 - Comply with its responsibilities as an employer
 - Implement the Council's Health and Safety Policy
 - Maximise the well-being and productivity of its employees
 - Prevent injury, ill health or worse to its employees and others
 - Avoid damage to the Council's reputation in the eyes of its customers
 - Minimise the likelihood of enforcement actions by the enforcing authorities

(e.g. Health & Safety Executive (HSE) and Fire Authority) whilst at the same time avoiding consequent penalties, and

- Provide a safe and healthy place for its employees to work.

6. Measuring performance is one of the key tasks of effective safety management and monitoring accident data is one method that gives an indication of performance as well as providing the opportunity to learn from mistakes and to improve both risk management systems and the control of particular health and safety risks.

INTERNAL ACCIDENT REPORTING PROCESS

7. An accident (defined as an unexpected, unplanned event in a sequence of events that occurs through a combination of causes) can result in physical or mental harm, damage to property or any combination of these effects and includes 'near misses' - that is something with the potential to cause harm or damage but neither of which actually occurred.
8. When an accident occurs, whether to an employee, member of the public or contractor, Council policy requires the details to be notified using the e-work reporting system. The purpose of recording the details is that:
 - All accidents are investigated with the aim to discover information and identify what, if any, action can be taken to prevent its recurrence;
 - The information will provide identification of trends and areas in need of attention and/or investigation;
 - There is a legal requirement to report certain types of accidents/incidents to the HSE (enforcing authority);
 - Details are readily available should criminal or civil actions arise.
9. Following initial completion of the accident/incident details on the e-work reporting system, the manager is required to confirm the details and state the intended remedial action to prevent a recurrence. At this stage the Health and Safety Advisor receives notification of the accident and the manager's proposed remedial actions which, if not satisfactory, result in the Health and Safety Advisor responding to that effect to the manager and the Director. A response is required within 14 days.
10. The manager is also prompted to review the relevant risk assessment or if this has not been completed, to do so immediately. Should a manager omit to undertake an action, an automatic reminder is generated by the system every 14 days (and copied to the Health and Safety Advisor) - the latter taking appropriate action to have the assessment completed. The whole process is monitored by the Health and Safety Advisor who, using the system, is able to identify trends/patterns etc linked to accident types, employees, causes, work groups, etc. The system also allows for ease of collating statistics for presentation at meetings of the Health and Safety Committee, CXMT, and as part of annual reports.

REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS

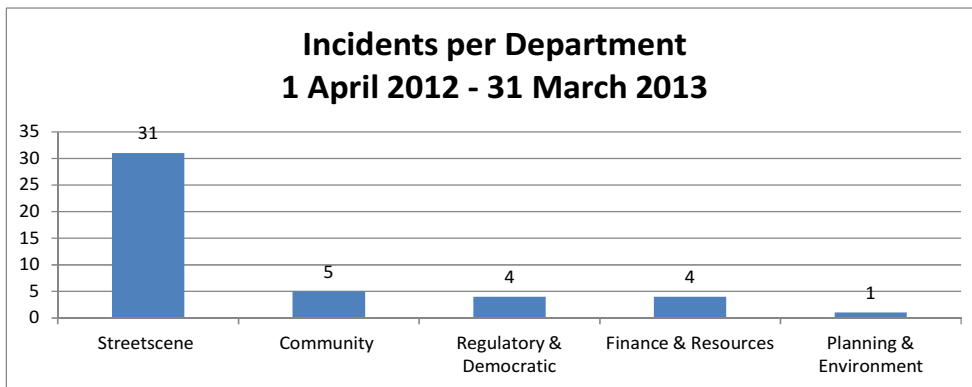
11. In addition to the internal reporting of accidents, the Council has legal obligations under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to report to the Health & Safety Executive any of the following events that arise 'out of or in connection with work':
- the death of any person as a result of an accident at work;
 - someone suffers a major injury as a result of an accident (major injuries are listed in Schedule 1 to the Regulations);
 - someone who is not at work (e.g. a member of the public) suffers an injury as a result of an accident and is taken from the scene to a hospital;
 - one of a list of specified dangerous occurrences takes place (listed in Schedule 2 to the Regulations). Note: Dangerous occurrences are events, which do not necessarily result in a reportable injury, but have the potential to cause significant harm.
 - someone is incapacitated* to the extent that they are unable to do the full range of their normal duties for more than seven days as a result of an injury caused by an accident at work;
 - the death of an employee if this occurs some time after a reportable injury which led to that employee's death, but not more than one year afterwards;
 - a person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person's job involves a specified work activity. (The specified diseases and corresponding work activities are set out in Schedule 3 to the Regulations).

*Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. The deadline by which the over-seven-day injury must be reported to the HSE is fifteen days from the day of the accident.

12. There was only one incident occurring within the Council that necessitated a report to the HSE under RIDDOR. This is referred to later in the report.

ANNUAL ACCIDENT REPORT

13. Excluding reported near-miss and miscellaneous events (referred to later in the report), there were 45 injury-causing accidents involving employees during the period 1 April 2012 - 31 March 2013.
14. This is a reduction of 7 on the total for the same period in 2011/12 (52).
15. The 45 injury-causing accidents occurred within Council departments as shown in this chart:



16. In 2012 the Department of Community & Streetscene Services was divided into two new separate departments - the Department of Community Services and the Department of Streetscene Services each with its own Director and management structure. There were 31 accidents to employees of the Department of Streetscene Services and 5 within the Department of Community Services.
17. However, in order to compare performance against that in 2011/12 the Department of Community Services and the Department of Streetscene Services' incidents were combined for 2012/13. This provided a total of 36 which when compared to the figure for 2011/12 highlights a significant decrease in the total of 47 for the then Department of Community & Streetscene Services.
18. The Departments of Regulatory & Democratic and Planning & Environment Services' accident numbers for 2012/13 (4 and 1 respectively) equal that of 2011/12.
19. The Department of Finance & Resources, having recorded nil incidents in 2011/12, had 4 in 2012/13 with the Department of Community Services showing a decrease from 8 in 2011/12 to 5 in 2012/13.
20. Details of the individual departmental accidents are described as follows:

DEPARTMENT OF STREETSCENE SERVICES

21. The Department of Streetscene Services witnessed most accidents (31). This figure represents approximately 26% of the (average) workforce of 120 employees, which, at first glance may appear to be excessively high. However, this total should be considered in terms of this department's services which entail the council's highest risk operational activities including (among others) the collection and disposal of all forms of waste, vehicle maintenance and repair, street cleansing and grounds and open spaces maintenance. Taking this into account, it is pleasing to note the total this year represents a reduction of 8 on the previous year's number (39).

22. Examination of this department's accident data reveals that of the 31 incidents:
- 17 involved operatives carrying out various waste collection activities.
 - 6 " " " " " street cleaning activities.
 - 6 " " " " " grounds maintenance activities, and
 - 2 " " " " " vehicle maintenance activities,

details of which are as follows:

Waste Collection

23. In respect of the 17 waste collection accidents in 2012/13, it is very encouraging to note that this figure represents a marked reduction of 10 on the number of accidents within this work group during 2011/12 (27).
24. Further analysis of the waste collection services data identifies the work operations involved and the primary cause of injury to be as follows:

WASTE	Struck by moving object	Lifting, Handling, Pushing, Pulling	Slips, Trips, Falls on same level	Contact with fixed object or machinery	Contact by spilled hot liquid	Attack by animal	Trapped by equipment	TOTAL
Recycling	1	2	-	-	-	-	-	3
Refuse	-	2	1	3	-	-	-	6
Special	1	1	-	-	-	-	-	2
Garden	-	1	1	-	-	-	1	3
Bin Delivery	-	1	-	-	-	-	-	1
Trade waste	2	-	-	-	-	-	-	2
TOTAL	4	7	2	3	-	-	1	17

25. Virtually all waste related operations involve the lifting, handling, pushing, pulling of loads (wheeled bins, Euro bins, waste bags etc). For example, there are approximately 48,000 waste handling actions per week and some 20,000 lifting actions per fortnight associated with refuse/recycling and garden waste collections alone. Over a twelve-month period the number of lifting and handling operations is, to put it mildly, substantial. It is, therefore, a reflection of good training and systems of work that there were only 7 injury-causing accidents associated with this cause in 2012/13. This also represents a further significant reduction on the 15 similar accidents in 2011/12.
26. One of the 'trip, slip, fall' incidents occurred when an (agency) operative lost his footing traversing a grass verge. Attempting to arrest the fall he put out his arm which took the full force of impact with the ground. Resulted in a hairline fracture of the forearm. This injury was reported to HSE under RIDDOR and this is the only accident that needed to be statutorily notified to the Health and safety Executive (HSE).

Street Cleansing

27. The Street Cleansing section recorded 6 accidents as shown in the chart. This is an identical number to that which occurred in 2011/12.

STREET CLEANSING	Struck by moving object	Lifting, Handling, Pushing, Pulling	Slips, Trips, Falls, same level	Contact with fixed object or machine	Contact by spilled hot liquid	Attack by animal	Trapped by equipment	TOTAL
Compact Sweeper	2	-	-	-	-	-	-	2
Exiting Vehicle	-	-	1	-	-	-	-	1
Depot Yard Cleaning	-	1	-	-	-	-	-	1
Loading Vehicle	-	1	-	-	-	-	-	1
Handling road sign	-	1	-	-	-	-	-	1
TOTAL	2	3	1	-	-	-	-	6

28. There were three primary causes attributed to the six incidents but the consequences were not serious and all resulted in only minor injury. No additional measures or controls had to be implemented that were not already in place.

Grounds Maintenance

29. Six incidents were recorded within the Grounds Maintenance services as shown. This is an increase of three on the previous year's total.

GROUND MAINT	Struck by moving object	Lifting, Handling, Pushing, Pulling	Slips, Trips, Falls, same level	Contact with fixed object or machine	Contact by spilled hot liquid	Attack by animal	Trapped by equipment	TOTAL
Hedge Trimming	2	1	-	-	-	-	-	3
Pruning	1	-	-	-	-	-	-	1
Tidying Store	-	1	-	-	-	-	-	1
Strimming	1	-	-	-	-	-	-	1
TOTAL	4	2	-	-	-	-	-	6

30. None of the incidents resulted in serious injury. The existing guidance in respect of manual handling was brought to the attention of employees as was the need to utilise personal protection most appropriate to the task/risk. E.g. Full face visor rather than goggles.

Vehicle Repair

31. Two incidents were recorded for the Vehicle Repair services as shown. This is the same number of incidents as occurred in 2011/12.

VEHICLE REPAIR	Struck by moving object	Lifting, Handling, Pushing, Pulling	Slips, Trips, Falls, same level	Contact with fixed object or machine	Contact by spilled hot liquid	Attack by animal	Trapped by equipment	TOTAL
Workshop	1	-	-	1	-	-	-	2
TOTAL	1	-	-	1	-	-	-	2

32. Only minor injury resulted from the two incidents and no additional measures or controls had to be implemented that were not already in place.

DEPARTMENT OF COMMUNITY SERVICES

33. The Department of Community Services witnessed a reduction of accidents from 8 in 2011/12 to 5 in 2012/13. All five Injuries sustained were of a minor nature and no additional measures or controls had to be implemented that were not already in place.

DEPARTMENT OF REGULATORY & DEMOCRATIC SERVICES

34. There are 4 recorded accidents to employees of this department - the same as in the previous year. None of the incidents resulted in serious injury. No additional measures or controls had to be implemented.

DEPARTMENT OF FINANCE & RESOURCES

35. The Department of Finance & Resources, having recorded nil incidents in 2011/12, had 4 in 2012/13. Three of the four involved employees of the Building Services Maintenance section. None resulted in serious injury and no additional measures or controls had to be implemented.

DEPARTMENT OF PLANNING & ENVIRONMENT

36. Only one none serious injury causing accident is recorded for the Department of Planning & Environment (same as last year).

EMPLOYEE NEAR-MISS & MISCELLANEOUS INCIDENTS

37. During the year a number of additional incidents (14) were reported and recorded. Of these, 5 are classified as near-miss incidents (i.e the potential to cause harm but harm didn't actually occur) ranging from a simple act of grabbing hold of a desk to arrest a fall, to a refuse vehicle driver's prompt reaction to avoid striking a cyclist who suddenly turned into the vehicles path without signal or warning; 3 others resulted in property damage only. Five incidents were reported for which a definitive work-related cause could not be identified and one incident was recorded as a dangerous occurrence. The latter involved collection of a trade waste bin from a sailing club. Unknown to the operatives, the bin contained two flares which ignited in the vehicle hopper. Prompt action by the crew and sailing club staff prevented a potentially serious incident. The opportunity was taken to highlight to the sailing club the importance of correct disposal of flares and similar equipment/material.

VIOLENT INCIDENT REPORTS

38. A total of five incidents were reported; four of which involved verbal abuse and aggressive behaviour toward employees in the course of their employment. None of the incidents resulted in any physical injury to employees. One external police report advised a cautionary approach when dealing with a potentially violent resident.

INCIDENTS INVOLVING MEMBERS OF THE PUBLIC & CONTRACTORS

39. The Council's primary concern is directly associated with accidents to employees. However, in the current economic and 'conditional fee' climate, where incidents involving members of the public or contractors carrying out work on Council premises are reported they are investigated and recorded for insurance purposes. Ten such reports were received but none of the incidents was attributed to any fault or negligence related to the Council's undertakings.

POLICIES AND SYSTEMS REVIEWS

40. An internal review of the corporate approach to the filing and storage of health and safety systems etc aimed at assisting managers and employees with ease of access to departmental computerised health and safety information was completed during the year. Following this review all departments completed a health and safety audit and where shortcomings were identified these were used to create departmental action plans for implementation during 2013/14. The Council's Health and Safety Adviser is working with all Heads of Service to ensure that these action plans are being progressed and this is reported to the Chief Executives Management Team during the year.
41. Action taken by the Information Commissioner against a neighbouring authority for a breach of the Data Protection Act prompted a review of the internal violence reporting system. The system was renamed the Visiting Officers Safety List and as well as making it simpler to use, inclusion on the list and officer access to it is strictly controlled.
42. In the interests of maintaining the health and safety of employees dealing with the public at reception and on the ground floor, a pc based warning system has been installed in all ground floor meeting rooms and booths which can be activated in the case of any aggressive or violent behaviour.
43. As part of the review of health and safety, a programme of quarterly workplace H&S inspections is being developed in conjunction with UNISON representatives. Workplace inspections will involve the Head of Service and the matters highlighted will be discussed with them prior to any report being finalised and issued to the Director and subsequently reported to the Health & Safety Committee.

CONSULTATION

44. Under health and safety law, the Council has a duty to consult union appointed health and safety representatives and within the Council this is achieved on a quarterly basis via the Council's Health and Safety Committee which acts as the formal platform for dealing with all matters affecting employee health and safety.

45. The Committee consists of departmental managers and trade union representatives under the chairmanship of the Director of Regulatory & Democratic Services with Member participation by Councillor Cartwright.
46. Over the course of the year, the Committee considered and dealt with a range of issues, examples of which related to the following:
- Health and safety training
 - Analysis of accidents
 - Revised or new health & safety legislation
 - Vaccinations for 'at risk' work groups
 - Risk assessment
 - First aid
 - Premises health & safety risks
 - Development of internal audit & inspection processes
47. The Committee recognised and acknowledged the hard work undertaken by the Streetscene Services & Parking Services in maintaining Council services in inclement weather during the Winter period. Indeed a number of services such as refuse and recycling, street cleansing and parking services were suspended on a number of days during the severe weather on health and safety grounds. The staff resource was redeployed to undertake and support the delivery of other critical services/duties such as clearing snow and supporting HCC. Any disruption the severe weather caused to services was then quickly caught up when it was safe to reinstate normal duties.
48. Minutes of meetings are publicised using the Council's 'intranet' with hard copies made available to the Depot and other work groups without direct access to electronic communication.

HEALTH & SAFETY TRAINING

49. The provision of health and safety training aids employees' competence and performance as well as assisting them to contribute to their colleagues' health and safety and to the development of a positive safety culture within the Council.
50. Whilst 'Conflict Management', 'Lone Worker', 'First Aid Refresher' and 'Lift Release' training was provided for a number of employees during the year, the training programme focused on those employees engaged in the Council's highest risk activities - employees of the Department of Streetscene Services. The benefit of this training programme is evidenced by the reduction in accidents within this departments work groups as highlighted in this report.
51. In addition to the Council's senior managers, elected members also have a duty to maintain an awareness of health and safety especially in terms of the implications of the decisions they take. To improve members awareness of health and safety training sessions were held in 2011 and further training will take place in December 2013. This will be promoted nearer the date.
52. During the latter part of 2012 the development of an e-learning system (Skillgate) progressed. Included in the vast array of on-line courses are a number of Regulatory eLearning packages covering topics such as Data Protection, Safeguarding and Health & Safety. These courses will be able to be sent to employees to complete as required and the management system running in the background will be able to record when those employees have completed their

registered courses. The Council will be launching the eLearning suite to all employees in July 2013 and this will supplement face to face and hands on training.

EMPLOYEE HEALTH

53. Promoting and raising awareness of health related issues to employees can benefit the Council by reducing absenteeism and increasing productivity and motivation. During the year health checks, which aim to help employees understand their health and identify any future health risks, were undertaken by a qualified nurse. 118 Civic Office employees & 32 Depot employees attended. In addition, over 130 employees took advantage of the provision of flu vaccination.
54. A new Health & Well Being Policy (and guidance) covering the Council's approach in respect of health and well being was developed and introduced following consultation with the Health & Safety Committee, Equality Officer, the Joint Consultative Committee and approval by CXMT. This policy aims to assist employees and managers whenever a health related problem is encountered.

HIGH LEVEL RISKS - COUNCIL PREMISES

55. Legislation exists (e.g. Health & Safety at Work etc Act and Occupiers Liability Acts) that require owners or occupiers of all Council premises to ensure they are operated and managed in such a way to prevent the higher level risks associated with fire, asbestos and Legionnaires' disease etc occurring.
56. The Council's Corporate Premises Health & Safety Group oversees the management of the health and safety risks associated with Council properties. During the course of the year this group continued to deliver a co-ordinated approach to ensure the controls implemented by relevant duty holders to minimise the risks were maintained in all Council properties or appropriate actions taken for compliance in the future
57. With regard to Council owned premises (excluding leased properties) the control measures included the following:

a) Asbestos Management

All communal areas of the housing stock have an asbestos register detailing all elements where asbestos containing materials (ACMs) are located. In addition, a typical 20% of the housing stock has been surveyed, records held in a database and relevant residents informed.

