

AGENDA FOR THE EXECUTIVE

Date: Monday, 7 October 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 - 10)

To confirm as a correct record the minutes of the meeting of Executive held on 2 September 2013.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

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

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

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

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

(2) References from the Scrutiny Board:-

To consider any matters referred from the Scrutiny Board meeting held on 26 September 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

Non-Key Decision

- (1) **Fareham Park Project - Action Plan** (Pages 11 - 36)
a report by the Director of Community

9. Streetscene

Key Decision Notice

- (1) **Play Area Safety Surface Replacement Programme** (Pages 37 - 44)
a report by the Director of Streetscene

10. Public Protection

Non-Key Decision

- (1) **Traffic Regulation Order Re-consolidation - Fareham Borough** (Pages 45 - 52)

A report by the Director of Regulatory and Democratic Services.

11. Strategic Planning and Environment

Key Decision Notice

- (1) **Environmental Sustainability Strategy - Action Plan Annual Update** (Pages 53 - 68)

a report by the Director of Strategic Planning and Environment

12. Policy and Resources

Key Decision Notice

- (1) **Annual Review of the Council's Finance Strategy** (Pages 69 - 102)

a report by the Director of Finance and Resources

Non-Key Decision

- (2) **Award of Tender: Resurfacing Contract - Approach to Fareham Shopping Centre** (Pages 103 - 110)

Report of the Director of Finance and Resources.

- (3) **Daedalus Investment Opportunity - Update** (Pages 111 - 116)

A report by the Director of Finance and Resources.

13. Exclusion of Public and Press

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

Exempt Matters for Decision

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

14. Leisure and Community

Key Decision Notice

- (1) **Fareham Leisure Centre Contract** (Pages 117 - 124)
a report by the Director of Community

15. Strategic Planning and Environment

Non-Key Decision

- (1) **Welborne Plan Evidence Studies** (Pages 125 - 128)
a report by the Director of Planning and Environment

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk
27 September 2013

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 2 September 2013

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review Panel
J V Bryant, Chairman of Strategic Planning and Environment Policy Development and Review Panel
P J Davies, Chairman of Housing Tenancy Board, for item 9(1)
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review Panel
M J Ford, JP, Chairman of Appeals Committee
Miss T G Harper, Chairman of Streetscene Policy Development and Review Panel
T G Knight, Chairman of Audit and Governance Committee, for item 9(5)
D C S Swanbrow, Chairman of Scrutiny Board
J S Forrest, for items 9(5) and 8(3)
Mrs K K Trott, for items 8(2) and 8(3)
P W Whittle, JP, for items 8(1), 8(2), 8(3), 9(4) and 11(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 1 July 2013 and 8 July 2013 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

Commercial Property Investment Acquisition Strategy

The Executive Leader reminded Members that on 7 January 2013, the Executive agreed a Commercial Property Investment Acquisition Strategy as a way of optimising returns on Council investments. This strategy was backed by funding of £3m to acquire commercial property investments.

The Executive Leader was pleased to be able to advise that the Council has successfully completed the acquisition of its first commercial property investment, which is Clifton House in Segensworth. Based on the purchase price paid and the rent payable by the occupier, the Council will receive a net return on its investment of around 9%.

Officers have also had an offer accepted on a second commercial property, which is a convenience food retail store outside of the borough, and this is progressing to completion in the coming weeks. Assuming the purchase is concluded, this will also generate a positive return in the region of 6%.

Both of these investments will have a positive impact on the Council's revenue budget, and consequently the Executive Leader confirmed that he has asked officers to consider whether (and how) a further tranche of funding could be used in this way, when preparing the Finance Strategy for consideration by the Executive in October.

Change to Political Group membership

The Executive Leader advised that the Chief Executive had received notification from Councillor D Whittingham that he wished to be treated as a member of the Fareham Borough Council Conservative Group with immediate effect.

The Executive Leader confirmed that the political balance of the Council is now 23 Conservative, 6 Liberal Democrat and 2 independent councillors.

4. DECLARATIONS OF INTEREST

The Executive Leader declared a Non-Pecuniary Interest for item 9(5) – Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport, as he is the Executive Member for Economy, Transport and Environment at Hampshire County Council. He remained present throughout the meeting but did not vote on this item.

5. PETITIONS

There were no petitions presented for this meeting.

6. DEPUTATIONS

The Executive received a deputation from Mr Robert Duckworth in relation to Item 9 (5) - Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport and was thanked accordingly.

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

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

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

- (a) The Executive received comments from the Public Protection Policy Development and Review Panel regarding the Annual Health and Safety Performance 2012/13 and took account of these comments in determining the matter at Item 11(3) below.
- (b) The Executive received comments from the Public Protection Policy Development and Review Panel regarding the Fareham Parking Enforcement Service and took account of these comments in determining the matter at Item 11(1) below.
- (c) The Executive received comments from the Public Protection Policy Development and Review Panel regarding the Emergency Planning Annual Report and took account of these comments in determining the matter at Item 11(2) below.
- (d) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Portchester MUGA – Results of Consultation and took account of these comments in determining the matter at Item 8(5) below.
- (e) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Leisure Strategy Review and took account of these comments in determining the matter at Item 8(2) below.
- (f) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Proposals to Commemorate the Centenary of WW1 and the 70th Anniversary of D-Day and took account of these comments in determining the matter at Item 8(4) below.

(2) The Executive received the minutes of the Housing Tenancy Board held on 20 May 2013 and 29 July 2013.

RESOLVED that the Executive:

- (a) receive the minutes of the Housing Tenancy Board held on 20 May 2013 and 29 July 2013; and
 - (b) notes the Work Programme for 2013/14, as attached at Appendix A to the minutes.
- (3) The Executive received the minutes of the Scrutiny Board held on 30 May 2013 and 4 July 2013.

RESOLVED that the Executive receive the minutes of the Scrutiny Board held on 30 May 2013 and 4 July 2013.

8. LEISURE AND COMMUNITY

(1) Leisure Strategy Review

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

RESOLVED that the Executive adopts the Leisure Strategy for 2013 to 2018, as set out in Appendix A to the report.

(2) Review of Tourist Information Centre

At the invitation of the Executive Leader, Councillors Mrs K K Trott and P W Whittle, JP addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) to implement a 15% reduction in the funding for the Fareham Tourist Information Centre from 1 April 2014;
- (b) to request that the Fareham Tourist Information Centre and Westbury Manor Museum be open on Mondays and that this be a condition of the grant; and
- (c) to encourage Fareham TIC to utilise volunteers to support the running of the service.
- (d) That in the event that the 15% reduction in funding and the associated funding conditions are not acceptable to Tourism South East, that 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.

(3) 2014 Commemorates World War I Centenary and D Day 70th Anniversary

At the invitation of the Executive Leader, Councillors Mrs K K Trott, J S Forrest and P W Whittle, JP addressed the Executive on this item.

RESOLVED that subject to the title of Appendix A being amended to 2014 Commemorations – WW1 and D Day 70th Anniversary, 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;
- (b) that the project be funded from 2012/13 under spends to the sum of £10,000 with the remainder being found from within existing revenue budgets; and
- (c) that an additional sum of £20,000 be allocated from the Council's reserves to clean, maintain and upgrade the War Memorials throughout the borough.

(4) Portchester MUGA

RESOLVED that the Executive:

- (a) agrees that a Multi Use Games Area is not provided on the site of the former Portchester Community Centre;
- (b) agrees that the Council does not replace the existing fencing between the former tennis courts and the residential properties in Clive Grove; and
- (c) notes the expanding community use of the tennis courts at the Portchester Community School.

9. STRATEGIC PLANNING AND ENVIRONMENT

- (1) Development Sites and Policies Plan: Fareham College and other new site allocations: Consultation

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

RESOLVED that subject to the amendment of references within the report corrected to Cartwright Drive (in place of Cartwright Drive) and the correction of the figure at paragraph 7 of the report from £14m to £4.7m, the Executive authorises 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.

- (2) Titchfield Abbey Conservation Area Character Appraisal and Management Strategy

RESOLVED that the Executive:

- (a) agrees that 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; and
- (b) grants Delegated Authority 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.
- (3) Additions to the Local List of Buildings of Special Architectural or Historic Interest

RESOLVED that the Executive notes the results of the consultation and that the following buildings are added to the Council's Local List of Buildings of Architectural or Historic Interest:

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.

- (4) Preparation of Welborne Plan: Quarterly Financial Update

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

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

- (5) Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport

The Executive Leader, Councillor S D T Woodward declared a Personal and Non-Pecuniary Interest on this item as he is the Executive Member for

Economy, Transport and Environment at Hampshire County Council. He remained present but did not vote on this item.

At the invitation of the Executive Leader, Councillors T G Knight and J S Forrest addressed the Executive on this item.

Upon being put to the vote (5 Executive Members voting in favour with one abstention) it was RESOLVED 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 as at paragraphs 5 to 39 of the 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; and
- (d) agrees 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.

10. PUBLIC PROTECTION

(1) Parking Enforcement Service Annual Report

RESOLVED that the Executive notes the performance of the Parking Enforcement service and that this will continue to be closely monitored.

(2) Emergency Planning Annual Report

RESOLVED that the Executive agrees that this report be used as a record and update of the work that has and will continue to be undertaken to enhance the Council's emergency response capability and to satisfy the requirements of the Civil Contingencies Act 2004.

(3) Health and Safety Performance 2012/13

RESOLVED that the Executive:

- (a) notes the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2012/13;
- (b) notes 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; and
- (c) notes that training sessions for Members will be scheduled for December 2013.

(4) Scrap Metal Dealers Act 2013

That the Executive:

- (a) notes the changes made by the introduction of the Scrap Metal Dealers Act 2013;
- (b) agrees the fees as set out in paragraph 15 of the report; and
- (c) delegates authority to the Director of Regulatory and Democratic Services to establish all necessary processes to give effect to the legislation, including the power to determine applications or revoke licences.

11. POLICY AND RESOURCES

(1) Annual Review of the Corporate Strategy 2011/2017

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

RESOLVED that the Executive recommends to Council the amendments to the strategy document, as set out in paragraph 44 of the report.

(2) Council Tax Support - Year 2

RESOLVED that the Executive:

- (a) approves the draft scheme proposals for Council Tax Support as set out in the 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;
- (b) instructs officers to proceed with a period of public consultation to seek views on the draft scheme; and
- (c) notes the programme for implementation.

(3) Annual Update - Local Service Agreements

RESOLVED that the Executive notes the Council's performance for the 2012/13 financial year.

(4) Quarterly Financial Monitoring Report 2013/14

RESOLVED that the Executive notes the report on revenue and capital budget monitoring.

(5) Treasury Management Monitoring Report 2013/14

RESOLVED that the Executive notes the treasury management monitoring report.

(6) Taxi Tariff

RESOLVED that the Executive approves the Hackney Carriage tariff, as attached at Appendix B to the report.

(7) New Homes Bonus and the Local Growth Fund: Response to Consultation

RESOLVED that the Executive approves the response to consultation, attached as Appendix A to the report, 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.

(8) Council Car Park and Pedestrian Highway Works Contract

RESOLVED that the Executive accepts the tender submitted by the contractor ranked 1 (as set out in the confidential appendix), and being the most advantageous tender received, the contract is awarded to that company.

12. 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.

13. HEALTH AND HOUSING

(1) Purchase of Properties from the Homes and Communities Agency

RESOLVED that the Executive agrees to:-

1. delegate authority to the Director of Community, following consultation with the Executive Leader to:-
 - (a) purchase Numbers 19 and 20 Coldeast Close and associated land from the Homes and Communities Agency;
 - (b) purchase of 123 Bridge Road and grounds
 - (c) arrange the onward sale of 123 Bridge Road without the benefit of the large rear garden.
2. approve a gross budget of up to £800,000 for the purchase of the three properties including fees.

(The meeting started at 6.00 pm
and ended at 7.57 pm).

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 October 2013

Portfolio: Leisure and Community
Subject: **Fareham Park Project – Action Plan**
Report of: Director of Community
Strategy/Policy:

Corporate Objective: Maintain and extend prosperity;
 Strong and inclusive communities;
 Leisure opportunities for health and for fun.

Purpose:

To update the Executive on the progress of the Fareham Park initiative and approve the draft Action Plan for the future co-ordination of activities in the area, aimed at meeting the objectives of this key corporate priority.

Executive summary:

This report reviews the progress of the Fareham Park Project; an Officer and Member Steering Group which is tasked with identifying solutions and taking a co-ordinated approach to tackling the multiple issues associated with deprivation and poverty in the Fareham Park area of the Borough.

This report also proposes an Action Plan, which if agreed by the Executive, will guide the work of the Partnership over the next twelve months. It is hoped that the Action Plan will ensure that where possible, both resources and expertise are pooled to ensure maximum benefit is gained for local residents.

The Action Plan will encourage agencies and partners to work together and help address issues of local need. It is recognised that by improving access to a range of support services, opportunities and activities in the neighbourhood which are currently non-existent or difficult to access, will help in making a significant and lasting improvement in the area.

Recommendation/Recommended Option:

- a) That the progress of the Fareham Park Project be noted
- b) That the draft Action Plan be approved
- c) That the two priorities selected by the Steering Group be supported
- d) That the Executive receives an annual update on the progress of the project, as guided by the Action Plan.

Reason:

To provide elected members, partners and the wider community with information on the progress and developments within this important priority area, so that the effects of poverty and deprivation can be effectively tackled.

Cost of proposals:

A budget of £20,000 has already been approved by the Council to fund initiatives in the Fareham Park area, it is recognised that this can be used in association with the Action Plan to help improve opportunities in the area.

Appendices:

A: Draft Action Plan – Fareham Park Project

B: Summary of Grants awarded through the Fareham Park Purse

Background papers: Report to the Executive for Decision, 7 January 2013,
Fareham Park Project – A Corporate Priority

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 October 2013

Subject: Fareham Park Project – Action Plan

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. Fareham Park continues to be recognised as one of the most deprived areas in the Borough. This is evidenced by both national and local deprivation indices. In 2010, the Council adopted the project as a Corporate Priority with the aim of working in partnership with the local community and other agencies to reduce deprivation and poverty in the area, in a strategic and coordinated manner.
2. This report provides a brief update on the progress of the Fareham Park Project and presents a draft Action Plan, with two key priority areas, which will guide the work of the Steering Group over the next 12 months and beyond.

RECENT PROGRESS

3. **Fareham Park Purse & Fareham Park Fun Day:** Following a successful application to Hampshire County Council, 'Have Your Say' funding of £17,500 was secured for Fareham Borough Council. Agreement was reached with Fareham Borough County Councillors (Councillors Bryant, Ellis, Evans, Hockley, Knight, Price and Woodward), who supported the allocation of the total funds to the Fareham Park Project. In order to develop and engage the community into positively addressing needs in the area, the funds were locally branded as the 'Fareham Park Purse' (FPP) and local clubs, community groups and organisations were invited to apply for funding.
4. Part of the criteria of the 'Have Your Say' funding was the involvement of local residents in the decision-making process. To facilitate this, the Fareham Park Fun Day was held on 20 July. All of the applicants that had applied for funding were invited to host a stand at the fun day to promote their project. As well as providing an opportunity for local people to support the projects they would wish to see developed, the event also enabled some informal consultation to be conducted with local residents to find out their views on the neighbourhood that they live in. Over 500 local residents, children and families attended the Fun Day and took part in a host of free and interactive opportunities. The Fareham Park Steering Group has since used the information gathered in assisting with drafting the action plan.

5. A total of 313 votes were cast and following ratification with the member panel (established to oversee the process), nine projects were supported from the FPP; including two providers each receiving funding for two separate projects. Additionally three further projects were diverted to the CATS Community Funding stream for support and two projects were withdrawn because they were considered not to meet the criteria.
6. The administration of grants is now taking place and monitoring arrangements will be put in place to assess the community value of the funding awarded.
7. **Fareham Park Steering Group:** The Steering Group is meeting regularly to review and direct future development in the neighbourhood. The membership of the Group has been widened to include officer and member representation from Hampshire County Council, Fareham Local Children's Partnership and Oak Meadow Children's Centre.
8. **Research:** The Project Officer continues to track the most up-to-date data so that an accurate neighbourhood profile can be collated to guide and influence the work of the Partnership. Some sources of data have proved particularly challenging to secure, most notably health data and accurate statistics on Under 18 Conceptions at electoral ward level and below (i.e. super output area).
9. **Action Plan and priority setting:** Attached at Appendix A is a draft Action Plan which has been developed to direct and focus future development. It is proposed that in order to co-ordinate priorities with the most pressing needs, two key areas for initial concentration be identified.
10. Each representative was asked to confirm two key priority areas to be tackled initially, from the seven themes outlined in the Action Plan. A strong consensus of opinion proposed that the partnership should lead with two linking priorities, these are:
 - i – Young People (11-19)*
 - ii – Children (specifically those under 5's) and their families*
11. Subsequently, the next meeting will see further representatives invited from the local community including schools, youth providers, Police and Fire Service in order to move these priority areas forward, pooling expertise and review where resources can best be utilised.

FINANCIAL IMPLICATIONS

12. A revenue budget of £20,000 has been set aside to assist community based projects in the area. It is also hoped that other funding will be secured as projects emerge and funding streams are identified to support relevant activity.
13. The Project Officer post, which was recruited to in April 2013, is separately funded and a commitment has been made to maintaining this funding on a fixed term contract for three years.
14. The government have recently announced a wider roll out of Our Place a programme designed to give people more power over their local services and budgets in a neighbourhood and aligning these with all the other resources that the local community can bring. Officers have already registered an interest in joining the programme and applying for some of the £4.3m funding when it is

rolled out later this year. Meanwhile Councillor Hockley (in her role as chairman of the Steering group) and the Project Officer will be attending a workshop in October to learn more about the pilot projects and how to apply for funding.

15. In addition, Hampshire County Council has recently announced Public Health Funding of £0.5m for local communities. The Project Officer will review the bidding criteria (when announced) and submit a funding application if eligible.

CONCLUSION

16. This report provides an update on the progress of the Fareham Park Partnership and work in the Fareham Park area to tackle issues associated with poverty and deprivation. Members are asked to support the proposed Action Plan which if agreed, will direct the strategic focus and work of the Partnership over the next twelve months.
17. The development of an Action Plan will also help secure the support and commitment of other agencies and partners so that full benefit can be secured for local residents living in the area.

Background Papers:

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**Fareham Park Steering Group
Proposed Action Plan
September 2013**

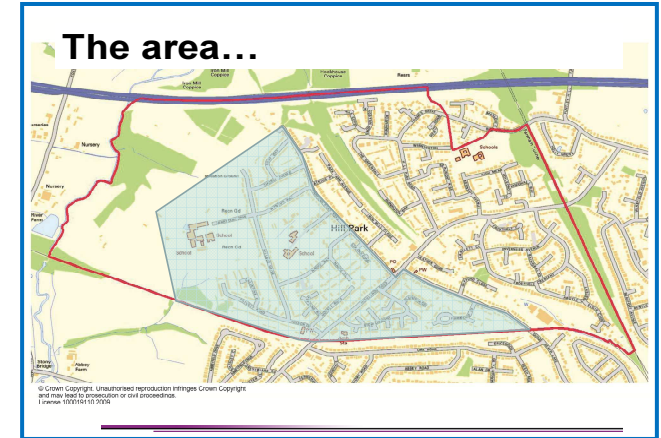
**'If you want to go
faster, go alone. If
you want to go
further, go together.'**

(African Proverb)

Community Profile – Fareham Park Project

Although Fareham as a whole is one of the least deprived areas of England, evidence demonstrates significant deprivation for income, employment and inequality in an area known as Fareham Park located in North West Fareham. Most significantly the rank in education and skills places Fareham Park in the **top 3%** most deprived areas in the country for these issues.

