

**COUNCIL MEETING
SUMMONS**

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 24 APRIL 2014**, commencing at **6.00 pm**.

The Mayor: Councillor Susan Bayford

The Deputy Mayor: Councillor David Norris

Councillor Brian Bayford	Councillor Trevor Howard
Councillor Susan Bell	Councillor Leslie Keeble
Councillor John Bryant	Councillor Tim Knight
Councillor Pamela Bryant	Councillor Arthur Mandry
Councillor Trevor Cartwright, MBE	Councillor Kay Mandry
Councillor Peter Davies	Councillor Sarah Pankhurst
Councillor Marian Ellerton	Councillor Roger Price, JP
Councillor Jack Englefield	Councillor Dennis Steadman
Councillor Keith Evans	Councillor David Swanbrow
Councillor Geoff Fazackarley	Councillor Katrina Trott
Councillor Michael Ford, JP	Councillor Nick Walker
Councillor Jim Forrest	Councillor David Whittingham
Councillor Nick Gregory	Councillor Paul Whittle, JP
Councillor Tiffany Harper	Councillor Seán Woodward
Councillor Connie Hockley	



1. Prayers

The meeting will commence with a short service of prayers.

2. Apologies for Absence

3. Minutes (Pages 1 - 10)

To confirm as a correct record the minutes of the Council Meeting held on 21 February 2014.

4. Mayor's Announcements

5. Executive Leader's Announcements

6. Executive Members' Announcements

7. Declarations of Interest

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

8. Presentation of Petitions

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

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

9. Deputations

To receive any deputations of which notice has been given.

10. Reports of the Executive

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

(1) Minutes of meeting Monday, 3 March 2014 of Executive (Pages 11 - 16)

(2) Schedule of Individual Executive Member Decisions (Pages 17 - 20)

11. Report of the Scrutiny Board

To receive, consider and answer questions on reports and recommendations of the meeting of the Scrutiny Board held on 20 March 2014.

(1) Minutes of meeting Thursday, 20 March 2014 of Scrutiny Board (Pages 21 - 26)

12. Reports of Other Committees

To receive the minutes of the following Committees and to consider and answer

questions on any reports and recommendations made.

- (1) Minutes of meeting Monday, 24 February 2014 of Planning Committee (Pages 27 - 32)
- (2) Minutes of meeting Wednesday, 26 February 2014 of Planning Committee (Pages 33 - 40)
- (3) Minutes of meeting Wednesday, 26 March 2014 of Planning Committee (Pages 41 - 52)
- (4) Minutes of meeting Tuesday, 4 March 2014 of Planning and Development Policy Development and Review Panel (Pages 53 - 58)
- (5) Minutes of meeting Wednesday, 5 March 2014 of Leisure and Community Policy Development and Review Panel (Pages 59 - 66)
- (6) Minutes of meeting Thursday, 6 March 2014 of Streetscene Policy Development and Review Panel (Pages 67 - 70)
- (7) Minutes of meeting Monday, 10 March 2014 of Audit and Governance Committee (Pages 71 - 76)
- (8) Minutes of meeting Tuesday, 11 March 2014 of Public Protection Policy Development and Review Panel (Pages 77 - 84)
- (9) Minutes of meeting Thursday, 13 March 2014 of Health and Housing Policy Development and Review Panel (Pages 85 - 90)
- (10) Minutes of meeting Tuesday, 18 March 2014 of Licensing and Regulatory Affairs Committee (Pages 91 - 94)

13. Questions under Standing Order 17.2

To answer questions pursuant to Standing Order 17.2 for this meeting.

14. Motions under Standing Order 15

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 15 but received after print and dispatch of the agenda.

15. Appointments to Committees

To make any changes in appointments to the seats on committees in accordance with the wishes of political groups. Such appointments will take effect from 25 April 2014.

16. Changes to Planning Committee Meeting Date

The Council is asked to agree a proposed change to the 2014/15 schedule of meetings in relation to the Planning Committee. It is proposed that the date for the meeting in September be changed from Wednesday 10 September 2014 to

Wednesday 24 September 2014.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

14 April 2014

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
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FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Friday, 21 February 2014

Venue: Council Chamber - Civic Offices

PRESENT:

Mrs S M Bayford
(Mayor)

D J Norris
(Deputy Mayor)

Councillors: B Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, MBE, P J Davies, Mrs M E Ellerton, J M Englefield, K D Evans, G Fazackarley, M J Ford, JP, J S Forrest, Miss T G Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, A Mandry, Mrs K Mandry, Mrs S Pankhurst, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, JP and S D T Woodward



1. PRAYERS

The meeting opened with prayers led by the Mayor's Chaplain, Father John Cooke of St Margaret Mary Church in Park Gate.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N R Gregory.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 13 February 2014.

4. MAYOR'S ANNOUNCEMENTS

The Mayor reported on the preparations by the Chief Executive Officer, Peter Grimwood, as he continues his training towards running the London Marathon in April on behalf of the Rainbow Centre. The Mayor gave her thanks to those who had already sponsored Peter, and encouraged all to donate via the <http://uk.virginmoneygiving.com/PeterGrimwood> website which keeps a track of all donations. The Mayor stated that the total money raised so far was standing at £1,561 and it would be marvellous to see this climb towards the £2,000 mark.

The Mayor announced that the next tea party would be on Thursday 6 March with a talk on "Fareham in Bloom" by Matt Wakefield.

The Mayor was pleased to report that the next charity event would be the fully subscribed Fashion Show by Rhian of Warsash on Monday 31 March at the Concorde Club in Eastleigh. The Mayor passed on her gratitude to Sandy Jones, the owner of Rhian, for her support.

The Mayor's Charity Ball will be held at Ferneham Hall on Friday 4 April and tickets can be purchased from the Mayor's PA in the Civic Offices.

The Mayor was delighted to announce that the John Miller Orchestra would be playing at Ferneham Hall on Sunday 27 April from 7:30pm in aid of the Mayor of Fareham's charities. John is the nephew of Glenn Miller and the big band will perform the Glenn Miller classics. Tickets are available from the Ferneham Hall box office.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no announcements given by the Executive Leader at this meeting.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

Successful Food Hygiene Prosecution

The Executive Member for Public Protection reported that Fareham Borough Council had successfully prosecuted the owner of Kams Palace for five offences under the Food Hygiene Regulations and two offences under Health and Safety legislation.

The Executive Member for Public Protection confirmed that the prosecution at Fareham Magistrates Court followed a routine food hygiene inspection last year. Officers visited Kams Palace and found poor standards of cleanliness in the kitchen and storage areas. There were many food safety hazards including poor stock control, food stored in dirty containers, dirty equipment and evidence of mice. No evidence of food hygiene training for the employees was available. A build-up of ice was found on the floor of a walk-in freezer. A steamer oven was not draining properly and staff were manually emptying large trays of overflow water. These defects posed a serious risk of injury to the restaurant's employees.