All elements which were recommended for removal have been completed. Remaining ACMs are managed and resurveyed on a periodic basis.

The asbestos register information is passed to contractors employed to work on the housing stock with instructions to report any suspicious material immediately to the relevant contract administrator.

Council owned properties other than housing, are subject to the same periodic surveys. Again the asbestos register information is passed to contractors employed to work on the Council owned properties with instructions to report any suspicious material immediately to the relevant

contract administrator.

In both cases there have been no highlighted areas that require more frequent inspections and any remedial actions that have been highlighted have been immediately addressed. There are no current actions or issues to report.

b) Legionella Management

In the housing stock, all communal water services have been independently risk assessed by specialists and managed by in-house employees and a specialist contractor.

Risk assessments were renewed last year and are subject to a formal review every subsequent 2 years. The risk assessment identifies remedial works (where necessary) and outlines a site specific management plan to prevent the growth and proliferation of the harmful legionella bacteria.

In-house staff are designated specific weekly and monthly tasks to ensure the water systems do not become stagnant and that temperatures are maintained within certain tolerances. In addition, a specialist external contractor (Clearwater Ltd) is commissioned to undertake higher level tasks such as chlorinating shower heads, hot and cold water storage tank checks and water clarity inspections. Building Services undertake a bi-annual audit of each site in order to ensure systems are being maintained in accordance with the requirements of the approved code of practice.

For premises other than housing stock, routine low level checks are carried out by FBC staff with the higher level checks carried out by Clearwater as per the maintenance contract on a weekly, monthly etc basis as required by legislation. Additionally the Civic Office building cooling towers (when running) has daily checks carried out by Building Services.

Currently there are no issues to report in respect of the housing stock or other premises.

c) Fire Precautions and Risk Assessments

Fire risk assessments, identifying remedial works to improve the safety of occupants and others in the event of a fire, are held for communal areas of all housing sites and for all other properties. Remedial works were progressed with the in-house Building Services Direct Service Organisation (DSO) and Comserv (UK) Ltd through the responsive repairs contract. A service agreement is held with a local company for the annual service requirements and breakdown attendance for fire detection and alarm installations where installed. The main fire alarms at the Civic Offices & Ferneham Hall are serviced by Honeywell with those at the Depot undertaken by Chubb.

Fire drills were not carried out at the Civic Offices during 2012 due to the fact that two actual incidents (3 April & 25 June) necessitated evacuation of the building. On both occasions the Councils evacuation procedures worked well - although the event on the 3 April led to the introduction of a contingency plan to cater for inclement weather. A problem with an alarm in the basement transformer room also resulted in a double response by the fire service on 29 May (00.30 and 03.19).

Fire drills, requiring evacuation of staff and public, were held at Ferneham Hall on 31 July and 5 November. Nominated staff carried out their functions efficiently and there were no major concerns following both exercises.

No physical evacuation drill was carried out at the Depot but six-monthly reminders of the arrangements to follow in the event of fire have been brought to the attention of all staff. A schedule of evacuation exercises is in place for 2013.

All extinguishers are serviced annually by Chubb. Weekly inspections and alarm testing is carried out by FBC staff. Fire risk assessments are reviewed annually and new assessments are being commissioned from specialist consultants during 2013/14.

Leased Properties

58. A number of properties are maintained and managed on a day to day basis by leaseholders who are required to comply with their obligations under the terms of the leasing agreement and legislative requirements.
59. For all properties in the Leisure and Community portfolio, an annual process is followed to obtain the assurance that they are being managed in accordance with the relevant legislation and the terms of the lease.
60. For those properties previously classified as *high risk*, the process involves the sending of a letter outlining the tenants' responsibilities, a meeting with the tenant to determine compliance with legislation and the terms and conditions of the lease, a written request for additional information (if required) and a series of follow up letters and meetings, where required, to progress the outstanding issues.
61. For those properties previously identified as *low risk*, a letter outlining the tenant's responsibilities is sent together with a request for any documentation that had become out of date since the previous visit.

Note: In terms of classification into high and low risk, this is largely subjective. For example, if a tenant does not have a gas safety certificate but is aware of the requirement and is working to address the issue, then this would be considered low risk. However a tenant without a gas safety certificate who argues whether it is required or not, or over who is responsible for it would be considered high risk.

62. The relevant documentation is inspected for the following areas:
 - Asbestos management (asbestos register on site, evidence of annual inspections, contractors viewing register)
 - Fire Safety - evidence of progress on fire risk assessments, record of fire evacuations, servicing and testing of alarms
 - Electrical safety - Is there an up to date periodic inspection and evidence that serious defects have been addressed.
 - Gas safety - are up to date gas safety certificates in place.

- Air conditioning - verification that this is being serviced as evidenced by a service contract being in place
 - Water systems - evidence that there is a Legionella Management Programme in place.
 - Emergency lighting - evidence that is this subject to monthly functional and annual discharges tests.
63. On conclusion of the annual checks a summary report is prepared for the Director of Community Services detailing the outcomes with particular reference to those buildings where the required assurance has not been provided.
64. In 2012 the assurance check for leased premises showed that the majority of tenants have the relevant health & safety documentation and up to date records in accordance with legislation and the terms and conditions of the tenancy agreements. A small number of tenants failed to comply and this gave cause for concern. Council officers are working with those tenants to implement systems to ensure compliance.

HEALTH AND SAFETY EXECUTIVE (HSE)

65. The Health and Safety Executive (HSE) is the Government body with responsibility for a varied range of activities; from shaping and reviewing regulations, producing research and statistics and enforcing health and safety law. It is the latter which is of primary concern to the Council.
66. There was no workplace intervention or visit by HSE Inspectors during 2012/13. An incident involving an employee of the Refuse & Recycling Services resulting in a fracture was reported to the HSE who acknowledged the report and took no further action. There was no other reportable accident or incident requiring HSE involvement.

ZURICH MUNICIPAL INSURANCE (The Council's Insurers)

67. Zurich Municipal Insurance (ZM) completed a risk improvement survey of the current risk management policies and practices specific to the transport, combined liability and property management operations of all District Councils in Hampshire. The purpose of the survey was to identify the existing control measures and establish ability to reduce insurance based losses to Councils.
68. Fareham Borough Council is meeting the required standards and ZM acknowledged the ongoing work that is being done within the Council in managing these risks.
69. Officers of Fareham Council recognise that inspection is embodied in legislation such as the Health & Safety at Work Act and Occupiers Liability Acts and officers have improved and further developed existing procedures so that effective proactive inspection regimes backed up by prompt repair and recordkeeping systems are in place.

INTERNAL AUDIT - DELOITTE & TOUCH

70. The Council's Corporate Health & Safety procedures and controls were subject to

an internal audit by Deloitte & Touch in accordance with the 2012/13 Internal Audit Plan. The audit was designed to provide assurance that management have implemented adequate and effective controls for Corporate Health & Safety.

71. The audit specifically covered the following areas:
 - Regulatory, Organisational and Management Requirements;
 - Health & Safety Framework;
 - Health & Safety Awareness;
 - Health & Safety Checks;
 - Risk Assessments;
 - Reporting Concerns; and
 - Performance Management Reporting.
72. The audit identified a few minor areas for improvement but overall concluded there are basically sound procedures and controls in place to manage the Corporate Health & Safety risks.

RISK ASSESSMENT

73. Failure to comply with health and safety law may have serious consequences for the Council, members and all individual employees. Sanctions may include fines, imprisonment, or both. Addressing health and safety issues likely to affect employees is not viewed as a regulatory burden, but an opportunity to reduce risk to the Council, members, and its employees from potential sanctions whilst at the same time benefitting from reduced costs associated with lower employee absence/turnover rates, fewer accidents and the lessening of the threat of legal action.

OBSERVATIONS

74. Analysis of accident reports established that not all 'accidents' were attributable to a specific work-related cause. In reality, the total figure for actual injury causing accidents at work was 45 - a decrease of 7 on the previous year's total of 52. It is important to note that apart from one incident (fracture) all accidents were of a minor nature with no serious injury attached.
75. It is encouraging to note the continuing fall in the number of accidents within the Department of Streetscene Services, particularly the Waste Collection section which witnessed a substantial decrease from 27 in 2011/12 to 17 in 2012/13. The concentrated programme of training held over the course of 2012/13 for this particular work group has improved employee awareness of the health and safety aspects of their work and in so doing contributed to accident prevention and a clear trend in accident reduction.
76. The Winter Contingency Plan worked well and reflected the professional and conscientious approach by employees particularly of Streetscene and Parking Services all of whom are to be congratulated on a job well done in maintaining the Council's services during the adverse weather.
77. Both the management of Corporate Health & Safety Systems and the high level risks associated with Council properties continue to be monitored by CXMT, the Corporate Premises Health & Safety Group and the Health & Safety Committee to ensure the associated health and safety risks are adequately controlled by

relevant managers/owners/occupiers.

78. The ongoing work that is being undertaken in managing these risks has been positively acknowledged by both Zurich Municipal Insurance (property/combined/motor risks) and Deloitte & Touche Public Sector Internal Audit (H&S Management Systems) following their respective audits of the Council's health and safety risk management processes.

CONCLUSIONS

79. The need to be aware of workplace health and safety issues and the ability to manage it sufficiently is very much embedded in the Council, as evidenced by the reduction in overall accident numbers and the positive responses received following the internal auditors and insurers reports referred to in this document.
80. The Council can be assured that much has and will continue to be achieved by its managers to encourage a proactive approach to managing health and safety during 2013/14 so that the Council, its managers and employees achieve a standard of health and safety that not only continues to meet statutory requirements but also demonstrates competence in health and safety management.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Leisure and Community
Subject: Annual Review of the Corporate Strategy 2011-2017
Report of: Director of Community
Strategy/Policy: Corporate Strategy 2011-2017
Corporate Objective: All corporate objectives apply

Purpose:

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

Executive summary:

The Corporate Strategy provides a clear focus on the most important issues that need to be addressed for 2011 – 2017. This annual review is an opportunity to consider progress being made in delivering the corporate priorities and to assess the impact of any other influences on the Council's services and initiatives.

Recommendation:

That the Executive recommend to Council the amendments to the strategy document, as set out in paragraph 44 of this report, along with any other amendments arising from the review.

Reason:

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

Cost of proposals:

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

Appendix A: Corporate Strategy 2011 - 2017

Background papers: Annual Audit Letter 2011/12, Audit Commission, 27 September 2012
 Annual governance report, Audit Commission, September 2012

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date 2 September 2013

Subject: Annual Review of the Corporate Strategy 2011-2017

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. The Council's performance framework requires the Executive to undertake an annual review of the corporate vision and priorities. The purpose is to confirm future priorities and update the wording where necessary. The outcome of the review will influence the budgets and local service agreements for the next financial year.
2. This is the second review of the Corporate Strategy 2011 -2017, which was adopted by the Council on 23 June 2011. A copy is attached as Appendix A.
3. Any changes proposed to the wording will need to be approved by the Council, because the Corporate Strategy comes within the Council's policy framework under the Constitution.

ISSUES FOR CONSIDERATION

Progress in delivering corporate priorities

4. The Strategy contains a number of priorities for improvement for each of the Corporate Priorities. Progress on these items is listed below:

Affecting all Priorities

5. A draft plan for Welborne, the New Community North of Fareham, has been published, accompanied by an outline plan for funding infrastructure.

Protect and Enhance the Environment

6. The Council has let a four year contract to provide and service textile and clothing recycling banks on Council land to the European Recycling Company Ltd. Fifteen new sites have been added, making it more convenient for residents to recycle. This will help divert some of the 750 tonnes of clothing that is currently placed in domestic waste bins. The vast majority of the proceeds from the sale of the recycled material will go to the charities that previously had banks on Council sites, and into the Council's community fund.

7. Solar panels have been installed on a number of Council properties, including the Depot.
8. The Council has been rated as a top performer in assisting 1,080 homes to benefit from the Hampshire Area Insulation Scheme.

Maintain and Extend Prosperity

9. Outline planning consent has been granted for the Solent Enterprise Zone at Daedalus. A framework of Business Rates has also been agreed and jointly implemented with Gosport Borough Council for this area.
10. The Council is working with retailers to develop a short-term action plan for Fareham town centre.
11. The Fareham Town Centre Parking Strategy has been updated following a fundamental review of parking arrangements in the Borough.
12. The Council has consulted on options to improve the district centre at Locks Heath.

A Safe and Healthy Place to Live and Work

13. A new Executive Portfolio for Health and Housing has been introduced with responsibility for Health and Wellbeing. As part of this the Executive Member for Health and Housing has been appointed to join the Governing Board of the Fareham and Gosport Clinical Commissioning Group.
14. Recorded crime in Fareham has reduced by 34% in the last five years and 14% in the last year.
15. The Community Safety Partnership has been ranked as the third best within Hampshire.
16. The Council has worked with a number of partners to respond to the flooding in Wallington as well as the other severe weather experienced over the past year.

Leisure for Health and Fun

17. Outline planning consent has been granted for the Coldeast site and the land transfer required for the swimming pool and cemetery is expected to be completed imminently.
18. The Council has delivered a new community centre for Portchester and a new sports pavilion at Wicor Recreation Ground.
19. Four playing fields have been recognised under the Queen Elizabeth II Fields Challenge and the Jubilee Play Area was opened in West Street Fareham.

A Balanced Housing Market

20. Planning permission and funding have been secured to demolish and replace the sheltered housing scheme at Collingwood House.
21. 77 new affordable homes have been delivered within the Borough during the 2012/13 financial year.

Strong and Inclusive Communities

22. The Fareham Park Steering Group has been established to tackle the underlying causes of deprivation in this area.
23. Fareham Community Savers, a local Credit Union, has been established.
24. The Council has provided an extra £30,000 of funding to Fareham Citizens Advice Bureau to provide additional money advice.
25. A new website for the Council was launched on 28th January.
26. The Council has awarded approximately £55,600 in Community Grants.
27. The Council designed and implemented a new, local, council tax support scheme, providing around £500,000 of financial assistance to those in need.

Dynamic, Prudent and Progressive Council

28. The Council's proportion of Council Tax has been frozen for the fifth consecutive year. Fareham's Council Tax is the 6th lowest out of the 201 district councils.
29. The Council maintained its council tax collection rate at one of the best in England (98.9%).
30. The cumulative savings made by the Council since 2010 have now reached £3,000,000. In line with this work, the way the Council manages sickness absence has been recognised by the Department of Communities and Local Government, in its document "50 ways to save" and the Audit Commission's document "Work in progress – Meeting local needs with lower workforce costs".
31. A new approach to acquiring commercial property has been agreed to improve returns on investments and help minimise council tax increases.
32. In March 2012, the Health and Safety Executive carried out an audit of the Council's refuse and recycling services. Their report recognised the very high standard of control and monitoring that are in place and indicated that they're among the best in the sector.
33. In 2012 the Council joined the Eastern Solent Coastal Partnership, which is now preparing coastal strategies for the Fareham Borough.
34. The Fareham and Gosport Environmental Health Partnership has been established and builds upon the existing partnership working between the two Councils through the Building Control Partnership and the Fareham and Gosport CCTV Partnership.
35. The average speed of processing benefit applications improved by 25% reducing to 5.6 days, as compared to last year.
36. The shared legal service with Southampton City Council is now entering its third year, having started in April 2011. The provision of services has continued to evolve providing the Council with a comprehensive range of legal services to ensure that the Council makes the best use of resources available.

Any matters arising from reviews and/or inspections 2011 Census

37. The 2011 Census data released by the Office for National Statistics shows that total population of Fareham as 111,600. The 2011 data is the most up to date information that is available.

Annual Audit

38. The Audit Commission's annual audit and inspection letter and annual governance report provide an overall assessment of the Council. Both documents cover the Council's accounts for the year ended 31 March 2012.
39. The Council was found to have a sound culture of financial governance in place and a track record of delivering savings. The Council is considered to have a stable financial position for the foreseeable future.
40. There are a number of challenges facing the Council. These include:
- (a) The level of funding available due to the local government resource review
 - (b) The self-financing of the Housing Revenue Account and managing the debt incurred as part of the settlement sum required by the Department for Communities and Local Government
 - (c) Delivery of the savings set out in the Council's financial strategy
41. The assessment for the 2012/13 financial year, produced by the Council's external auditors Ernst and Young, is expected to be presented to the Audit and Governance Committee in November 2013.

Any matters arising from consultation with local residents, partners or interest bodies

42. The Residents' Survey is carried out bi-annually with the next one scheduled to take place in October 2013. Any matters arising from the survey will be covered in next year's report.

FINANCIAL IMPLICATIONS

43. The financial implications of delivering the Council's priorities have been recognised within the budget planning process. Any significant changes to the Corporate Strategy 2011 – 2017 will need a financial appraisal to identify resources.

PROPOSALS

44. Overall, the Corporate Strategy remains on track and it is proposed that the Executive recommends that the Council approves the following minor changes to the Corporate Strategy document (Appendix A of this report refers):
- (a) Amend the second paragraph to reflect that the strategy has been adopted:

“The Corporate strategy was adopted in 2011 and carefully considers what residents, service users, partners and others say is important to them. We have looked at our performance and service delivery to see how it compares with other similar Councils.” (Corporate Strategy 2011-

2017, page 2)

- (b) Update references to the new community north of Fareham to refer to Welborne (Profile of Fareham, Our Priorities and Our Priorities for Improvement, pages 3, 6 and 8)
- (c) Amend the number of homes that will be built in Welborne from 7,000 to 6,500 (Profile of Fareham, page 3).
- (d) Amend priority 4 to:

“Work with the Solent Local Enterprise Partnership and landowners to deliver a thriving aviation-led employment area at the Solent Enterprise Zone at Daedalus, which is supported by a viable airfield.” (Our Priorities for Improvement, page 8)
- (e) Update the numbering of priorities 5 and 5a to 5a and 5b for consistency (Our Priorities for Improvement, page 8).
- (f) Update priority 8 to refer to the Western Wards to reflect the Council’s plans (Our Priorities for Improvement, page 8)
- (g) Update priority 9 to reflect the next objective, following the completion of the Portchester Community Centre:

“Implement the findings of our review of community centres and sports pavilions and modernise buildings as appropriate giving priority to Fareham Town.” (Our Priorities for Improvement, page 9)
- (h) Update priority 12 to include a specific objective:

“Modernise and improve sheltered accommodation across the Borough, including the replacement of Collingwood House as a priority.” (Our Priorities for Improvement, page 9)
- (i) Amend priority 13 to:

“Improve the wellbeing of people living in the Fareham Park area.” (Our Priorities for Improvement, page 9)
- (j) Delete the reference to the Local Development Framework and substitute with the Local Plan (Strategic Framework, pages 10 and 12).