There are more people living in this area without any qualifications, less people living in the area with higher level qualifications (level 4 and above than the Fareham, South East and England average.



As a brief overview, current evidence suggests that for people currently living in Fareham Park:

- **9.7%** of pupils at Henry Cort School Community College are eligible for Free School Meals in September 2013 (compared to 3.7% at Cams Hill), whilst **25%** of children at St Columba Academy are presently eligible for Free School Meals (compared to 5.3% at Harrison Primary).
- Welfare reform is already having an effect on a significant number of households in the area, this includes families who are experiencing difficulties with rent payments, meeting essential household bills and debt
- Approximately **32%** of children at the local primary school could be regarded as vulnerable (having at least one agency working with the family), of these **8%** are highly vulnerable (multiple agency involvement, child in need or child protection plan in place)
- In 2012 one third of children in Fareham who have a child protection plan in place, live in the Fareham Park area
- In 2012, **40%** of the families on the 'supporting families initiative' live in the FP area
- There is poor take up of free nursery places and currently there are no affordable after-school/breakfast clubs to assist parents.
- There is a significant attainment gap between young people from disadvantaged backgrounds, particularly in relation to English and Maths compared to their counterparts who are not in receipt of pupil premium/free school meals.
- There is evidence of low aspirations amongst young people, many of whom feel their destiny is to become dependent upon benefits for income and social housing in the future
- Figures for teenage conceptions in FP are higher than the national average
- There is low car ownership in the area, with a strong reliance on public transport but there is a limited bus service to the area in the evenings (Fareham Town Centre - Highlands Road last bus at 6.45pm)
- There is currently no youth club or similar place for young people to meet and socialise operating in the area and young people living in

the neighbourhood report their inability to access clubs and activities due to limited household income, caring responsibilities and lack of private transport

- There appears to be a significantly high number of drug and alcohol dependent adults residing in the area and a low take up of sports and physical activity
- Many residents have expressed concerns about the cleanliness, safety and quality of the local environment and there are a number of housing blocks in the area with no access to safe, outdoor play space.
- There are currently limited activities for older people; in the absence of a local luncheon or friendship club, many people feel isolated
- There is low parental engagement with children's schools and education; with suspicion of social and health care professionals amongst some families in the neighbourhood
- The area has been highlighted as a 'hotspot' for domestic violence

Themes

The themes for the Fareham Park Action Plan September 2013 have been formulated in response to:

- The needs identified through consultation with local residents
- Statistical and anecdotal evidence
- Discussion with local statutory and voluntary organisations, key members of the community and ward councillors.
- Issues raised by voluntary and community sector organisations.

An overarching aim of this Plan is the principle “No decision about me, without me”; therefore people living and working in Fareham Park are key to the planning, implementation and evaluation of the Fareham Park Project.

Each theme is dealt with individually within the Plan

A full report about Fareham Park is available on request from shiggs@fareham.gov.uk.

Please note that the word 'parents' is used throughout this document to denote any adult with a caring responsibility for children including foster carers and legal guardians.

Fareham Park Steering Group – Role and Purpose

To create an effective multi-agency Fareham Park Partnership with local statutory and voluntary partners to:

1. Work towards a common goal and vision to improve life opportunities and build the community in Fareham Park
2. Jointly identify and develop solutions to tackle the effect and causes of deprivation, making a positive impact on the lives of local people.
3. Share expertise and experience, pool resources and provide a cost effective, joined up approach to overcoming barriers.
4. Increase the active involvement of residents in seeking to improve their neighbourhood
5. To make joint applications for funding bids based on evidence of need and local data
6. Carry out consultation and encourage active involvement across all age groups in Fareham Park
7. Where possible, tried and tested methods will be employed and the ethos of 'Our place' will be developed (please see: <http://mycommunityrights.org.uk/ourplace/>)

Progress and indicators of success will be determined by all partners and will include;

- Measurements and movement in local and national indicators
- The number of partner organisations and people engaged in the Fareham Park community partnership
- The number of projects with positive outcomes for residents living in Fareham Park.

	Objective	Target group	Partners	Timescale	Indicators/evidence of success
1	Improve access to support and help for new parents through local health care professionals and third sector organisations	Children	Health Oak Meadow		The number of parents accessing clinics and support
2	Improve take-up of the 'two-year old offer' and free early years provision to improve children's social skills in preparation for school	Parents and children	Oak Meadow Schools HH		Year on year increase in the number of under 4s in FP attending nursery/pre-school
3	To offer innovative parenting programmes and to help parents cope with the ages and stages of child development	Parents Young Parents	Oak Meadow		Number of parents engaged in parenting programmes who state that they feel confident about their parenting skills
4	Provide more opportunities for children to access play, especially learning in the outdoors through experiential, natural and free play	Children	Y Services - Play Rangers Oak Meadow CC	From summer 2013	Number of children accessing outdoor play through Fareham Play Ranger and Oak Meadow
5	Develop a local mentoring scheme to offer positive role models, raise aspirations and provide the necessary social skills for children to become active citizens of the future	Children Young People Young Parents			Number of children and young parents engaged in mentoring programmes
6	Develop and promote strategies to encourage children (and their parents) to choose healthy lifestyle choices related to diet, fitness, alcohol and smoking	Children and Parents	Oak Meadow St Columba Academy		Reduction in preventable diseases and emergency admissions to hospital related to diet, smoking, substance use and alcohol
7	To provide low cost or free opportunities for parents to meet, socialise, learn, gain new skills and increase confidence	Parents	Local Community groups		Increased opportunities for parents to access across the FP area

8	To ensure good quality, affordable childcare provision is available to local parents if and when they need it - and free childcare and free school meals offer is widely promoted	Parents	Cfit Oak Meadow		HCC childcare audit to demonstrate that local childcare needs are being met by adequate provision within pram pushing distance
9	To identify methods that encourage local parents to be more engaged in their children's school, learning and development	Parents and Children	St Columba HCCC		Number of parents involved in reading/classroom support and actively involved in fundraising and sitting on the Governing Body at St Columba and HCCC
10	To identify strategies to reduce domestic abuse in the FP area and ensure that support and help is available when required	Families	F&G Family Aid Police Community Safety		

	Objective	Target group	Partners	Timescale	Indicators/evidence of success
1	To improve provision and support for young people beyond the school day, including informal education, community involvement and decision making	Young People Community	Y Services HCC Uniformed Groups Motiv8 Groundwork Solent	From Oct 2013 (Military Mentors pilot)	Numbers attending youth projects, number of referrals to support services and CYPP targets met
2	Work with partners to secure funding for a range of youth activities and to provide low cost or free diversionary activities beyond the school day and school holidays to reduce anti-social behaviour and boredom	Young People Community	Y Services Community Safety	Summer 2013 (Access all Areas) Oct 2013 (Youth Club)	Number of young people accessing activities. A reduction in reported incidences of crime and ASB involving YP in the area
3	Develop opportunities to raise young people's aspirations through non-formal, practical education and skills, volunteering, mentoring and positive lifestyle choices	Young People	Y Services and youth providers		Number of young people actively involved in diversionary, positive activities
4	To offer positive role models and mentoring through various methods such as peer to peer mentoring and professional mentoring	Young People Community	Fire Police Youth Services		Number of young people actively involved in positive activities
5	Improve access to counselling, sexual health, substance and alcohol support and services designed specifically to meet the needs of young people in a non-judgemental way	Young People	Health Youth Services HCCC		Reduction in under 18 conception & chlamydia rate and admissions to A&E for alcohol & substance related incidents

6	To encourage healthy lifestyle choices through participation in sports and physical activity; particularly with young people who normally wouldn't participate in sport	Young People	HCCC Youth Services Y Services	Autumn 2013	Number of young people participating in at least 30 mins of moderate intensity sport once a week
7	To develop innovative methods to celebrate young peoples' achievements and to show them in a positive light	Young People Community	Y Services	From Oct 2013	Positive stories in the press about FP young people's achievements
8	To create opportunities to increase life chances of young women by helping them to achieve at least a level II vocational qualification (or 5+ GCSEs at level A* - C by the age of 17 years), raise aspirations and attempt to reduce the under 18 year conception rates in the Fareham Park area	Young Women	Health Schools and FE providers Youth Services		Year on year reduction in the under 18 conception rates in the FP area
9	To empower young people in Fareham Park to shape their local community for the next generation	Community Young People	Y Services FBC Youth Council		Number of young people engaged in activities to improve the local area
10	To reduce the number of young people who are registered as NEET (not in employment, education or training) and ensure they do not fall through the net	Young People Community Society	Motiv8 YSS FE providers		Reduction in numbers of young people not in education, employment or training
11	To support children and young people in the Fareham Park area who have caring responsibilities within their household	Young Carers	Schools Youth services providers		Number of young people accessing support and advice for young carers
12	To work in partnership with local primary and secondary schools and youth providers to find strategies to reduce the incidence and effects of destructive, abusive relationships, bullying, cyber-bullying, sexting, sexual grooming and exploitation, teenage abusive relationships and homophobic abuse	Young People Community Society	Schools Youth services providers & clubs National and local organisations		

	Objective	Target group	Partners	Timescale	Indicators/evidence of success
1	To develop flexible local provision for adult community learning opportunities for local people to increase their basic skills (English, maths and IT), employability skills and work-based learning	Fareham Park Residents	HCCC HH ACL providers		Number of adults achieving an equivalent Level II qualification
2	To increase access to information, advice and guidance through the provision of community on-line access points/UK Online Centre in Fareham Park	People seeking employment and those needing help, support and guidance to help get online	National careers Service HH		Online Centre available in FP area One to one IT support available when required Increase in online courses
3	To develop a support club (Job Club) for people who are facing unemployment and redundancy and offer assistance with job-hunting skills, CVs, interview technique, cover letters and building resilience and self-confidence	Job-Seekers Long-term unemployed	Job Centre Plus DWP Highlands Hub		Decrease in the number of people in the FP area claiming JSA and work-related benefits
4	To increase the uptake of volunteering as a route to employment, increasing inter-personal and employability skills whilst making a positive contribution to society	Unemployed Young People Skilled professionals	HH Volunteer Centre		Cost saving calculation to the local community of using volunteers
5	To increase the number of young people in the Fareham Park area who leave compulsory education with more than 5 GCSEs at grade A* - C, including maths and English.	Young People	Schools and learning providers		Measurable increase in GCSE results including English and Maths
6	Parents able to access affordable, local childcare provision to enable them to seek employment opportunities	Parents Single parents	CAB HH Oak Meadow		Number of parents and single parents available for employment

7	To identify gaps in the local economy to ensure post-education providers are delivering programmes that prepare people with the skills and qualifications needed to match local need	Young People Job-seekers Training & FE Providers	Schools FE Providers		An increase in the number of skilled workers available to fill gaps in the labour market, and potential gaps in future developments
8	To create apprenticeship opportunities for young people living in the neighbourhood, including advertising the Borough Council's Apprenticeship Scheme	Young people under the age of 24 years	FBC Schools, training providers and colleges		Increase in uptake of local apprenticeships and young people with a Level 111 qualification living in FP

	Objective	Target group	Partners	Timescale	Indicators/evidence of success
1	To increase the take-up of screening services and health checks with people living in the Fareham Park area and ensure the range of health services are fully accessible and able to serve the health needs of the area	Fareham Park Residents	Health Voluntary and support groups		Number of people accessing screening, support & clinical monitoring of chronic conditions
2	Use local data to identify keys health and wellbeing themes in the area such as childhood obesity, poor dental health, high alcohol consumption, and plan strategies in response to the local need	Fareham Park Residents	Health School nurses HVs GPs		Long-term improvement in the life expectancy of people with preventable diseases and better dental health
3	To encourage active participation in affordable and accessible sport and active leisure pursuits	Fareham Park Residents	Health Sports & Leisure Providers		Number of previously inactive people involved in at least 30 minutes of moderately strenuous sport once a week
4	Increase help and support to 'quit for life' and reduce the incidence of smoking related deaths in Fareham Park	Fareham Park Residents	Health providers Support groups		Long-term improvement in life expectancy of people with preventable/treatable diseases associated with smoking
5	To review and improve access to counselling and mental health services in the Fareham Park area	Fareham Park Residents	Health I-Talk Highlands Hub MIND		Access to free support and advice regarding counselling, support groups etc to be easily accessible to FP residents
6	To increase the take-up of volunteering opportunities across the health and social care spectrum to reduce isolation to people in the area with long-term disability or illness	Vulnerable Fareham Park Residents	TK21 Adult Social Care Volunteer Bureau Highlands Hub		Number of people involved in volunteer exchange reporting positive outcomes from the project Cost saving calculation to the local community of using volunteers

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7	Support third-sector organisations to develop services in response to local need; especially the effects of social isolation, alcohol and substance misuse	Vulnerable Adults	FP Partnership Health		Number of people living independent lives in their own homes
8	Support access to, and increase the range of, social and community activities available for older people, in order to help tackle social isolation and loneliness	Fareham Park Residents Older People	Community Action Food & Friendship		Number of older people in the FP area who are living independent lives in their own homes
9	Identify ways to increase inter-generational activity to break down barriers and build bridges between the older and younger generation.	Older People Young People	Community Groups Schools Youth Groups		Number of young people and older people participating in joint activities, learning from one another and discovering common ground
10	Empower and expand local neighbourhood watch schemes and safer neighbourhood strategies	Fareham Park Residents	Neighbourhood Watch Community Safety Police & PCSOs		Number of people involved in forums, neighbourhood schemes and engaged in partnership agreements to improve the safety of the local environment
11	Explore ways to celebrate older people's contribution to the community	Older People Community	Vol Orgs FBC		For older people to feel valued and belong to the community
12	Develop ways to provide "that bit of help" at the right time for older people in the Fareham Park area; such as a listening ear, help with gardening and home maintenance	Older People Community	Vol. Orgs FBC		

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	Objective	Target group	Partners	Timescale	Indicators/evidence of success
1	To develop initiatives to support and advise local residents who may be vulnerable to door-step lenders and high interest repayment schemes	Fareham Park Residents	FBC FCS Community Organisations		Number of households who are solvent and effectively managing their personal finances
2	To promote and support individuals to access "Fareham Community Savers" as an alternative to high-interest lenders	Fareham Park Residents	FCS FBC		Number of people taking up jam jar a/cs, banking services and savings (not loans) through FCS
3	To find strategies to increase budgeting and financial management skills of households who may have limited knowledge of money management	Fareham Park Residents	FBC FCS Oak Meadow HH		Fareham Park Residents to demonstrate an awareness of budget management skills
4	To help children and young people understand budgeting, money management and the pitfalls of high interest loans through schools and youth projects	Children and Young People	Schools Youth organisations		Young people to have an awareness of the cost of borrowing
5	Create opportunities for local people to access free or low cost items such as furniture and household items. Explore thrift schemes, local Christmas savings schemes, 'buy local' schemes, table-top sales and second-hand uniform provision to help household budgets in Fareham Park to stretch further	Fareham Park Residents on low incomes	Community Organisations		Number of projects that aim to help local people on low incomes make money stretch further
6	Utilising an 'Our Place' method of community development - empower and support local community groups to take over planning and running of local services that address and fully meet their needs.	Fareham Park Community	Fareham Park Partnership	October 2013	For local residents to take more responsibility for solving their own issues using a 'bottom-up' approach

7	To provide accessible access to advice about help with childcare costs such as care to learn, workplace childcare vouchers child tax credits or working tax credits to enable single parents to work or return to study	Parents	Cfit Oak Meadow HVs		An increase in the number of parents accessing free/low cost childcare options
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Fareham Park Action Plan Neighbourhood, Community & Environment

	Objective	Target group	Partners	Timescale	Indicators/evidence of success
1	To offer initiatives to help local people take pride and ownership of their own street and living environment, encourage neighbourliness and community spirit	Fareham Park Residents	FBC Vol Groups ? Groundwork Solent		An improved environment , less litter and reports of fly tipping in Fareham Park
2	Review, improve and maximise the use of community facilities where relevant	Fareham Park Residents	Community Facility Providers		Number of people accessing local services and community facilities and involved in the running and planning to meet the needs of the community
3	To increase local community events and activities that facilitate local people working together towards a common theme	Fareham Park Community	Highlands Hub Community groups		Number of people actively involved in the planning and implementation of local community events and activities
4	To improve the local environment such as parks, verges and gardens to increase the wildlife, footfall and enjoyment of communal areas	Fareham Park Residents and Visitors	FBC Vol Groups		Increase in the number of people accessing gardens, parks and open spaces
5	To explore methods in which to foster love and appreciation of the natural environment in children and young people through gardening, outdoor play and bush craft activities. Parents to have an awareness of 'free play' opportunities available in the environment	Children, Young People and Families	Y Services Oak Meadow Countryside Rangers Forest Schools		Children and young people accessing out

6	To work with the residents in anti-social 'hot-spot areas' to identify how the community can take a more pro-active community approach to issues.	Fareham Park Community	Police Community Safety Vol Groups		Number of people actively involved in local forums, neighbourhood schemes and engaged in partnerships to improve local services
7	To identify ways to encourage local people to attend and contribute to Community Action Team meetings, join the Fareham Community Panel and to have more powerful voice in local matters	Fareham Park Community	Local Residents FBC		Number of people actively involved in local forums, neighbourhood schemes and engaged in local partnerships to improve services
8	Encourage the identification of areas for community gardening or allotment schemes, thereby encouraging the production of produce for community benefit	Fareham Park Community	Vol Orgs		

Fareham Park Project – Steering Group

Terms of Reference

The Steering Group will be responsible for:

1. Conducting a review of the economic, social and health needs of Fareham Park
2. Identifying and agreeing the priorities for action
3. Agreeing a set of performance measures to be used to monitor the success of the project
4. Engaging with the local community organisations and statutory bodies to review challenge and re-direct local services
5. Providing advice to the Executive member for Community and Leisure on award of FBC grant funding (of up to £20,000) to be used to reduce deprivation in the area.
6. Exploring and securing external sources of funding to invest in Fareham Park
7. Reviewing the quality of FBC services delivered in Fareham Park which impact on deprivation
8. Providing a six monthly report to the Leisure and Community Policy Development and Review Panel and an annual report to the Executive.

The group will be chaired by the Executive Member for Leisure and Community.

Officers from Fareham Borough Council and/or Hampshire County Council will be invited to attend the panel meetings to provide professional and technical advice as requested by the Executive Member in consultation with the Director of Community. For more information about the Fareham Park Project please contact:

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Appendix B

Fareham Park Purse Applications July 2013 - CONFIRMATION OF AWARDS

These recommendations are based on the votes made at the voting event on Saturday 20 July. The funding figures have been finalised accordingly, by the Fareham Park Steering Group.