The Executive Member for Public Protection reported that Kams Palace Ltd pleaded guilty and were fined £11,000 and ordered to pay full costs to the Council. He stated that the case highlights the important work carried out by the Council's Environmental Health team in ensuring food businesses are complying with the law and maintaining the required standards of hygiene and safety.

The Executive Member for Public Protection also highlighted the work undertaken by the Southampton and Fareham Legal Services Partnership in this successful prosecution.

7. DECLARATIONS OF INTEREST

Councillor R H Price, JP declared a Disclosable Pecuniary Interest for item 16 – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15 as he leases an allotment in Portchester. He confirmed that he would leave the chamber and not take part in any debate on allotments.

Councillor J M Englefield declared a Disclosable Pecuniary Interest for item 16 – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15 as he leases an allotment in Portchester. He confirmed that he would leave the chamber and not take part in any debate on allotments.

8. PRESENTATION OF PETITIONS

A petition of approximately 835 signatures was presented by Councillor Mrs C L A Hockley entitled "Save The Parking – This is to save the 20 minute parking bay in South Street (Outside the Shop)".

A petition of approximately 456 signatures was presented by Councillor L Keeble entitled "I am signing this petition to show my objection to housing

development on land between Longfield Avenue, Rowans Way and Stubbington”.

The Mayor advised that both petitions would be dealt with in accordance with Fareham Borough Council’s petition scheme.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

The schedule of decisions made by individual Executive Members was presented to the Council.

RESOLVED that the schedule of decisions made by individual Executive Members be received.

11. REPORT OF THE SCRUTINY BOARD

(1) Minutes of meeting Thursday, 23 January 2014 of Scrutiny Board

RESOLVED that the minutes of the Scrutiny Board meeting held on 23 January 2014 be received.

12. REPORTS OF OTHER COMMITTEES

The minutes of the following Committee meetings were presented to Council:

(1) Minutes of meeting Thursday, 12 December 2013 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on 12 December 2013 be received.

(2) Minutes of meeting Wednesday, 18 December 2013 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on 18 December 2013 be received.

(3) Minutes of meeting Wednesday, 8 January 2014 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on 8 January 2014 be received.

(4) Minutes of meeting Wednesday, 29 January 2014 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on 29 January 2014 be received.

- (5) Minutes of meeting Tuesday, 7 January 2014 of Strategic Planning and Environment Policy Development and Review Panel

RESOLVED that the minutes of the meeting of the Strategic Planning and Environment Policy Development and Review Panel held on 7 January 2014 be received.

- (6) Minutes of meeting Thursday, 9 January 2014 of Streetscene Policy Development and Review Panel

RESOLVED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 9 January 2014 be received.

- (7) Minutes of meeting Wednesday, 15 January 2014 of Leisure and Community Policy Development and Review Panel

RESOLVED that the minutes of the meeting of the Leisure and Community Policy Development and Review Panel held on 15 January 2014 be received.

- (8) Minutes of meeting Thursday, 16 January 2014 of Health and Housing Policy Development and Review Panel

RESOLVED that the minutes of the meeting of the Health and Housing Policy Development and Review Panel held on 16 January 2014 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

There were no questions under Standing Order 17.2 submitted for this meeting.

14. MOTIONS UNDER STANDING ORDER 15

There were no motions under Standing Order 15 moved at this meeting.

15. RECORDING OF VOTES AT BUDGET DECISION MEETINGS

During the debate on the item, Councillor T G Knight proposed an amendment to the recommendations contained within the report for the Council to write to the Parliamentary Under Secretary of State to record the Council's displeasure at being micro-managed.

Having been duly seconded and following a debate on the amendment, the amendment was declared CARRIED unanimously.

On the proposal being put to the meeting, it was declared CARRIED unanimously.

RESOLVED that the Council:

- (a) delegates authority to the Monitoring Officer to revise the Council's Constitution – Standing Orders with respect to Meetings to record the way members vote on budget decision matters, subject to the confirmation of and in accordance with the Local Authorities (Standing Orders)(England)(Amendment) Order 2014; and

- (b) agrees that the Executive Leader write to the Parliamentary Under Secretary of State to record the Council's displeasure at being micro-managed.

16. FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE BUDGET AND COUNCIL TAX 2014/15

- (1) Suspension of Standing Order 19.4

Having been duly proposed and seconded, it was RESOLVED that the provisions of Standing Order 19.4 be suspended to allow the Executive Leader of the Council to speak on the matters referred to in items 16(2) and (3) for longer than five minutes and the Spokesman for the opposition group to speak for not more than ten minutes.

- (2) Report to Executive - 10 February 2014

The Council considered the Executive's recommendations concerning the Finance Strategy, Capital Programme, Revenue Budget and Council Tax for 2014/15, referred to in the Minutes of the Executive meeting dated 10 February 2014.

- (i) RESOLVED that the recommendation of the Executive at its meeting on 10 February 2014, contained in minute 12(3): Housing Revenue Account Spending Plans, including the Capital Programme for 2014/15 be accepted and, accordingly that the Council approves:
 - (a) individual rent increases in line with the rent restructuring model for Council dwellings with effect from 7 April 2014;
 - (b) that rents for Council garages be increased by 5% with effect from 7 April 2014;
 - (c) that discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 7 April 2014;
 - (d) the revised budget for 2013/14;
 - (e) the base budget for 2014/15;
 - (f) the capital programme and financing for 2013/14 to 2017/18; and
 - (g) that annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.
- (ii) RESOLVED that the recommendation of the Executive at its meeting on 10 February 2014, contained in minute 12(5): Treasury Management Strategy and Prudential Indicators 2014/15 be accepted and, accordingly that the Council approves the Treasury Management Strategy and Prudential Indicators for 2014/15.

(3) Council Tax 2014/15

It was proposed by Councillor S D T Woodward and seconded by Councillor T Cartwright that the Council accepts the recommendations of the Executive and approves:-

- (i) the capital programme and financing of £34,601,000;
- (ii) an overall revised revenue budget for 2013/14 of £9,823,300;
- (iii) a revenue budget for 2014/15 of £9,516,100; and
- (iv) a council tax for Fareham Borough Council for 2014/15 of £140.22 per band D property, which represents no increase when compared to the current year.

The Council considered additional information tabled at the meeting: a schedule showing the formal calculations for setting the council tax and a graphical breakdown of council tax rates.

In presenting the proposal, the Executive Leader reviewed the Council's performance over the past year and drew attention to the challenging background of more local control, more local decisions and more community engagement with higher expectations to be met with fewer resources.