CONCLUSION

45. This report is a key stage in the Council’s performance management framework. The Executive is invited to report the Corporate Strategy 2011-2017 so that the Council’s priorities can be reflected in the budgets and local service agreements for the next financial year.

Background Papers:

Annual Audit Letter 2011/12, Audit Commission, 27 September 2012
Annual governance report, Audit Commission, September 2012

Fareham

The prosperous, safe and attractive place to be

Corporate Strategy 2011-2017



FAREHAM
BOROUGH COUNCIL

Corporate Strategy 2011–2017

Welcome to our corporate strategy for Fareham Borough Council. This document sets out our strategic priorities for 2011 to 2017 and emphasises our determination and commitment to ensure that Fareham remains a prosperous, safe and attractive place to live and work.

The Corporate strategy was adopted in 2011 and carefully considers what residents, service users, partners and others say is important to them. We have looked at our performance and service delivery to see how it compares with other similar Councils.

Over the period of the strategy we will face unprecedented reductions in available resources. We will need to ensure that these resources are directed towards our declared priorities and we will continue to use feedback from residents and from surveys to inform our decisions about which services and initiatives are the most important.

This strategy contains a reduced number of priorities that will provide a clear focus on the most important issues that need to be addressed by the Council over the next six years.



Profile of Fareham

Fareham is located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton. It is well connected to the M27 motorway, has good rail links to London and other major centres and easy access to the ferry ports and Southampton international airport. The population of 111,600 is expected to grow by 5.4% over the next 20 years with a growing number in the population aged 45 or more. Black and minority ethnic groups make up a small proportion of the population in comparison to the rest of the south east region. Development at Welborne, a new community to the north of Fareham, is due to start in 2016 comprising of around 6,500 homes, commercial buildings and community facilities. Considerable effort will be required to ensure that the appropriate infrastructure is provided to support a sustainable community whilst maintaining a balance between the natural and built environments.

Fareham is a popular and attractive place to live and has a good record regarding environmental sustainability. Within Fareham's boundaries there are 6 nationally important sites of special scientific interest, 92 sites of importance for nature conservation and 4 nature reserves. The Borough has many historic buildings, 13 conservation areas, nearly 600 listed buildings plus 7 historic parks and gardens of regional or local importance. Residents have said consistently in national and local surveys that they are satisfied with the local area as a place to live.

Fareham is a thriving business area with low unemployment. Many of Fareham's businesses are of local origin with a high survival rate from start-up. The growth in jobs at Whiteley, Segensworth and the Solent Business Park has reduced the number of residents commuting to work elsewhere. The proportion of Fareham's working age population that are in work is higher than both the regional and national rates and the average annual salary for a full time worker living in Fareham is significantly higher than national average earnings.

Fareham is a safe and healthy place compared to many other parts of the country. The total number of recorded crimes in Fareham has been falling in recent years. Based upon the number of crimes recorded, Fareham's Community Safety Partnership is in the top quartile when compared to other similar authorities. The health of people living in Fareham is generally good when compared to other areas. Life expectancy is higher than the national average for men and women and over the last 10 years, the rate of death from all causes, and early death rates from cancer and from heart disease and stroke, have all fallen and remain lower than the national average. Deprivation levels across the Borough are generally very low, but there are pockets of deprivation where unemployment is much higher and educational achievement is much lower when compared to other parts of the Borough.



The Council continues to invest in leisure activities, opening new football facilities, seeking to achieve a new swimming pool in the west of the Borough and increasing the number of sell-out shows at Ferneham Hall.

On the whole, Fareham's residents are well housed; with 9 out of 10 houses being owner occupied which is the highest in the region and fourth highest in England. In contrast, the proportion of social and private rented housing is very low. The housing stock generally is in good condition with few properties needing major repairs or lacking standard amenities and it is also energy efficient. Average house prices are significantly higher than for neighbouring local authorities in south east Hampshire, but lower than in Hampshire as a whole. First-time buyers in Fareham struggle to get into the housing market as the ratio between average house prices and earnings is significantly higher than the level for other areas in south east Hampshire.

Community Action Teams (CATs) meet in five areas in the Borough for residents to talk to the Council about developments, suggestions and requirements for their areas. An online Customer Engagement Panel has been formed and work is on-going to develop an equalities forum. The Council also has a commitment to being open and transparent to help customers to better understand its business.

The Council is considered to manage its resources well, has good leadership, a flexible and adaptable workforce and a strong awareness of its financial position. Each year the Council sets its proportion of the Council Tax at or below the rate of inflation.

Surveys show that residents are satisfied with the way the Council runs things and that it provides good value for money. It performs well and is good at keeping Fareham as an attractive and prosperous place to live, work and visit.

Our Vision

Fareham is a 'prosperous, safe and attractive place to live and work'. This has not happened by accident but by careful management and development, and constant attention to our environment and the needs of our communities. Our vision for Fareham's future is based upon the assumption that residents want to preserve all that is good about Fareham, whilst increasing prosperity and making it an even more inclusive and attractive place to live and work.

Our Values

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

- Listening and being responsive to our customers.
- Recognising and protecting the identity of existing settlements.
- Enhancing prosperity and conserving all that is good.
- Being efficient and effective and providing value for money.
- Leading our communities and achieving beneficial change.



Our Priorities

To achieve this vision we will focus our efforts and resources on achieving seven corporate priorities. These are:

- To **protect and enhance the environment** by ensuring that Fareham remains a clean and attractive place to live and work. We will make sure that the built heritage and natural environment are conserved and enhanced for future generations and ensure that we minimise the impact on the environment by reducing our use of natural resources; minimising the generation of waste; whilst maximising the collection of recyclable materials. The key challenge in the foreseeable future will be to plan the development of Welborne, a new sustainable community to the north of Fareham.
- To **maintain and extend prosperity** by working with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities will be vital to achieving this priority.
- To ensure that Fareham remains a **safe and healthy place to live and work** by working with others to provide an environment where people of all ages feel safe. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.
- To provide a reasonable range of **leisure opportunities for health and fun** so that residents and visitors of all ages can socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.
- To work with our key partners to enable and support a **balanced housing market** so that residents of Fareham have access to good quality housing that is affordable, within their means and offers a choice of tenures. We will also take positive steps to prevent homelessness and assist individuals and families in securing good quality accommodation. We will support vulnerable people to help them access and sustain housing that is appropriate to their need and provide existing and future tenants of the Council with access to suitable and affordable rented accommodation.



- To build **strong and inclusive communities** by providing strategic leadership to help bring together key partners and encourage them to improve services and provide opportunities for residents of the Borough. We will also give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy and affordable access to information and services provided by the Council.
- To be a **dynamic, prudent and progressive council** by making sure that the decisions we make are transparent and that arrangements are in place to secure on-going improvement. Our overall priority is to ensure that we offer good value for money by providing high quality services and maintaining high levels of resident satisfaction, whilst keeping council tax levels low when compared to other district councils.



Our Priorities for Improvement

The following paragraphs describe the improvement actions that we will aim to achieve by 2017. They are organised around the seven corporate priorities, except the first action, which will have a direct impact on each priority.

Detailed action plans showing the key milestones and targets for the year ahead will be developed on an annual basis as part of the service and financial planning process. These plans will be based on the resources that are available at the time and will be incorporated into service plans.

Priorities for improvement will be reviewed annually and progress will be monitored regularly.

Affecting All Priorities

- 1) Plan for the development of Welborne, a new sustainable community to the north of Fareham which achieves high environmental and design standards and provides a wide range of transport choices.

Corporate Priorities

Protect and Enhance the Environment

- 2) Reduce the quantity of household waste and maximise the amount that is reused or recycled.
- 3) Provide leadership to residents and businesses in the borough to reduce energy usage, conserve natural resources and save money.

Maintain and Extend Prosperity

- 4) Work with the Solent Local Enterprise Partnership and landowners to deliver a thriving aviation-led employment area at the Solent Enterprise Zone at Daedalus, which is supported by a viable airfield.
- 5a) Further improve Fareham town centre to provide enhanced shopping and public facilities, with improved access and parking.
- 5b) Development of the Locks Heath District Centre to meet the needs of local residents for shopping, community and leisure facilities and to complement neighbouring shopping centres and Fareham Town Centre.
- 6) Work to support economic growth and improved skills through the Partnership for Urban South Hampshire (PUSH) and the Solent Local Enterprise Partnership.



A Safe and Healthy Place to Live and Work

- 7) Work with our Community Safety Partnership to continue to reduce anti-social behaviour and crime in Fareham.



Leisure for Health and Fun

- 8) Provide community facilities in the Western Wards to include a swimming pool, cemetery, allotments, parkland and sports pitches.
- 9) Implement the findings of our review of community centres and sports pavilions and modernise buildings as appropriate giving priority to Fareham Town.
- 10) Develop new and improved parks, play areas and sports facilities using developers' contributions and external funding.

A Balanced Housing Market

- 11) Enable the provision of 500 new affordable homes by 2017.
- 12) Modernise and improve sheltered accommodation across the Borough, including the replacement of Collingwood House as a priority.

Strong and Inclusive Communities

- 13) Improve the wellbeing of people living in the Fareham Park area.
- 14) Focus on customer needs and satisfaction through improved communications and targeted service delivery.

Dynamic, Prudent and Progressive Council

- 15) Maximise the value gained from assets that are owned by the Council.
- 16) Saving money, raising income and working in partnership with others to achieve more for less and continue to minimise council tax increases.



Strategic Framework

The strategic framework (set out in the diagram on the back cover) describes the links between the key financial and planning documents which cascade down through the Council, from the sustainable community strategy to the objectives agreed by individual members of staff at their annual performance appraisals.

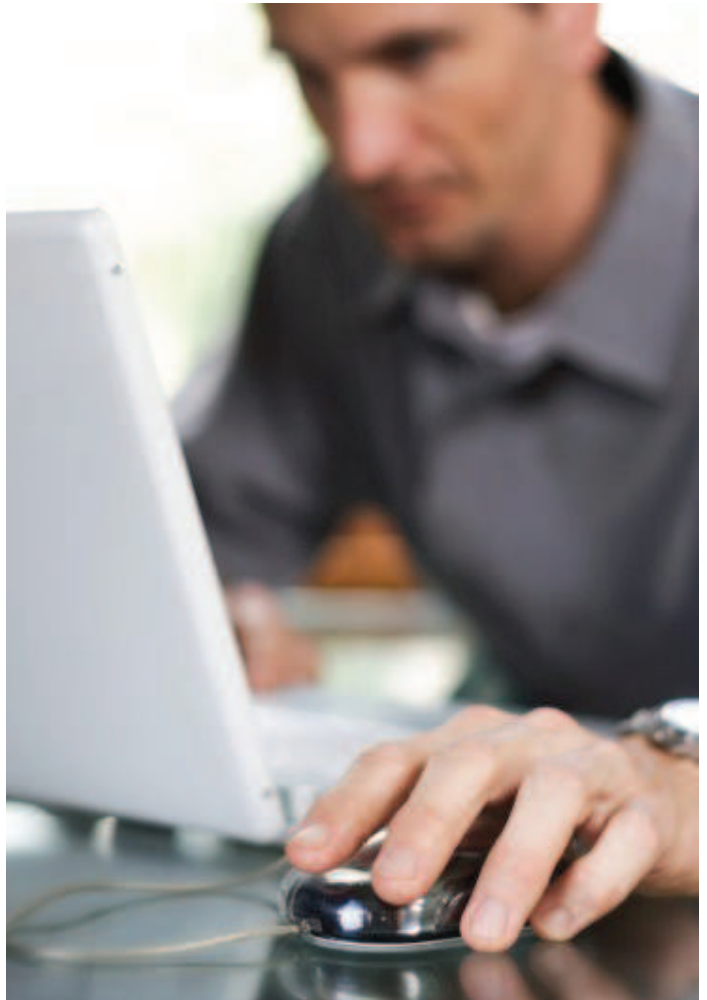
The **Sustainable Community Strategy – Your Future, Your Fareham** – is the high level strategic document which sets out a shared long-term vision for the Borough. This strategy was developed by the Local Strategic Partnership – networkfareham – in which the Council played a key role.

The Council's **Corporate Strategy** sets out our vision and priorities for the medium-term (i.e. six years). It also includes a set of improvement actions that describe the key projects and initiatives that we will focus on over this period.

A range of other key Council strategies and plans also link into the framework. They include:

- The **Local Plan – including the Core Strategy** which sets out the policies that will determine future land use to meet the needs of the sustainable community and corporate strategies.
- Other **strategies and plans** that relate to specific themes (e.g. housing, economic development and leisure etc.) also link into the sustainable community and corporate strategies.

- The **Medium Term Financial Strategy and Annual Budget**, which address the financial implications of all the Council's strategies and plans.



The corporate strategy and other strategies and plans are supported by **local service agreements** that bring together and describe the key activities and actions that will be delivered by individual service areas within the Council over the short-term (i.e. three years). They also include a range of performance indicators that demonstrate the degree of success of the Council in meeting the corporate vision and priorities.

Further Information and Contacts

You can view Fareham Borough Council's corporate strategy at:

http://www.fareham.gov.uk/pdf/about_the_council/vision.pdf

If you have any questions regarding this document, please contact a member of the Corporate Services Team at:

Tel: 01329 236100

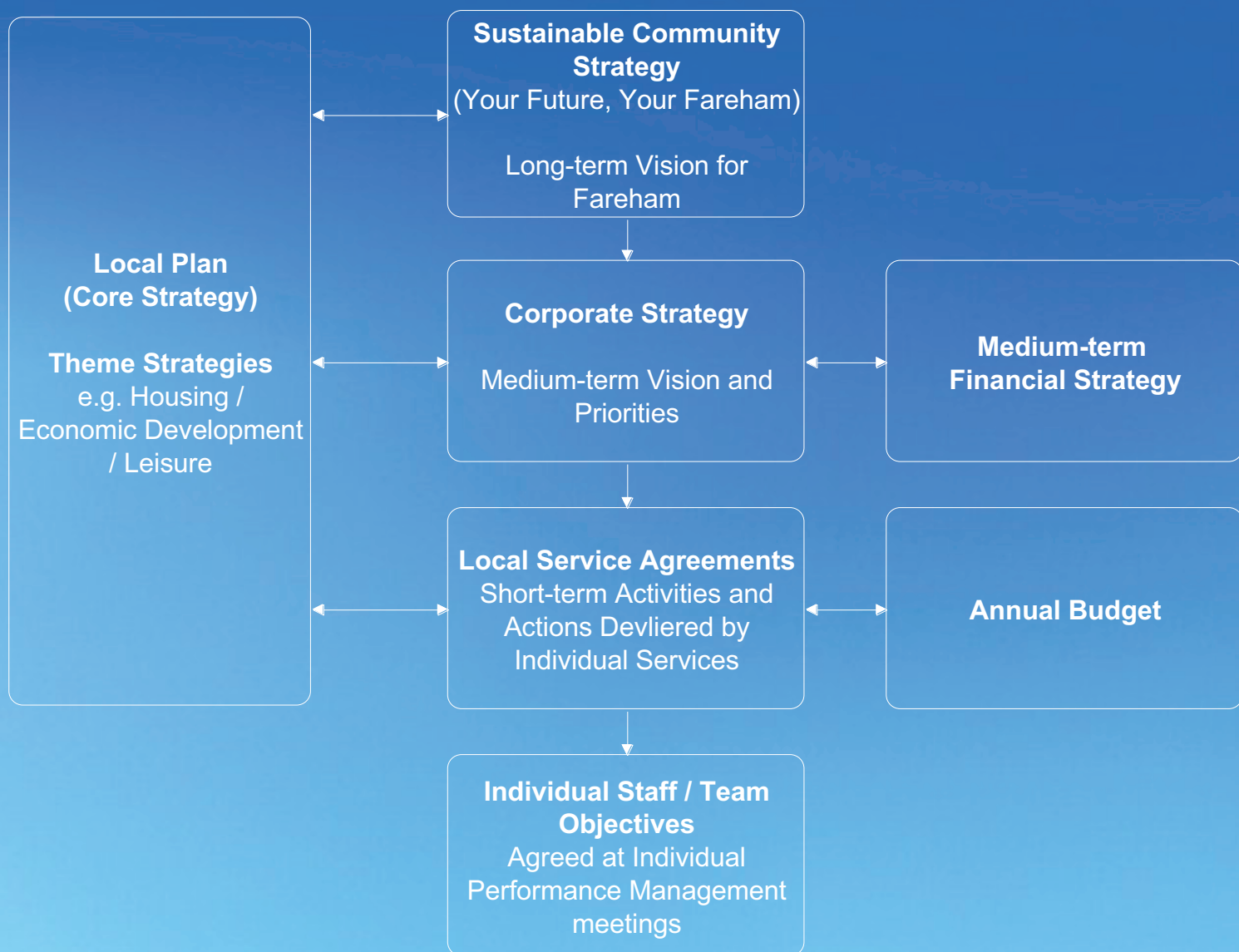
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If you require this document in another format or language please contact the Corporate Services Team.



Strategic Framework



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Policy and Resources
Subject:	Council Tax Support - Year 2
Report of:	Director of Finance and Resources
Strategy/Policy:	
Corporate Objective:	Dynamic, prudent and progressive Council

Purpose:
To seek approval to begin consultation on the proposals for the draft Council Tax Support Scheme.

Executive summary:

The Local Government Finance Act 2012 requires Council's to agree and adopt a scheme which reduces the amounts of council tax payable by persons whom it considers to be in financial need. It specifies that for each financial year, each billing authority must consider whether to revise its existing scheme or replace it with another scheme no later than 31 January in the financial year preceding that for which the revised or replacement scheme is to have effect.