Two grant applications have been removed that didn't meet the criteria for the Fareham Park Purse (dark shading)

Three further applications have been diverted into the CATS funding stream (lighter shading); this is because they are seeking help with equipment/capital goods or because they are seeking more than the £2,500 available from the FP Purse.

The attached table confirms the funding awarded. Nine successful projects were awarded with funding. Of these, seven groups securing 100% of their request, of the remaining two applications; it is proposed that a percentage of their requested amount is offered.

No	Group or Organisation	Brief Project Overview	Project time span	No. of votes received	Total Project Cost	Amount requested	Grant awarded
1	Aurora New Dawn	Domestic abuse awareness via social media - however, project is not specific to Fareham Park so (called to discuss but unable to change specification) and covers the entire Borough.	One year Aug 2013 - Aug 2014		£2,000	£2,000	Declined
2	Life Education Wessex Charity org.	Life education (drugs, alcohol and healthy life choices) workshops to be delivered at St Columba Academy.	To run over two days in May 2014.	14	£1,320	£335	£335
3	Debbie Gunn - on behalf of LUPS	Community fund raising event in Fareham Park 25 th Aug 2013 for LUPS - funding for toilet hire, licence fees for event. Event organised by Debbie Gunn, a resident of Hammond Road	One off event Aug 2013		£450	£450	Divert to CATS
4	Oak Meadow Children's Centre - 4children charity org.	Local parents helping local children - to create a parent-helper group who in turn will learn new skills, build confidence and enable parent helpers to work as a team. Grant for tutor costs, training, resources & providing a crèche.	18 months Sep 2013 to Mar 2015	4	£2,930	£2,300	No award in favour of supporting other two from OMCC.
5	Oak Meadow Children's Centre & Jungle Buddies Play Bus	Children's Centre staff to work in partnership with Jungle Buddies Play Bus (fully equipped play area) to provide an outreach to hard-to-engage areas in Fareham Park with two hour staffed play sessions. This is to fund a 2 year project July 2013 - July 2015 and follows evidence of poor social skills of FP children starting school	2 year project July 2013 to July 2015	35	£3,520	£2,500	£2070 to fund 18 play bus sessions

6	Fareham North West Community Centre	To purchase comfortable coffee lounge furnishings to enable FNWCC to offer an additional community area. In addition the grant will be used to purchase an external notice-board and letterbox to increase communication with the local community.	One off purchase July 2013		£900	£700	Divert to CATS
7	Fareham NWCC - Fareham Park History Project	Project to bring together older people from the local community with young people at Henry-Cort Community College. Young people will be instructed how to collect verbal transcripts from older people living in Fareham Park to increase communication, social skills and intergenerational interaction. Aim is to produce a history magazine and mural for Fareham Park area	9 months Oct 2013 to July 2014	16	£500	£500	£500
8	Express FM	Confidence & skill building workshops for young people. The chance to create an audio CV and conduct consultation about Fareham Park via audio interviews and podcasts.	3 months Aug 2013 - Nov 2013	11	£2,500	£2,500	£2,000
9	Highlands Hub	To cover the cost of printing the Hub's community newsletter for the Fareham Park area over a two year period, in partnership with local organisations	Two years total eight publications		£2,400	£1,200	Declined –Existing project, not new development
10	Oak Meadow Children's Centre	Outdoor play sessions. Two qualified play workers will work over 40 sessions to promote free, outdoor exploratory play with early years children. The project aims to encourage parents to play with their children creatively and with readily available materials.	Two years Sep 2013 to Sep 2015	28	£2,500 + in kind expenses	£2,500	£2,500
11	Military Mentors	Military taster session targeted to young people in Fareham Park area to commence after Sep 2013. To work with young people who are, or may be at risk of becoming NEET, with a focus on progression to full course and a career in the armed forces	Six weeks Sep 2013	45	£1,500	£1,500	£1,500
12	Henry Cort Community College	Funding for the free, targeted Saturday club for vulnerable primary school children living in the Fareham Park area. Referrals to the club taken from FSWs, Health Visitors, GPs and Children's Services. Two hour directed play and diversionary activity sessions	One year 2013 to 2014	Budget plan not received - costs to cover staffing. HCCC a/c	£4,500	£2,500	Divert to CATS

13	South Coast CKD	To provide self-defence and self-discipline strategies to children and young people as a street sport holiday initiative. Teaches children and young people self-control, boundaries and discipline	School holidays	103	£2, 800 per term (would like to run for a year)	£2,500	£2,500
14	Y Services for young people	Fareham Park Footie Project - Y Services are seeking to provide weekly youth work sessions in the Fareham Park area (street football) with trained sports coaches from Sep 2013. Project aims to build young people's resilience and aspirations through football in order to reduce ASB, provide diversionary activities, and enable them to learn and develop in a safe, supportive environment.	One year part funded Sep 2013 to Sep 2014	44		£2,500	£2,500
15	Y Services for young people	Fareham Park Youth Club- Y Services are seeking to set up and provide two youth work sessions (generic youth club) in the Fareham Park area with trained youth workers/sports coaches from Sep 2013. Project aims to build young people's resilience and aspirations, reduce ASB, provide diversionary activities, and enable them to learn and develop in a safe, supportive environment.	One year part funded Sep 2013 to Sep 2014	44	£10587.04		£2,500 Offered in place of Ashcroft Arts Centre's bid who withdrew their application. This was a similar project aimed at the same target audience
£1, 100 remaining used to off-set the cost of hosting the event							(£16, 405)
TOTAL							£17, 505

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- The total amount of all grants applications requesting funds from Fareham Park Purse (including those not supported or those diverted to CATS) is **£26, 485**
- A total of 3 grants (amounting to £3,650) have been diverted to CATS funding stream
- A total of two grants were felt not to meet the criteria and were turned down (these totalling £3,200)
- The Fareham Park Purse has a total of £17,500 available
Total of Awards made: £16,405

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 October 2013

Portfolio: Streetscene
Subject: **Play Area Safety Surface Replacement Programme**
Report of: Director of Street Scene
Strategy/Policy: Leisure Strategy

Corporate Objective: A safe and healthy place to live and work

Purpose:

To put forward proposals for a programme of works to replace safety surfacing in the Borough Council's play areas.

Executive summary:

The Council maintains 45 play areas located throughout the Borough, mainly on leisure and housing land. Access to all of these unsupervised play areas is free and unrestricted.

As part of a management review of these facilities, Officers from the Streetscene Department recently assessed the maintenance of the Council's play areas and it was noted that although the actual play equipment should last between 20 and 25 years, the safety surface beneath the equipment (rubber crumb) has a lifespan of just 10 - 15 years. This creates a gap between the estimated replacement date of a play area and the need to replace or renovate the safety surface.

In spring 2013 a survey was completed to assess the current condition of the safety surfaces. The survey revealed that some of the play area surfacing was reaching the end of its useful life although the play equipment was still providing a good play environment for children.

The main issue arising from a worn safety surface is the increasing risk of a child slipping on the smooth surface and colliding with the equipment causing injury.

In order to reduce this risk it will be necessary to implement a safety surface replacement programme.

Recommendations:

That the Executive agrees:

- (a) a budget of £350,000, funded from the open spaces maintenance reserve, be approved for a 10 year replacement programme for the Council's play area

safety surfaces; and

- (b) that officers conduct a tender exercise or identify a suitable framework agreement to enable procurement of the necessary works.

Reason:

To ensure play facilities remain safe, attractive and accessible to all children and young adults throughout the Borough.

Cost of proposals:

£350,000 funded from the open space maintenance reserve.

Appendices: **A: Play area safety surface condition survey**

Background papers: **None**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 October 2013

Subject: Play Area Safety Surface Replacement Programme

Briefing by: Director of Street Scene

Portfolio: Streetscene

INTRODUCTION

1. The opportunity to play creatively in high-quality environments is essential to the development of children. Through their play they acquire skills and abilities which can be learnt in no other way. It is therefore important for the Council to continue to provide these facilities within easy walking distance of local residents to ensure all the children in the Borough have access to this development opportunity.
2. To achieve the above provision the Council maintains 45 play areas located throughout the Borough, mainly on leisure and housing land. Access to all of these unsupervised play areas is free and unrestricted.
3. As part of the Streetscene Service, the Council's Grounds Maintenance Team is responsible for inspecting and maintaining the play facilities.
4. A play inspector/fitter, trained to Royal Society for the Prevention of Accidents (ROSPA) standard, is employed to inspect and undertake minor repairs to all of the play areas. Inspections take place on a frequency between 1 and 4 times per week depending on usage.
5. The Council has a duty under the Health & Safety at Work Act (1974) to ensure the health & safety of users, so far as reasonably practicable and also the Occupier's Liability Act (1957 - revised 1984) that requires that people can expect to be reasonably safe when using the Council's playgrounds.
6. All play areas have a variety of fixed equipment suitable for children aged two to five years (toddler) and children aged six to twelve years old (junior). Some sites have equipment suitable for older children up to fourteen years old. Skate parks cater for a wider age range of children and adults.

PLAY AREA REVIEW

7. Officers from the Streetscene Department recently reviewed the maintenance of the Council's play areas as part of the ongoing management of these facilities

and it was noted that although play equipment should last between 20 and 25 years, the most commonly used safety surfaces in play area construction beneath the equipment (rubber crumb) has a lifespan of just 10 - 15 years. This creates a gap between the estimated replacement date of a play area and the need to replace or renovate the safety surface.

8. Rubber crumb safety surface is designed to absorb the impact of a child's fall from the equipment it surrounds. The depth of surface is dependent on the critical fall height (CFH) from the equipment. Over time this type of surface will become smooth through wear and this can then introduce a slip hazard to a play area and could also reduce the ability to absorb impact.
9. The Council's play areas range in age from the oldest, installed in 1992, to the most recent installation in 2013. There is no programme in place to renovate or replace the play area safety surfaces other than the repair patching of damaged areas as required. However, there is a play area replacement programme to replace facilities that have reached the end of their expected service. The programme is funded through Section 106 gains and is therefore limited as to the locality funds can be allocated to. The budget is also a reducing one as new developments have slowed down in recent years and the change in legislation introducing the Community Infrastructure Levy has meant direct funding from new developments to this budget has ceased.
10. As a result of the gap highlighted in the maintenance review, a condition survey of all the Council's play area safety surfaces was undertaken in spring 2013 (Appendix 1): The survey revealed that some of the play area surfacing was reaching the end of its useful life although the play equipment was still providing a good play environment for children.
11. To ensure the play facilities remain available to all areas of the community it will be necessary to replace worn surfaces before they become a hazard to users.

OPTIONS

12. Officers have considered a number of options to resolve this matter, and these are set out below:-

Option 1

13. Close the play areas when surfaces become too worn for continual safe use. Closing facilities would generate negative publicity and in the short term some areas of the Borough may be disadvantaged more than others depending on the availability of alternative sites nearby.
14. In the longer term, this option would lead to a number of children being without free outdoor play facilities close to where they live.

Option 2

15. Complete the replacement of the rubber crumb surface at an estimated cost of £53.50 per sq m for black 0.6m CFH rising to £81.50 for black 2.0m CFH. The estimated lifespan is approximately 10 - 15 years depending on site usage

Option 3

16. Application of a top coat of black rubber crumb to the existing surface at an estimated cost of £32 per sq m. The estimated lifespan is approximately 5-7 years depending on usage. The shorter lifespan of the product could potentially require two applications to cover the estimated remaining lifespan of a play area.

Option 4

17. Overlay the existing safety surface with a sand filled artificial turf at a cost of approximately £35 per sq m. Additional benefits of this type of surface are its durability, making it harder to vandalise than traditional rubber crumb surfacing. A variety of single colours can be used at no extra cost. The estimated lifespan of this product is 8-10 years.

PROPOSAL

18. The preferred option is Option 4, sand filled artificial turf. The product has been widely used as a play surface on park and school sites nationwide. Local Authority users include Glasgow City Council, Manchester City Council, Dorset County Council and Oldham Metropolitan Council. The product was trialled successfully at Fareham's Park Lane site in June 2013.

RISK ASSESSMENT

19. The main issue arising from a worn safety surface is the increasing risk of a child slipping on the smooth surface and colliding with the equipment causing injury. As well as the distress caused to the child and family, this could lead to a loss of reputation for the Council, and presents a possible a financial risk due to potential insurance claims and a risk of negative publicity.
20. In order to reduce the risk to the Council and play area users it will be necessary to either close some sites on a rolling programme or identify funding to create a safety surface replacement programme.

FINANCIAL IMPLICATIONS

21. The total cost to replace the surfaces on a 10 year rolling programme is estimated to be £350,000. This can be funded from the open space maintenance reserve.
22. In line with the Council's contract procedure rules the value of the works would require a competitive tender process or the joining of an existing framework agreement.
23. The most appropriate form of tender will need to be discussed in detail with the procurement team as a number of options exist including the use of frameworks and the length of the contract. Due to the value of the contract it is currently subject to EU procurement procedures although the thresholds are due to be reviewed for 2014 and this may influence the tender process.

CONCLUSION

24. Access to free play is an important contribution to a child's health and

development. Fareham Borough Council supports this development by providing facilities that include open spaces and equipped play areas. It is important that children and their parents feel welcome and safe in this environment and are able to access them easily and close to where they live. In order to facilitate this aim it will be necessary to invest into these sites to ensure they continue to be fit for purpose by introducing a rolling safety surface replacement programme.

Reference Papers: None

Appendix A.

Location	Date of Installation	Safety Surface Size (m sq)	Estimated lifespan of surface
King George V multi play	1992	200	1 - 2 years
Birchen Road	1994	110	3 – 4 years
Drake Close	1994	95	1 - 2 years
Sarisbury Green	1994	110	1 - 2 years
Clydesdale (swings, senior multi play & trim trail)	1994	150	
Portchester Park (swings, multi play & seesaw)	1994	290	3 – 4 years
Howerts Close	1994	80	1 - 2 years
Park Lane	1995	170	1 - 2 years
Stubbington Rec.	1995	180	1 - 2 years
Dore Avenue (swings, multi play & trim trail)	1996	215	4 - 5 years
Abshot Road	1998	240	3 – 4 years
Harbour View (swings, roundabout & senior multi play)	1998	130	4 - 5 years
Fareham Park	1998	195	3 – 4 years
Locks Heath House Park (swings & trim trail)	1999	165	1 - 2 years
Swanwick Lane	1999	115	4 - 5 years
Blackbrook Park (swings, junior multi play & trim trail)	1999	275	5 years +
Sweethills (swings, multi play & space net)	1999	210	4 - 5 years
Funtley Rec.	2000	300	4 - 5 years
Castle Street	2000	300	1 - 2 years
Course Park Crescent	2000	130	3 – 4 years
Eastern Parade	2000	250	1 - 2 years
Priory Park	2001	115	1 - 2 years
Segensworth	2001	280	1 - 2 years
Barry's Meadow	2001	300	1 - 2 years
King George V	2002	85	3 – 4 years
Newtown	2002	185	5 years +
Warsash Rec.	2003	160	1 - 2 years
Seafeld Park	2003	135	5 years +
Metcalf Avenue	2003	175	3 – 4 years
Bath Lane	2003	215	3 – 4 years
Longacres	2004	275	1 - 2 years
Sweethills (roundabout & seesaw)	2004	55	4 - 5 years
Badgers Copse	2005	350	4 - 5 years
Portchester Park (rotator, roundabout & space net)	2005	160	4 - 5 years
Salterns Park	2006	110	4 - 5 years
Harbour View (multi play, play panel, roundabout, stepping	2007	160	5 years +

stones)			
Crossfield Walk seesaw	2007	30	5 years +
Clydesdale (junior multi play & seesaw)	2008	120	4 - 5 years
Burridge	2009	130	5 years +
Fielding Road (swings, junior multi play, roundabout & springle)	2009	370	5 years +
Bellfield	2010	255	5 years +
Kenwood Road	2010	110	5 years +
Kites Croft	2010	65	5 years +
Bath Lane roundabout	2010	10	4 - 5 years
St Michael's Road	2011	300	5 years +
Blackbrook Park (basket swing, space net, springle & stepping stones)	2011	150	5 years +
Dore Avenue (basket swing, space net, senior multi play & stepping stones)	2011	110	5 years +
Fielding Road (basket swing, senior multi play & springle)	2011	145	5 years +
Locks Heath House Park (junior multi play & seesaw)	2011	75	4 - 5 years
Crossfell Walk	2012	175	5 years +
Hollybrook Gardens	2012	155	5 years +
West Street	2012	115	5 years +
Laurel Gardens	2013	80	5 years +

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 October 2013

Portfolio:	Public Protection
Subject:	Traffic Regulation Order Re-consolidation, Fareham Borough
Report of:	Director of Regulatory and Democratic Services
Strategy/Policy:	
Corporate Objective:	A safe and healthy place to live and work

Purpose:

To seek authority to make a new Consolidation Order for the on-street Traffic Regulation (prohibition and restriction of waiting and parking places) Orders in Fareham Borough, to replace the existing consolidation order dated 2nd April 2007.

Executive summary:

It is necessary to amalgamate all existing Traffic Regulation Orders covering waiting restrictions and on-street parking places made since the last consolidation order in April 2007 into a new Consolidation Order. This report seeks authority to make that new Consolidation Order.

Recommendation/Recommended Option:

That the Executive agrees:

- a) that a new Borough of Fareham (Prohibition and Restriction of Waiting and Parking Places) (Consolidation) Order in Fareham Borough is introduced, so that all existing Traffic Regulation Orders covering prohibition and waiting restrictions and on-street parking places made since the last consolidation order dated 2 April 2007 are amalgamated into one new order; and
- b) that the Executive Portfolio holder for Public Protection be given delegated authority to approve future consolidation orders.

Reason:

To amalgamate the Consolidation Order made on 2nd April 2007 with all on-street Traffic Regulation Orders amendments introduced since that date.

Cost of proposals:

The cost of the proposal will be met from the Traffic Management budget.

Appendix A - Extract from Draft Reconsolidation Order

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 October 2013

Subject: Traffic Regulation Order Re-consolidation

Briefing by: Director of Democratic and Regulatory Services

Portfolio: Public Protection

INTRODUCTION

1. On 2nd April 2007 de-criminalised parking was introduced in Fareham Borough, which passed authority for the enforcement of waiting restrictions from the Police over to Civil Enforcement Officers employed by Fareham Borough Council.
2. As part of this project, all existing on-street Traffic Regulation Orders for waiting restrictions were amalgamated into a new Consolidation Order.
3. Since that time, new orders for waiting restrictions have been introduced as amendments to the 2007 Consolidation Order, which has happened at a rate of between 10 and 20 Amendment Orders each year.
4. This means that in order to discover the details of an existing Traffic Regulation Order, it is necessary to refer to the 2007 Consolidation Order, and also to one or more of approximately 70 amendments to the Order.
5. This is an inefficient and time consuming process which makes it difficult for any work which necessitates referring to this Order and its amendments, and in particular for enforcement purposes.