The Executive Leader reminded members of a number of notable achievements of the last 12 months before looking at the challenges of the coming year. He confirmed that a multi-million pound investment had been secured for the infrastructure on the Daedalus site and that the new CEMAST (Centre for Engineering and Manufacturing Advanced Skills Training) facility was due to open in autumn 2014. He also reported that the Welborne Plan had been agreed by Council and would be submitted for the Planning Inspector's examination in summer 2014.

The Executive Leader highlighted a number of projects such as the redevelopment of Collingwood House, the creation of a joint venture housing company to support the delivery of new homes, the launch of the Fareham Town Centre website, the placement of textile banks throughout the borough and the introduction of the Vanguard method to assist in improving the customer experience had all been successfully initiated. He also highlighted the Council's approach to income generation and its commitment to spend £8 million via the Commercial Property Investment Acquisition Strategy. This allows the purchase of commercial properties that will achieve a greater rate of return for the Council than through the money markets.

The Executive Leader commented that all of the new initiatives and successes had been achieved whilst the council tax had remained unchanged since 2009. He observed that this was even more remarkable when in 2009, the Council's core funding from Government was over £6 million and since that time, whilst Council Tax has remained the same the funding has dropped to £3.2 million. During those 6 years, the Council has delivered efficiencies of over £3.5million but the standards of service have remained very high and front line services have not been cut to achieve this.

The Executive Leader set the expectation that funding from Government would fall by £1/2 million next year and that further reductions are expected as the

economy struggles to come to life and this would impact on Fareham to the tune of £600,000 in 2015/16. He cited the new Council Tax Support Scheme which would challenge more of Fareham's residents to have to pay a proportion of their council tax, many for the first time.

The Executive Leader concluded by saying that the proposed budget delivered all services at a cost equivalent to a level seen a decade ago, whilst bringing real financial benefit to every single taxpayer in the Borough and would continue to by one of the lowest Council Tax rates in the country.

Councillor P W Whittle, JP, Leader of the Liberal Democrat Group, replied to the motion and stated that whilst he supported the budget proposals in principle, he moved an amendment which was seconded by Councillor R H Price, JP to add further recommendations that:

"This Council earmarks £213,000 for the unallocated surplus for the year ahead for the purpose of sea and flood defences around the borough" and "This Council undertakes to pay staff at least the equivalent to the level of the national living wage with the costs of £14,401 to be identified from relevant revenue budgets".

On the amendment being put to the meeting following debate it was declared LOST, there being 6 votes in favour (Councillors G Fazackarley, J S Forrest, D J Norris, R H Price, JP, Mrs K K Trott and P W Whittle, JP) and 22 votes against (Councillors B Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T Cartwright, P J Davies, Mrs M Ellerton, K D Evans, M J Ford, Miss T Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, A Mandry, Mrs K Mandry, Mrs S Pankhurst, D L Steadman, D C S Swanbrow, N J Walker, D M Whittingham, and S D T Woodward), with 2 members abstaining from voting (The Mayor and Councillor J M Englefield).

Councillor K D Evans left the meeting at 7:20pm.

On the substantive motion being put to the meeting following further debate, it was declared CARRIED unanimously.

(Councillors B Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T Cartwright, P J Davies, Mrs M Ellerton, G Fazackarley, M J Ford, J S Forrest, Miss T Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, Mrs S Pankhurst, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott N J Walker, D M Whittingham, P W Whittle, JP and S D T Woodward voting in favour).

RESOLVED that the recommendations of the Executive be accepted and accordingly the Council approved:

- (i) the capital programme and financing of £34,601,000;
- (ii) an overall revised revenue budget for 2013/14 of £9,823,300;
- (iii) a revenue budget for 2014/15 of £9,516,100; and
- (iv) a council tax for Fareham Borough Council for 2014/15 of £140.22 per band D property, which represents no increase when compared to the current year.

17. APPOINTMENTS TO COMMITTEES

There were no changes to appointments to committees made at this meeting.

18. APPOINTMENTS TO OUTSIDE BODIES

- (1) In considering the appointment to the Fareham North-West Community Association Management Committee, it was proposed by Councillor S D T Woodward and seconded by Councillor T Cartwright that Councillor D M Whittingham be appointed as the representative.

RESOLVED that Councillor D M Whittingham be appointed as the representative to the Fareham North-West Community Association Management Committee for the remainder of the 2013/14 municipal year.

- (2) In considering the appointment to the Fareham College CEMAST Curriculum Development Group, it was proposed by Councillor Mrs K K Trott and seconded by Councillor R H Price, JP that Councillor P W Whittle, JP be appointed as the representative. On the proposal being put to the meeting it was declared LOST, 6 members voting in favour, 20 members voting against and 2 members abstaining from voting.

It was proposed by Councillor S D T Woodward and seconded by Councillor L Keeble that Councillor T Cartwright be appointed as the representative.

RESOLVED that Councillor T Cartwright be appointed as the representative to the Fareham College CEMAST Curriculum Development Group.

19. CHANGE TO PANEL NAME

Upon being put to the meeting, the motion to agree to the change of name of the panel to become the Planning and Development Policy Development and Review Panel was declared CARRIED, 26 members voting in favour, 1 member voting against and one member abstaining from voting.

RESOLVED that the panel be re-named the Planning and Development Policy Development and Review Panel.

20. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that the public and representatives of the press be excluded from the remainder of the meeting in accordance with Section 100A(4) of the Local Government Act 1972 as the Council 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 1 of Part 1 of Schedule 12A of the Act.

21. MANAGEMENT STRUCTURE

The Council received a report by the Chief Executive Officer inviting members to consider details of a new management structure for the Council, as part of the process to identify £800,000 in efficiency savings.

The Council considered additional information tabled at the meeting: a letter of consultation response from Fareham UNISON branch.

Upon being proposed by Councillor S D T Woodward and seconded by Councillor T Cartwright, the proposals were declared CARRIED, with 25 members voting in favour, and 3 members abstaining from voting.

RESOLVED that the Council approves:

- (a) the deletion of the current post of Director of Regulatory and Democratic Services with immediate effect, subject to the appropriate notice period being met;
- (b) that the designation of the Director of Streetscene be amended to Director of Environmental Services and the designation of the Director of Planning and Environment be amended to Director of Planning and Development;
- (c) the appointment of Mr Paul Doran, Director of Environmental Services (subject to the approval of recommendation (b) or if not, Director of Streetscene), to the role of the Council's Monitoring Officer;
- (d) that authority be delegated to the Chief Executive Officer to amend the scheme of delegation to transfer functions currently under the responsibility of the Director of Regulatory and Democratic Services to other Directors; and
- (e) that this report and the minute of the decision be no longer treated as exempt information and be open for public inspection, with the exception of the Confidential Appendices A and B which will remain exempt from publication.