Following a period of public consultation, officers presented a proposed scheme which would see certain vulnerable groups retain the levels of support as in previous years under the now abolished Council Tax Benefit legislation and other working age customers facing a reduction in support. Full Council, at its meeting of 24 January 2013, agreed a scheme for the financial year ending 31 March 2014.

This report sets out the proposals for the 2014/15 Council Tax Support scheme which, if adopted, should enable the Council to contain the cost within available resources. In order to ensure that the final scheme is robust and reasonable, a consultation exercise is proposed, which will inform the final scheme for adoption in January 2014.

Recommendation:

It is recommended that the Executive:

- Approves the draft scheme proposals for Council Tax Support as set out in this report. The draft scheme will contain the key principles as set out in our 2013/14 scheme prior to the decision by Members to make the necessary amendments in order to qualify for the transitional grant;
- Request officers to proceed with a period of public consultation to seek views on the draft scheme;
- Note the programme for implementation.

Reason:

The Council is required to approve a local Council Tax Support Scheme on or before 31 January 2014. The recommendations above seek the Executive's approval to open a consultation on the draft scheme, the outcome of which will be considered in the development of the Council Tax Support scheme to be implemented from April 2014.

Cost of proposals:

The financial implications are as detailed within the body of this report.

Appendix A: Elements within the existing Council Tax Support scheme that are proposed for change

Background papers: [Report to the Executive for Decision 7 January 2013 \(Item 10 \(3\)\)](#)

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Council Tax Support - Year 2

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. In the 2010 Spending Review, the Government stated that it would reduce spending on Council Tax Benefit by 10%, by abolishing the national arrangements and devolving the responsibility to design a Council Tax Support scheme to the local billing authorities from 2013/14. The Local Government Finance Act 2012 (LGFA) followed and Fareham Borough Council introduced its local scheme from April 2013 accordingly.
2. The main provisions within the LGFA are:
 - Each billing authority must agree and adopt a scheme which reduces the amounts of council tax payable by persons whom it considers to be in financial need
 - Each billing authority must consider whether to revise its existing scheme or replace it with another scheme no later than 31 January in the financial year preceding that for which the revised or replacement scheme is to have effect.
 - Before making, revising or replacing a scheme, each billing authority must (in the following order) –
 - Consult any major precepting authority which has a power to issue a precept to it,
 - Publish a draft scheme as it thinks fit, and
 - Consult such other persons as it considers are likely to have an interest in the operation of the scheme
3. Therefore in order to meet the requirements of the LGFA, officers have now prepared a draft scheme for the forthcoming financial year.
4. It is important to note, that the local scheme is only applicable to working age customers. The Government introduced a 'prescribed' scheme for those of pensionable age that billing authorities are required to administer. This ensures that pensioners are not financially affected by the abolition of Council Tax Benefit.

SUMMARY OF THE 2013/14 (EXISTING) SCHEME

5. As detailed in the Executive Summary earlier in this paper, Full Council approved a support scheme for the current financial year at their meeting of 24 January 2013. The key elements of the scheme considered by Members, taking into account the public consultation exercise in Autumn 2012, were:
- The most vulnerable customers would be protected from reductions in support. These customers are those who receive an Enhanced Disability Premium or Severe Disability Premium
 - Customers in receipt of War Pensions and War Widows Pensions would also be protected from reductions in support by continuing with the existing scheme of disregarding the income from these pensions when calculating entitlement
 - Introduce a measure whereby all adults in the household would contribute towards the Council services they receive, therefore all working age non-dependants would be expected to contribute a minimum of £3.30 per week
 - All remaining working age customers would receive support based on 80% of their Council Tax liability, also capped at a Band C liability for those living in properties in Bands D and above
 - A Hardship Fund to provide short term assistance in the cases of extreme hardship experienced by those affected by the change in level of support would be introduced
 - To support the Government's desire to incentivise work, the extended payments provisions and treatment of child care costs that existed under Council Tax Benefit legislation would be retained. To further encourage customers to undertake paid work, all earned-income disregards would be raised by £5 per week
 - The Second Adult Rebate scheme for working age customers would be removed.
6. In October 2012, the Department for Communities and Local Government announced that those councils who chose to adopt schemes that met certain criteria could apply for a 'one year only' transitional grant. Members agreed to amend the proposed scheme in order to obtain the grant therefore the following features were amended:
- The scheme would offer a maximum reduction of benefit of 8.5% rather than 20%
 - The Band C 'cap' on support was removed
 - The requirement for all working age non-dependants to contribute a minimum amount was removed
7. The table below provides an analysis of Fareham's claimant data following the implementation of the 2013/14 local Council Tax Support scheme based on the caseload as at 1 April 2013:

	Support Paid	Number of Claimants	Claimants (%)
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Pensioners	£2,288,000	2795	55%
Protected/vulnerable	£305,000	353	7%
Working Age	£1,452,000	1940	38%
Total expenditure	£4,045,000	5088	100%

8. It has been prudent to make a forecast of our caseload based on previous trends therefore building in an adjustment of an estimated 2.4% rise in the number of claimants; our expenditure will be in the region of £4,142,000. The funding, including the transitional grant, totals £4,068,000 therefore leaving a projected shortfall of £74,000 to be split between the funding authorities. The proportion for Fareham BC is approximately £7,000 which is well within the resources made available for this year.

DEVELOPMENT OF THE 2014/15 SCHEME

9. The transitional grant was put in place by Government for 2013/14 only and there is no expectation of a similar offer being made to local authorities for 2014/15. By maintaining the current level of support in 2014/15 there will be an estimated funding shortfall of £152,370. The options are therefore:
- Reduce the financial support to claimants
 - Fund the shortfall through the diversion of resources from other services or increase council tax
10. The key principles of the 2013/14 scheme prior to the transitional grant announcement were widely welcomed by those who responded to the consultation process and supported by Members. Therefore, it is proposed that the draft scheme for 2014/15 will incorporate these elements and will form the basis for the consultation exercise. [Appendix A](#) details the differences between the current council tax support scheme and the elements that are proposed for change.

SUPPORT TO CLAIMANTS

11. It is clear that any changes to council tax support which result in claimants receiving less financial help could result in very difficult financial circumstances for some households. A hardship fund was introduced from 1 April 2013 to assist those most affected by the change from the national Council Tax Benefit scheme to the local support scheme as 1940 claimants saw a reduction in help of 8.5% (equating to an average increase in their council tax bill of £118).
12. Council tax collection rates to date have remained consistent with previous years and there has been very little call on the hardship fund so far. However, as additional welfare reforms are rolled out nationally, such as the 'benefit cap' and Universal Credit, the household finances of those out of work will be squeezed further.
13. Under the proposals for 2014/15, claimants could see their council tax bill increase again by an average of £278. The LGFA requires authorities to consider

transitional provision for those claimants who are detrimentally affected by the revision or replacement of their local scheme. The hardship fund and access to budgeting advice is thought to be a sufficient solution to those most affected however the question of transitional provision will be raised in the consultation exercise so proper consideration can be given.

CONSULTATION

14. The consultation on the draft scheme for 2014/15 is a two stage process:
 - (a) Consult with our major preceptors (Hampshire County Council, Office of the Police Crime Commissioner for Hampshire and Hampshire Fire & Rescue Service). Invitations to comment have been issued and their responses will be provided for consideration by the Executive as an appendix to this report.
 - (b) Broader consultation, in accordance with the LGFA "such other persons as the billing considers are likely to have an interest in the operation of the scheme"
15. Upon determining the draft scheme, it is proposed to open the second stage of the consultation on 9 September 2013 and will run until 4 October 2013. The consultation will also be used as an opportunity to collect appropriate equalities information which will better inform the assessment of the impact of the proposed scheme.
16. The following consultation methods will be used to ensure views are gathered from a wide range of customers, including for example, claimants and non-claimants, representative organisations, voluntary community and faith organisations:
 - On-line and e-panel surveys (paper copies also to be made available)
 - Targeted publication of consultation to those organisations listed on our Community Groups database
 - Targeted publication of consultation to accompany all benefit and Council Tax correspondence issued during the consultation period
 - Publication of consultation via press release, Facebook, Twitter, and borough notice boards

NEXT STEPS

17. The timetable leading up to the approval of the Council's local Council Tax Support scheme for 2014/15 is set out below:

Date	Activity
2/9/13	Executive – consideration of the draft scheme for consultation
9/9/13 to 4/10/13	Formal public consultation
21/11/13	Scrutiny Board – to consider the scheme and provide comments to the Executive
2/12/13	Executive – recommendation of final scheme
12/12/13	Full Council – approval of final scheme

FINANCIAL IMPLICATIONS

18. With the national Council Tax Benefit scheme, the financial risk of growth in benefit payments rested with Central Government. Up to and including 2012/13, the funding for the national scheme was classed as Annually Managed Expenditure (AME) by the Government and has been outside of Government Departmental Expenditure Limits (DEL). In essence, this has meant the Government having to find the resources to pay for benefits from year to year.
19. Following the introduction of local schemes, the funding for council tax support is now within the Department for Local Government & Communities' DEL and is therefore subject to the same spending constraints as their other budgets.
20. The proposals set out in this report would result in a scheme which is affordable once the transitional grant ceases.

RISK ASSESSMENT

21. The funding and cost of the proposed scheme will be distributed amongst all major preceptors, according to the relative size of their precept. In practise, if the scheme was not affordable within existing resources, Fareham BC's exposure would be around 10%.
22. The scheme may be challenged on the basis of fairness. To manage this risk, a full consultation exercise and equality impact assessment will be undertaken
23. Any growth in claimants over time will place an increased financial burden on the Council. As detailed above, we are able to forecast how the caseload may look using trend analysis from previous years therefore this has been built into the estimated cost of the draft scheme.

CONCLUSION

24. The proposals within the report set out a scheme which should enable the Council to contain the cost within available resources, supports the most vulnerable and delivers positive incentives to work. The provisions to assist claimants who experience financial hardship as a result of changes to the scheme will remain in place. In order to ensure that the final scheme is robust and reasonable, a comprehensive consultation exercise is proposed, which will

inform the final scheme for adoption before 31 January 2014.

Reference Papers:

[Council Tax Support scheme 2013/14 – Full Council meeting 24/1/13 \(Item 16\)](#)

[Local Government Finance Act 2012 Chapter 12, Regulation 10](#)

[Local Government Finance Act 2012 Schedule 4](#)

Elements within the existing Council Tax Support scheme that are proposed for change

Proposed change	2013/14 scheme	2014/15 proposed scheme	Potential cost of scheme
Claims will be based on a maximum 75% or 80% of Council Tax liability	Up to 91.5% of Council Tax liability	Up to 75% or 80% of Council Tax liability	75% max liability = £3,783,477 80% max liability = £3,874,957
Properties in Council Tax bands higher than a band C, support calculation will be based on band C	Up to 91.5% of Council Tax liability	Up to band C	75% max liability capped at band C = £3,740,606 80% max liability capped at band C = £3,828,331
Non-dependant deductions	No deductions for certain categories of non-dependants	Minimum deduction for all non-dependants of £3.30 per week	75% max liability, capped at band C with non-dependant deductions = £3,733,386 80% max liability, capped at band C with non-dependant deductions = £3,820,956

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Policy and Resources
Subject:	Annual Update - Local Service Agreements
Report of:	Director of Community
Strategy/Policy:	Corporate Strategy 2011 - 2017
Corporate Objective:	All corporate objectives apply

Purpose:

The purpose of this report is to provide an overview of the Council's performance for the 2012/13 financial year.

Executive summary:

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

Recommendation:

That the Council's performance be noted by the Executive.

Reason:

To provide details of the Council's performance for the 2012/13 financial year.

Cost of proposals:

There are no cost implications associated with the recommendations in this report.

Appendix A: Local Service Agreements April 2012 – March 2016

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Annual Update - Local Service Agreements

Briefing by: Director of Community

Portfolio: Policy and Resources

INTRODUCTION

1. The Council's strategic framework includes Local Service Agreements to provide details of actions delivered by individual services. The Local Service Agreements provide an overview of how the Council is performing alongside the Corporate Strategy. This report is the first update on the Local Service Agreements since they were implemented in late 2012.
2. On the whole performance across all of the indicators is comparable with previous years, which suggests that the Council's performance is stable.
3. Appendix A is a copy of the Local Service Agreement document updated with all of the details for the 2012/13 financial year.

FINANCIAL IMPLICATIONS

4. There are no anticipated financial implications association with this report.

CONSULTATIONS

5. The Local Service Agreements make reference to the Residents' Survey. The survey is carried out biennially so there are no updates for this report. The next Residents' Survey is due to take place in October this year. The Local Service Agreements will be updated with the results of that survey, the details of which will be reported to the Executive at the next annual update.

CONCLUSION

6. Council performance across all of the Local Service Agreements is broadly comparable with previous years and consistently remains strong.

Reference Papers: Corporate Strategy 2011 - 2017

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

April 2012 - March 2016

What are Local Service Agreements?

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

What are the priorities?

- To Protect and Enhance the Environment
- To Maintain and Extend Prosperity
- To ensure Fareham remains a Safe and Healthy Place to Live and Work
- To provide a range of Leisure and Cultural Opportunities for health and fun
- To work with key partners to enable and support a Balanced Housing Market
- To build Strong and Inclusive Communities
- To be a Dynamic, Prudent and Progressive Council

Why do we have Local Service Agreements?

Each priority has a number of measurements that allow the Council to monitor how well it is performing from year-to-year. The information allows the Council to make sure it remains on track in achieving its goals; whilst also providing an opportunity to tackle any issues that might arise.

The Local Service Agreements also provide a way for the Council to be open and transparent, by making its performance available to the residents of the Borough.

What's new?

Welborne, the new community north of Fareham, continues to play an important role in all of the priorities. Welborne will include around 6,500 homes with businesses, schools, open spaces and local services. Welborne will help to meet our long term housing needs for the next twenty years, with work likely to begin around 2016.



Protecting and Enhancing our Environment

What is this priority about?

We need to look after our historic buildings and natural environment for future generations. Producing less waste, more recycling and using fewer natural resources are all things we can do to help make this happen.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- reduce the quantity of household waste and maximise the amount that is reused or recycled;
- provide leadership to residents and businesses in the Borough to reduce energy, conserve natural resources and save money.

What else are we doing?

Planning the future shape of the Borough

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

Ensuring high quality development

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

Conserving and improving public spaces

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

Managing the coast and responding to climate change

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

Enabling easy access to well managed public and open spaces

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



Improving local air quality and ensuring land is free from contamination

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

Keeping streets and open spaces clean and tidy

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

Providing a sympathetic and caring burial service

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

Collecting waste

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

How happy are you with our services?

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.

1. How happy are you with the parks and open spaces in your local area?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
37%	54%	7%	2%

2. How happy are you with each of the following?

Household waste (refuse) collection

Very happy	Fairly happy	Fairly unhappy	Very unhappy
42%	38%	12%	8%

Household recycling collection

Very happy	Fairly happy	Fairly unhappy	Very unhappy
48%	42%	8%	3%

Garden waste collection

Very happy	Fairly happy	Fairly unhappy	Very unhappy
38%	42%	14%	6%

Recycling sites e.g. bottle banks

Very happy	Fairly happy	Fairly unhappy	Very unhappy
46%	46%	7%	2%

3. Thinking about your local area how happy are you with each of the following?

Keeping all public land clear of litter

Very happy	Fairly happy	Fairly unhappy	Very unhappy
30%	57%	10%	3%

Keeping all public land clear of fly tipping

Very happy	Fairly happy	Fairly unhappy	Very unhappy
30%	57%	10%	3%

Keeping all public land clear of dog fouling

Very happy	Fairly happy	Fairly unhappy	Very unhappy
20%	53%	19%	8%



How are we doing?

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

What percentage of household waste is sent for reuse, recycling and composting?

In 2012/13, 37% of household waste was sent for reuse, recycling and composting. This was a reduction of 1% on the previous year.

How long does it take to deal with incidents of fly-tipping on public land?

In 2012/13, 96% of fly tipped waste on public land was removed within five working days. This was an increase of 4% on the previous year.

How long does it take to remove abandoned vehicles?

In 2012/13, 84% of abandoned vehicles were removed within 2 working days of the expiry of the Removal Notice. This was a decrease of 4% on the previous year.

How long does it take to remove offensive graffiti from council property?

In 2012/13, 85% of offensive graffiti was removed from our property within five working days of any sightings or reports. This was a decrease of 1% on the previous year.

Maintain and Extend Prosperity

What is this priority about?

We will work with our partners to support and promote the economic life of the Borough. Developing and improving lively town and district centres offering a range of shopping, leisure and employment opportunities will be vital to achieving this priority.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- work with partners towards the delivery of a successful airfield and aviation-led employment area at Daedalus;
- improve Fareham town centre by providing better shopping, parking, access and public services;
- support economic growth and skills through the Partnership for Urban South Hampshire and the Solent Local Enterprise Partnership.
- develop Locks Heath District Centre to meet the needs of local residents for shopping, community and leisure facilities and to complement neighbouring shopping centres and Fareham Town Centre.

What else are we doing?

Enabling employment opportunities

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

Improving town and district centres

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



Meeting transport and mobility needs

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

How happy are you with our services? 7.

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.

1. How happy are you with the range of shops in your closest district centre?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
35%	54%	9%	2%

2. How happy are you with the range of shops in Fareham town centre?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
35%	53%	10%	1%

3. How happy are you with the social and leisure facilities (e.g. library) in your local district centre?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
38%	51%	10%	2%

4. How happy are you with the social and leisure facilities (e.g. cinema, library) in Fareham town centre?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
43%	51%	5%	2%

5. How happy are you with the availability of parking for shoppers in your local district centre?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
34%	53%	10%	4%

6. How happy are you with the availability of parking for shoppers in Fareham town centre?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
23%	55%	16%	6%

7. What would make you visit your closest district centre more often? Please tick the three most important to you.

More variety of shops	65%
Better quality of shops	46%
More parking spaces	31%
Better bus service	30%
Better places to eat and drink	26%
Improved public spaces	21%
More leisure facilities	18%
More cafes/restaurants	16%
Better leisure facilities	12%
More places to eat and drink	12%



How are we doing?

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

What percentage of retail space in Fareham Town Centre is occupied?

In June 2013, 90% of the shops were occupied, a decrease of 1% on the previous year.

What percentage of people are claiming Jobseeker's Allowance?