PROPOSAL

6. It is proposed that in order to simplify the maintenance of the Traffic Regulation Order records, all amendments introduced since the 2007 Consolidation Order should be amalgamated into a new Consolidation Order for 2013.
7. A new Consolidation Order has been drafted by the Southampton and Fareham Legal Services Partnership. The Traffic Regulation Orders introduced since the 2007 Order are summarised at Appendix A which will form part of the new Consolidation Order.
8. A copy of the full Consolidation Order is available in the Members Group rooms.

9. This does not involve any material changes to any existing Traffic Regulation Orders, but it does require the authority of the Executive to give authority to make the new Consolidation Order.

CONSULTATIONS

10. Since no material changes have been made to any existing Traffic Regulation Orders, no consultations have been necessary. However, once authority for the Consolidation Order has been given, the making of the Order will be publicly advertised.

RISK ASSESSMENT

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

FINANCIAL IMPLICATIONS

12. There are no financial implications for the Council in respect of making this Consolidation Order.

RECOMMENDATIONS

13. It is recommended that in future years this should be carried out on an annual basis, which will be a much simpler task than that which has been undertaken for the period from 2007 to 2013.
14. It is also recommended that the Executive Portfolio holder for Public Protection be given delegated authority to approve future Consolidation Orders. This will then be reported to the Executive via the Public Protection Policy Development and Review Panel and the annual Traffic Management programme.

APPENDIX A - DRAFT RECONSOLIDATION ORDER
EXTRACT LISTING ORDERS INTRODUCED SINCE APRIL 2007

Name of Order	Operation Date
Borough of Fareham (Whitehart Lane/Castle Street) (On Street Parking and Waiting Restrictions) (Amendment No. 4) Order 2007	03 September 2007
Borough of Fareham (Serpentine Road/Harrison Road/William Price Gardens) (On Street Parking and Waiting Restrictions) (Amendment No. 7) Order 2007	16 November 2007
Borough of Fareham (Wallington Village and Standard Way) (On Street Parking and Waiting Restrictions) (Amendment No. 3) Order 2007	18 September 2007
Borough of Fareham (Church Road/Aspen Ave/Osborne Road/Warsash Road) (On Street Parking and Waiting Restrictions) (Amendment No. 6) Order 2007	18 September 2007
Borough of Fareham (A27 Portchester and Beaulieu Avenue) (On Street Parking and Waiting Restrictions) (Amendment No. 5) Order 2007	01 November 2007
Borough of Fareham (Glenesha Gardens/Stow Crescent) (On Street Parking and Waiting Restrictions) (Amendment No. 8) Order 2007	01 November 2007
Borough of Fareham (Segensworth Road (West)/Witherbed Lane) (On Street Parking and Waiting Restrictions) (Amendment No. 5) Order 2008	25 March 2008
Borough of Fareham (The Crossway/The Queensway/The Kingsway/The Fairway/The Downsway/St Helena Way/The leaway/West Street/West Street Service Road) (On Street Parking and Waiting Restrictions) (Amendment No. 9) Order 2007	31 March 2008
Borough of Fareham (Yew Stree Drive/Clydesdale Road) (On Street Parking and Waiting Restrictions) (Amendment No. 10) Order 2007	31 March 2008
Borough of Fareham (Gosport Road/Eric Road/Marks Road) (On Street Parking and Waiting Restrictions) (Amendment No. 13) Order 2007	31 March 2008
Borough of Fareham (Cuckoo Lane/Plover Close/Robins Close) (On Street Parking and Waiting Restrictions) (Amendment No. 1) Order 2008	31 March 2008
Borough of Fareham (Avenue Road/Redlands Lane) (On Street Parking and Waiting Restrictions) (Amendment No. 2) Order 2008	31 March 2008
Borough of Fareham (Locksheath Park Road/Church Road) (On Street Parking and Waiting Restrictions) (Amendment No. 3) Order 2008	31 March 2008
Borough of Fareham (Prohibition and Restriction of Waiting and Parking Places) (Amendment No. 6) Order 2008	31 March 2008
Borough of Fareham (Gull Coppice) (On Street Parking and Waiting Restrictions) (Amendment No. 15) Order 2007	21 April 2008

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Borough of Fareham (Hoeford Bus Depot Access Road) (On Street Parking and Waiting Restrictions) (Amendment No. 7) Order 2008	11 August 2008
Borough of Fareham (Bath Lane (Lower)) (On Street Parking and Waiting Restrictions) (Amendment No. 8) Order 2008	11 August 2008
Borough of Fareham (Dore Avenue/Merlin Gardens/Saxon Close/Kilmiston Drive/High View/Weyhill Close/Harting Gardens/Steep Close/Rogate Gardens/Froxfield Gardens/Nyewood Avenue/Buriton Close/Laverock Lea/Hill View Road/ Hill Road/Leith Avenue) (On Street Parking and Waiting Restrictions) (Amendment No. 9) Order 2008	11 August 2008
Borough of Fareham (Access Road to Craigbank Court (Off Gudge Heath Lane)) (On Street Parking and Waiting Restrictions) (Amendment No. 10) Order 2008	28 November 2008
The Borough of Fareham (Prohibition and Restriction of Waiting and Parking Places) (Consolidation Order 2007 Variation Order 2010)	20 May 2010
Borough of Fareham (Stubbington Lane/Moody Road/Nursery Lane) (On Street Parking and Waiting Restrictions (Amendment No. 2) Order 2009	01 June 2009
Borough of Fareham (Marlow Close/Red Barn Lane) (On Street Parking and Waiting Restrictions) Amendment No. 5) Order 2009	03 June 2009
Borough of Fareham (Funtley Road/Lakeside) (On Street Parking and Waiting Restrictions) (Amendment No. 7) Order 2009	03 June 2009
Borough of Fareham (Blackbrook Park Avenue/Brook Meadow) (On Street Parking and Waiting Restrictions) (Amendment No. 4) Order 2009	09 June 2009
Borough of Fareham (White Hart Lane) (On Street Parking and Waiting Restrictions) (Amendment No. 8) Order 2009	29 June 2009
Borough of Fareham (Service Road with Turning Circle off Civic Way) (On Street Parking and Waiting Restrictions) (Amendment No. 9) Order 2009	29 June 2009
Borough of Fareham (Downend Road/The Thicket) (On Street Parking and Waiting Restrictions) (Amendment No. 3) Order 2009	02 July 2009
Borough of Fareham (Brook Lane/Brookfield Gardens/Heath Road North/Strawberry Hill/Holland Park) (On Street Parking and Waiting Restrictions) (Amendment No. 1) Order 2009	27 July 2009
Borough of Fareham (Borough Wide Schools) (Stopping and Waiting Restrictions) (Amendment No. 11) Order 2009	11 September 2009
Borough of Fareham (Hartlands Road/Westbury Road) (On Street Parking and Waiting Restrictions) (Amendment No. 13) Order 2009	22 March 2010
Borough of Fareham (Burnt House Lane/Windermere Avenue) (On Street Parking and Waiting Restrictions)	22 March 2010

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(Amendment No. 10) Order 2009	
Borough of Fareham (Gull Coppice, Whiteley and Wicor Mill Lane, Portchester) (On Street Parking and Waiting Restrictions) (Amendment No. 14/13b) Order 2010	30 July 2010
Borough of Fareham (Dore Avenue Area, Portchester) (On Street Parking and Waiting Restrictions) (Amendment No. 13b) Order 2010	25 August 2010
Borough of Fareham (Various Roads) (On Street Parking & Waiting Restrictions) (Amendment No 4) Order 2011	14 th December 2011
Borough of Fareham (Various Roads) (On Street Parking & Waiting Restrictions) (Amendment No 6) Order 2011	14 th December 2011
Borough of Fareham (Cutlers Lane/Park Lane) (On Street Parking & Waiting Restrictions) (Amendment No 9) Order 2011	27 th June 2011
Borough of Fareham (Havelock Road/Old Gosport Road/Dore Avenue & Danes Road) (On Street Parking & Waiting Restrictions) (Amendment No's 8/11 and 14) Order 2011	27 th June 2011
Borough of Fareham (Various Roads) (On Street Parking & Waiting Restrictions) (Amendment No 5) Order 2011	14 th December 2011
Borough of Fareham (Various Roads) (On Street Parking & Waiting Restrictions) (Amendment No 3) Order 2011	14 th December 2011
Borough of Fareham (Various Roads) (On Street Parking & Waiting Restrictions) (Amendment No 2) Order 2011	14 th December 2011
Borough of Fareham (Prohibition & Restriction of Waiting & Parking Places) (Consolidation) Order 2007 – Variation Order 2011	8 th July 2011
Borough of Fareham (Various Roads) (On Street Parking & Waiting Restrictions) (Amendment No 1) Order 2011	14 th December 2011
Borough of Fareham (Church Road) (Prohibition & Restrictions of Waiting & Parking Places) (Amendment No 14) Order 2012	11 th February 2013
Borough of Fareham (Fishers Hill) (Prohibition & Restrictions of Waiting & Parking Places) (Amendment No 14) Order 2012	3 rd December 2012
Borough of Fareham (Locks Heath School Area) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 13) Order 2012	3 rd December 2012
Borough of Fareham (Marks Road) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 5) Order 2013	18 th March 2013
Borough of Fareham (Peckham Close) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 4) Order 2013	18 th March 2013
Borough of Fareham (Queens Road) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 16) Order 2013	18 th March 2013
Borough of Fareham (Stow Crescent) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 1) Order 2013	18 th March 2013
Borough of Fareham (The Thicket) (Prohibition &	11 th February

Restriction of Waiting & Parking Places) (Amendment No 14) Order 2012	2013
Borough of Fareham (Vine Close) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 2) Order 2013	11 th February 2013
Borough of Fareham (White Hart Lane Area) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 12) Order 2012	3 rd December 2012
Borough of Fareham (Fort Fareham Road) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 14) Order 2012	11 th February 2013
Borough of Fareham (Belvoir Close) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 14) Order 2012	11 th February 2013
Borough of Fareham (Highlands Road) (Prohibition & Restrictions of Waiting & Parking Places) (Amendment No 13) Order 2012	11 th February 2013
Borough of Fareham (Longfield Avenue/Bishopsfield Road) (Prohibition & Restrictions of Waiting & Parking Places) (Amendment No 14) Order 2012	11 th February 2013
Borough of Fareham (Oysell Gardens) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 14) Order 2012	11 th February 2013
Borough of Fareham (Pine Walk) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 14) Order 2012	11 th February 2013
Borough of Fareham (Segensworth Road Area) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 11) Order 2012	3 rd December 2012
Borough of Fareham (Sunlight Gardens) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 13) Order 2012	11 th February 2013
Borough of Fareham (Various Roads) (Prohibition & Restriction of Waiting) (Amendment No 7) Order 2012	11 th May 2012
Borough of Fareham (A32 Wickham Road) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 13) Order 2012	11 th February 2013
Borough of Fareham (A32 Wickham Road) (Prohibition & Restriction of Waiting & Parking Places) (Amendment No 13) Order 2012	11 th February 2013
Borough of Fareham (Various Roads) (Prohibition & Restriction of Waiting) (Amendment No 7) Order 2012	11 th May 2012

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 October 2013

Portfolio:	Strategic Planning and Environment
Subject:	Environmental Sustainability Strategy - Revised Action Plan
Report of:	Director of Planning and Environment
Strategy/Policy:	Environmental Sustainability Strategy
Corporate Objective:	Protecting and enhancing our environment

Purpose:

To note the progress made through the Environmental Sustainability Action Plan (ESAP) to date and to consider a revised ESAP including new actions and new targets for reducing carbon emissions across Council operations.

Executive summary:

There has been significant progress made on the ESAP since its inception in 2009, notably an 11% reduction in carbon emissions across Council operations between March 2009 and March 2011 against a target of 10%. However, the ESAP has been revised in light of comments received from the March 2012 Strategic Planning & Environment Panel. The new format focuses on "priority actions" that the Council are currently working on, whilst also providing an update on "ongoing actions". There is also a new section on "actions for Welborne" to reflect the importance of the new community in relation to overall growth in the Borough. It is proposed that the ESAP also sets a new target for reducing carbon emissions across Council operations of 20% by 2020 against a baseline from 2012.

Recommendation:

That the Executive agrees the actions and targets in the revised Environmental Sustainability Action Plan (shown in full in Appendix A) and note the achievements and completed actions since the ESAP's inception in 2010.

Reason:

To demonstrate the Council's continued commitment to sustainability, reducing carbon emissions and managing natural resources and to act as a Community Leader by promoting sustainable measures and projects to residents and local businesses.

Cost of proposals:

Some of the individual actions in the ESAP require financial investment, whilst others will result in direct savings due to lower energy or fuel consumption (for example). Individual actions from the ESAP will be presented to the Executive in due course where they are likely to have financial implications.

Appendices: A: Revised Environmental Sustainability Action Plan

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 October 2013

Subject: Environmental Sustainability Strategy – Revised Action Plan

Briefing by: Director of Planning and Environment

Portfolio: Strategic Planning and Environment

INTRODUCTION

1. At its meeting on 12 November 2009, the Strategic Planning & Environment (SP&E) Panel considered a draft Climate Change Strategy and recommended it to the Executive. Subsequent to that meeting the strategy was strengthened to cover wider issues in relation to the use of natural resources and reducing the Council's impact on the environment. To reflect this wider remit it was renamed the Environmental Sustainability Strategy and was approved by the Executive on 8 March 2010.
2. The Strategy contained an Action Plan called the Environmental Sustainability Action Plan (ESAP) which set out actions to reduce carbon emissions, manage natural resources more effectively and adapt to climate change. Since the start of the Action Plan a number of actions have been completed, whilst others have not been progressed due to feasibility or resource constraints. Other actions in the plan were so high level or generalised that they are almost impossible to achieve. At the presentation of the ESAP to the Strategic Planning and Environment Policy Development and Review Panel in March 2012 it was recommended that the whole Action Plan would benefit from a review.
3. Since the 2012 SP&E Panel the ESAP has gone through a number of stages of review. A revised format was presented to the Chief Executive's Management Team (CXMT) alongside a number of other potential sustainable projects that would benefit the Council. The ESAP was revised and re-formatted further before being taken to SP&E Panel for consideration in July 2013.
4. The SP&E Panel were generally supportive of the new format and the actions within the Plan. However it was recommended that the achievements and actions that have been completed since the start of the ESAP should be highlighted. This has been included in paragraph 11.

FORMAT

5. The revised ESAP has four key objectives:
 - Reduce carbon emissions across Council operations by 20% by 2020 (against a 2012 baseline)
 - Reduce the Carbon footprint of the Borough
 - Manage Natural Resources More Efficiently
 - Ensure Welborne promotes high levels of resource efficiency, particularly for energy, water and waste
6. The Action Plan to achieve these objectives is split into three distinct categories:
 - a) Priority Actions
 - b) Ongoing Actions
 - c) Welborne Actions
7. Priority Actions are short/medium term projects that will be delivered in the foreseeable future. Each of these actions will be given an indicative timescale for delivery and a lead officer tasked with taking the project forward. The annual review to the Strategic Planning and Environment PDR Panel will provide an update on each of the actions demonstrating whether these actions have met, or are on course to meet, their predicted delivery deadlines. These actions are the focus of what the Council will be doing to help meet the key objectives in the next 12 months.
8. Ongoing Actions are projects that are ongoing and, therefore, have no "end date". An update on these projects will be provided by the assigned lead officer at the Corporate Sustainability Group meetings, and for the annual review of the ESAP which is taken to the Strategic Planning & Environment PDR Panel. These actions are no less important, but are topics and projects that the Council should be doing on a continual basis.
9. Welborne is allocated for thousands of new homes as well as new employment and retail floorspace and significant green infrastructure. It is one of the largest growth points in the sub-region and the focus for development in the Borough for the next 25 years. It provides both a significant challenge but also unique opportunities in terms of its energy needs and its impact on natural resources. The actions in this section reflect the Council's commitment to delivering a sustainable project and are mostly a reflection of the Council's position regarding The Welborne Plan. As the project moves forward it is likely that these actions will become more focussed, and may become priority or ongoing actions once the Plan is adopted.
10. The proposed revised ESAP is available to view in full in Appendix A.

UPDATES & ACHIEVEMENTS

11. The actions/projects in Table 1 below have been completed since the original ESAP was produced in 2010. Significant progress has also been made on a number of other “ongoing” actions. A full list of all the current actions in the ESAP, including a detailed update for each action, is included in Appendix A.

Table 1: Completed actions/projects

Action	Comment
Reduce carbon emissions by 10% between March 2009 and March 2011	The Council reduced its emissions by 11% in this period. Mainly due to replacement boiler at Ferneham Hall, more efficient vehicle fleet and replacement light fittings in car parks.
Replace boiler in Ferneham Hall	Completed in 2011
Install Solar Panels on Council owned buildings	The largest array is at the Depot at 19.11kW, this was installed before the 1 March 2012 and receives the highest possible Feed-in-Tariff figure of 32.9p per kWh generated, the two sheltered schemes generate 11.76kW between them and receive 16.8p per kWh generated.
Replace light fittings in car parks (subject to resolution of any health and safety concerns)	Completed in 2011
Develop 5 new homes to Code for Sustainable Homes Level 4	All homes completed in 2011 and are now occupied.
IT upgrades, heating and cooling changes and data cabling changes.	All completed in 2012.
Support the Heatseekers project	Project to identify homes that would benefit from insulation. Led to over 460 installations
Support Insulate Hampshire	This partnership project was set up to offer cheap loft and cavity wall insulations for residents of Hampshire. Fareham had one of the highest uptakes of the offer in the County, and since July 2011, 1,080 loft insulations and 813 cavity wall insulations have been installed. The project finished in December 2012.
Reduce buildings maintenance fleet to 10	Completed in 2011.

vehicles	
Evaluate use of alternative fuelled vehicles	4 new Euro 4 vans purchased for housing maintenance fleet.
Using the Local Development Framework to encourage the development of more energy efficient buildings, combined heat and power schemes and renewable energy sources	Core Strategy now includes policies which seeks all new buildings to achieve certain sustainability standards. It also sets a renewable energy target of 12MW to be achieved in the Borough by 2026.
Support completed of Phase 1 of BRT system	BRT phase 1 now complete.
Appoint a Sustainability Co-ordinator to drive forward the Environmental Sustainability strategy and action plan.	Officer appointed in May 2011 on 20 hour a month contract

REVISED ACTIONS

12. In addition to the completed actions listed above it was considered that some of the actions in the previous version were far too general. Therefore a number have been revised and re-focussed, with a number of new actions added.
13. In terms of major projects added, a new key objective is the proposed new carbon emissions reduction target of 20% by 2020 against a 2012 baseline. This is in response to successfully meeting the target of 10% between March 2009 and March 2011.
14. New "priority actions" include some actions we can directly influence such as auditing the energy and water performance of the Council's housing stock, investigating the feasibility of a rainwater harvesting system at the Depot, piloting sustainable construction techniques on a number of new affordable housing units and undertake a renewable energy capacity study. It also includes other actions for which the Council has a more promotional role, such as becoming involved with neighbouring authorities in projects such as "Switch Hampshire" and the "Solent Green Deal".
15. New "ongoing actions" include producing a bi-annual report for the Home and Energy Conservation Act (HECA), co-ordinate sustainable travel initiatives and monitor waste and recycling procedures in the Civic Offices and Depot.
16. New "actions for Welborne" include investigating the feasibility of implementing an Energy Service Company (ESCO) or Multi-utility Service Company (MUSCO) to deliver utility infrastructure, provide for BRT, provide for pedestrian and cycle links and to provide a Green Infrastructure Strategy.