(The meeting started at 5.00 pm
and ended at 8.12 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 3 March 2014

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

J V Bryant, Chairman of Planning and Development Policy Development and Review
Panel
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
P J Davies, Chairman of Housing Tenancy Board; for item 8(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
D C S Swanbrow, Chairman of Scrutiny Board



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 10 February 2014 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no announcements made by the Executive Leader at this meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

The Executive received a deputation from Mrs Mary Dunne in relation to item 8(1) – Housing Allocations Policy and was thanked accordingly.

The Executive received a deputation from Mr Raymond Hale in relation to item 9(2) – Community Action Fareham Service Level Agreement and was thanked accordingly.

The Executive Leader agreed to bring these items for consideration forward on the agenda.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

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

8. HEALTH AND HOUSING

(1) Housing Allocations Policy

The comments of the depute were taken into account in determining this item.

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

Following a debate on the item, it was proposed that the Housing Allocations Policy be amended to ensure that current tenants be treated in the same way as new and existing applicants for housing.

RESOLVED that the Executive approves the amendments to the Housing Allocations Policy, as appended to the report, for implementation from 1 April 2014, subject to the further amendment of the policy to ensure that couples currently living in Fareham Borough Council bedsit accommodation being allowed to remain on the housing waiting list and considered to be in housing need; and that the policy be reviewed in six months.

9. LEISURE AND COMMUNITY

(1) Westbury Manor Museum - Hampshire Solent Cultural Trust Proposals

RESOLVED that the Executive approves:

- a) a three year funding agreement between Fareham Borough Council and Hampshire County Council for the provision of the museum service in Westbury Manor from 1 April 2014;
- b) a 10% reduction in the Councils current level of financial contribution to the cost of the service which will result in a payment of £64,530 per annum for the duration of the three year agreement;
- c) that the Council continues loaning the bier hand cart to Hampshire County Council from the formation date of the Trust for not less than 25 years duration so that Hampshire County Council may, in turn, loan this item to the Trust; and
- d) that Hampshire County Council and Fareham Borough Council develop a strategic vision for the integration of cultural facilities in the Borough of Fareham.

(2) Community Action Fareham Service Level Agreement

The comments of the depute were taken into account in determining this item.

RESOLVED that the Executive agrees to:

- a) extend the existing SLA for a further period of twelve months, until 31 March 2015;
- b) a reduction of 2% in the Council's grant to CAF, in line with the reduction implemented by Hampshire County Council;
- c) ring-fence £10,000 of the grant funding for the establishment of an Enabling Fund to respond to emerging community need; and
- d) delegate authority to the Executive Member for Leisure & Community to approve the award of the enabling funding for any initiative brought forward by CAF.

10. POLICY AND RESOURCES

(1) Business Rate Relief

RESOLVED that the Executive agrees:

- (a) to vary the Charitable Relief Policy to allow relief to be granted in the specific circumstances detailed in the report; and
- (b) to delegate the award of the discretionary relief, as detailed in the report, to officers in accordance with relevant guidance issued by Government.

(2) Daedalus Investment Project - Progress Report

RESOLVED that the Executive notes the progress made to date on the Daedalus Investment Project.

(3) Efficiency Savings

RESOLVES that the Executive:

- (a) notes the proposed reductions in the staffing establishment, as set out in the report;
- (b) agrees the proposal to meet redundancy costs from existing establishment budgets;
- (c) agrees the savings under the headings "procurement" and "proceeds"; and
- (d) agrees that the confidential Appendix A be no longer treated as exempt information and be open for public inspection.

11. EXCLUSION OF PUBLIC AND PRESS

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

12. POLICY AND RESOURCES

(1) Development of Environmental Health Partnership

RESOLVED that the Executive, subject to a favourable decision by Gosport Borough Council, agrees to:

- a) enter into an agreement with Gosport Borough Council for the delivery of environmental health functions as set out in this report;
- b) agree to the transfer of Gosport's environmental health staff to Fareham under the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations;
- c) deliver the environmental health function to both Councils through the Fareham and Gosport Environmental Health Partnership; and
- d) delegate authority to the Chief Executive Officer after consultation with the Executive Leader to enter into such agreements and undertake all ancillary matters as necessary and on such terms as are reasonable.

(2) Irrecoverable Debts

RESOLVED that the debts listed in Appendix A to the report, be written off as irrecoverable.

(The meeting started at 6.00 pm
and ended at 7.06 pm).

FAREHAM

BOROUGH COUNCIL

SCHEDULE OF EXECUTIVE MEMBER DECISIONS

The following decisions have been made by individual Executive Members since those reported at the last ordinary meeting of Council:-

Leisure and Community

- (1) **Community Fund Application – Whiteley Computer Club** (Decision 2013/14-385)

RESOLVED that the application for £700 from Fareham Borough Council's Community Funding Programme, submitted by Whiteley Computer Club for the purchase of computer equipment be approved.

- (2) **Community Fund Application – Spinnaker Brass** (Decision 2013/14-386)

RESOLVED that the application for £2,695 from Fareham Borough Council's Community Funding Programme, submitted by Mr Derek Jones of Spinnaker Brass to purchase a new B♭ Tuba be approved.

- (3) **Community Fund Application – Mr Malcolm Adams** (Decision 2013/14-401)

RESOLVED that the application for £25 from Fareham Borough Council's Community Funding Programme, submitted by local resident, Malcolm Adams of Pembury Road for the purchase of a 'No Cold Calling' Sign be approved.

- (4) **Community Fund Application – Burr ridge Cricket Club** (Decision 2013/14-402)

RESOLVED that the application for £2,000 from Fareham Borough Council's Community Funding Programme, submitted by Burr ridge Cricket Club to provide new equipment be approved.

- (5) **Community Fund Application – Warsash Sea Cadets** (Decision 2013/14-403)

RESOLVED that the application for £4,000 from Fareham Borough Council's Community Funding Programme, submitted by Warsash Sailing Club (Sea Cadets) to apply for Royal Yachting Association accreditation be approved..

(6) Community Fund Application – 1st Titchfield Sea Scouts (Decision 2013/14-404)

RESOLVED that the application for £4,100 from Fareham Borough Council's Community Funding Programme, submitted by 1st Titchfield Sea Scouts to provide new camping equipment be approved.

(7) Community Fund Application – Ranvilles Community Association (Decision 2013/14-405)

RESOLVED that the application for £4,500 from Fareham Borough Council's Community Funding Programme, submitted by Ranvilles Community Association to purchase chairs, tables and blinds be approved.

(8) Community Fund Application – Bursledon Brickworks Industrial Museum (Decision 2013/14-406)

RESOLVED that the application for £500 from Fareham Borough Council's Community Fund Programme submitted by Bursledon Brickworks Museum for the establishment of a Local History Group for Swanwick, Sarisbury & BurrIDGE be approved.