In March 2013, 1.7% of working age residents in Fareham were claiming Jobseeker's Allowance. The average for the South East for this period is 2.4%.

A Safe and Healthy Place to Live and Work

What is this priority about?

We will work with others to continue to provide an environment where people of all ages feel safe. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- Work with our Community Safety Partnership to continue to reduce anti-social behaviour and crime and disorder in Fareham.

What else are we doing?

Reducing crime and disorder

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

Protecting the health and safety of people

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

- Providing an emergency out-of-hours service.
- Protecting public health and preventing nuisance.

Managing highways, traffic and parking

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



Promoting good health

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

Ensuring new and existing buildings are safe

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

How happy are you with our services? How are we doing?

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.

1. Do you agree or disagree that the police and Fareham Borough Council are successfully dealing with crime, anti-social behaviour and neighbour nuisance?

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
15%	73%	9%	2%

2. How much of a problem are the following?

Teenagers hanging around in public places

Not a problem at all	Not a very big problem	A fairly big problem	A very big problem
16%	58%	22%	3%

People using or dealing in drugs

Not a problem at all	Not a very big problem	A fairly big problem	A very big problem
34%	49%	12%	5%

People being drunk or rowdy in public places

Not a problem at all	Not a very big problem	A fairly big problem	A very big problem
25%	55%	17%	4%

Abandoned or burnt out cars

Not a problem at all	Not a very big problem	A fairly big problem	A very big problem
66%	29%	3%	2%

Vandalism, graffiti and other deliberate damage to property or vehicles

Not a problem at all	Not a very big problem	A fairly big problem	A very big problem
28%	52%	16%	4%

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

Has there been a reduction in the level of crime and disorder?

In 2012/13, the crime and disorder rate decreased by 14% when compared to the same period for 2011/12.



How well does the Fareham Community Safety Partnership's performance compare with similar partnerships from around England?

In 2012/13, Fareham's Community Safety Partnership was ranked 3rd out of the 15 Community Safety Partnerships in its comparison group.

What percentage of places for eating out or shopping for food have rating of satisfactory, good or very good (3* or above)?

In 2012/13, 91% of businesses were rated satisfactory, good or very good, a decrease of 2% on the same period last year.

Provide Leisure and Cultural Opportunities

What is this priority about?

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

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- provide community facilities in the Western Wards including a swimming pool, cemetery, allotments, parkland and sports pitches;
- modernise community centres and sports pavilions giving priority to Fareham Town;
- develop new and improved parks, play areas and sports facilities.

What else are we doing?

Providing leisure and cultural opportunities

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



How happy are you with our services?

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.

1. How happy are you with each of the following in your local area?

Children's play areas

Very happy	Fairly happy	Fairly unhappy	Very unhappy
21%	64%	11%	4%

Community Centres

Very happy	Fairly happy	Fairly unhappy	Very unhappy
21%	66%	11%	2%

Sport facilities including pitches, tennis courts and bowling greens

Very happy	Fairly happy	Fairly unhappy	Very unhappy
21%	60%	17%	3%

2. How happy are you with each of the following?

Fareham Leisure Centre

Very happy	Fairly happy	Fairly unhappy	Very unhappy
32%	62%	5%	1%

Fareham Tourist Information centre

Very happy	Fairly happy	Fairly unhappy	Very unhappy
31%	65%	3%	1%

Ferneham Hall

Very happy	Fairly happy	Fairly unhappy	Very unhappy
37%	58%	5%	0%

Westbury Manor Museum

Very happy	Fairly happy	Fairly unhappy	Very unhappy
33%	63%	4%	1%



How well are we doing?

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

What percentage of adults in the Borough regularly exercise?

In 2012/13, 31% of adults in Fareham took part in sport and active recreation. This is a 2% decrease on the previous year.

How many people have watched a performance at Ferneham Hall?

In 2012/13, approximately 61,000 people watched performances at Ferneham Hall.

How many people visited Westbury Manor Museum?

In 2012/13, approximately 22,925 people visited the Museum, a decrease of 792 visitors on the previous year.

How many people visited Fareham Leisure Centre?

In 2012/13, approximately 724,000 people visited Fareham Leisure Centre, an increase of 45,000 on the previous year.

A Balanced Housing Market

What is this priority about?

We will work with our partners to ensure that the residents of Fareham have access to good quality housing that is affordable and offers a choice of tenures. We will take action to prevent homelessness and help people to secure good quality accommodation. We will support vulnerable people to access housing suitable for their needs and help them to keep their tenancies going.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- enable the provision of 500 new affordable homes throughout the Borough by 2017;
- modernise and improve sheltered housing across the Borough, including the redevelopment of Collingwood House, Fareham.

What else are we doing?

Supporting and enabling an affordable housing market

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

Preventing homelessness

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



Providing access to affordable housing

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

Maintaining the borough's rented housing stock

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

How happy are you with our services?

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.

1. Do you agree or disagree with the following statements:

There are enough opportunities for young people to rent or buy a home of their own in Fareham.

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
5%	34%	45%	16%

There are enough opportunities for young families to rent or buy a home of their own in Fareham.

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
5%	37%	43%	15%

There are enough opportunities for older people to rent or buy a home in Fareham.

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
7%	55%	29%	9%

2. Should the Council be doing more to build new affordable* homes for local people?

Yes	No
70%	30%

*Affordable housing is provided by the Council or Housing Association at less than market rents. This also includes shared ownership properties whereby around 50% of the house is purchased and the other 50% rented.

3. If you were choosing a new home, which of the following would be the most important?

Ample off-street parking	42%
Future adaptability, e.g. home extension or downstairs bath/wetroom	23%
Energy/water saving features	18%
Ample storage space	10%
Micro-generation (e.g. solar panels)	7%

Tenant Satisfaction Survey

We aim to provide a high quality repairs service for tenants of the Council's housing. Each tenant is provided with a reply paid satisfaction survey card to be completed after a repair has been carried out.

How satisfied are tenants with the responsive repairs service?

In 2012/13, 98.5% of the tenants who replied were satisfied overall with the Council's responsive repairs service, an increase of 0.5% on the previous year.



How are we doing?

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

How many new affordable homes have been provided?

In 2012/13, 77 new affordable homes were provided in addition to the 93 homes provided in 2011/12.

How long does it take to re-let Council homes?

In 2012/13, the average re-let time was approximately 26 days compared to 28 days in 2011/12.

How much of the Council's housing stock meets the Decent Homes Standard?

In April 2013, 99.11% of the Council's housing stock met the Decent Homes Standard.

Strong and Inclusive Communities

What is this priority about?

We will give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy and affordable access to information and services provided by the Council.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- tackle the underlying causes of deprivation through projects such as the Fareham Park 'Gateway' Project;
- focus on customer needs and satisfaction through improved communications and targeted service delivery.

What else are we doing?

Building stronger communities

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

Building inclusive communities

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

Enabling people to play an active part in society

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

Paying housing and Council Tax Support

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

How happy are you with our services?

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.



1. How well informed do you feel about each of the following?

How your Council Tax is spent

Very well informed	Fairly well informed	Not well informed	Not well informed at all
20%	62%	16%	2%

How you can get involved in local decision making

Very well informed	Fairly well informed	Not well informed	Not well informed at all
8%	46%	39%	7%

How well Fareham Borough Council is performing

Very well informed	Fairly well informed	Not well informed	Not well informed at all
12%	55%	29%	4%

What standard of service you should expect from Fareham Borough Council

Very well informed	Fairly well informed	Not well informed	Not well informed at all
15%	50%	31%	5%

How to complain about a Fareham Borough Council service

Very well informed	Fairly well informed	Not well informed	Not well informed at all
14%	50%	31%	5%

Overall, how well informed do you feel about Fareham Borough Council services?

Very well informed	Fairly well informed	Not well informed	Not well informed at all
14%	56%	26%	4%

Fareham Today magazine, produced quarterly and delivered to all households in the Borough, is one of the Council's main sources of communication with its residents.

2. How many times a year do you read Fareham Today?

Never	Once	Twice	3 times	4 times
7.7%	6.1%	13.3%	13.2%	59.7%

3. What would be the best way to distribute Fareham Today in the future?

Online on our website	Through the door
14.1%	85.9%

4. What would make you read Fareham Today more often?

1. More information on upcoming local activities / events / clubs
2. Happy as it is
3. Vouchers and competitions
4. For it to be delivered every time
5. More interesting articles (no suggestions as to what these would be)
6. More articles specific to local areas e.g. Stubbington and Portchester
7. More articles for young people
8. More information on Council services
9. Information on policy developments and projects
10. Information on how and where money is spent

5. How often have you contacted the Council in the last 12 months?

Daily	0%
Weekly	1%
Monthly	5%
Quarterly	40%
Less often	6%
Never	48%



6. How have you contacted the Council in the last 12 months? You can tick more than one box.

Website	10%	Email	20%
Letter	15%	Phone	66%
Text	1%	Face to face	33%

7. Thinking about your experiences, how much do you agree or disagree with the following statements?

I found the Council welcoming

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
28%	61%	10%	1%

The Council is easy to contact

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
33%	58%	8%	1%

I was treated with respect

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
37%	57%	5%	1%

I could find the information I needed at www.fareham.gov.uk

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
23%	58%	14%	5%

8. How would you prefer to be contacted in the future? Please only tick one option.

Email	26%	Text	1%
Facebook	0%	Twitter	0%
Face to face	4%	Phone	9%
Letter	58%	Website	2%

How much have we paid out in community funding?

In 2012/13, we paid out 36 grants worth £55,600 in community funding. This is a decrease of 5 grants and £19,400 on the previous year.

How are we doing?

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

How long does it take to deal with new Housing and Council Tax Benefit claims?

In 2012/13, it took an average of 19 days to process new claims, an increase of 1 day on the previous year.

A Dynamic, Prudent and Progressive Council

What is this priority about?

We will make clear decisions that can be understood by all. Action will be taken to improve our openness in decision-making. Above all our priority is to offer good value for money. We will do this by providing high levels of service that gain high levels of customer satisfaction. We will do this and still keep council tax levels low when compared to other district councils.

What do we aim to achieve?

The improvement actions that we aim to achieve by 2017 are to:

- maximise the value gained from assets that are owned by the Council;
- save money, raise income and work in partnership with others to achieve more for less and continue to minimise council tax increases.

What else are we doing?

Managing the Council's resources

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

Ensuring transparent decision making

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

Encouraging local democracy

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



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

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

How happy are you with our services? How are we doing?

Your answers to our 2011 Residents' Survey helped to give a snap-shot of public satisfaction with various council services.

Band D Council Tax is £1,390.73 a year in Fareham. From this Fareham Borough Council only takes a sum of £140.22 to help fund your services. The majority of the Council Tax is passed on to the County Council, the Police and the Fire Authority.

1. Do you agree or disagree that Fareham Borough Council provides value for money?

Strongly agree	Tend to agree	Tend to disagree	Strongly disagree
22%	66%	10%	2%

2. Overall, how happy are you with your local area as a place to live?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
52%	45%	3%	1%

3. Overall, how happy are you with the way that Fareham Borough Council runs things?

Very happy	Fairly happy	Fairly unhappy	Very unhappy
24%	68%	7%	1%

This year, Fareham Borough Council's share of the total Council Tax collected was frozen for the fourth consecutive year.

4. Which Council Tax option do you prefer?

- 11.0% said Council Tax should be raised in line with inflation each year.
- 23.0% said the Council Tax should increase more than inflation to provide even better services.
- 64.7% said people who use services, e.g. sports pitches and off-street parking, should be asked to pay more for them, rather than raise Council Tax.
- 1.3% said the Council should strike a balance between increasing charges to service users and small increases in Council Tax.

There are a number of performance measures that are used to show whether the Council is delivering its vision. These include:

How much Council Tax due is collected?

The Council Tax collection rate for 2012/13 was 98.4%. This is a decrease of 0.2% on the previous year.

How low is Fareham's Council Tax compared to other district councils in England?

For 2013/14, Fareham's Council Tax is the 6th lowest out of all 201 district councils in England.

How much of the Business Rates due are collected?

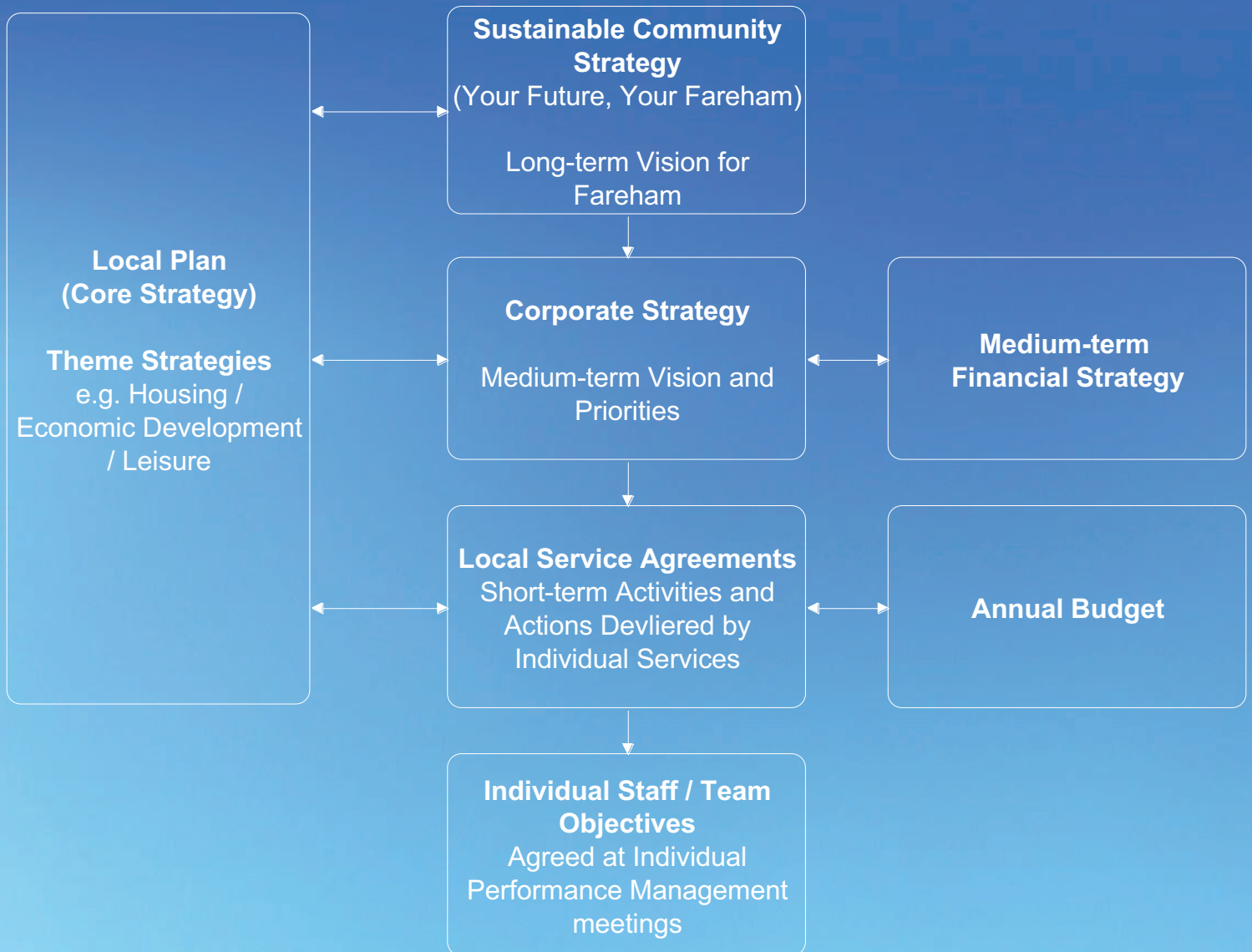
In 2012/13, 98.1% of the business rates due were collected, a decrease of 1% on the previous year.

How many people turn out to vote at local elections?

In the last local election (May 2012), 33.3% of the registered electors turned out to vote at the Fareham Borough Council election. This was 2.3% above the national average.



Strategic Framework



Fareham Borough Council

Civic Offices, Civic Way, Fareham PO16 7AZ

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Policy and Resources
Subject: Quarterly Financial Monitoring Report 2013/14
Report of: Director of Finance and Resources
Strategy/Policy: Finance Strategy

Corporate Objective: A dynamic, prudent and progressive Council

Purpose:

This report provides comparative information on the Council's revenue and capital expenditure for the three months ended 30 June 2013. Members are invited to consider the financial performance in the quarter, and any corrective action that may be deemed appropriate.

Executive summary:

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

Revenue	Budget 2013/14	Budget to 30 Jun 13	Actual to 30 Jun 13	Variation
	£000s	£000s	£000s	£000s
Service Budgets	12,712	7,588	7,002	-586
Non-Service Budgets	-2,889	-399	-407	-8
Net	9,823	7,189	6,595	-594

The main variations in spending to 30 June 2013 are within cost of employment (-£179,326) and housing benefit payments (-£315,847). Vacancies are the main reason behind the under spend on the cost of employment. Housing benefit payments are under budget although it is expected this will be closer to the budgeted position by the end of the financial year.

Capital Programme	Budget 2013/14	Budget to 30 Jun 13	Actual to 30 Jun 13	Variation
	£000s	£000s	£000s	£000s
General Fund	7,564	565	503	-62
HRA	7,317	502	456	-46
Total	14,881	1,067	959	-108

Revenue and capital spending plans are showing an under spend for the period.

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

Recommendation:

That the report on revenue and capital budget monitoring be noted.

Reason:

To provide members of the Executive with a summary of the Council's budgetary performance to 30 June 2013.

Cost of proposals:

Not applicable.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Quarterly Financial Monitoring Report 2013/14

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report sets out, in detail, the variations between the budgeted and actual income/expenditure to 30 June 2013 for both revenue and capital budgets.