THE FUTURE

17. Rising energy and heating costs as well as dwindling natural resources will continue to push the "green" agenda into the limelight. New green technologies and initiatives will continue to be developed and it is important that the Council remains open to them, especially where they can reduce emissions, save natural resources or reduce costs to the Council or residents. Therefore, the ESAP will need to be flexible and changeable.
18. It is proposed that, in the future, as part of the annual update to the ESAP any appropriate new proposals that have been considered or put forward are incorporated as new actions in the Action Plan. This will allow the ESAP to assign responsibility and monitor progression.
19. A Corporate Sustainability Group has been brought back together, consisting of all officers who are responsible for any actions within the ESAP. This group will meet quarterly to ensure ongoing progress and delivery of the actions. The ESAP will also be taken to the Chief Executive's Management Team (CXMT) twice a year.
20. An update on the ESAP will be presented to the SP&E Panel annually to provide an update on all actions within the Plan and also to highlight actions which have been either completed, and therefore removed, or added as new actions.

RISK ASSESSMENT

21. Supporting a carbon emissions reduction target across Council operations of 20% by 2020 (baseline 2012) is ambitious but achievable. However, there is reputational risk if this target is not met within the time frame. It will therefore be important to progress the relevant actions in the ESAP and to understand the annual progression towards this target.
22. Not setting a target for carbon emissions reduction and not supporting elements of the ESAP also holds reputational risks, with the sustainability agenda continuing to gain public interest and general momentum. The Council, in its position as a community leader, should be seen as an example to follow in terms of sustainability. It is therefore considered key to continue to highlight Council achievements with regards to sustainability, whilst continuing to provide residents with all relevant information and advice to help them save energy and resources at home.

FINANCIAL IMPLICATIONS

23. Many of the actions can be progressed within existing budgets. Some of the individual actions in the ESAP require financial investment, whilst others will result in direct savings due to lower energy or fuel consumption (for example). The exact financial implications of the ESAP are difficult to quantify at the current time. However the majority of the actions are likely to be taken to the Executive as individual projects for approval in due course, which would include detailed information of any predicted financial implications.

CONCLUSION

24. Significant progress has been made on a number of actions in the ESAP since its inception in 2010, with a number of actions completed. It is important for the Council to maintain this progress and continue to lead by example by acting sustainably, reducing carbon emissions and protecting natural resources. It is recommended that the Executive note the progress made to date and agree the revised format of the ESAP, along with the new actions and targets within it.

Environmental Sustainability Action Plan Update

The following action plan lists out various actions which will help to meet the Council's Priority to "protect and enhance the environment", and to help meet one of the four key objectives. The Action Plan is split into three sections:

- A. Priority Actions: These are short/medium term projects that will be delivered in the foreseeable future. Each of these actions are given an indicative timescale for delivery and a lead officer tasked with taking the project forward.
- B. Ongoing Actions: These are projects that are ongoing and so have no "end date". An update on these projects will be provided by the assigned lead officer at the Corporate Sustainability Group meetings, and for the annual review of the ESAP which is taken to the SP&E Panel.
- C. Welborne Actions: These actions are specific to the Welborne development. These are all related to the Welborne Plan for the time being but will become priority or ongoing actions once the Plan is adopted.

Please note that the Sustainability Co-ordinator will play a supporting role in progressing all actions on the list.

Key Objectives

- Reduce carbon emissions across Council operations by 20% by 2020 (baseline 2012)
- Reduce the Carbon footprint of the Borough
- Manage Natural Resources More Efficiently
- Ensure Welborne promotes high levels of resource efficiency, particularly for energy, water and waste

A. Priority Actions

No.	Action	Lead Officer	Timescale	Justification	Update
1	Install & connect smart meters in the Civic Offices, whilst allowing for additional meters to be installed in at Ferneham Hall and the Council Depot	Head of Estates	December 2013	Smart meters will help the Council accurately monitor the energy usage across Council buildings and will help identify areas of potential savings, as well as providing accurate information on the success of energy saving initiatives.	Some smart meters were installed as part of the refurbishment of the building. These are not connected or monitored at present. SHM Communications have been chosen to undertake the work.

No.	Action	Lead Officer	Timescale	Justification	Update
2	Undertake external audit of all Council housing stock, which includes investigating methods of reducing energy consumption and possible use of renewable source for electricity and heat	Head of Building Services	Audit Report by July 2013. Likely to result in future actions.	To ensure all Council housing stock is efficient as possible and offers residents and the Council savings on energy and heating bills. Will also help reduce carbon emissions on Council operations.	The draft Housing Energy and Water Survey has been completed by Clouds Environmental Services Ltd. A programme of works has been identified but has not been finalised, this includes loft insulations, new showers, replacement double glazing. The report will inform an Energy/Water Strategy for the Council's housing stock and will most likely result in further actions in due course.
3	Investigate potential for rainwater harvesting for Depot	Head of Estates	December 2013	Option to reduce Depot water consumption. Harvested rainwater can be used for vehicle washing amongst other things.	Currently investigating the potential to extend the remit of Clouds Environmental Services (see action 2) to cover the Depot. This would include looking into the feasibility of rainwater harvesting.
4	Investigate alternative cycle storage/shower and locker facilities in the Civic Offices	Head of Estates	March 2014	Improved facilities will encourage more staff to cycle (or run) to work, meaning less car usage.	Project group set up to look at potential solutions including refurbishing existing showers and installing a locker room on the 9 th floor or utilising the turning circle and basement.
5	Investigate potential for water saving technology in the Civic Offices & Depot, such as waterless urinals, dual flush toilets, better shower/tap fittings	Head of Estates	March 2014	Option to reduce Civic Offices and Depot water consumption. These methods are potentially simple and low in cost.	Currently investigating the potential to extend the remit of Clouds Environmental Services (see action 2) to cover the Civic Offices. This would include looking into the feasibility of water saving technology.
6	Replacing windows in Civic office	Head of Building Services	2017/18	Major project but potentially big savings through reduced need for heating or cooling of the building. Will also help reduce carbon emissions on Council operations.	Programmed for 2017/18.

No.	Action	Lead Officer	Timescale	Justification	Update
7	Pilot the erection of new affordable housing units using a variety of different building techniques	Head of Strategic Housing	Planning application December 2013	Demonstrates to other house buildings the benefits of different construction techniques. Potential to utilise the information for much larger schemes, such as Welborne.	Strategic Housing has identified two potential sites (Coldeast Close and rear of 123 Bridge Road) which currently belong to HCA. Currently in the process of finalising land acquisition with report taken to 2 nd September Executive.
8	Undertake Renewable Energy Capacity Study to ascertain capacity for renewable energy in the Borough	Head of Planning Strategy & Environment	Study complete by end of September 2013	Required by the National Planning Policy Framework, but also allows us to understand the capacity for different types of renewable technology in the Borough as well as the most suitable locations.	Draft study has been received and Council are drafting policy for Development Sites & Policies Plan. Final completed study likely to be published by the end of September 2013.
9	Work with PUSH authorities to help the roll out of Green Deal in the Borough	Sustainability Co-ordinator	Launch June 2013	Government initiative to improve the energy efficiency of homes across the UK. By becoming a promoter of the Solent Green Deal the Council has a degree of control over the direction of the scheme, ensuring residents receive high quality service, but at no immediate cost.	The "Solent Green Deal" has been led by Officers from Portsmouth City Council, Eastleigh Borough Council and Southampton City Council and recommends a joined up approach between Local Authorities. This involves a PUSH wide partner organisation being appointed to fund the works, but using Council trained Green Deal assessors to visit residents' homes and talk them through potential projects. At the 13 May Executive meeting it was agreed that Fareham should be an official endorser of the Solent Green Deal scheme, which means promoting the scheme and utilising trained assessors from neighbouring authorities.
10	Work with Hampshire County Council to promote "Switch	Sustainability Co-ordinator	First switch June 4,	Provides residents with a simple way of potentially saving money through	At the 7 January Executive Meeting it was agreed that FBC should become part of the "Switch Hampshire" project aimed at

No.	Action	Lead Officer	Timescale	Justification	Update
	Hampshire". The scheme is designed to get residents reduced energy tariffs through collective buying power		further switches due in Autumn and Winter	collective buying power. There is no obligation to switch when signed up and therefore residents have "nothing to lose", but can make significant savings.	reducing energy bills for residents through collective buying power. Switch Hampshire was promoted locally by FBC and across the County by HCC. Over 5,000 people registered across the County, with over 700 from Fareham. On average over 65% of those who registered were offered a better deal on their energy bills.

B. Ongoing Actions

No.	Action	Lead Officer	Justification	Update
11	Promote water and energy efficiency with Staff in Civic Offices/Depot	Head of Estates/Head of Corporate Services	Encourage staff to save energy and water should lead to potential savings for the Council. Will also help reduce carbon emissions on Council operations.	The installation of smart meters will help the Council fully understand who is using the energy and for what. It should also help us monitor the effectiveness of any future promotion.
12	Report on Home Energy Conservation Act. The Council is required to submit a bi-annual progress report to the government on issues relating to energy efficiency and energy conservation	Head of Strategic Housing	The Council is required to produce this report.	This was completed in March 2013 setting out the various projects to improve sustainability standards in homes across the Borough
13	Co-ordination of sustainable travel initiatives.	Sustainability Co-ordinator	To encourage staff and residents to travel by means other than the private car.	National Bike Week (15 th -23 rd June) promoted internally. Alternative travel measures promoted. Currently in negotiation with First Bus to get staff further reductions on bus season tickets. Also in conversation with South West trains and neighbouring authorities to see if reduced rail fare could be achieved for staff.

No.	Action	Lead Officer	Justification	Update
14	Reduce energy consumption in the Vehicle Fleet.	Director of Street Scene	For financial savings through less fuel costs, but also to reduce carbon emissions on Council operations.	A number of refuse collection vehicles have been replaced with more efficient models which do double the miles per gallon of the older versions. The majority of collection vehicles now have electric hoists which also reduces energy consumption. All HGV drivers now sit a module on driving efficiently as part of their initial training. Eco drive assistant has been fitted to two vehicles which limits engine RPM. Budget available to fit similar devices on two new vehicles planned for 2013. Vehicle tracking is also currently being trialled in the Building Services section.
15	Communicate with local residents and providers to reduce domestic energy and water consumption	Head of Corporate Services	As a Community Leader the Council has an obligation to provide residents and local businesses with advice and information on ways to save money. Reducing energy and water consumption can help with this.	As part of a continuing action to engage with residents Fareham has, in collaboration with a number of other Local Authorities in Hampshire, developed a series of simple and informative leaflets. The leaflets contain bullet points setting out helpful messages and suggesting ways of acting more sustainably and saving money. These leaflets will be made available on our website, but will also be available for use at CAT meetings and other public events. The following topics are covered: Top tips, Electricity, Heating, Hot Water, Water, Insulation and draft proofing, Renewable Energy, Electric Heating, Transport & Travel, Waste & Recycling, Adaptation.
16	Apply conditions to planning applications in order to meet Code for Sustainable Homes/BREEAM levels	Head of Development Management	This will be continually monitored to ascertain its effectiveness, but it should be	The Development Management & Trees service is now adding conditions to permissions for residential development to

No.	Action	Lead Officer	Justification	Update
	unless it can be demonstrated to be unviable, as set out in Policy Core Strategy Policy CS15	& Trees	a major step forward in ensuring that new homes built in the Borough are of a high standard in sustainability terms.	ensure that new housing schemes meet Code for Sustainable Homes Level 4 (or above). An independent assessment of new homes prior to occupation is required in order for a certificate to be produced which, in turn, satisfies the condition.
17	Monitor waste procedures in Civic Offices and Depot and promote awareness of recycling amongst staff	Head of Democratic Services	Reduces waste to landfill and ensures the Council is managing natural resources as efficiently as possible.	Individual bins have been removed and replaced by communal bins. New signs have been added to all recycling bins to advise which materials can and cannot be recycled.
18	Continue our partnership with Project Integra and Hampshire Council to: a) increase waste recycling including the review of the collection of different materials b) reduce and eventually eliminate use of landfill including reviewing options for waste streams currently sent to landfill.	Director of Street Scene	Reduces waste to landfill.	Approval of Project Integra annual action plan waiting approval from Executive. Landfill in Project Integra authorities has reduced by 9%
19	Adopt an approach to procurement which has sustainable procurement of goods, materials and services as a major component.	Director of Finance and Resources	Ensures that all products and services acquired by the Council are as sustainable as possible.	The County Council is developing a "sustainable procurement toolkit" for use by Local Authorities. This will focus on ascertaining potential areas of concern, regarding sustainability issues, for individual projects and then highlighting ways of minimising risks.

C. Actions for Welborne

No.	Action	Lead Officer	Timescale	Justification	Update
20	Investigate feasibility of implementing an Energy Service	Director of Finance	Investigate feasibility	Potentially provides Welborne with sustainable utility	Consultancy advice currently being undertaken on development of

	Company (ESCO) or Multi-utility Service Company (MUSCO) to deliver sustainable utility infrastructure for Welborne		by March 2014	infrastructure (including energy) in a planned, timely and cost-effective manner.	infrastructure funding strategy which will set out options for investing in, and funding, utility (including energy) infrastructure
21	Plan for a Combined Heat and Power (CHP) or district heating network to serve the District Centre	Head of Planning for Welborne	Investigate feasibility by March 2014.	Potentially provides highly sustainable source of heat and power to residents and businesses of Welborne.	Policy included in the draft Welborne Plan. Investigation into feasibility ongoing, in partnership with Hampshire County Council.
22	Provide dedicated pedestrian and cycle links within Welborne that link to connections to neighbouring settlements	Head of Planning for Welborne	Policy adopted September 2014	Ensures residents of Welborne can access the wider area by means other than the private car.	Policy included in the draft Welborne Plan. Final routes of proposed links will not be decided until planning application is received.
23	Optimise energy efficiency in the new development and ensure a proportion of new dwellings are built to "passivhaus" standard	Head of Planning for Welborne	Policy adopted September 2014	Ensures a proportion of buildings in Welborne have a high level of air tightness meaning they need less energy to heat and cool them.	Policy included in the draft Welborne Plan. Actual number of units predicted to be built to Passivhaus standard will not be known until planning application is received.
24	Ensure all new residential development at Welborne will be designed to achieve good practice standards of water efficiency	Head of Planning for Welborne	Policy adopted September 2014	Ensures that properties in Welborne use less water and thus helps protect the natural resources of the area.	Policy included in the draft Welborne Plan. Level of water efficiency predicted to be delivered will not be known until planning application is received.
25	Make provision, as part of the Welborne development, for additional Household Waste Recycling Centre (HWRC) capacity to meet the needs of the development.	Head of Planning for Welborne	Policy adopted September 2014	Potentially means that residents of Welborne, and the surrounding areas, have an accessible HWRC and do not need to drive further afield.	Issue included in the draft Welborne Plan. Potential site identified at Pinks Hill.
26	Supporting future BRT links to Welborne	Head of Planning for	Policy adopted September	Ensures residents of Welborne have a suitable alternative to the car that provides easy	Policy included in the draft Welborne Plan. Final route of BRT likely to be established through planning

		Welborne	2014	access to Fareham and beyond.	application.
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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 October 2013

Portfolio:	Policy and Resources
Subject:	Annual Review of the Council's Finance Strategy
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

This report reviews the Council's finance strategy in the light of the Council's current financial position, the agreed objectives and priorities and the budgetary and other pressures that the Council will face in the current and future years.

Executive summary:

The strategy document, attached to this report as Appendix A, sets out the broad principles on which the management of the Council's finances are based and provides background information regarding the level of resources, the revenue budget and capital programme.

The document also focuses on the various issues that will impact on the Council's financial position, now and in the future.

In the light of these issues, the current financial position has been reviewed and the projected position in future years, up to 2017/18, examined.

To summarise the overall capital position, the programme for services other than housing, up to 2017/18, has been updated and now totals £19.0 million. Resources of £29.3 million are available now to finance the programme and between 2013/14 and 2017/18 resources of £7.5 million are anticipated from direct revenue funding, capital grants and capital receipts.

However, the spending reductions likely to be required in 2014/15 onwards may well mean that the revenue contributions to capital have to be significantly reduced in future years. It follows that the surplus resources available at the end of the strategy period will be similarly reduced.

At the same time, maintenance and improvement programmes for the Council's asset base indicate significant sums need to be spent over the next 10 years, which exceed the resources currently available. The Strategy therefore strengthens the need to identify new resources to provide for the works.

Based on existing spending plans and taking account of the known variations and revenue spending pressures in future years, the projected revenue budget for 2014/15 would indicate a significant increase in the amount payable by the council tax payers, if mitigating action was not taken.

The extent of the financial pressures to be faced as the Government tackles the budget deficit will inevitably mean reductions in the breadth of services that the Council is able to provide.

Much of the Strategy will be dependent outcomes of the future Resource Reviews but the Strategy explains the measures currently underway, and further steps that are planned during the strategy period, to ensure that council tax increases are maintained within acceptable limits and in accordance with the Council's corporate priorities.

Members are reminded that the inclusion of any growth items would lead to a more significant increase with extra revenue expenditure of, say, £60,000 increasing the council tax by a further 1%. The projections of expenditure and funding for 2014/15 and later years indicate that the budgetary pressure will continue.

The Council's main priorities are to produce sustainable spending plans, maintain adequate reserves and to continue to minimise increases in the net revenue budget, such that increases in Fareham's proportion of the council tax does not exceed the prevailing inflation rate. Consequently, strict budget guidelines must be maintained.

The Scrutiny Board will consider the various issues at its meeting on 26 September 2013 and the Board's views will be reported to the meeting.

Recommendation/Recommended Option:

That the Executive agrees:

- (a) the Council's finance strategy and the budget guidelines for 2014/15, as set out in the finance strategy document attached to this report; and
- (b) to submit the updated Pay Policy, annexed to the Medium Term Finance Strategy, to the Council for approval.

Reason:

It is appropriate that strict budget guidelines remain in force, spending levels are tightly controlled and no new spending plans – capital or revenue – are implemented until the necessary finance has been identified and secured.

Cost of proposals:

The cost of the proposed capital and revenue schemes are set out in the attached finance strategy document.