(9) Community Fund Application – Lockwood Bowling Club (Decision 2013/14-407)

RESOLVED that the application for £4999 from Fareham Borough Council's Community Funding Programme, submitted by the Mr Murray Gorman for Lockwood Bowling Club towards the cost of a conservatory for the club house be approved.

(10) Community Fund Application – BurrIDGE AFC (Decision 2013/14-426)

RESOLVED that the application for £2,565.60 from Fareham Borough Council's Community Funding Programme, submitted by BurrIDGE AFC to purchase portable dugouts be approved. (*Subject to call-in due to end on 24th April 2014*)

(11) Community Fund Application – River Hamble Games 2014 (Decision 2013/14-427)

RESOLVED that the application for £2,500 from Fareham Borough Council's Community Funding Programme, submitted by River Hamble Games 2014 Management Committee be approved. (*Subject to call-in due to end on 24th April 2014*)

(12) Community Fund Application – Warsash Victory Hall (Decision 2013/14-428)

RESOLVED that the application for £2,444.80 from Fareham Borough Council's Community Funding Programme, submitted by The Victory Hall Management Committee to purchase 2 ovens be approved. (*Subject to call-in due to end on 24th April 2014*)

(13) Community Fund Application – Locks Heath Free Church (Decision 2013/14-429)

RESOLVED that the application for £3,500 from Fareham Borough Council's Community Funding Programme, submitted by Locks Heath Free Church to purchase an electric range cooker be approved, subject to the applicant entering into a Community Use Agreement with Fareham Borough Council. (*Subject to call-in due to end on 24th April 2014*).

Executive Leader**(14) Attendance at Town & Country Planning Association Annual Conference and Parliamentary Reception** (Decision 2013/14-382)

RESOLVED that approval is given for the Executive Member for Strategic Planning and Environment to attend the Town & Country Planning Association Annual Conference and Parliamentary Reception, to be held on 25 March 2014 in London.

Public Protection**(15) Traffic Regulation Order - Proposed Waiting Restrictions – Western Road, Fareham** (Decision 2013/14-408)

RESOLVED that the waiting and loading restrictions as shown at Appendix A to the report are introduced as advertised.

(16) Traffic Regulation Order - Proposed Waiting Restrictions – Wickham Road, Fareham (Decision 2013/14-409)

RESOLVED that the waiting restrictions as shown at Appendix A to the report are introduced as advertised.

(17) Traffic Regulation Order – Proposed Waiting and Loading Restrictions – South Street, Titchfield (Decision 2013/14-421)

RESOLVED that the waiting and loading restrictions as shown at Appendix B to the report are introduced. (*Subject to call-in due to end on 17th April 2014*).

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 20 March 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

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

Also Present: Councillor T M Cartwright, MBE, Executive Member for Public
Protection (minute 5)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 23 January 2014 be confirmed and signed as a correct record.

3. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

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

4. DEPUTATIONS

There were no deputations made at this meeting.

5. PRESENTATION BY, AND QUESTIONING OF, THE EXECUTIVE MEMBER FOR PUBLIC PROTECTION

The Board received a presentation from the Executive Member for Public Protection on the performance of services within the Public Protection portfolio over the last year and on future plans. The presentation included details of the areas of work undertaken within the portfolio: Environmental Health; Air Quality and Pollution; Contaminated Land; Dog Control; Pest Control; Health and Safety; Community Safety; Emergency Planning; Enforcement (litter, fly-tipping, graffiti, abandoned vehicles, unauthorised encampments); Car Parks and Parking Enforcement; Traffic Management (Traffic Regulation Orders); Building Control Partnership; examples of the type of duties carried out within those areas of work; and the new departments within which these services would operate following the imminent departmental reorganisation.

The Executive Member for Public Protection and the Director of Regulatory and Democratic Services answered members' questions concerning the presentation.

Printed copies of the presentation slides, together with additional information about the Public Protection Portfolio (Executive Functions) were circulated to those present.

It was AGREED that the Executive Member for Public Protection be thanked for his presentation.

6. SCRUTINY BOARD WORK PROGRAMME - REVIEW OF 2013/14 AND DRAFT FOR 2014/15

The Board considered a report by the Director of Finance and Resources, reviewed the Board's work programme for 2013/14 and considered a draft programme for 2014/15.

It was AGREED that:-

- (a) the outcome of the Scrutiny Board work programme for 2013/14, as shown in Appendix A to the report, be noted;
- (b) the Council be informed that the Board considers that the call-in procedure is operating satisfactorily and that there are no reasons to suggest that the arrangements should be amended for 2014/15;
- (c) the provisional work programme for 2014/15, as shown in Appendix B to the report, be approved; and
- (d) the provisional work programme for 2014/15, attached to these minutes as Appendix A, be submitted to the Council for approval.

7. EXECUTIVE BUSINESS

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

8. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the retirement of the Director of Regulatory and Democratic Services, Garry White, thanking him on behalf of the Board for all his help and support during his many years' service.

(The meeting started at 6.00pm
and ended at 7.12pm).

APPENDIX A**SCRUTINY BOARD –WORK PROGRAMME 2014/15**

DATE	SCRUTINY BOARD ITEM
5 June 2014	Review of the work programme 2014/15
3 July 2014	Presentation by, and Questioning of, the Executive Member for Leisure and Community Annual Report on the Performance of the Community Safety Partnership Review of the work programme 2014/15
25 September 2014	Review of Draft Medium Term Finance Strategy Review of the work programme 2014/15
20 November 2014	Review of the work programme 2014/15 Presentation by, and Questioning of, the Executive Member for Planning and Development Review of Portchester Crematorium Operational Activity
22 January 2015	Preliminary overall review of work programme 2014/15 and draft programme for 20413/15 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16 Housing Revenue Account Budget and Capital Plans 2015/16
19 March 2015	Final review of work programme for 2014/15 and draft for 2015/16 Presentation by, and Questioning of, the Executive Member for Policy and Resources

Items to be assigned:

- Scoping Report on question and answer session with Solent Local Enterprise Partnership
- Question and answer session with Solent Local Enterprise Partnership
- Review of the implementation of the universal credit system and its impact on the residents of Fareham
- Minutes of meetings of the Portchester Crematorium Joint Committee (as appropriate)

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Monday, 24 February 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

N J Walker (Chairman)

A Mandry (Vice-Chairman)

Councillors: B Bayford, P J Davies, M J Ford, JP, R H Price, JP,
Mrs K K Trott, T M Cartwright, MBE (deputising for D C S
Swanbrow) and Mrs C L A Hockley (deputising for K D Evans)



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K D Evans and Councillor D C S Swanbrow.

2. CHAIRMAN'S ANNOUNCEMENTS

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

3. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct Councillor Cartwright and Councillor Davies both declared a non-pecuniary interest in the application (see minute 5 below).