REVENUE EXPENDITURE SUMMARY


















2. The details of the budget and spend for each of the Council's committees and portfolios for the first three months are shown in the following table:-

ACTUAL REVENUE EXPENDITURE TO 30 JUNE 2013

	Budget 2013/14 £	Budget to 30 Jun 13 £	Actual to 30 Jun 13 £	Variation £
Committees				
Planning	669,000	165,600	133,356	-32,244
Licensing & Regulatory Affairs	395,800	55,100	30,309	-24,791
Executive - Portfolio Budgets				
- Leisure & Community	1,681,800	270,600	222,155	-48,445
- Health & Housing	1,369,400	274,800	265,987	-8,813
- Strategic Planning & Environment	-234,100	-188,400	-182,369	6,031
- Policy & Resources	2,113,000	5,617,800	5,306,214	-311,586
- Public Protection	2,435,700	843,900	760,518	-83,382
- Streetscene	4,281,600	548,900	466,231	-82,669
SERVICE BUDGETS	12,712,200	7,588,300	7,002,401	-585,899
NON-SERVICE BUDGETS	-2,888,900	-398,800	-406,706	-7,906
NET BUDGET	9,823,300	7,189,500	6,595,695	-593,805

THE KEY COUNCIL SERVICES

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

Service	Budget 2013/14 £	Budget to 30 Jun 13 £	Actual to 30 Jun 13 £	Variation £	
Parking Services	-1,347,300	-948,300	-933,490	14,810	
Commercial Estates	-2,325,300	-531,000	-448,837	82,163	
Local Tax Collection	1,081,400	303,300	287,873	-15,427	
Community Parks & Open Spaces	913,500	214,900	180,823	-34,077	
Street Cleansing	979,600	232,000	213,133	-18,867	
Processing Planning Applications	209,300	50,500	62,506	12,006	
Homelessness	231,000	110,700	116,917	6,217	
Land Charges	-144,000	-36,300	-52,788	-16,488	
Housing Benefits Payments	0	4,910,500	4,595,463	-315,037	
Waste Collection & Recycling Services	1,898,700	470,000	478,680	8,680	
Trade Waste	-60,400	-499,300	-447,401	51,899	
Ferneham Hall	390,800	40,500	38,479	-2,021	
Interest on Investments	-874,500	-125,600	-119,241	6,359	
Cost of Employment	15,444,400	3,818,626	3,639,300	-179,326	
Key					
	budget currently on track and likely to be in a positive position at year end				
	budget is either off track currently or is expected to be off track at year end				
	budget currently off track and likely to be in a negative position at year end				

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









- (a) Parking Services is showing a variation of £15,000 above the budget, which is mainly as a result of reduced income from users of the Council's car parks which is down on budget and also below the level for the same period during the last financial year.
- (b) Commercial Estates is showing that the income due to the Council is under

budget by over £82,000. This is mainly due to rental income from the shopping centre which has seen a fall due to empty units reflecting the continued downturn in the retail sector along with competition from shopping centres. It is anticipated that the overall deficit for the service will be in excess of £100,000 by the end of the financial year.

- (c) Waste Collection and Recycling Services covers Household Waste Collection, Recycling and Garden Waste Collection. These services combined are currently showing an over spend of £9,000. The main reason for the variation is some income that was due to be received in the first quarter will now be received in quarter 2.
- (d) Housing benefits payments are currently £315,000 under the budget for the year. The budget was increased at revised stage to reflect the continuing increase in caseload and it is anticipated that the gap between expenditure and budget will close before the end of the financial year. Expenditure will be offset by income at year end when Government Grant is received.
- (e) Interest on investments is lower than budgeted for the year due to lower interest rates on the Council's investments. Longer term investments with higher rates continue to reach maturity and are being replaced with shorter term lower rate deals that are reflective of the current position within the investment market.
- (f) Expenditure on employees represents approximately 60% of the Council's gross expenditure (excluding benefit payments) and therefore it is important that the total establishment cost is monitored collectively, as well as monitoring at service level. During the first 3 months of the year, savings on salaries and wages have arisen, mainly as a result of employee vacancies and also due to organisational structure changes. While this has been partly offset by the additional expenditure on agency employees, it is anticipated that there will be an overall saving in this area at the end of the year.

THE COUNCIL'S FUNDAMENTAL PARTNERSHIPS

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

Service	Budget 2013/14 £	Budget to 30 Jun 13 £	Actual to 30 Jun 13 £	Variation £	
Project Integra	26,800	0	0	0	
Community Safety Partnership	269,500	66,800	58,158	-8,642	
Fareham & Gosport CCTV Partnership	214,200	13,000	6,969	-6,031	
Portchester Crematorium Joint Committee	- 150,000	0	0	0	
Building Control Partnership	211,100	52,900	41,033	-11,867	
Key					
	budget currently on track and likely to be in a positive position at year end				
	budget is either off track currently or is expected to be off track at year end				
	budget currently off track and likely to be in a negative position at year end				

6. There are no major causes for concern within the Council's Fundamental Partnerships.
















CAPITAL PROGRAMME

7. On 11 February 2013, the Executive approved the 2013/14 capital programme for General Fund services of £3.08m and £5.33m for the Housing Revenue Account (HRA), giving a combined total of £8.41m.
8. Details of actual capital expenditure in 2012/13 were reported to the Executive on 8 July 2013 and it was noted that the slippage on the capital programme for 2012/13 of £1.76m for General Fund and HRA services, would now be included in the capital programme for 2013/14, giving a revised total of £10.17m.
9. Since the capital programme was approved earlier in the year, a number of new schemes have been added to the 2013/14 programme:
- Commercial property investment acquisition - £3m
 - Palmerston Avenue housing development - £1.6m
 - Matched funding grants for community groups - £107,500
10. The following table sets out the updated capital programme for 2013/14 and has been used as the basis for monitoring progress to 30 June 2013:-

	Approved Programme £	2012/13 Slippage £	New Schemes £	Total £
Public Protection	0	0	0	0
Streetscene	22,800	31,800	0	54,600
Leisure & Community	1,609,300	613,200	107,500	2,330,000
Health & Housing	585,600	249,800	0	835,400
Strategic Planning & Environment	160,000	125,300	0	285,300
Policy & Resources	702,600	355,900	3,000,000	4,058,500
Total General Fund	3,080,300	1,376,000	3,107,500	7,563,800
Housing Revenue Account	5,333,100	384,400	1,600,000	7,317,500
Updated Capital Programme	8,413,400	1,760,400	4,707,500	14,881,300

MAJOR CAPITAL SCHEMES

11. The Council has a number of major capital schemes where expenditure is in excess of £200,000. These schemes, with forecast budget to 30 June 2013, are detailed in the following table:-

Capital Scheme	Budget 2013/14 £	Budget to 30 Jun 13 £	Actual to 30 Jun 13 £	Variation £	
Collingwood House	3,160,600	17,000	4,064	-12,936	
Commercial Property Investment Acquisition	3,000,000	170,000	170,000	0	
Palmerston Avenue	1,600,000	0	16,160	0	
HRA: Tenants Modernisation	950,000	330,000	327,862	-2,138	
Disabled Facilities Grants	549,000	123,900	67,577	-56,323	
HRA: Replacement Windows & Doors	488,100	30,000	27,173	-2,827	
HRA: Central Heating & Boiler Replacement	485,400	20,000	11,260	-8,740	
Vehicles & Plant	446,800	70,000	60,250	-9,750	
Bath Lane Cricket Pavilion	393,800	0	0	0	
ICT	264,100	10,000	7,895	-2,105	
HRA: Electrical Upgrading	243,400	50,000	49,671	-329	
Salterns Promenade	212,500	0	0	0	
	budget currently on track and likely to be in a positive position at year end				
	budget is either off track currently or is expected to be off track at year end				
	budget currently off track and likely to be in a negative position at year end				

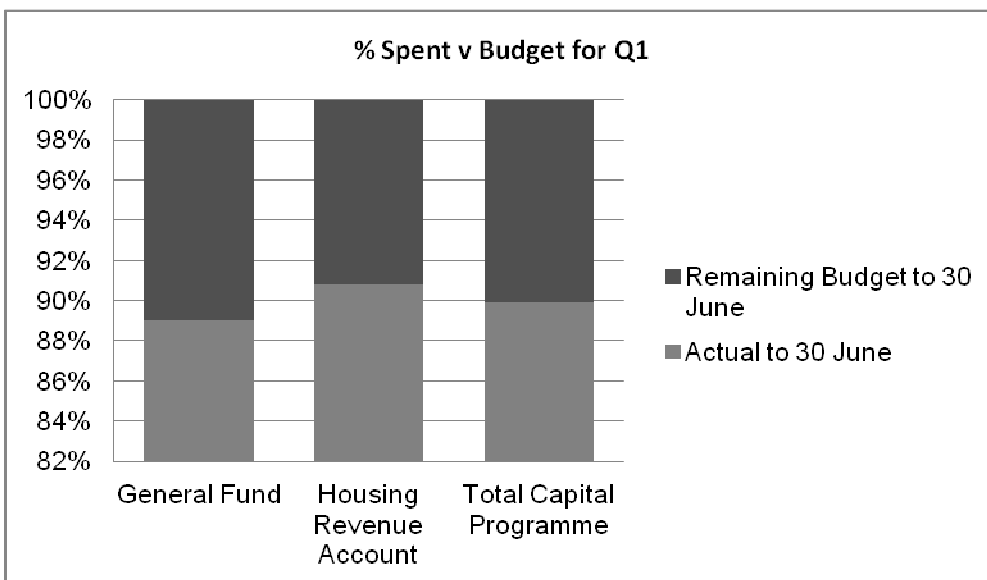
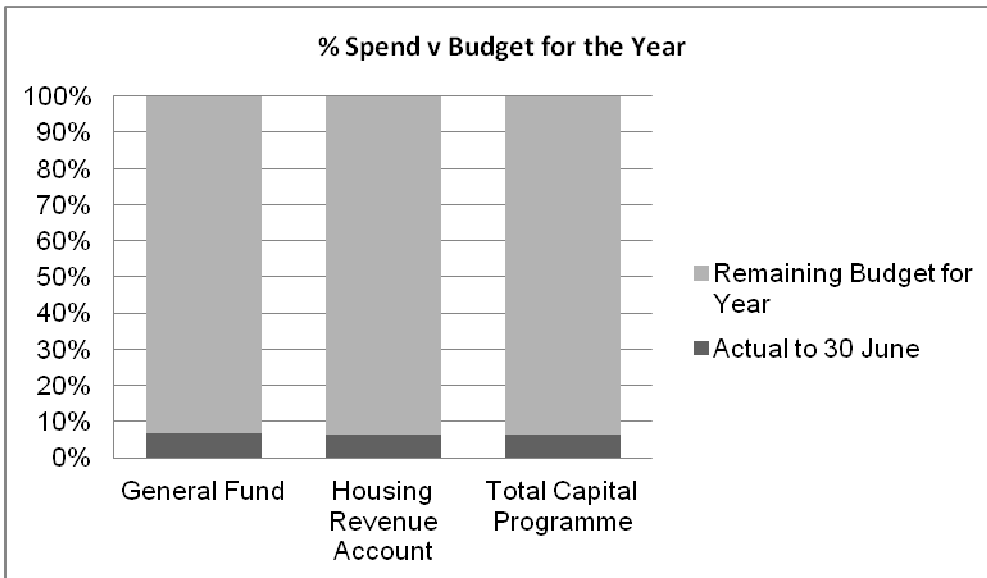
12. The main variations in the major schemes where expenditure is over £200,000 are detailed below:-
- (a) A contract has been entered into with Leadbitters for the redevelopment of Collingwood House. Works should commence in October with the scheme finishing in late 2014 or early 2015.
 - (b) In January 2013, the Executive agreed £3m to fund a commercial property investment acquisition programme. Completion of the first purchase Clifton House, an industrial premises located in Segensworth, completed on 1 August 2013 at a purchase price of £1.7m. Expenditure to the end of June relates to a 10% deposit for the purchase.
 - (c) The £1.6m housing development scheme at Palmerston Avenue was approved by the Executive in June and will be considered by the Planning Committee in September. The construction works will be put to tender in the near future.
 - (d) For the Tenants Modernisation scheme, a number of properties have received new kitchens and bathrooms due to age and condition. The programme is determined by the recent stock condition survey and is programmed to continue in all areas of the Borough until autumn 2013 where the current contract will be suspended due to a lack of need. A proportion of the budget is held for such works to vacant properties as needed throughout the year.
 - (e) A total of £67,577 has been spent on Disabled Facilities Grants. To the end of June 23 cases have been completed and 22 approved. There are 43 pending cases with an estimated value of £190,000.
 - (f) Replacement doors will be installed to 240 properties this year following a recent tender exercise. This timely work has been identified by stock condition survey findings.
 - (g) Replacement of old and inefficient boilers will be progressed later this year. Seasonal changes in the autumn and winter months result in a number of ad hoc replacements where existing ones are considered to be beyond economical repair however a number have already been progressed during the spring.
 - (h) A street cleansing sweeper and a garden waste bin lift have been purchased from the Vehicles and Plant rolling programme in quarter 1.
 - (i) There has been no expenditure to date for Bath Lane Cricket Pavilion. It is unlikely that works will begin in this financial year due to issues on the agreement of a robust design that is acceptable in a conversation area.
 - (j) The major projects for the year for the ICT programme include the on-going SharePoint development for the HUB, expanding the use of mobile technology to improve customer contact and data collection at source, replacing and upgrading the internal security infrastructure and continuation of the rolling programme of PC and server upgrades.
 - (k) The Salterns Promenade scheme is progressing. The specification is complete and will be shortly ready to tender. Hampshire County Council (HCC) is also working on a project in the same area to build a cycleway. The two projects need to be coordinated to minimise disruption to the public. The HCC scheme will not be ready until April 2014, so it is likely that this funding will need to be rephased to 2014/15.
 - (l) The HRA Electrical Upgrades scheme is progressing in line with budget for the first quarter of the year. A programme of periodic electrical inspections is continuing with urgent remedial works being undertaken as identified. A number of sites are programmed to receive new emergency lighting installations to communal areas later in the autumn of this year.

CAPITAL MONITORING

13. The following table provides summary information for the first quarter to 30 June 2013, for the schemes within each portfolio.

	Updated Budget 2013/14 £	Budget to 30 Jun 13 £	Actual to 30 Jun 13 £	Variation £
Public Protection	0	0	0	0
Streetscene	54,600	0	0	0
Leisure & Community	2,330,000	81,600	104,277	22,677
- Buildings	663,600	11,600	35,175	23,575
- Play & Parks	258,000	0	0	0
- Outdoor Recreation	1,020,000	37,500	36,602	-898
- Grants to Community Groups	107,500	32,500	32,500	0
- Other Community Schemes	280,900	0	0	0
Health & Housing	835,400	183,900	111,077	-72,823
- Home Improvement Loans	673,800	138,900	68,577	-70,323
- Enabling	111,600	42,500	42,500	0
- Other	50,000	2,500	0	-2,500
Strategic Planning & Environment	285,300	50,000	50,000	0
- Environmental Improvements	120,000	50,000	50,000	0
- Car Parks	165,300	0	0	0
Policy & Resources	4,058,500	250,000	238,145	-11,855
- Fareham Town Centre	76,600	0	0	0
- Vehicles & Plant	446,800	70,000	60,250	-9,750
- ICT	264,100	10,000	7,895	-2,105
- Depot	85,800	0	0	0
- Civic Offices	171,200	0	0	0
- Commercial Property Acquisition	3,000,000	170,000	170,000	0
- Other	14,000	0	0	0
Total General Fund	7,563,800	565,500	503,499	-62,001
Housing Revenue Account				
- Improvement Work	1,293,400	380,000	344,721	-35,279
- Energy Conservation	973,500	50,000	38,433	-11,567
- Environmental Work	80,000	25,000	21,701	-3,299
- Capitalised Repairs/Renewals	190,000	30,000	29,406	-594
- New Build	4,760,600	17,000	21,649	4,649
- Other HRA Schemes	20,000	0	0	0
Total Housing Revenue Account	7,317,500	502,000	455,910	-46,090
Total Capital Programme	14,881,300	1,067,500	959,409	-108,091

14. The graphs below show the actual expenditure to 30 June 2013 as a percentage of the programme for the equivalent period and for the whole year. 90% of the capital programme has been spent compared to the profiled budget for the first quarter of the year. 6% has been spent compared to the budget for the year.



RISK ASSESSMENT

15. Whilst it would be too early to draw very firm conclusions regarding the final revenue and capital budget position for 2013/14 after three months, it is equally important that the Executive is made aware of the trends in both expenditure and income where they differ from those anticipated when the original budgets were prepared.
16. It is also worth noting that expenditure tends to increase during the latter months of the year as work programmes proceed so any under spends in the first quarter of the financial year are unlikely to continue throughout the whole of the financial year.
17. A potential risk to the capital programme relates to scheme slippages. Delayed schemes could result in increased contract costs for which funding may not be available and could also impact on the Council achieving its corporate objectives.
18. The Council's expenditure and income are monitored by officers throughout the year and these projections will be updated each quarter, as part of the budget monitoring reports. These will be reflected in the Finance Strategy for 2014/15

that will be presented to the Executive at its meeting in October and also in the Spending Plans report that will be going to the Executive in December.

19. There remains concerns with the general economic climate, which could continue to affect other Council services, particularly within the business sector where a large proportion of the Council's income is reliant on businesses continuing to rent property owned by the Council such as industrial estates or the trade waste service where businesses ceasing to trade can affect income to that service. There is also an impact on services such as car parking where income levels have been reducing over the last couple of years and are continuing to reduce in the current financial year and with increasing competition from other shopping centres.

CONCLUSION

20. It is important that there is a timely reporting system in place to focus the Executive on key variances. To reflect this, revenue and capital monitoring reports include detailed information about the more significant areas of the Council's expenditure and income.
21. No particular actions are considered necessary at the present time as variations will be reflected in the revised budget, which will be considered in detail by the Executive in December 2013 and January 2014. Officers will, however, continue to monitor the actual revenue and capital expenditure very closely and any variance that will impact on the Council's overall financial position will be reported to the Executive as soon as possible, in advance of the normal monitoring arrangements.

Reference Papers:

- (a) 11 February 2013 Executive Report - Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14.
- (b) 11 February 2013 Executive Report - HRA Spending Plans including the Capital Programme for 2013/14.
- (c) 8 July 2013 Executive Report - Actual Capital Expenditure and Financing 2012/13.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio:	Policy and Resources
Subject:	Treasury Management Monitoring Report 2013/14
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance and Treasury Management Strategies
Corporate Objective:	A dynamic, prudent and progressive council

Purpose:

This report summarises the Council's investment activity up to 30 June 2013 and provides details of the Council's money market transactions.

Under the Code of Conduct that governs the operation of the money markets, it is not possible to make public details of specific transactions. For this reason, Appendix A is included in the confidential part of the agenda.