Appendices: **A: Draft Finance Strategy - 2013/14 to 2017/18**

Background papers: None

FAREHAM
BOROUGH COUNCIL

FINANCE
STRATEGY

2013/14
To
2017/18
(DRAFT)
October 2013

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BACKGROUND

1. The Borough of Fareham has a population of some 111,600 and it covers almost 30 square miles of southern Hampshire, bordering the northern side of Portsmouth Harbour in the east and the River Hamble in the west. From south to north, it reaches from the Solent coastline at Hill Head northwards into rural Hampshire towards Wickham.
2. The Borough has many reminders of its long history, such as the ruins of Portchester Castle, and the old market town of Fareham. This is now a flourishing commercial centre and there are several local centres based on the former villages. Although these have been surrounded by new developments, they have retained a unique identity. The Borough has grown steadily with the development of extensive new areas of housing, shops and industry. More new developments are proposed, particularly in the town centre and to the west and north of the Borough.

FAREHAM'S VISION AND OBJECTIVES

3. 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 the environment and the needs of our communities. The 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.
4. After an extensive consultation process, the Council approved a new Corporate Strategy in June 2011, reaffirming the vision and values of the Council, and setting out the corporate priorities over the strategy period 2011 - 2017. Seventeen priority actions for improvement have been identified, based around the corporate priority areas, which will influence the plans for resource allocation within this Strategy document.

FINANCIAL MANAGEMENT

5. Fareham has a long history of prudent financial management which has been the subject of favourable comments from the Council's external auditors over many years.
6. The main focus of prudent financial management is the Council's medium term finance strategy, the overall objective of which is to structure and manage the Council's financial resources, revenue and capital, to ensure that they match and support the direction of the Council's objectives.
7. At the same time the strategy must ensure that the requirement to set a balanced budget is fully met and that the Council is able to respond to year-on-year changes and short-term service delivery issues.
8. This can be difficult to achieve when faced with changes to government funding, an increasing population, increasing aspirations of residents, and more recently the turbulent economic conditions in which the Council operates.

9. To overcome these difficulties the finance strategy is supported by a strategic and long term approach to corporate planning that is delivered through an integrated and co-ordinated service and financial planning process set out in a later section of this document, the production of an Asset Management Plan, sophisticated budget monitoring and reporting (also set out in a later section) of the financial issues facing the Council.
10. Most importantly though, there are a number of fundamental principles that are followed by the Council and which form the basis of the finance strategy and which are key to the Council's approach to financial management.

THE FUNDAMENTAL PRINCIPLES

11. The principles cover five areas – resources, capital expenditure, revenue expenditure, consultation and openness, and partnership working.

Resources

12. A minimum balance of £1million is retained in the Major Repairs and Renewals Fund to cover major emergency capital expenditure in relation to the Council's assets.
13. A working balance of £1.4 million is retained to cover variations in cash flow.
14. A spending reserve equivalent to 5% of gross revenue expenditure (currently £2.238 million) is retained to cover unforeseen changes in revenue expenditure or income.
15. Any deficits arising from services provided on behalf of other agencies (such as the on-street parking service), may be held on the Council's balance sheet but should be fully offset by an equivalent contribution to the spending reserve, to protect the Council's long term finances.
16. The need to increase the minimum balance on the Major Repairs and Renewals Fund, the working balance and the spending reserve is considered by the Executive at the end of each financial year and as part of the annual finance strategy review.
17. Reserves are not used to meet on-going, unsustainable levels of revenue expenditure.
18. "Windfall" or one-off revenue resources will only be used to increase capital resources or to meet one-off revenue expenditure.
19. Capital receipts from the sale of assets will be used to meet future corporate priorities rather than be retained for use on the service that has relinquished the asset.
20. Resources allocated to particular capital projects but subsequently not required are returned to meet future corporate priorities rather than be retained for use by that service.
21. All decisions regarding the use of significant reserves take account of the effect on the revenue budget from a reduction in investment interest.

Capital Expenditure

22. All new potential capital schemes are subject to the process for the prioritisation of new capital schemes, as set out in the Council's Financial Regulations.
23. New schemes will only be considered if they make a clear contribution to the Council's objectives and priority actions and support the Council's Asset Management Plan.
24. When new potential capital schemes are considered for inclusion in the capital programme during the year, this is only agreed in principle with the final decision being made at the time of council tax setting except in exceptional circumstances where a delay could jeopardize the achievement of an important priority.
25. No new capital schemes are included in the capital programme without the necessary resources to meet the full capital costs and the on-going revenue costs being in place.
26. Every effort will be made to secure external (non-borrowing) sources of funding capital schemes. Internal capital resources will only be released to fund schemes once external sources of funding (such as developers contributions, lottery grants, etc) have been explored and rejected.
27. Capital schemes will normally be financed by internal resources or external contributions. Borrowing will only be considered where government support is available to meet, at least in part, the capital financing costs, or where there is a sound economic business case (e.g. for spend to save schemes) whereby borrowing costs are wholly offset by long term revenue income or savings.

Revenue Expenditure

28. The Council has adopted as a corporate priority the need to save money, raise income and work in partnership with others to achieve more for less while continuing to minimise council tax increases.
29. Strict budget guidelines are maintained and are approved by the Executive each year.
30. New revenue spending plans will only be considered if they make a clear contribution to the Council's objectives and priority actions or to meet new statutory responsibilities.
31. When any significant new revenue spending plans are considered for inclusion in the revenue budget during the year, this is only agreed in principle with the final decision being made at the time of council tax setting.
32. All significant new revenue spending plans are considered together for inclusion at the time of council tax setting and are subject to a prioritisation process.
33. No new revenue spending plans are included in the revenue budget without the necessary resources to meet the full capital costs and the on-going

revenue costs being in place. This is particularly important because of the implications for the council tax of even modest increases in expenditure.

34. As part of the Localism Act 2011 the Council is required to prepare and publish a pay policy statement. The policy for 2013/14 was approved by The Executive as part of the Medium Term Financial Strategy in October 2012. The Pay Policy Statement for 2014/15 is attached at Appendix B.

Consultation and Openness

35. Consultation is used as a powerful tool for improving the quality and cost effectiveness of services. The Council has a community engagement strategy to ensure consultations are undertaken within the corporate framework and are aimed at the correct audience to ensure valid outcomes.
36. It is Council policy to be transparent in the decision making process and provision of information about the Council's activities through the website. To this end, budgetary plans and historical spending information (including payments to third party suppliers) is published in a variety of formats on the Council's transparency portal, accessible through its website.

Partnership Working

37. The Council will seek to work with partners to achieve more for less and actively pursue the achievement of the Council's priorities. The following key partnerships have been identified:
 - Portchester Crematorium Joint Committee (with Gosport BC, Havant BC and Portsmouth CC)
 - Fareham & Gosport Building Control Partnership
 - Fareham Community Safety Partnership (with Hampshire Police Authority, Probation Service and Hampshire CC)
 - Project Integra (with other Hampshire authorities)
 - Fareham and Gosport CCTV Partnership
 - Partnership for Urban South Hampshire (PUSH)
 - Solent Local Enterprise Partnership
38. Other important shared working arrangements have been recently developed in support of the Council's corporate priorities and these include:
 - Environmental Health Services Partnership (with Gosport BC)
 - Legal Services Partnership (with Southampton CC)
 - Eastern Solent Coastal Partnership (with Gosport BC, Havant BC and Portsmouth CC)

CORPORATE, SERVICE AND FINANCIAL PLANNING

39. An integrated and co-ordinated service and financial planning process supports the preparation of this finance strategy and gives the necessary flexibility to allow the Council to consider corporate objectives and priorities, as well as the maintenance of service standards and the scope for improvements where necessary, but at the same time seeking to minimise the increase in the overall net budget.

40. The timetable for the financial planning and budget process is:

Stage	Detail	
1	Consultation with residents and business representatives (incl. Chambers of Commerce, Federation of Small Businesses, the Institute of Directors, Business Solent and Solent Local Enterprise Partnership)	Continual
2	Member approval review of corporate objectives and priority action plan	June 2011 (and reviewed September 2013)
3	Member review of Medium Term Finance Strategy	October
4	Member consideration of revenue budgets and local service agreements, the capital programme and fees and charges	December
5	Member consideration of new capital schemes and revenue growth items Member review of Finance Strategy Member confirmation of capital programme Member confirmation of overall revenue budget	January
6	Member approval of the council tax	February

41. This process is reviewed and scrutinised at each key stage by the Scrutiny Board. Budget responsibilities are detailed in Appendix A.

42. Quarterly reports to monitor progress against the revenue budget and capital programme are submitted to the Executive with additional reports on other finance issues as and when necessary during the year.

THE DEVELOPMENT OF THE CAPITAL PROGRAMME

43. The Council has adopted as a corporate priority the need to maximise the value gained from assets that are owned by the Council. The finance strategy demonstrates how the Council's capital programme supports its corporate priorities and sets the framework for developing the capital investment programme to deliver these priorities.

44. In relation to capital expenditure, the finance strategy is designed:

- To ensure capital expenditure is aligned with the Council's priorities;
- To ensure the Strategy is aligned with the Asset Management Plan;
- To maximize the value gained from assets;
- To provide a clear framework for decisions relating to capital expenditure;
- To ensure that revenue, capital and whole life costs are fully considered;
- To encourage the consideration and use of a wide range of funding sources.

THE CURRENT GENERAL FUND CAPITAL PROGRAMME

45. The Council agrees a rolling five-year programme each year consistent with the finance strategy and the resources available.
46. Each review of the Council's finance strategy includes a review of the capital programme for non-housing services, the latest being by the Executive on 11 February 2013 when the programme for the years 2012/13 to 2016/17 was approved.
47. New capital schemes should only be considered for inclusion in the capital programme in January when they can be prioritised against the available resources and the impact on the revenue budget and council tax can be fully considered, except in exceptional circumstances where a delay could jeopardise the achievement of an important priority.
48. A number of amendments have been made to the programme to include new schemes approved since February 2013 and re-phasing of existing schemes. It also includes the Executive decision to carry forward slippage from 2012/13 of £1.76m and the inclusion of the rolling programme schemes for 2017/18. The updated programme for 2013/14 to 2017/18 is now £19.1m and is summarised in the following tables:

Portfolio	£000s
Public Protection	379
Streetscene	65
Leisure and Community	4,390
Health and Housing	6,065
Strategic Planning and Environment	1,071
Policy and Resources	7,050
TOTAL	19,020

49. The phasing of the programme is now:

Year	£000s
2013/14	7,543
2014/15	3,778
2015/16	1,686
2016/17	1,581
2017/18	660
Un-phased	3,772
TOTAL	19,020

50. Certain spending plans within the programme have been earmarked for a particular purpose, but have not been allocated to a specific year. These are referred to as "un-phased" schemes within the capital programme, which are drawn upon as specific schemes are committed against the approved funding. The un-phased schemes are:

Un-phased schemes	£000s
Enabling (Affordable Homes)	2,500
Empty Homes Strategy	100
Car Park Surface Improvements	423
Matched Funding	120
CCTV	379
Environmental Improvements	250
TOTAL	3,772

51. The phasing of the detailed programme will be considered in detail during the budget process to ensure that it realistically reflects the latest forecast for capital expenditure.

EXISTING CAPITAL RESOURCES

52. The Council's financial resources that are available as at 1 April 2013 to finance the capital programme are summarised in the following table:

Current Resources	£000s
Capital Receipts	6,504
Capital Fund Account	4,918
Right-to-Buy receipts for housing schemes	4,655
External Contributions	3,669
Major Repairs and Renewals Reserve	1,302
Revenue Contributions to Capital Schemes	473
Matched Funding Reserve	248
TOTAL	21,769

53. In addition, the following resources are estimated to be available between 2013/14 and 2017/18:

Future Resources	£000s
Revenue Contributions to Capital Schemes	3,511
Contribution to Capital Fund	2,500
Government Grants	1,250
Capital Receipts	279
TOTAL	7,540

THE OVERALL CAPITAL POSITION

54. Resources of £29.3 million are estimated to be available over the life of the updated capital programme and therefore there should be a surplus of resources of approximately £10.3 million in 2017/18.
55. The forecast surplus of resources has increased due to increased contributions from revenue. However, with the funding reductions placing pressure on the revenue budgets and the policy of using a proportion of New Homes Bonus to top up this shortfall, the scope to continue using revenue funds at this level will become increasingly unsustainable.

56. The surplus further assumes an estimate of future capital receipts as well as continued revenue contributions towards capital investment, totalling £7.5m. In the event that these resources do not materialise, the surplus will be significantly reduced.
57. It must also be borne in mind that the implications of some of the Council's priority actions and emerging capital spending pressures have not yet been quantified. Costs associated with approved schemes also remain provisional until tenders have been received.
58. Spending pressures in this respect include repair and refurbishment or replacement works to Council assets (for example, community centres, car parks, sports pavilions and changing accommodation) that have yet to be added to the capital programme.

AVAILABILITY OF NEW CAPITAL RESOURCES

59. If the increasing pressure on the revenue budget means that the financing of capital expenditure directly from the revenue budget has to be reduced, the use of alternative funding sources would need to be explored. This may include consideration of unsupported and prudential borrowing, together with external funding streams (for example from Government, EU and other public and private grants, or private sector investment). Each of these options could have a role to play in the continued investment in public assets in the borough, but the future consequences, including on-going revenue commitments, would be a key consideration in determining their suitability.
60. The Council will also consider how disposal of existing assets and reinvestment of sale proceeds could be used to secure delivery of corporate priorities. Again, a cautious approach should be taken in this regard, as significant asset sales could adversely affect service delivery and would prejudice future income streams. It follows, therefore, that the proceeds from future asset sales will be limited.

EXTERNAL FUNDING

61. The limited availability of capital resources from internal sources means that every effort must be made to obtain external funding for future capital priorities. Detailed consideration of external funding must be the first stage when consideration is given to the development of potential future priorities.
62. It is equally important that the availability of external funding is fully explored in relation to existing capital schemes. Any external funding obtained for these schemes will avoid the use of existing capital resources which can then be used for future priorities.
63. It is important to stress that no scheme should be put forward for consideration simply because external funding is available. Schemes should only be considered if they meet, or at least contribute towards, a corporate priority.

THE IMPACT OF CAPITAL EXPENDITURE ON THE REVENUE BUDGET

64. Quite apart from the ability to finance new capital schemes, it is important to recognise that capital expenditure can have a significant impact on the revenue budget in a number of ways.
65. When decisions are made concerning the inclusion of new schemes in the capital programme, these factors need to be considered:
 - The on-going operational costs associated with the scheme
 - The whole life costing implications of the scheme
 - The cost of servicing the debt if the scheme is financed by borrowing
 - The loss of investment interest if internal resources are used and therefore no longer available for investment.
66. In the light of these factors, it is inappropriate to consider the inclusion of non-priority schemes in the capital programme.

REVENUE BUDGET AND COUNCIL TAX FOR 2013/14

67. The revenue budgets for providing services in 2013/14 were considered by the Executive for each portfolio (and non-Executive services) on 3rd December 2012.
68. The overall budget position was reviewed by the Executive on 7 January 2013 and the scope for new one-off revenue schemes and on-going schemes to be included in the revenue budget for 2013/14 was also considered. The final proposed net budget of £9,823,300 was approved by the Executive on 11 February 2013 (taking account of council tax freeze grant received).
69. With a net budget for 2013/14 of £9,823,300 and government support of £4,152,440, the Executive recommended to Council that the council tax for 2013/14 remain at the 2012/13 level of £140.22 and this recommendation was approved by the full Council on 22 February 2013.
70. Since the budget was approved in February, a number of issues that will impact on the revenue budget for this year, and on the revenue budget and council tax for 2013/14 and later years, have arisen.

THE OVERALL REVENUE POSITION

71. The Council has been committed to minimising increases in the overall net budget and council tax increases. This has proven successful in restricting the proportion of gross expenditure on general fund services that has to be met by council tax payers, currently 13%.
72. Because the proportion is so low, the Fareham element of the council tax is very sensitive to even minor increases in expenditure. An increase in gross

expenditure of 1% (approximately £1½m) would result in an increase in the amount to be met by council taxpayers of 8.9%.

73. There are a number of very significant issues that will have a significant impact on the Council's overall position in the current and future years and these are listed below:

Government Support
The Spending Reserve
The Anticipated Revenue Position in 2013/14
Future Spending Pressures
Future Funding Pressures

74. These issues are examined in the following sections of this report.

GOVERNMENT SUPPORT

75. The Comprehensive Spending Review (CSR10) of 2010 set out the Government's spending plans for the period 2011/12 to 2014/15 and took into account the £1.66 billion Local Government contribution to the £6.2 billion cross-Government savings needed to tackle the UK's record deficit in order to restore confidence in the economy and support the recovery.
76. The 2013 update indicated that a further 10% real-terms cut in funding would apply for Local Government with effect from 2015/16 including business rates, RSG and New Homes Bonus.

Formula Grant

77. The new way in which local authorities receive their funding commenced in 2013/14 and placed increased financial risk on billing authorities rather than central government. In the first year Fareham's share of the local business rate pot fell below the level deemed acceptable by the government and as a result Fareham received a safety net payment from central government. It is anticipated that this scenario will continue for 2014/15 and future years.
78. The RSG element of funding will see reductions in every year with the biggest reductions being in 2014/15 and 2015/16 where levels will reduce from the amount received in 2013/14 of £2.5million to approximately £1.9million and £1.4million respectively. These are of course estimates based on recent announcements and would be confirmed nearer the time but provisions must be made in anticipation of these large reductions.

Specific Grants

79. These grants are distributed outside the main settlement and are usually to fund particular services that are a national priority. For example, Fareham receives a specific grant towards the cost of housing benefit payments and administration which is a "ring-fenced" grant that cannot be used for other services.

Grant to Freeze Council Tax

80. As an incentive for Councils to freeze council tax in 2011/12 and ongoing to 2014/15, Government made available additional funding for the period of the Spending Review, broadly equivalent to supporting a 2.5% increase in

council tax. This has now been built into the core funding calculation.

81. In 2012/13 a further one-off sum, again equivalent to a 2.5% increase in the level of council tax, was offered to local authorities to freeze their council tax for a further year.
82. For 2013/14 there was a further sum offered on a 2 year basis but this time it was only equivalent to a 1% increase in council tax.
83. The Council supported this policy by freezing council tax in all years, representing the fifth year where council tax has remained unchanged.

THE SPENDING RESERVE

84. It is Council policy to maintain the spending reserve at 5% of gross expenditure and the current balance of £3,314,000 exceeds the minimum threshold for 2013/14 which, based on the estimated gross expenditure of £44.8 million, should be £2,237,900. Proposals for the use of the surplus of £1,076,100 will be developed during the autumn, for consideration in January, alongside the consolidated draft budget for 2014/15.

THE ANTICIPATED REVENUE POSITION IN 2013/14

85. Based on the income and expenditure patterns observed in the first six months of the year, it is anticipated that there will be a modest underspend in this current year. This has arisen from vacancies within the Council's establishment structure.
86. Conversely, there remain a number of service areas which are experiencing a reduction in income flows, and also experiencing a much greater demand for their services. These services, such as homelessness, benefits, planning, car parking and commercial properties may require additional resources in order to meet the demand and maintain service quality, which will erode the net underspends in other areas.
87. The overall impact of these variations will be presented in the revised budget, later this year.