4. DEPUTATIONS

The Committee received deputations from the following in respect of planning application P/13/1055/FP and the deputees were thanked accordingly.

Name	Spokesperson representing the persons listed	Supporting or Opposing the Application	Minute
Mr A Wilcock		Opposing	5
Ms S Jamieson	Mr & Mrs Hearn	Opposing	-ditto-
Mrs B Clapperton (The Fareham Society)		Opposing	-ditto-
Mr P Marsh		Supporting	-ditto-
Mr J Cleary (Agent)		Supporting	-ditto-

5. PLANNING APPLICATION P/13/1055/FP - FAREHAM COLLEGE, BISHOPSFIELD ROAD, FAREHAM

The Committee received the deputations referred to in minute 4 above.

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

1. The applicant and officers have had discussions with Sport England regarding their objection to the proposal. Sport England requested that the Council reconsult them, specifically in relation to the findings of the Council's Playing Pitch Study. Upon receipt of the further comments of Sport England,

Officers will forward the comments to the National Planning Casework Unit to assist in their consideration of the proposal.

2. Blackbrook Grove Grade II listed building and historic park and garden lies to the north east. In light of the distance from the proposed development and the historic park and garden boundary, Officers consider that the proposal would not harm the setting of this Grade II* listed building and historic park and garden.*

3. The owner of Blackbrook Grove (23 The Avenue) has commented on the proposal as follows:-

- Upon receipt of planning permission the College intend to market the site. It is the case that the housing proposals will change substantially, leading to a more dense scheme;*
- A lengthy boundary is shared with the College therefore we should have been notified;*
- There is concern with security; the College should erect a solid fence not less than two metres in order to safeguard the neighbouring property;*
- Drainage is very important and the existing culvert should remain intact;*
- It is suggested the dwelling mix is wrong; there should be a greater proportion of family houses;*
- The Council should encourage inspired development and architecture.*

4. Bullet point 'a' of legal agreement should read:-

- a. To secure the transfer of 2.9 hectares of land to Fareham Borough Council for public open space in perpetuity, before occupation of 100th dwelling with a maintenance contribution upon transfer of land;*

5. An amended site plan of the educational element of the proposal was received on 20 February 2014.

6. Further weekly surveys have been carried out and a final Brent Goose and Wader survey report for the proposals has been received. The final report confirms that no further change in Brent Goose or Wader activity was recorded on the College site. It can therefore be concluded that the site is not an inland roosting/foraging site for the Special Protection Area (SPA) qualifying Wading bird species.

Councillor Cartwright declared a non-pecuniary interest in this application on the grounds that he has recently been appointed as the Council's representative on the Fareham College CEMAST Curriculum Development Group. Councillor Davies declared a non-pecuniary interest in this application on the grounds that he was a lecturer at Fareham College in the 1980's.

A motion was proposed and seconded that the application for full planning permission and outline planning permission be determined as follows:-

Part A - Full Planning Application. That in accordance with the officer recommendation and subject to:-

1. The proposal being referred to the National Planning Casework Unit and confirmation received that the Secretary of State does not wish to call the application in for determination;
2. The results of surveys being received and demonstrating that there is no harm to bird use of the playing field;
3. The applicant/owner entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council in respect to the following:-
 - (a) To secure the transfer of 2.9 hectares of land to Fareham Borough Council for public open space in perpetuity, before occupation of 100th dwelling with a maintenance contribution upon transfer of land;
 - (b) Provision of Children's Equipped Play Area and subsequent transfer to Council with maintenance contribution before occupation of the 100th dwelling;
 - (c) Secure community use of the MUGA before occupation of the 101st dwelling;
 - (d) Secure public access (to adoptable standard) from The Avenue south to the POS before occupation of the 100th dwelling;
 - (e) Secure public access (to adoptable standard) from Redlands Lane to Bishopsfield Road before occupation of the 100th dwelling.
4. The conditions contained in the report;
5. A condition requiring retention of the trees along The Avenue frontage located at the northwest corner of the site;
6. A condition requiring replanting of the trees along the frontage of The Avenue which are to be removed to create a temporary access during the construction phase of the development ;
7. A further covenant in the legal agreement securing a further parking survey six months after the redeveloped college is up and running. If the survey reveals a shortfall in onsite parking then additional parking should be required within the site, subject to an appropriate planning application;

planning permission be granted.

AND

Part B – Outline Planning Application.

That in accordance with the officer recommendation and subject to the conditions in the report outline planning permission be granted.

Upon being put to the vote the motion was CARRIED.
(Voting: 6 in favour; 3 against)

A. Full Planning Application –

RESOLVED that subject to:-

1. The proposal being referred to the National Planning Casework Unit and confirmation received that the Secretary of State does not wish to call the application in for determination;
2. The results of surveys being received and demonstrating that there is no harm to bird use of the playing field;
3. The applicant/owner entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council in respect to the following:-
 - (a) To secure the transfer of 2.9 hectares of land to Fareham Borough Council for public open space in perpetuity, before occupation of 100th dwelling with a maintenance contribution upon transfer of land;
 - (b) Provision of Children's Equipped Play Area and subsequent transfer to Council with maintenance contribution before occupation of the 100th dwelling;
 - (c) Secure community use of the MUGA before occupation of the 101st dwelling;
 - (d) Secure public access (to adoptable standard) from The Avenue south to the POS before occupation of the 100th dwelling;
 - (e) Secure public access (to adoptable standard) from Redlands Lane to Bishopsfield Road before occupation of the 100th dwelling.
4. The conditions contained in the report;
5. A condition requiring retention of the trees along The Avenue frontage located at the northwest corner of the site;
6. A condition requiring replanting of the trees along the frontage of The Avenue which will be removed to create a temporary access during the construction phase of the development
7. A further covenant in the legal agreement securing a further parking survey six months after the redeveloped college is up and running. If the survey reveals a shortfall in onsite parking then additional parking should be required within the site, subject to an appropriate planning application;

PLANNING PERMISSSION be granted.

B. Outline Planning Application

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

Planning Appeals

- 5(i)** The Committee noted the information contained in the report relating to Planning Appeals.

6. UPDATE REPORT

The Update Report was tabled at the meeting and considered with the agenda item.