Executive summary:

This report gives the Executive the opportunity to review the treasury management activity up to 30 June 2013 along with the Treasury and Prudential Indicators.

The overall position is set out in the following table:

Investments	Externally Managed £m	Internally Managed £m	Call Accounts £m	Total £m
At 1 April 2013	10.0	12.0	10.8	32.8
New	4.0	4.0	37.4	45.4
Repaid	4.0	4.0	28.6	36.6
At 30 June 2013	10.0	12.0	19.6	41.6

The actual fixed term investments are set out in Appendix A with more detailed information set out in the briefing paper.

Performance for the first quarter of the year for the Treasury and Prudential Indicators are shown in detail in Appendix B. During the financial year to date the Council has operated within the treasury limits and Prudential Indicators.

Recommendation:

That the treasury management monitoring report be noted.

Reason:

To inform the Executive of the Council's investment, borrowing and repayment activity up to 30 June 2013.

Cost of proposals:

Not applicable.

- Appendices A:** Externally & Internally Managed Investments (Confidential Appendix)
B: Q1 Treasury and Prudential Indicators
C: Treasury and Prudential Indicators Explained

Background papers:

Exempt by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Treasury Management Monitoring Report 2013/14

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management recommends that members should be updated on treasury management activities at least twice a year, but preferably quarterly. This report therefore ensures this Council is implementing best practice in accordance with the Code.
2. The total amount of fixed term investments and call accounts as at 30 June 2013 was £41.6 million, as summarised below. The movements during the year for fixed term investments are detailed in Appendix A.

Investments	Externally Managed £m	Internally Managed £m	Call Accounts £m	Total £m
At 1 April 2013	10.0	12.0	10.8	32.8
New	4.0	4.0	37.4	45.4
Repaid	4.0	4.0	28.6	36.6
At 30 June 2013	10.0	12.0	19.6	41.6

3. The increase in funds of £8.8 million during the first quarter was mainly due to the timing of precept payments, receipts of grants and progress on the Capital Programme.

INVESTMENT STRUCTURE

4. The structure of the investments at 30 June is shown in the table below. Over the past few years, most investments have been held on short periods to mitigate the risks that have been seen during the recession. At the same time, officers have actively sought to spread investments across a wider range of counterparties rather than operating at the upper limit for investments to limit the exposure to financial loss.
5. Throughout this period of uncertainty, officers have been taking advice from the Council's retained treasury advisers, Sector, to ensure that decisions are taken in light of the latest facts at the time. This has given rise to lower interest rates

being secured but this is the lowest priority consideration compared to the security of investments and the liquidity of cash flow.

6. The Council's fixed term investments are partly managed externally by Tradition UK Ltd. The role of the broker is to determine the most appropriate investment option within criteria set by the Council. All cash transfers are made by Council officers and Executive approval has been given for the allocation of up to £13 million to the externally managed portfolio. This retains sufficient funds within the direct management of officers, while still ensuring that maximum yield is achieved from the longer term investments.
7. The investment structure is sufficient to meet the capital programme and other large cash outflows.

Investment Structure	External £m	Internal £m	Call £m	Total £m
For periods of less than 1 month	1.0	0	15.6	16.6
For periods of 1 to 3 months	2.0	3.0	0	5.0
For periods of 3 to 6 months	3.0	0	4.0	7.0
For periods of 6 to 12 months	4.0	9.0	0	13.0
For periods of 1 to 2 years	0	0	0	0
Total Investments at 30 June 2013				
Investments for periods < 365 days	10.0	12.0	19.6	41.6
Investments for periods 365+ days	0	0	0	0

8. To increase the liquidity of the Council's investments, call accounts with Nat West (including a 95 day notice account), Santander and HSBC are being used. These accounts offer quick access to funds however they do attract a lower rate of interest than some of the fixed term investments shown in the table above.
9. The balance within each call account as at 30 June 2013 is set out in the following table:-

Call Accounts	£m
NatWest	7.6
NatWest - 95 day notice	4.0
Santander UK	2.0
HSBC	6.0
Total	19.6

ECONOMIC OUTLOOK

10. Summary for the UK:
 - Mark Carney started on 1st July as the new Governor of the Bank of England. His appointment could lead to some changes to the way the MPC operates and makes decisions and announcements.
 - Growth in Q1 of 2013 was confirmed at +0.3%. Q2 looks likely to be even higher at around +0.5%. The so called double dip recession at the beginning of 2012 was erased by the latest revision of statistics.
 - Business surveys, consumer confidence, consumer borrowing and house prices are all on the up and may help to create a wide spread feel good

factor. But this is still a long way away from the UK getting back to strong growth.

- In February 2013 Moody's downgraded the UK's AAA credit rating one notch to AA+ and Fitch followed suit in April. There was little reaction in financial markets, as this had been widely anticipated.

11. Economic forecasting remains difficult with so many external influences weighing on the UK. Major volatility in bond yields is likely during 2013/14 as investor fears and confidence ebb and flow between favouring more risky assets i.e. equities, and safer bonds. Key areas of uncertainty include:

- The potential for a significant increase in negative reactions of populaces in Eurozone countries against austerity programmes, especially in countries with very high unemployment rates e.g. Greece and Spain, which face huge challenges in engineering economic growth to correct their budget deficits on a sustainable basis.
- The Italian political situation is frail and unstable.
- Problems in other Eurozone heavily indebted countries could also generate safe haven flows into UK gilts.
- Monetary policy action failing to stimulate growth in western economies, especially the Eurozone and Japan.
- The potential for weak growth or recession in the UK's main trading partners - the EU and US.
- The impact of the UK Government's austerity plan in dampening confidence and growth.
- Geopolitical risks e.g. Syria, Iran, North Korea.

12. Given the generally weak outlook for economic growth, Sector sees the prospects for any increase in Bank Rate before 2015 as limited. Indeed, the first increase could be even further delayed if the tentative signs of growth failed to be maintained.

INTEREST RATES

13. The base rate has remained at 0.5% since March 2009. The Sector central forecast is for the first increase in Bank Rate to be in the first quarter of 2015.

14. Investment rates available in the market have continued at historically low levels and have fallen further during the quarter as a result of the Bank of England's Funding for Lending Scheme. Investment income has dropped significantly over the past few years as long term investments with high interest rates have matured. Actual investment income for 2012/13 was £647,800 with the budget for 2013/14 set at £737,700 for the General Fund and HRA.

BORROWING

15. The Council's external long term debt amounted to £40.6 million as at 1 April 2013. This is as a result of the HRA reforms (£40m) and the Hampshire County Council interest free loan for Portchester Community Centre (£0.6m). Further borrowing is anticipated in 2013/14 in relation to the Solent Growing Places Fund for Daedalus.

16. The Council has taken out ten £4 million loans from the PWLB with duration of between 40 and 50 years at an average interest rate of 3.50% as detailed in the table below:-

Repayment Date	Loan Amount	Interest Rate
30/09/2052	£4m	3.52%
30/09/2053	£4m	3.51%
30/09/2054	£4m	3.51%
30/09/2055	£4m	3.51%
30/09/2056	£4m	3.50%
30/09/2057	£4m	3.50%
30/09/2058	£4m	3.50%
30/09/2059	£4m	3.49%
30/09/2060	£4m	3.49%
30/09/2061	£4m	3.48%
Total	£40m	3.50% average

17. Interest payable for 2013/14 is budgeted at £1,870,900 and will be met by the HRA. £1,400,400 relates to the PWLB loans and £470,500 for interest on internal borrowing between the General Fund and the HRA.

STRATEGY COMPLIANCE

18. The Council's Treasury Management Strategy Statement for 2013/14, which includes the Annual Investment Strategy 2013/14, was approved by the Council on 22 February 2013. It sets out the Council's investment priorities as being:
- Security of capital;
 - Liquidity; and
 - Yield
19. The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs but also to seek out value available in higher rates in periods up to 12 months with highly credit rated financial institutions.
20. The compliance with the various elements of the strategy are set out in the following table:-

Compliance on Individual Elements	Yes/No	Notes
Borrowing only up to “supported” level	Yes	No borrowing this quarter
All investments with approved institutions	Yes	Treasury management advisors provide updated list of approved institutions weekly
All individual investments within prescribed financial limits	Yes	There is currently 1 institution where the total investment is at the maximum level. This is for Lloyds TSB Bank where the limit is £8m

21. No changes to the Council’s Treasury Management Strategy Statement and Annual Investment Strategy 2013/14 are considered necessary at this time as the rules currently being applied to investments are much tighter than those approved within the Treasury Management Strategy.

COMPLIANCE WITH TREASURY AND PRUDENTIAL LIMITS

22. It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council’s approved Treasury and Prudential Indicators (affordable limits) were approved by the Executive at its meeting on 11 February 2013.
23. Performance for the first quarter of the year is shown in Appendix B and the purpose of each indicator is explained in more detailed in Appendix C. During the financial year to date the Council has operated within the treasury and prudential indicators.

RISK ASSESSMENT






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

Reference Papers:

11 February 2013 Executive Report - Treasury Management Strategy and Prudential Indicators 2013/14

2012/13 Prudential and Treasury Indicators - Quarter 1 Performance

Indicator	Description	Approved Indicators 2013/14	Quarter 1 Position	Performance Rating
Aff.1	Affordability Measure: Financing Costs as a percentage of net revenue streams			☺
1a	Overall Position	2%	2.2%	
1b	General Fund	-14%	-3.6%	
	Housing Revenue Account	15%	16.3% (estimated)	
Aff.2	Affordability Measure: Incremental impact of capital investment on Council Tax and Housing Rents			☺
2a	Council Tax increases, borrowing costs only	£1.15	No unsupported borrowing undertaken, therefore no affect on rent or council tax increases	
2b	Housing Rent increases, borrowing costs only	£0.65		
Aff.3	Affordability Measure: Capital Expenditure (£'000s)	Estimate to 30 Jun 13	Actual to 30 Jun 13	☺
	General Fund	£565	£503	
	Housing Revenue Account	<u>£502</u>	<u>£456</u>	
	Total Capital Expenditure	£1,067	£959	
Aff.4	Affordability Measure: External Debt Level (£'000s)			☺
	Authorised limit, comprising	£61,000	Long term external debt is £40.6m and short term debt is £1.429m	
	- borrowing	£57,000		
	- other long term liabilities	£4,000		
	Operational boundary, comprising	£49,000		
	- borrowing	£47,000		
	- other long term liabilities	£2,000		
Aff.5	Affordability Measure: Capital Financing Requirement (£'000s)			☺
	General Fund CFR closing balance in the year	£51,051	No anticipated change to the planned position for CFR items	
	HRA CFR closing balance in the year	-£2,754		
		£53,805		

Indicator	Description	Approved Indicators 2013/14	Quarter 1 Position	Performance Rating
Pru.1	<p>Prudence Measure: Gross Debt and Capital Financing Requirement (CFR), (£'000s)</p> <p>Gross External Borrowing level</p> <p>CFR (for last, current and next 2 years)</p> <p>Has measure been achieved?</p> <p>Memorandum Item: Prudence margin</p>	<p>-£42,271</p> <p>£204,204</p> <p>Achieved</p> <p>£161,933</p>	<p>-£42,029</p> <p>£204,204</p> <p>Achieved</p> <p>£162,175</p>	
Pru.2	<p>Prudence Measure: Adoption of the CIPFA Treasury Management Code of Practice</p> <p>Has the Code been adopted in its entirety?</p>	Yes	Yes	
Pru.3	<p>Prudence Measure: Upper Limits to fixed and variable interest rate exposure</p> <p>Upper limit to variable interest rate exposures</p> <p>Upper limit to fixed interest rate exposures</p>	<p>25%</p> <p>100%</p>	All investments at fixed rates.	
Pru.4	<p>Prudence Measure: Maturity structure of borrowing</p> <p>Loans maturing within 1 year</p> <p>Loans maturing within 1 - 2 years</p> <p>Loans maturing within 2 - 5 years</p> <p>Loans maturing within 5 - 10 years</p> <p>Loans maturing in over 10 years</p>	<p><u>Upper Limit</u></p> <p>25%</p> <p>25%</p> <p>25%</p> <p>50%</p> <p>100%</p>	No borrowing undertaken in Quarter 1	
Pru.5	<p>Prudence Measure: Total Principal sums invested for periods of more than 364 days (£'000s)</p> <p>Upper Investment Limit for the year</p>	£16,000,000	<p>£0m 1-2 years</p> <p>£0m 2-3 years</p> <p>£0m 3-4 years</p>	

Details of the Treasury and Prudential Indicators

This appendix explains each of the prudential indicators, as defined in the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in Public Service Code of Practice.

Affordability

Aff.1: Financing costs as a percentage of net revenue stream

This compares the total principal and net interest payments on external debt less interest and investment income to the overall total revenue spending of the authority. The indicator must be calculated separately for the General Fund and Housing Revenue Account (HRA).

Aff.2: The incremental impact of capital investment on the Council Tax and Housing Rents

This indicator requires the General Fund net revenue streams to be converted into an estimated Band D Council Tax for each of the next three years. This will mean making assumptions on the levels of Government grant and Non Domestic Rates expected as well as the Council Tax base and spending plans. Only the element of any increase/decrease in Council Tax that relates to the Council's capital investment plans is reported in the indicator. A similar indicator must be calculated for average weekly rents in the HRA.

Aff.3: Capital expenditure

This indicator reports the Council's capital expenditure for the current year.

Aff.4: External debt

This indicator reports on the external debt limits (made up of borrowing and other long term liabilities). The two limits set are:-

The *authorised limit*. This is the maximum amount the authority allows itself to borrow.

The *operational boundary*. This reflects the most likely (prudent) but not worst case scenario of the debt position of the authority. This is also an "upper" limit, so does not reflect the expected external debt level for the Council on a day to day basis, but should link directly to capital spending plans, the capital financing requirement and daily cash-flows.

There may be occasions when the operational boundary for borrowing is temporarily breached - for example, if a capital receipt is not received on the due date. Such breaches must be monitored to identify trends, but do not need to be reported. On very rare occasions, the authorised limit may be breached and this must be reported to members.

Aff.5: The Capital Financing Requirement (CFR)

This indicator reports the actual capital financing requirement (CFR) for the General Fund and HRA. The CFR comprises the sum of the value of fixed assets (land, buildings etc), deferred charges (spending on assets not owned by the Council, such as capital grants to housing associations) and other capital accounts on the balance sheet (revaluation reserve and capital adjustment account). By adding these values together, the total represents a good approximation of how much capital investment has been funded from borrowing.

Prudence

The aim of this category of indicator is to ensure that medium and long term borrowing is only for capital purposes and that authorities are not taking out long term borrowing to fund revenue spending.

Pru.1: Gross external borrowing and the capital financing requirement

This indicator is used to compare the gross external borrowing against the total capital financing requirement (see Aff.5 above) for current year plus any additions to the total capital financing requirement for the coming year and two following years. The gross external borrowing figure should always be the lower figure.

Pru.2: Adoption of the CIPFA Treasury Management Code of Practice

The Code requires an explicit statement from the Authority that it has adopted the above Code published by the Chartered Institute of Public Finance and Accountancy, in full.

Pru.3: Upper limits to fixed and variable rate exposures

This indicator sets upper limits on the amount of net borrowing (total borrowing less investments) with fixed interest rates and variable interest rates for a three year period. By applying these thresholds, the exposure to fluctuations in interest rates can be controlled.

Pru.4: Maturity structure of borrowing

This indicator sets upper and lower limits on the amount of borrowing due to be repaid in a given period on fixed rate borrowing. The purpose of this indicator is to ensure that the Council has a balanced portfolio of debt, avoiding any major peaks and troughs over the life of the total debt.

Pru.5: Total principal sums invested for periods of more than 364 days

This sets a limit on the amount of money than can be invested for more than one year.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Policy and Resources
Subject: Hackney Carriage Taxi Tariff
Report of: Director of Regulatory and Democratic Services
Strategy/Policy:

Corporate Objective: A safe and healthy place to live and work

Purpose:
To set the level of the Hackney Carriage tariff for the Borough.

Executive summary:

At the meeting of the Licensing and Regulatory Affairs Committee held on 16 September 2008 it was resolved to carry out a review of the Hackney Carriage tariff on an annual basis at its September meetings. The Fareham Hackney Carriage Association is consulted each year to ascertain if they wish to increase the tariff and this is carried out through the Taxi and Private Hire News Letter that the Council produce on a regular basis and any request is reported to the Committee. No request for any increase has been received this year.

However following recent case law relating to policy matters associated with the function of taxi licensing, it has been confirmed that the Hackney Carriage tariffs /fares are the responsibility of the Executive and that the decision relating to the adoption and approval of a table of fares must now be made by the Executive.

Recommendation/Recommended Option:

That the current Hackney Carriage tariff attached as Appendix B is approved.

Reason:

There has been no request from the Hackney Carriage taxi trade this year for an alteration to the current tariff.

Cost of proposals:

There are no costs associated with this decision that cannot be met within existing budgets.

Appendices: **A: Taxi Newsletter May 2013**
 B: Current Taxi Tariff

Background papers: none

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Hackney Carriage Taxi Tariff

Briefing by: Director of Regulatory and Democratic Services

Portfolio: Policy and Resources

INTRODUCTION

1. This Council is the licensing authority for Hackney Carriage operations within the Borough. In order to carry out this function the Council is permitted to fix rates or fares within the Borough that relate to time and distance travelled. This also extends to other charges in connection with the hire of a Hackney Carriage.
2. The ability to fix the tariff or fares within the Borough is contained within the Local Government (Miscellaneous Provisions) Act 1976.
3. This Council reviews the Hackney Carriage tariffs on an annual basis. The objective is to set a maximum tariff that reflects any variation in operating costs. At its meeting on 16 September 2008 the Licensing and Regulatory Affairs Committee resolved to carry out a review of the Hackney Carriage taxi tariff on an annual basis at its annual September meetings. The Fareham Hackney Carriage Association was represented at that meeting and are consulted each year on whether they wish to seek any increase.
4. However recent case law (007 Stratford Taxis Ltd v Stratford on Avon District Council) has clarified the situation in respect of policy matters concerning Hackney Carriages. This case found that the setting of the Hackney Carriage taxi fares / tariff is a function for the Executive.
5. Each year views are sought from the Hackney Carriage taxi trade as to whether they wish to apply for any change in the fares. Any proposals are produced based on cost of living indices.
6. A regular newsletter is sent to the trade informing them of current issues and matters of interest. An article was included in Newsletter 37 which was sent to all owners and drivers (Appendix A) in May 2013, which reminded the trade of the need to inform the Council if they wanted a tariff alteration to be considered.