FUTURE SPENDING PRESSURES

88. The risk profile of the Council's finances has increased in recent years, and is set to increase further in the future as the demand for increased expenditure presents itself, the fundamental change in the way local government services are funded and the general reduction in the quantum of funding available.
89. To manage the financial risks effectively, the Council maintains a profile of the spending pressures it faces. This is reviewed periodically and updated as part of the budget process. This section of the strategy gives provides an outline of the impact that these pressures may have on the Council's budgetary position over the period 2014/15 to 2017/18.

90. The individual pressures are listed below and represent an increase in expenditure of nearly £0.5m per year. This is a "best estimate" as there are many unknown aspects to this, and consequently, the levels of expenditure (and losses of income) could be greater, particularly in the later years. (All figures quoted in the table below reflect movements against the 2013/14 base budget).

SPENDING PRESSURES	2014/15	2015/16	2016/17	2017/18
	£000s	£000s	£000s	£000s
FBC Elections	100	0	100	0
Movements in the cost of employment (excl efficiency plans)	0	150	300	450
Other Contractual Inflation	60	120	180	240
Fuel and Energy Price movements	50	100	150	200
Increased pension costs	78	240	402	564
Open Space Management	40	40	40	40
Loss of Parking income	55	55	55	105
Loss of Commercial Rental income	200	200	150	100
TOTAL	583	905	1,377	1,699

91. FBC Elections - The elections of Council members takes place every 2 years with elected members serving a 4 year term of office. The last elections took place in May 2012.
92. Movements in the cost of employment - The rising cost of employment in future years reflects the cost of an assumed pay award and incremental pay movements.
93. Fuel and Energy Price Movements - The price of fuel has been fluctuating for a number of years and this was reflected in a budget increase during 2012/13. It is anticipated that the budget will not be sufficient for fuel demands in 2014/15 and this is likely to be the case in future years.
94. Increased Pension Costs – During 2013 the triennial pension valuations will be taking place. During the last review in 2010, decisions were made to limit movements in the employers' contributions due to the volatile and less predictable nature of the economy at the time, coupled with the inevitable reductions in public sector funding. It is, however, unlikely that increased contribution rates will be required to ensure the long term sustainability of the pension fund.
95. Open Space Management – In recent years, developments within the Borough that have led to an increase in the amount of open space under the Council's control. In view of this, further resources are anticipated in the ranger service to meet the increased demand on the service.
96. Loss of Parking Income - The income from parking fees has been dropping for a number of years and more recently this has dropped off further due to the opening of the new shopping complex at Whiteley, the additional parking spaces at Tesco and also the general economic climate. Although some of this loss will be offset by the bond arrangement through the Tesco development it is anticipated that this will be used up by 2017/18.

97. Loss of Commercial Rental Income - As with car parking income the level of commercial rent has been declining particularly with the development at Whiteley and current economic conditions. This has led to retailers being able to negotiate lower rents especially in the shopping centre. As a result, this places pressure on the income budgets within the commercial property portfolio.
98. Council Tax Support Scheme - As part of the budget process for 2013/14 the former Council Tax Benefit scheme was replaced with a local scheme that was approved by Full Council in January 2013. The scheme took into account transitional arrangements that reduced the impact on individuals in the first year to 8.5%. 2014/15 sees the scheme revised to take into account the end of the transitional arrangement which will lead to further uncertainty in the budget as take up of the scheme will be unknown.
99. In addition to the spending pressures listed above, other areas have been identified which could give rise to increased costs, but have yet to be costed. These include;
- Contaminated Land
 - Individual Electoral Registration
 - Revocation of personal search fees
 - Impact of town centre developments, including review of parking strategy
 - Increase in demand for homelessness services
 - Welborne – Planning and supporting delivery
 - Delivery of corporate priority actions.

FUTURE FUNDING PRESSURES

Interest on Balances

100. The budget for 2013/14 is £874,500 and covers the General Fund share of interest on investments together with the notional interest payable by the Housing Revenue Account to the General Fund.
101. No base rate increases are anticipated in the current financial year or the next and therefore the achieving the budget for interest on investments remains challenging.

Commercial Property Investment Acquisition Strategy

102. At the meeting on 7 January 2013 the Executive approved the Commercial Property Investment Acquisition Strategy which is designed to increase the Council's return on investments due to the low returns being received from treasury related investments. The report agreed to allow up to £3 million of investment in commercial property to achieve returns of up to £150,000 per annum to assist in reducing funding pressures.
103. A report will be brought to the Executive in November 2013 to review the investments that have been made to date and with a view to increasing the amount available to invest by between £3 million and £5million, funded from capital reserves, to relieve the pressure on the revenue budget.

Local Government Resource Review

104. In the CSR10 paper it was announced that there would be a review of how local government services would be funded, with specific reference to the way business rates would be collected and redistributed.
105. A further announcement in July 2013 reported that funding reductions would continue through from 2015/16 with reductions in that financial year being the largest with smaller funding reductions to follow through to 2019/20.

New Homes Bonus

106. The New Homes Bonus has been introduced to encourage local government to promote housing growth, by way of a financial incentive, ensuring that the economic benefits of growth are returned to the local areas where growth takes place.
107. The Bonus commenced in April 2011, and match funds the additional council tax raised for new homes and properties brought back into use, with an additional amount for affordable homes, for the next six years.
108. The Government announcement in July put forward a proposal to top slice NHB and make this available LEPs. This could result in Fareham losing 20% of NHB from 2015/16.
109. The award for Fareham for 2013/14 will be £1.093m and this is expected to grow to £1.234m in 2014/15 before the top slicing proposal reduces this to £1.183m in 2015/16.
110. New Homes Bonus funding is used in the following way:
 - Firstly, if necessary, the award is top-sliced to meet reduced central government funding, and to support service delivery (particularly where demand has grown in line with the growth in housing);
 - The balance is earmarked for investment in capital schemes or other projects, which are driven by corporate priorities;
 - In determining the use of funds for capital investment, there should be a bias towards
 - investing in land & property that will generate a long term source of income;
 - Projects that support economic or employment growth;
 - Projects that support or secure further housing delivery.
111. If assumptions for the reduction in Government funding are correct, then a top slice of any NHB award will be necessary to support continued service delivery. This will reduce the amount currently used to support capital projects to an extent where all NHB funding will be used to support reduced Government funding by 2015/16.

Council Tax

112. A high corporate priority for the Council has been to maintain council tax increases at or below the rate of inflation. During 2009/10 inflation indices were negative so meeting the corporate priority for 2010/11 was particularly difficult. However, in spite of the spending pressures for 2010/11, the achievement of significant efficiency savings enabled the Council to approve a frozen council tax for 2010/11 at the 2009/10 level of £140.22.
113. This level of council tax was maintained for a 5th consecutive year in 2013/14. The Council has retained its corporate priority in respect of minimising council tax increases throughout the Strategy period, and will use the RPIX index as a benchmark measure of inflation when considering any rises in council tax levels.

A SUMMARY OF THE FINANCIAL PRESSURES

114. Set against Fareham's gross revenue expenditure on services for 2013/14 of over £44.8 million, the anticipated financial pressures of nearly £2 million by 2017/18 represent an increase of 4%. However, only 13% (£5.6m) of the £44.8 million expenditure is met from council tax and therefore, without taking steps to offset the cost pressures, these would represent a significantly increased burden for the council tax payer. The overall position is set out in the following table:

PROJECTIONS	2014/15	2015/16	2016/17	2017/18
	£000s	£000s	£000s	£000s
Amount due from Council Tax Payers for 2013/14	5,643	5,643	5,643	5,643
Spending Pressures	583	905	1,377	1,699
Funding Pressures	567	1,078	1,291	1,391
Adjusted Projection	6,793	7,626	8,311	8,733
Increase in amount due from Council Tax Payers	-113	-228	-345	-466
Cumulative Cash Increase	+1,037	+1,755	+2,323	+2,624

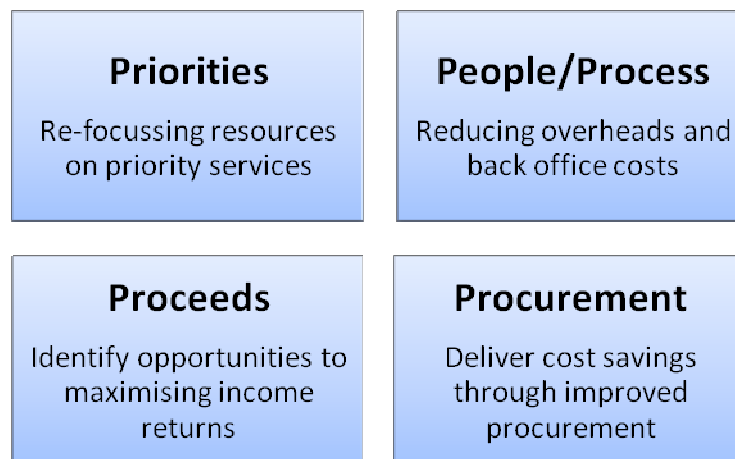
115. It is important to stress that these projections are based on "most likely" assumptions but should the position worsen the pressures on the budget could increase by a further estimated £1m.
116. These projections are intended to give a general indication of anticipated net revenue expenditure pressures in future years and have not been based on a detailed review of individual budgets. They include the spending pressures but do not include any growth items.
117. To ensure that future council tax increases are within acceptable levels, savings therefore need to be delivered over the strategy period in order to reduce the projected amount due from taxpayers.

PROJECTED COUNCIL TAX FOR 2014/15

118. The projections shown above indicate that measures must be taken to reduce the net service cost if council tax increases are to be minimised.
119. If no action is taken, then an increase in council tax of around 21% would occur. This is clearly unacceptable, so steps have been taken to mitigate the increase in order that council tax increases do not exceed the RPIX measure inflation and is minimised further if achievable.

THE NEED FOR EFFICIENCY INITIATIVES

120. The forecast in this Strategy has highlighted the on-going and increasing need for savings in the Council's budget.
121. This is reflected in the Council's own local corporate priorities, in order that good quality services can continue to be provided while at the same time seeking opportunities to reduce costs and therefore minimise any extra cost burden for the taxpayer.
122. In the same way that the Council maintains a profile of spending pressures, opportunities to offset and mitigate these cost pressures are continually sought, so that a forward-planned approach can be taken to delivery. The Council also seeks to develop its efficiency plans well in advance to ensure that they are sufficiently reliable before being included in budgets, and to allow the full consequences of such changes to be considered and consulted upon where appropriate.
123. Such opportunities are developed on the following basis



124. In April 2012, the Executive approved a programme of further actions totaling £636,700. Opportunities are well developed for the 2014/15 financial year, and a number of these will be captured during the current financial year. The plans to be delivered during 2014/15 are on the following basis:

- Priorities - £0
- People/Processes - £66,600

- Proceeds - £236,500
- Procurement - £105,500

125. In broad terms, it is anticipated that the savings secured for the following year will be sufficient to deliver a balanced budget and meet the Council's corporate priority concerning council tax. Further opportunities will, however, need to be undertaken to continue this in 2014/15 and beyond.
126. As part of the need for efficiencies the Executive appointed a company called Vanguard to review processes in order to release capacity and improve the customer experience. The initial phase of this project has been funded from the resources released from the spending reserve for Improving the Customer Experience and the Invest to Save fund.
127. Reviews are currently underway and as a result of this contract the work of the Business Transformation Team has been scaled back resulting in the redeployment a post holder within the team and the vacant post will be deleted with immediate effect releasing a saving of £108,000 over the 3 year term of the Vanguard contract.

THE OVERALL REVENUE POSITION

128. The following table shows the projected position for the years 2014/15 to 2017/18:

Projections for	2014/15	2015/16	2016/17	2017/18
	£000s	£000s	£000s	£000s
Amount due from Council Tax Payers for 2013/14	5,643	5,643	5,643	5,643
Spending Pressures	583	905	1,377	1,699
Funding Pressures	567	1,078	1,291	1,391
Adjusted Projection	6,793	7,626	8,311	8,783
Efficiency Opportunities	-408	-611	-686	-686
Interest on Balances	0	-25	-125	-125
Revised Projection	6,385	6,990	7,500	7,922
Increase in Amount payable by Council Tax Payers	-113	-228	-345	-466
Use of New Homes Bonus	-567	-1,078	-1,291	-1,391
Cumulative Cash Increase	+62	+41	+221	+422

129. Although significant savings have already been identified that total nearly over £1million over the next four years, it is clear that there are some further reductions required to produce a balanced budget for 2017/18. This will be

reviewed over the strategy period and steps taken as necessary, to deliver a balanced budget.

SENSITIVITY ANALYSIS

130. For each of the financial pressures, an assessment has been made about the possible variation above and below the "most likely" position. This allows the sensitivity of the projected totals to changes on each financial pressure to be assessed. As more information becomes available about the individual pressures, the projections can be updated and made more certain.
131. For each year "best case" and "worst case" scenarios have been developed together with mid-point scenarios between these and the "most likely" position and these are set out in the following table:

SENSITIVITY ANALYSIS PROJECTIONS

shown as "Amount due from council taxpayers" (£000s) and
"Year on year percentage increase in council tax" (%)

	2014/15 £000s / %	2015/16 £000s / %	2016/17 £000s / %	2017/18 £000s / %
Best Case	5,984 / (6%)	5,891 / (4%)	6,149 / (9%)	6,213 / (10%)
Mid point	6,251 / (11%)	6,311 / (12%)	6,675 / (18%)	6,812 / (21%)
Most Likely	6,518 / (16%)	6,732 / (19%)	7,200 / (28%)	7,412 / (31%)
Mid point	6,728 / (19%)	7,082 / (26%)	7,671 / (36%)	7,985 / (42%)
Worst Case	6,938 / (23%)	7,433 / (32%)	8,143 / (44%)	8,558 / (52%)

132. Members will note the very significant variations between the "best case" and "worst case" projections, which highlight the degree of uncertainty and volatility within the economic environment.

RISK ASSESSMENT

133. The budget projections indicate the susceptibility of the Council's revenue budget to changes in the level of expenditure and income caused by factors outside the control of the Council. It is clear that even a small variation in expenditure or income would have a significant impact on the Council's revenue budget position.
134. The following table highlights the gearing effect that additional expenditure has on the council tax.

	£M	% Increase
Spending = £44.8 million	44.8	
- An extra £500,000	0.5	1.1
Council Tax Payers	5.6	
- An extra £500,000	0.5	8.9

135. There are a number of services where the costs and/or income directly correlate with service activity, some of which would have a notable impact on the Council's overall financial position if a significant variation in activity arose. These are classified as "volatile" services and account for £10.0m of gross expenditure and £8.9m of gross income. Special arrangements are in place to track financial performance of these services and the other major services, and take action where there is a significant deviation from plans.
136. Given the uncertain funding position and external pressures facing the Council, it is important to maintain a minimum spending reserve equivalent to 5% of gross revenue expenditure.

BUDGET SETTING PRINCIPLES FOR 2014/15

137. In addition to the fundamental principles on which the Council's medium term finance strategy is based, the Council adopts for each financial year a set of budget setting principles that form the framework for budget preparation.
138. It is proposed therefore that the following budget guidelines be adopted for 2014/15:
- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or the Council is legally obliged to accept,
 - Revenue budgets to be cash-limited to the current level and to be reviewed to ensure that all on-going savings that have accrued in previous years and the current year are reflected in future budgets,
 - Fees and charges to be increased to achieve a 5% increase in income wherever possible and desirable and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers,
 - New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities.
 - Full weight to be given to the Council's overall position and future council tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

CONCLUSION

139. The Council has a long history of prudent financial management, of achieving efficiency savings while providing a wide range of excellent services.
140. The projections set out in this report give a broad indication of the

anticipated level of expenditure, based on the latest information available about the Government's funding intentions. This indicates that measures are in place to achieve a balanced budget throughout most of the strategy period, but there remain significant uncertainties for 2015/16 and beyond. This is principally due to the fundamental changes in the way Local Government services are funded, and the implications of the Welfare Reform Act relating to localized support for council tax. There also remains a number of significant financial pressures linked to corporate priorities, both revenue and capital, which either need to be mitigated or resourced through reallocating funds from within the total budget envelope.

141. With the growing financial risk profile over the next four years, it is clear that firm measures are necessary to maintain a balanced and sustainable budget into the medium term. This can only be achieved by mitigating rising costs where possible, and delivering further efficiencies in sufficient time for their inclusion within the budget.
142. The focus will therefore be to identify where capacity can be created through the delivery of more efficient services to meet demand, while protecting, as far as possible, services to the public, using the four-part model highlighted in the strategy.

BUDGET RESPONSIBILITIES

Responsibility for budgets rests formally with the Full Council but there are arrangements in place as part of the Constitution that delegates certain responsibilities to the Executive, the committees and to officers.

Full Council

The Full Council has the general responsibility for setting the Council's policy and budget framework. The Full Council must ensure the following:

- Corporate strategies are approved in accordance with the projected resources of the Council;
- Approved revenue budgets, capital programmes and council tax levels are in accordance with the Council's finance strategy;
- Supplementary estimates are only approved after consideration of the Council's overall financial position.

The Executive

The Executive has general responsibility for making decisions on Council services within the policy and budget framework. The Executive must ensure the following:

- Detailed estimates of expenditure and income for all services and committees, and the proposed council tax levels are prepared within the context of the council's finance strategy for approval by Full Council;
- Expenditure is only incurred if it forms part of the approved service revenue budget or capital programme;
- Any decision to reallocate revenue or capital budgets from one service to another does not exceed the virement rules;
- The overall revenue budget and capital programme are not exceeded.

The Committees

The Committees have general responsibility for carrying out non-Executive functions within the powers delegated to them by Full Council. The Committees must ensure the following:

- Detailed estimates of expenditure and income for committee services are submitted to the Executive for approval by Full Council;
- The committee revenue budgets are not exceeded.

Employees

All budgets are allocated to a named manager who has the authority to spend the

approved budget. Financial regulations also form part of the Constitution and these set out the scheme for the authorisation of expenditure.

Expenditure can only be incurred within the revenue and capital budgets approved by the Council.

Officers can delegate their power to incur expenditure but only within the limits of their own delegated powers.

The limits given to any individual employee are in accordance with the schedule of limits set out in the financial regulations. All employee powers to incur expenditure should be officially documented and authorised in a form approved by the Statutory Chief Finance Officer.

The Council's financial regulations are available to all employees on the corporate filing system giving detailed guidance on:

- The responsibilities of employees
- Financial reporting
- Revenue and capital budgets
- Budgetary control and virements.

**FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT
FINANCIAL YEAR 2014 - 15**

1. Purpose

The purpose of this Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2014 -15, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

2. Definitions

For the purpose of this Pay Statement the following definitions apply:

2.1 “Pay” in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.

2.2 “Chief Officers” refers to the following roles within the Council:

Statutory Chief Officers are:

- a) Chief Executive Officer, as Head of Paid Service
- b) Director of Regulatory & Democratic Services, as Monitoring Officer
- c) Director of Finance & Resources, as Section 151 Officer

Non Statutory Chief Officers are:

- d) Director of Planning & Environment
- e) Director of Community
- f) Director of Streetscene

Deputy Chief Officers are:

- f) Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

2.3 “Lowest paid employees” refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.