(The meeting started at 2.30 pm
and ended at 4.45 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 26 February 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

Councillors: B Bayford, P J Davies, K D Evans, M J Ford, JP, R H Price, JP,
D C S Swanbrow and Mrs K K Trott

Also Present: Mrs C L A Hockley (minute 6(6) and T G Knight (minute 6(11))



1. APOLOGIES FOR ABSENCE

There were no apologies for absence made at the meeting.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 29 January 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct, the following members declared a non-pecuniary interest in the items indicated:-

Name	Planning Application/Site address	Minute Number
Councillor B Bayford	P/13/1054/FP – Land at Hook Park Road, Warsash	See Minute 6 (2)
Councillor R H Price	P/13/1116/FP – 57, Leith Avenue, Portchester	See Minute 6(10)

5. DEPUTATIONS

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

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute No/ Application No
ZONE 1				
Mr Schofield J	Mr & Mrs Munro Mr & Mrs West	12 Greenaway Lane, Warsash – Proposed redevelopment by erection of a four-bedroom replacement dwelling and a pair of detached two-bedroom chalet bungalows, following demolition	Opposing	Minute 6(1) P/13/1031/FP

		of the existing bungalow, garage and outbuilding		
Mr R Tutton (Agent)		-ditto-	Supporting	-ditto-
Ms A Hewitt	Ms Snowden Ms C Hillier	Land at Hook Park Road, Warsash – Provision of storage container, portable toilet and small riding establishment	Supporting	Minute 6 (2) P/13/1054/FP
Mr M Orsulik		65 Locks Heath Park Road, Locks Heath – Demolition of existing bungalow and erection of replacement detached dwelling	Supporting	Minute 6 (4) P/13/1096/FP
Mr R Tutton (Agent)		-ditto-	-ditto-	-ditto-
ZONE 3				
Mr R Whitelock		17 Anson Grove, Fareham – Retention of raised decking area to the rear of the property	Supporting	Minute 6 (9) P/13/1084/FP
Mr M Earl		57 Leith Avenue, Portchester – Two storey side extension and single storey rear extension	Supporting	Minute 6 (10) P/13/1116/FP
Mr W Hutchison (Hill Head Residents Association)		Cliff Road, Open Space, Hill Head – Change of use of an area of grassed open space to site ice cream concession for the period 1 st April of Good Friday	Opposing	Minute 6 (11) P/14/0009/D3

		(whichever is earlier) to 30 th September each year		
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6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Environment on development control applications and miscellaneous matters, including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/13/1031/FP - 12 GREENAWAY LANE WARSASH

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

A motion was proposed that the application be refused planning permission. Upon being put to the vote the motion was voted on and LOST (Voting: 4 for refusal; 5 against refusal).

A motion was then proposed that the application be granted planning permission subject to:-

- (i) the applicant/owner entering into a planning obligation under Section 106 of the Town & Country Planning Act 1990 to secure a financial contribution towards strategic mitigation measures to offset the harm to nationally and internationally designated nature conservation sites by 23rd April 2014;
- (ii) the conditions in the report; and
- (iii) an additional condition requiring the submission of a construction management plan to be agreed with officers.

The motion was voted on and CARRIED.
(Voting: 5 in favour; 4 against).

RESOLVED that subject to:-

- (i) the applicant/owner entering into a planning obligation under Section 106 of the Town & Country Planning Act 1990 to secure a financial contribution towards strategic mitigation measures to offset the harm to nationally and internationally designated nature conservation sites by 23rd April 2014;
- (ii) the conditions in the report; and

- (iii) an additional condition requiring the submission of a construction management plan to be agreed with officers.

PLANNING PERMISSION be granted.

(2) P/13/1054/FP - LAND AT HOOK PARK ROAD WARSASH

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

Councillor Bayford declared a non-pecuniary interest in this matter as a user of Hook Park Road.

The Committee was referred to the information provided in the Update Report as follows:- *Since the drafting of the main agenda, Officers have given further thought to the advice in circular 11/95 "The Use of Conditions in Planning Permission". Paragraph 111 of the Circular advises that "...where an application is made for a permanent permission for a use which may be 'potentially detrimental' to existing uses nearby, but there is insufficient evidence to enable the authority to be sure of its character or effect, it might be appropriate to grant a temporary permission in order to give the development a trial run". Given that the proposed use is small scale, but not yet operational from this site and given the representations regarding the suitability of the access, a three year temporary permission is considered appropriate, in order to enable the Local Planning Authority to assess the impact of the development on the area.*

It is also suggested to the Committee that a further condition be added to the recommendation to provide for the submission of and approval of a site access plan to detail exactly how the students will arrive at the site.

AMENDED RECOMMENDATION:

Temporary permission for 3 years then conditions as per the agenda (page 26) and one further condition to secure a site access plan.

A motion was proposed that the application be deferred. The motion was voted on and CARRIED.

(Voting: 8 for deferral; 1 against deferral).

RESOLVED that the application be deferred.

Reasons for the decision: To allow sufficient time for submission of and approval of a site access plan to detail exactly how the students will arrive at the site, together with written confirmation that the applicant has permission for use of the Nook and Cranny Car Park as a drop off point, as stated on page 26 of the report.

(3) P/13/1089/CU - LAND ADJACENT TO 293 TITCHFIELD ROAD TITCHFIELD

The Committee was referred to the information provided in the Update Report as follows:- *A further letter of objection has been received regarding the siting of the fence on the southern boundary. The Nursery at 253 have stated that the present fence is in the wrong location and is in fact on their land.*

Certificate B of the application has been completed informing the owners of 253 of the application. This is a civil matter over land ownership and is not a material planning consideration. Further issues raised in this letter repeat those raised in earlier letters and are dealt with in the main body of this report.

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

(Voting: in favour; 1 abstention).

RESOLVED that, subject to the conditions in the report, PERMISSION FOR CHANGE OF USE be granted.

(4) P/13/1096/FP - 65 LOCKS HEATH PARK ROAD LOCKS HEATH

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

Following debate on this application, a motion was proposed and seconded that, subject, subject to authority being delegated to the Head of Development Management and Trees to impose appropriate conditions to include securing obscure glazing to the windows in the first floor side elevations and removing permitted development rights to prevent the erection of extensions and outbuildings being constructed to the side of the property planning permission be granted.

Upon being put to the vote the motion was CARRIED.

(Voting: 7 in favour; 2 against).

RESOLVED that, subject to authority being delegated to the Head of Development Management and Trees to impose appropriate conditions to include securing obscure glazing to the windows in the first floor side elevations and removing permitted development rights to prevent the erection of extensions and outbuildings being constructed to the side of the property PLANNING PERMISSION be granted.

(5) P/13/1113/CU - 137 WEST STREET FAREHAM

Upon being proposed and seconded the officer recommendation to grant planning permission for a change of use, subject to:-

- (i) the conditions in the report, and
- (ii) an additional condition requiring all deliveries, including the delivery of building materials, to be made via the rear of the premises,

was voted on and CARRIED.

(Voting: 8 in favour; 1 abstention).

RESOLVED that subject to:-

- (i) the conditions in the report, and
- (ii) an additional condition requiring all deliveries, including the delivery of building materials, to be made via the rear of the premises PLANNING PERMISSION FOR CHANGE OF USE be granted.