7. No request has been received from the Hackney Carriage taxi trade this year to alter the tariff.
8. In light of the recent case law, it is now necessary for the Executive and not the Licensing and Regulatory Affairs Committee to consider and agree the Hackney Carriage tariff and any subsequent changes in the future.

PROPOSAL

9. As no application to change the tariff has been received from the Hackney Carriage taxi trade, it is recommended that the Executive approve the current tariff as set out in Appendix B.

RISK ASSESSMENT

10. It is important that the Council takes account of Court of Appeal decisions and the associated legal advice to ensure decisions that the Council make are sound in the event that they are challenged. As such whilst there has been no application from the Hackney Carriage taxi trade to change their tariffs / fares it is important that the Executive approve the existing tariff and consider any future applications.

FINANCIAL IMPLICATIONS

11. This report relates to the tariff levied to the travelling public using Hackney Carriage taxis licensed by Fareham Borough Council. There are no direct financial implications for the Council.

CONSULTATIONS

12. The Hackney Carriage taxi trade was consulted in May this year via the regular Taxi Newsletter and no requests for alteration of the Hackney Carriage tariff were received.

CONCLUSION

13. That the Executive approve the current Hackney Carriage tariff attached as Appendix B.

Reference Papers: None

Code of Practice for Hackney Carriages

1. All taxis are to be moved up the rank as space becomes available.
2. The front car must always have its driver in attendance.
3. Taxis on the ranks should not be left unattended by the driver. In the event that use of the public convenience is required, the driver should advise the driver to the rear of his/her vehicle. The vehicle should not be left unattended for any other reason.
4. The only times the front car may not be used are as follows:
 - a. When a five-seater is required, use the first five-seater in line.
 - b. When an elderly or disabled person requires a specific type of vehicle.
 - c. When a member of the public wishes to use his/her regular company.
5. No overtaking in the Borough en-route to the ranks unless signalled to do so by the driver in front.
6. All taxis are to pick up facing north on the station rank.
7. No parking is permitted overnight or for any part of the day on the station rank whilst not working the taxi.
8. No taxi will drop off passengers or accept payment for a re on the ranks, this must be carried out prior to re-joining the ranks.
9. Parking on the ranks for any other purpose than picking up fares is not permitted.
10. No 'For Hire' sign or roof sign is to be illuminated outside of the Borough.

This Code of Practice is a part of the Hackney Carriage Vehicle Conditions and should be adhered to at all times.

□

FAREHAM

BOROUGH COUNCIL

TAXI FARES (INCLUSIVE OF VAT)

DISTANCE		23.30-06.00 hours Christmas Eve, Boxing Day (6am-midnight) & New Years Eve 18.00-24.00 All other Bank Holidays	Christmas Day, Boxing Day (midnight -6am only) & New Years Day
For the first 190 metres or part thereof minimum charge	£2.20	+50%	+100%
For each succeeding 190 metres or part	20p	+50%	+100%
WAITING TIME			
For each period of 60 seconds or part	20p		
EXTRA CHARGES			
Passengers picked-up at Fareham Station:	60p surcharge		
For each article of luggage carried outside passenger compartment	10p		
For each dog (except assistance dog)	10p		
For each person in excess of two	10p		
A MAXIMUM CHARGE OF £45 MAY BE MADE AGAINST ANY PERSON FOULING THE VEHICLE			
All complaints must be made in writing to:			
The Licensing Officer, Regulatory Services, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ or email Licensing@fareham.gov.uk			
HACKNEY CARRIAGE NO. XXX TO CARRY X PERSONS			
SEAT BELTS ARE PROVIDED FOR ALL PASSENGERS IN THIS VEHICLE YOU ARE REQUIRED BY LAW TO WEAR THEM			

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Policy and Resources
Subject: **New Homes Bonus and the Local Growth Fund: Response to Consultation**
Report of: Director of Finance and Resources
Strategy/Policy:
Corporate Objective:

Purpose:
To allow the Council to respond to the Government's consultation paper concerning New Homes Bonus and the Local Growth Fund.

Executive summary:
In July 2013, the Government published a consultation paper entitled: "New Homes Bonus and the Local Growth Fund".

The consultation seeks views on the suggested mechanisms for pooling £400 million of New Homes Bonus through local enterprise partnerships to support strategic housing and other local economic growth priorities.

Attached as appendix A to this report is a draft response to the consultation.

Recommendation:
The Executive considers the draft response, attached as Appendix A, and asks the Director of Finance and Resources to make the submission to the Department for Communities and Local Government prior to the closing date.

Reason:
To influence the Government in their determination of regulations for the use of New Homes Bonus.

Cost of proposals:
None.

Appendix A: Consultation Questions and proposed response

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: New Homes Bonus and the Local Growth Fund: Response to Consultation

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. In July 2013, the Government published a consultation paper entitled: "New Homes Bonus and the Local Growth Fund".
2. The consultation seeks views on the suggested mechanisms for pooling £400 million of New Homes Bonus through local enterprise partnerships to support strategic housing and other local economic growth priorities.
3. The New Homes Bonus was introduced in 2011 to provide an incentive for local authorities to welcome growth. In the three years of its operation, the Bonus has allocated £1.3 billion, recognising delivery of over 400,000 homes and bringing over 55,000 long term empty homes back into use.
4. In Autumn 2012 Lord Heseltine published his report 'No Stone Unturned in Pursuit of Growth' which set out the case for a reconfiguration of responsibilities for economic development between central government and Local Enterprise Partnerships, and between government and the private sector. The report recommended the creation of a single funding pot. The recent spending round announced the creation of a £2 billion Local Growth Fund and that it would contain £400 million of New Homes Bonus funding, pooled locally at the Local Enterprise Partnership level to support economic growth priorities, including housing.

PROPOSAL

5. The Government consultation sets out options for how a pooling mechanism might work. It also considers how pooling should be enforced, what accountability arrangements should apply, and seeks views on specific points of detail. It also sets out how the scheme sits within the wider context of the Government's spending review, in which Ministers have committed to the Local Growth Fund in response to Lord Heseltine's report 'No Stone Unturned in Pursuit of Growth'.

FAREHAM BC RESPONSE

6. A response to the consultation has been drafted, and is attached as Appendix A. In broad terms, the response explains that the Council is strongly supportive of incentivising locally-led growth, and also recognises the importance of Local Enterprise Partnerships in the delivery of this agenda.
7. Recognising the importance of New Homes Bonus as a funding source for local authorities, the response indicates that in the event that funding is redirected, then this should be done in a way that minimises the impact on the resources to encourage such growth. By taking an approach which protects resources at the most local level as far as possible, it is felt that this should enable the Council to continue to promote growth effectively within the borough.
8. Of specific importance to Fareham are questions 4 and 8. The Council has previously agreed to reinvest New Homes Bonus derived from homes in Welborne to help fund the supporting infrastructure required to serve the development. This is expected to form an important and sizeable element of the Infrastructure Funding Strategy for Welborne, which is currently being developed. To this end, the response encourages Government to take this into account in developing the grant conditions for New Homes Bonus, so that they do not undermine the commitments previously made, particularly where these commitments relate directly to delivering on the “growth” agenda.

RISK ASSESSMENT

9. There are no risks associated with this response.

FINANCIAL IMPLICATIONS

10. There are no financial implications arising directly from the response.
11. However, Members should note that the New Homes Bonus represents a significant source of funding for the Council (£1m in 2013/14 and estimated £1.5m in 2014/15). The proposal to top-slice NHB funding for pooling would represent a reduction of around 35% for local authorities and if this is applied to all tiers (rather than just the upper tier Authorities), it would limit the Council’s ability to rely upon this income to fund day to day services, future capital investment and project related expenditure in Welborne.

CONCLUSION

12. The government is consulting on changes to the distribution of New Homes Bonus, which would be effective from 2015/16. The report sets out a draft response to the consultation, and Members are asked to consider this so that a submission can be made to the Department of Communities and Local Government.

Reference Papers:

[DCLG New Homes Bonus and the Local Growth Fund Technical consultation](#)

Consultation Questions and Proposed Response

Question 1: We would welcome views on the underlying principles of pooling the New Homes Bonus in this way, with specific regard to ensuring that pooled funding remains in the Local Enterprise Area where it originates and that the method of calculating the Bonus remains unchanged?

The Council supports the Government's agenda for locally-led economic growth. The Council also welcomes and supports the principle of increasing the funding available to Local Enterprise Partnerships in delivering on this agenda.

The Council strongly supports the principle that growth-related funding should be directed to those areas which actually deliver, and recognise that the proposals in the consultation paper seek to achieve this.

Finally, we believe that the mechanism for calculating New Homes Bonus is simple and transparent and does not warrant a fundamental review. We would, however, encourage the Government to consider enhancing the incentives for delivering affordable housing, as part of this process.

Question 2: The first mechanism is that an equal percentage of all New Homes Bonus allocations will be pooled to the lead authority of their Local Enterprise Partnership, the precise percentage to be determined, but will be that necessary to make £400m nationally. Do respondents consider this to be an appropriate method?

In the event that the pooling proposal is introduced, the Council recognises the equal share approach as one which is transparent and understandable. However, we feel that this would not necessarily be representative of the scale of resources used at the respective tiers to achieve the housing growth in areas and is likely to leave Borough and District Councils under-funded. In this scenario, it could give rise to a slower housing growth pattern in future years.

Question 3: The second mechanism would act as described above for all areas with a single tier of local government (unitary authorities, metropolitan boroughs, etc). Where areas have two tiers of local government (lower tier district councils and upper tier counties) the alternative distribution mechanism would operate whereby upper tier authorities would surrender all of their New Homes Bonus, with the balance coming from the lower tier. Do respondents consider this to be a preferable method of pooling for two tier areas?

The Council would support this approach to pooling in two-tier areas. Resources deployed at district council level have a more immediate impact on stimulating housing growth and the Council would not want to see this eroded, as it could have negative implications for future housing growth within the area.

Question 4: Do respondents consider that the content of the proposed condition placed on the section 31 grant will be sufficient to enforce the local pooling of the New Homes Bonus funds?

The Council believes that the condition upon local authorities is sufficient to enable pooling.

However, we would ask the Government to place the condition only upon New Homes Bonus awards which have not previously been formally committed to be spent in supporting growth objectives. This is important in Fareham, where a decision has been taken to reinvest NHB arising from the Welborne new town back into the development site to assist in funding the provision of supporting infrastructure. At a scale of around 6,000 homes, the pooling regime could undermine the infrastructure funding strategy for the new town.

We would also encourage the Government to strengthen the following aspects:-

1. Ring-fencing – we would encourage the Government to require any pooled funds to be ring-fenced, such that the resources can only be used for the delivery of the LEP Growth Plan, and not be used to meet normal operating costs.
2. Developing Growth Plans – While the Council has developed a strong working relationship with the LEP, we would encourage the Government to make it an obligation upon the LEP to formally consult with the local authorities in its area (and relevant to its growth plan), before it can adopt the plan and access the pooled funds.

Question 5: The government considers that the existing accountability arrangements for Local Enterprise Partnership should apply to pooled funding as these are considered to provide sufficient safeguards for the protection of spending. Do recipients agree?

Subject to the response made in Q4, the Council agrees that administrative burdens should be kept to a minimum providing that there is sufficient transparency in the decision-making process. The Government may wish to consider issuing guidance to LEP's surrounding appropriate arrangements for publicising the use of the pooled funds (perhaps through an Annual Report), to demonstrate the value obtained from the resource and uphold the Government's commitment to transparency.

Question 6: Do recipients agree that locally pooled New Homes Bonus in London should pass to the Greater London Authority to be spent under existing arrangements?

No comment.

Question 7: Do you agree that where an authority is a member of more than one Local Enterprise Partnership, then the proportion to be pooled should be divided equally amongst the Local Enterprise Partnerships?

While this does not affect Fareham Borough Council directly, in the interests of fairness, we would consider it more appropriate to divide the pooled amount in a proportion which relates to the level of housing growth within each respective LEP area. This proportion could be achieved with relative ease from Council tax billing information.

Question 8a: The Government proposes that where local authorities can demonstrate that they have committed contractually to use future bonus allocations on local growth priorities, Local Enterprise Partnerships should take this into account when determining their local growth plan and their priorities for using pooled funding. Do respondents agree with this proposal?

Yes.

Question 8b: If respondents disagree with question 8a are there alternative approaches for dealing with such commitments?

N/A

Question 8c: Are there other circumstances in which a spending commitment should be taken into account by the Local Enterprise Partnership?

Yes. It is important that where a local authority has previously and formally committed to use New Homes Bonus receipts for a specific purpose, then the Council feels that this should be exempt from pooling.

If exempting these receipts is not possible, then we feel that the LEP should be obliged to take these commitments into account in preparing their growth plan.

This is of specific importance where the commitment to use NHB receipts directly relates to the Government's growth ambitions. In Fareham, for example, the Executive have previously agreed to reinvest NHB receipts derived from homes within the new, strategic development area of Welborne (one of the largest planned single development areas in the country), for the purposes of funding the supporting infrastructure in the new town. Without this commitment being fulfilled, the infrastructure funding strategy (valued in excess of £300m) will be undermined and could have an impact on the speed of delivery of homes and homes in the area.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 September 2013

Portfolio: Policy and Resources
Subject: Council Car Park and Pedestrian Highway Works Contract
Director of Finance and Resources
Report of: A dynamic, prudent, progressive and best value Council
Strategy/Policy:
Corporate
Objective:

Purpose:

This report considers the tenders received for resurfacing and repair works at numerous locations that include car park and footways throughout the borough and recommends an award of contract for the works.

Executive summary:

Following the completion of a condition survey of the Council's public car parks, footpaths and service areas, a programme of repair and improvement works were identified to maintain the assets to a good standard. In addition, new requirements have been identified for additional parking at Portchester Community Centre.

This report provides the Executive with information regarding the tenders received for these works and seeks an award of contract.

Recommendation:

That the tender submitted by the contractor ranked 1 (as set out in the confidential appendix), being the most advantageous tender received, be accepted and the contract awarded to the company.

Reason:

To maintain the value of the Council assets and provide well maintained car parks, service areas and pedestrian footways for public use.

Cost of proposals:

The cost of this project is estimated to be £330,000. These works are to be predominately funded from the previously approved car park improvements capital programme and this will be supplemented by revenue and capital budgets from each of the respective service areas.

**Appendix A: Executive Briefing Paper Tender Prices and Evaluation
(Confidential Appendix)**

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 September 2013

Subject: Council Car Park and Pedestrian Highway Works Contract

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. During 2012 a condition survey was carried out by the Building Services Team. This identified a number of car park sites that required repairs. In addition the Leisure and Community team had identified a requirement to provide additional parking at the new Portchester Community Centre.
2. This project includes for the following works:
 - The reconstruction of eight car park surfaces at Abshot Community Centre, Broadcut, Cams Alders, Fareham Job Centre, Malthouse Lane, Meon Shore, Titchfield Recreation Ground and Wicor Recreation Ground
 - Repairs to pedestrian, service and garage areas at housing sites in Bishopsfield Road
 - Line marking works to 28 car park sites throughout the borough
 - The extension of the car park at Portchester Community Centre
 - Additional parking at Fareham Leisure Centre
 - Repair works at Northmore Close and Barnfield Court housing sites.
 - Across all the above services works to carry patch repair work, kerb, channel repairs, drain clearance and general car park maintenance items were included.
3. A packaged contract was developed for these works in order to ensure achieving the best value for money for the Council. The project was advertised on the South East Business Portal for organisations to submit their expressions of interest and complete a pre-qualification questionnaire. The subsequent applicants were evaluated and the tender list determined.
4. Invitations to tender for the project were issued on 5th June 2013 to 6 contractors.

PROPOSAL

5. On the 3rd July, three tenders were received and opened by Councillor K Evans, Executive Member for Strategic Planning and Environment, and the tender price details are presented in the confidential appendix A.

EVALUATION PROCESS

6. The contract documents define a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality.
7. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all three tenders received are represented in the confidential appendix A.
8. Tenderers were required to complete a 'Tenderer's Compliance and Response'. This enabled officers to score the quality and service elements of their submissions, assessing their method and approach to delivering the service.
9. Based on the evaluation of the tenders received, the three bids have been ranked in order of economic advantage to the Council. The most advantageous contractor, which achieved the highest overall combined score is recommended for the award of the contract.

RISK ASSESSMENT

10. Many of the usual and identifiable risks initially present in this type of project have been negated through the council's rigorous and structured procurement process. The selection of contractors has been based on the information provided in the Pre- Qualification Questionnaire (PQQ) which includes checking various company policies, requisite insurances, initial financial checks and seeking technical references. All contractors who were invited to tender were provided with sufficient opportunity to inspect and measure the required services.
11. The works will be procured using a formal JCT Agreement for Minor Works building contract, which has been approved as suitable for these works by the Council's procurement solicitor.
12. Regular site monitoring and a series of project progress meetings will be held during the course of the contract to reduce potential risks.

FINANCIAL IMPLICATIONS

13. The works will be financed from the following existing budgets, Car Park Asset Management Plan, Wicor Recreation Ground improvements budget, Portchester Community Centre Housing Revenue Account and the Other Land and Property revenue account.

Service Area	Budget
Car Park Asset Management Plan	£170,000
Portchester Community Centre	£56,000
Housing Revenue Account	£48,000
Wicor Recreation Ground improvements	£37,000
Other Land and Property	£19,000

CONSULTATIONS

14. There are no requirements for consultations on this project.

CONCLUSION

15. Three valid tenders were received for the surface repair works at various car park, leisure and housing sites throughout the borough. It is recommended that the most advantageous tender received, ranked "1" in the confidential appendix to this report, be accepted and a contract awarded for the works.

Reference Papers:

Report to the Executive, 6 September 2010, Finance Strategy, Capital Programme, Asset Management Plan

Report to the Executive 2 April 2012 - Wicor Changing Room Capital Budget

Report to the Executive 9 January 2012 - Portchester Community Centre award of contract

Housing Revenue Account Spending Plans, including the Capital Programme for 2013/14

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