2.4 “Employee who is not a Chief Officer” refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

3. Pay Framework and remuneration levels

3.1 General approach

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Head of Personnel and Development and endorsed by the Chief Executive Officer.

3.2 Responsibility for decisions on pay structures.

The outcome of reviews into the local pay and grading structures covering all jobs are considered by an Advisory Panel proportionately constituted and comprised of Councillors from the main political parties. The Advisory Panel's recommendations are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Implementation of the revised pay structure was concurrent with that for all other employees in April 2008. Relevant labour market and comparative remuneration data was considered.

3.3 Pay scales and grading framework

The mainstream pay structure for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme and consists of a pay spine of 46 points, comprising 11 grades with grade1 being the lowest and grade11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role. Each grade contains 5 spinal column points to allow for incremental advancement within the grade.

The Chief Executive's pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for Chief Officers and Heads of Service was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay grade for Chief Officers and two pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2013 is appended to this Statement (at annex 1).

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. If there is an occasion where to do so would distort the local pay structures alternative proposals are developed, discussed with the trade unions and brought to Elected Members for formal approval.

There was a 1% inflationary annual pay award in April 2013 for mainstream employees. Typically Chief Officers and Heads of Service receive the same percentage pay award as for all other employees. However, there has been no inflationary annual pay award to Chief Officers and Heads of Services since April 2008.

4. Remuneration – level and element

4.1 Salaries

4.1.1 “Chief Officers” are identified at 2.2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £95,280 to £107,574.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £71,968 to £79,287.

4.1.2 “Deputy Chief Officers” who are Heads of Service are all paid within the Council's pay structures as follows:

- c) Heads of Service will be paid a salary within grades ranges £47,654 to £58,617.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

4.2 “Lowest paid employees”

Each lowest paid employee will be paid a salary within the pay scales for Grade1.

4.3 Bonuses and Performance related pay

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Head of Personnel and Development.

4.4 Other pay elements

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

4.5 Charges, fees or allowances

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Heads of Service, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Head of Customer and Democratic Services and the Head of Corporate Services as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972. This scale is published on the Council's website.

The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

4.6 Benefits in kind

There are no benefits in kind payable to any employee of the Council.

4.7 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There will be no increases or enhancement to pension entitlements.

4.8 Severance payments

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension membership and on awarding additional pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

4.9 New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with Personnel Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the mean average earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The mean average pay has been calculated on all taxable earnings for the financial year 2013-14, including base salary, allowances, etc.

Highest paid employee	£107,574
Mean average earnings for remainder of workforce	£24,353
Ratio	4.41

**Fareham Borough Council
Local Pay Scales as at 01/04/2013**

Chief Executive

Spinal Column Point		Annual
5	1	107,574
4		104,499
3		101,427
2		98,352
1		95,280

Directors (Grade & Salary scale)

Spinal Column Point		Annual
5	1	79,287
4		77,451
3		75,628
2		73,798
1		71,968

Senior Management (Grades & Salary scales)

Spinal Column Point			Annual
5		2	58,617
4			57,111
3			55,457
2			53,794
1			52,150
5	3		53,794
4			52,150
3			50,493
2			49,050
1			47,654

Mainstream (Grades and Salary scales)

Spinal column point			Annual
46		11	47,316
45			46,273
44			45,255
43			44,262
42		10	43,282
41			42,755
40			41,715
39		9	40,698
38			39,690
37		8	38,736
36			37,698
35			36,696
34		7	35,710
33			34,753
32			33,738
31			32,761
30		6	31,804
29			30,883
28			29,981
27		5	29,103
26			28,253
25			27,438
24			26,639
23		4	25,863
22			25,109
21			24,380
20		3	23,610
19			22,864
18			22,146
17			21,449
16		2	20,722
15			20,022
14			19,347
13		1	18,687
12			18,061
11			17,452
10			16,858
9	2	1	16,295
8			15,702
7	15,135		
6	14,621		
5	1	14,091	
4		13,551	
3		13,031	
2		12,629	
1		12,380	

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 October 2013

Portfolio: Policy and Resources
Subject: **Award of Tender: Resurfacing Contract - Approach to Fareham Shopping Centre**
Report of: Director of Finance and Resources
Strategy/Policy: A dynamic, prudent, progressive and best value Council
Corporate Objective:

Purpose:

This report considers tenders received for resurfacing the area to the north of Fareham Shopping Centre and recommends an award of contract for the works. It also considers the request for an additional £35,000 budget provision from reserves to cover the shortfall between the budgeted amount and the tender price.

Executive summary:

Regular safety inspections of the area to the north of the shopping centre are currently carried out by Hampshire County Council's highway inspectors on behalf of FBC and resulting from this, a significant number of defects have been logged and repaired. A decision has therefore been taken to resurface the area to ensure public safety and reduce on-going maintenance costs.

Following a tender exercise, a shortfall between the budgeted amount and the tender price was identified. This report seeks approval for an additional £35,000 budget provision from reserves to cover the shortfall between the budgeted amount and the tender price.

It also provides the Executive with information regarding the tenders received for these works and seeks an award of contract.

Recommendation:

That the Executive agrees:

- (a) to approve an additional £35,000 budget provision from reserves; and
- (b) that the tender submitted by the contractor ranked 1 (as set out in the confidential appendix A), being the most advantageous tender received, be accepted and the contract awarded to the company.

Reason:

To achieve a safe and well maintained pedestrian footway for public use.

Cost of proposals:

The cost of this project will be £77,737.00, with an additional £35,000 budget provision from reserves. These works are to be funded from the Other Land and Property Revenue Account.

Appendix A: Executive Briefing Paper Tender Prices and Evaluation
(Confidential Appendix)

Appendix B: Location Plan

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 October 2013

Subject: Award of Tender: Resurfacing Contract - Approach to Fareham Shopping Centre

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. Regular safety inspections of the area to the north of the shopping centre are currently carried out by Hampshire County Council on behalf of FBC and resulting from this, a significant number of defects have been logged and repaired. A decision has therefore been taken to resurface the area to ensure public safety and reduce on-going maintenance costs.
2. This project includes for the following works:
 - Removing the existing paving slabs which frequently become loose or damaged and in need of repair and replacing with a new tarmac surface to an approved specification
 - Provision of additional surface water drainage.
3. Hampshire County Council highways framework was used to procure the works. Invitations to tender for the project were issued on 14 August 2013 to 8 contractors.

PROPOSAL

4. On the 4 September 2013, five tenders were received and opened by Councillor S Woodward, Executive Leader, and the tender price details are presented in the confidential appendix A.

EVALUATION PROCESS

5. The framework agreement defines a pre-determined scoring mechanism whereby tenders are assessed on the price submitted within their tender and on quality data gathered by KPI's throughout the last quarter.
6. The tender submissions were evaluated and the scores weighted as specified in the framework agreement. The scores and ranking for all five tenders received are represented in the confidential Appendix A.

7. Tenderers were required to complete a health and safety questionnaire. This enabled officers to assess their method and approach to delivering the service.
8. Based on the evaluation of the tenders received, the five bids have been ranked in order of performance factored price. The most advantageous contractor, which achieved the highest score is recommended for the award of the contract.

RISK ASSESSMENT

9. Many of the usual and identifiable risks initially present in this type of project have been negated through the use of a Hampshire County Council approved framework. The contractors had been previously vetted and approved for their suitability to provide these works by Hampshire County Council.
10. The works will be procured using a formal New Engineering Contract, which has been approved as suitable for these works by the Council's procurement solicitor.
11. Regular site monitoring and a series of weekly project progress meetings will be held during the course of the contract to reduce potential risks.
12. The works are due to start on the 23 October 2013 in order to ensure that completion is achieved prior to the winter months and the Christmas Shopping period, thereby avoiding the risk associated with increased pedestrian footfall.
13. The works will also be undertaken outside of the shopping centre opening hours.

FINANCIAL IMPLICATIONS

14. The works will be financed from the existing Other Land and Property revenue account. It was anticipated that the cost of the works would be met from the existing budget however the tender figures returned were higher than expected. As a result, an additional £35,000 budget provision from reserves is requested to cover the shortfall.

CONSULTATIONS

15. Officers have consulted with Ward Councillors and are in the process of consulting with surrounding occupiers. The awarded contractor will consult with local residents and businesses before the start of the works.

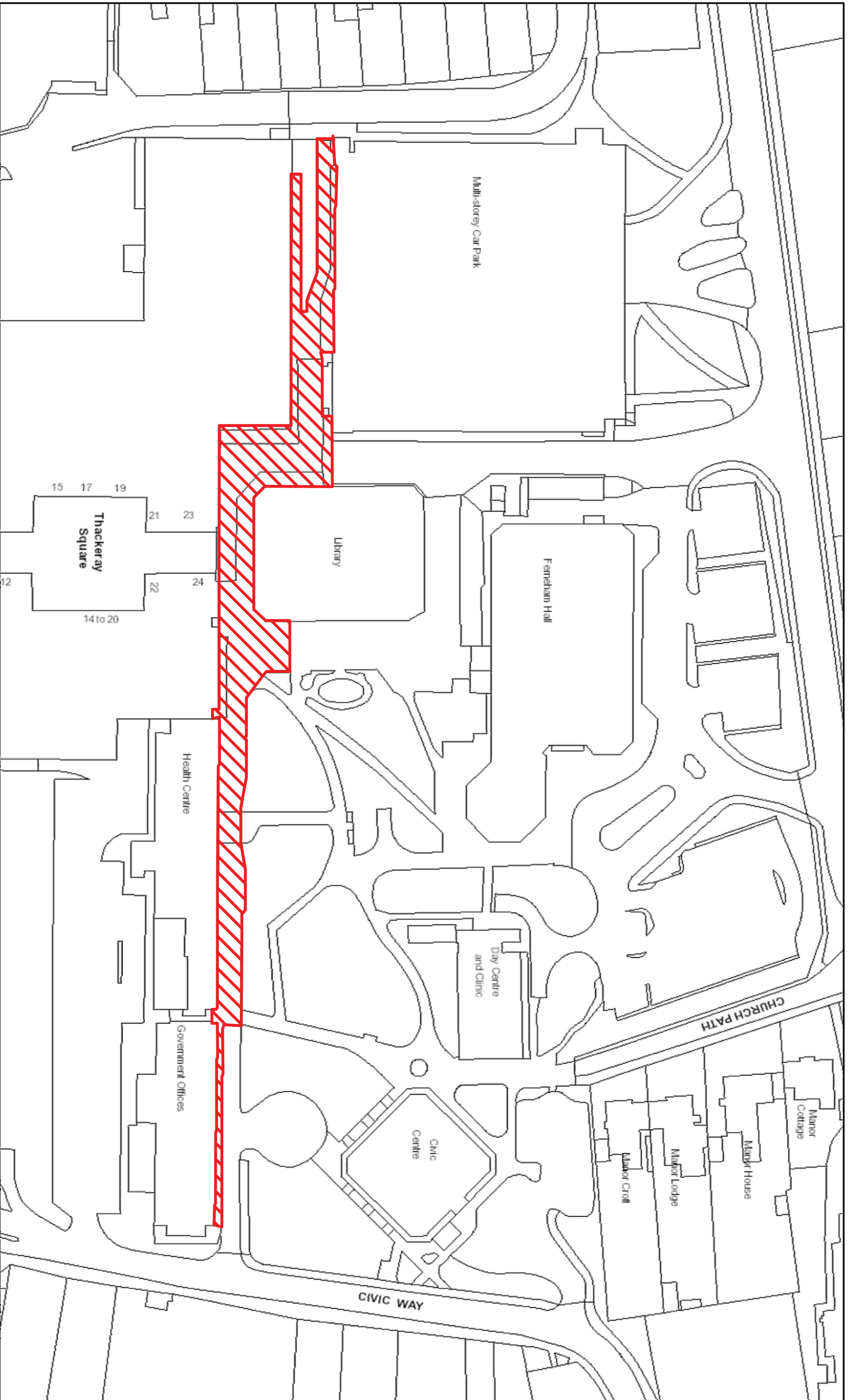
CONCLUSION

16. Five tenders were received for the surface repair works to the approach to Fareham Shopping Centre. It is recommended that the most advantageous tender received, ranked "1" in the confidential appendix A to this report, be accepted and a contract awarded for the works.

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

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Location Plan

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Area to be resurfaced



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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 07 October 2013

Portfolio:	Policy and Resources
Subject:	Daedalus Investment Opportunity - Update
Report of:	Director of Finance and Resources
Strategy/Policy:	
Corporate Objective:	To promote the economic success of the borough

Purpose:

To update members on progress made in securing the funding for the Daedalus Investment Opportunity project.

Executive summary:

In July 2013, the Executive supported a proposal to provide improvements to the airfield, provision of new hangar space and an Innovation Centre for small businesses, at the Solent Enterprise Zone, Daedalus.

Good progress has been made in the preliminary stages of preparing the project, but the main focus over the preceding months has been to establish the funding mechanisms for the project. Funding for the proposal has now been secured but with certain preconditions which must be satisfied. The conditions are such that there will be a need to refinance part of the project cost during the business plan 25-year life and as such, reduce the availability of resources available for future reinvestment.

The implications have been incorporated into the 25-year business plan and still demonstrate that a positive return can be achieved, either by accepting the loan offer from the Growing Places Fund, or alternatively using prudential borrowing from the outset to meet the balance of funding.

Recommendations:

That:

- (a) the Executive agrees the revised funding arrangements for the project as set out in the report;
- (b) in the event that the Growing Places loan conditions cannot be satisfied within the project timescales, the Executive supports an alternative approach backed by prudential borrowing; and
- (c) the Executive includes the project in the Council's capital programme at its next review.

Reason:

To enable the project to proceed in line with the proposed timescales.

Cost of proposals:

The proposed budget for the project is £8.35m, funded from a capital grant payable to the Council, and a Growing Places Fund loan, fully serviced from net rents derived from the project.

Background papers: Deloitte Due Diligence report, August 2013.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 07 October 2013

Subject: Daedalus Investment Opportunity - Update

Briefing by: Director of Finance and Resources Job Title

Portfolio: Policy and Resources

INTRODUCTION

1. In July 2013, the Executive considered an opportunity to provide investment in infrastructure and facilities at the Solent Enterprise Zone, Daedalus. The proposal to provide improvements to the airfield, provision of new hangar space and an Innovation Centre for small businesses, together totalling £8.3m, was supported by the Executive, who gave authority to the Director of Finance and Resources to submit a funding application to the Solent Growing Places Fund and conclude negotiations with the other parties to facilitate the construction works.
2. Good progress has been made in the preliminary stages of preparing the project, but the main focus over the preceding months has been to establish the funding mechanisms for the project. This report provides an update of the progress made on the project, and invites the Executive to consider the most appropriate way forward.

FUNDING ARRANGEMENTS

3. The arrangements for funding the package of works comprised of two elements; a capital grant which would be supported by a loan obtained from the Solent Growing Places Fund.
4. Over the summer period, due diligence work was carried out to satisfy officers that the proposal was viable and that there was sufficient market demand to support the assumptions made in the 25-years business plan. This work was principally taken by Deloitte, and was used as the basis for the funding applications that were subsequently made.
5. The Council has now received written confirmation of the capital grant offer. The grant amounts to £5.3m, and is conditional upon:-
 - a) Due diligence checks which confirm the commercial viability of the Innovation Centre, and being delivered by March 2015;
 - b) Delivery of the remaining elements of the proposed package;

- c) Confirmation that the balance of funding for the package has been secured;
6. Grant agreements will need to be concluded by 30th November 2013 for all aspects of the package in order to secure the grant.
 7. Beyond the grant referred to above, the proposal was based on a principle of “self-sufficiency” over the 25 year business plan period. In this context, the £3m balance of funding was to be sought from the Solent Growing Places Fund and would be repaid at the earliest opportunity from the net rents derived from the new assets. Thereafter, any surplus rents achieved within the business plan period would be available for further reinvestment into the site.
 8. A Growing Places Fund bid was prepared on this basis and submitted to the Solent Local Enterprise Partnership. The bid was considered by the LEP Board on 20th September and a subsequent loan offer has since been made to the Council.
 9. The loan offer also contains two pre-conditions. The LEP require assurances to be provided that the arrangements to fund the proposal do not breach the requirements surrounding state aid. Secondly, the LEP require a long stop date for repayment to be set in March 2020.
 10. Assuming that the Council accepts the LEP loan offer, and then it is highly unlikely that the net rents from the new facilities will be sufficient to repay the loan in its entirety by the longstop date. As a result, the Council would be required to re-finance any remaining loan balance in March 2020, until such time as sufficient net rent has been accumulated to clear the balance.

PROJECT IMPLICATIONS

11. The packaged proposal was intended to deliver a significant infrastructure investment into Daedalus and to kick-start further investment in assets and jobs on the site as a result.
12. The conditional loan offer would enable the Council to secure an interest-free loan of £3m for a period of approximately 6 years, through to 2020. It is estimated that, at the point of repayment, a balance in the region of £2.4m will remain outstanding and will require refinancing. The refinanced loan, and associated interest, would continue to be repaid from the net rents derived from the assets. This loan is likely to be repaid by 2029 and the associated interest charge is estimated to be £595,000, (this includes the GPF administrative fee of £75,000, payable at the outset).
13. By accepting the Growing Places loan, there will still be the need to satisfy the pre-conditions of the Solent LEP offer concerning State Aid compliance. While not deemed to be insurmountable, legal advice and Counsel’s opinion will need to be sought to provide the assurances required. The LEP will also require the other partners involved in the project to accept the legal position before the loan will be made.
14. Assuming that these pre-conditions can be met, the approach above represents the most financially advantageous. The business plan projections still give rise to a positive net financial outcome after 25 years, estimated to be £2.3m and therefore would still provide the opportunity to reinvest further in the site if the Council deemed it appropriate.

RISK ASSESSMENT

15. The main risks associated with the project were set out in the July report to the Executive.
16. It is, however, important to recognise that the timescales for delivering the project provide little scope for delays. Every effort will therefore need to be made to provide the assurances surrounding state aid without jeopardising the delivery timescales.
17. In the event that this condition cannot be satisfied, it would still be possible to proceed with the project using an alternative finance structure whereby the Council uses prudential borrowing to meet the balance of funding from the outset.
18. This alternative approach has been modelled and it is clear from the 25-year business plan that the impact on the overall financial outcome after 25 years is limited; (£2.1m compared to £2.3m having made use of the GPF loan).
19. This approach is also likely to reduce the project risks associated with time delays and state aid as the loan finance would be interest bearing and would be unencumbered by conditions. For this reason, it is proposed that the project can be supported without having to rely on the GPF loan becoming unconditional.

CONCLUSION

20. Good progress has been made in the preliminary stages of work and in securing the finance for the proposed investment package at Daedalus, to a point where the Executive are asked to include the project within the Council's capital programme at its next review. The conditions attached to the funding and the Growing Places Fund loan are such that delivery on time will be challenging and provides limited scope for slippage. However, officers will closely monitor progress and will continue to work in partnership with its funding partners and with Hampshire County Council to minimise the risks. In the event that the funding preconditions cannot be satisfied

Reference Papers:

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