(6) P/14/0005/TO - 27 HEATH LAWNS FAREHAM

At the invitation of the Chairman Councillor Mrs Hockley addressed the Committee on this application.

Upon being proposed and seconded the officer recommendation to refuse the application to fell one oak protected by Tree Preservation Order 629 was voted on and CARRIED.

(Voting: 9 for refusal; 0 against refusal).

RESOLVED that the application to fell one oak protected by Tree Preservation Order 629 be REFUSED.

Reasons for refusal: Insufficient arboricultural evidence has been provided to justify the removal of the oak tree and furthermore, it is considered that its removal would be harmful to the visual amenities and character of the area.

Policies: Fareham Borough Local Plan Review; DG4-Site Characteristics.

(7) P/14/0010/FP - 28 BLACKBROOK ROAD FAREHAM

Upon being proposed and seconded the officer recommendation to grant permission, subject to the conditions imposed under previously approved planning applications P/9/037/FP and P/06/0501/FP, was voted on and CARRIED.

(Voting: 9 in favour; 0 against).

RESOLVED that, subject to the conditions imposed under previously approved planning applications P/9/037/FP and P/06/0501/FP, PLANNING PERMISSION be granted.

(8) Q/0005/14 - 31 HARRISON ROAD FAREHAM

Upon being proposed and seconded, the officer recommendation that the Committee authorises the Solicitor to the Council to enter into a Deed of Release on behalf of the Council releasing the owners of 31 Harrison Road from the current age restriction, provided the applicants agree to pay the Councils legal costs for the Deed of Release, was voted on and CARRIED.

(Voting: 9 in favour; 0 against).

RESOLVED that, provided the applicants agree to pay the Councils legal costs for the Deed of Release, the Solicitor to the Council be authorised to enter into a Deed of Release on behalf of the Council releasing the owners of 31 Harrison Road from the current age restriction.

(9) P/13/1084/FP - 17 ANSON GROVE FAREHAM

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

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

(Voting: 9 in favour; 1 abstention).

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

(10) P/13/1116/FP - 57 LEITH AVENUE PORTCHESTER

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

Councillor Price declared a personal interest in the application on the grounds that as a member of Hampshire Fire and Rescue Authority he knows the depute.

Following debate on this application, a motion was proposed and seconded that planning permission be granted, subject to a condition requiring materials to match, was voted on and CARRIED.

(Voting: 8 in favour; 1 against).

RESOLVED that, subject to a condition requiring materials to match, PLANNING PERMISSION be granted.

(11) P/14/0009/D3 - CLIFF ROAD OPEN SPACE HILL HEAD FAREHAM

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

At the invitation of the Chairman Councillor Knight addressed the Committee regarding this application.

A motion was proposed and seconded to defer consideration of the application. The motion was voted on and CARRIED.

(Voting: 7 for deferral; 2 against deferral).

RESOLVED that consideration of the application be deferred.

Reasons for the decision: To allow time for officers to enter into discussions with local Ward Councillors regarding a more suitable location for the siting of an ice cream concession in this area.

(12) Planning Appeals

The Committee noted the information contained in the report.

(13) Update Report

The Update Report was tabled at the meeting and considered with the relevant agenda items.

(The meeting started at 2.30 pm
and ended at 5.45 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 26 March 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

N J Walker (Chairman)

A Mandry (Vice-Chairman)

Councillors: B Bayford, P J Davies, K D Evans, M J Ford, JP, R H Price, JP,
D C S Swanbrow and P W Whittle, JP (deputising for Mrs K K
Trott)

Also Present: L Keeble (Executive Member for Streetscene)



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Trott.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the meetings of the Planning Committee held on 24 February 2014 and 26 February 2014 be confirmed and signed as correct records.

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct the following members declared an interest in the items indicated:-

Name	Pecuniary/Non-Pecuniary Interest	Planning Application/Site Address	Minute Number
Councillor P J Davies	Non-Pecuniary	P/ 14/0116/FP – 45, Beaumont Rise, Fareham	6(5)
Councillor P W Whittle, JP	Non-Pecuniary	-ditto-	6(5)
Councillor B Bayford	Non-Pecuniary	P/14/001/FP – Innovation Centre, Daedalus, Hangars East, Lee on the Solent	6(8)
Councillor K D Evans	Non-Pecuniary	-ditto	-ditto
Councillor M J Ford, JP	Non-Pecuniary	-ditto	-ditto
Councillor A Mandry	Non-Pecuniary	-ditto	-ditto

5. DEPUTATIONS

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

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute Application No/ No/
Mr R Edwards		40 Admirals Road, Park Gate – Erection of first floor and single storey rear extensions and insertion of first floor side window (resubmission of P/13/0748/FP)	Opposing	6 (1) P/14/0073/FP
Mr S Garnett (Agent)		Land to rear of Red Lion Hotel, Fareham – Construction of two, part 2 and part 3 storey buildings (with roof accommodation) comprising 55 dwellings with a mix of 27 x 1 bed units and 28 x 2 bedroom units with associated landscaping, parking, servicing and refuse areas	Supporting	6 (2) P/13/0408/FP
Mr T Reader		49-51 Crofton Lane, Fareham – Erection of two detached four bedroomed dwellings following demolition of existing classroom and garage buildings	Opposing	6 (7) P/13/1080/FP
Mr T Reader (speaking for Mr J Scott)		-ditto-	-ditto-	-ditto-
Mr J Tyrrell (Agent)		-ditto-	Supporting	-ditto-
Mr C Mitchell		Innovation Centre, Daedalus, Hangars East, Lee on the Solent –	Supporting	6 (8) P/14/0081/FP

		<p>Construction of new purpose built innovation centre comprising two storey office block, single storey workshop blocks and associated external works</p>		
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6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Environment on development control applications and miscellaneous matters, including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/14/0073/FP - 40 ADMIRALS ROAD PARK GATE

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

A motion was proposed and seconded to approve the officer recommendation to grant planning permission, subject to a condition preventing the insertion of any windows in the side elevation at ground floor or first floor level without planning permission.

It was also recommended that by means of an informative, the applicant be reminded of their duties under the Party Wall Act 1996.

The motion was voted on and CARRIED.
(Voting: 9 in favour; 0 against).

RESOLVED that subject to a condition preventing the insertion of any windows in the side elevation at ground floor or first floor level without planning permission, PLANNING PERMISSION be granted.

(2) P/13/0408/FP - LAND TO REAR OF RED LION HOTEL FAREHAM

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

The Committee’s attention was drawn to the Update Report which provided the following information:- *Further comments of the Director of Community (Strategic Housing) - The applicant is offering 11 units all for affordable rent. These would be delivered as nine x one bed two person flats and two x two bed three person flats. This is acceptable to Strategic Housing. An additional condition is required to secure the affordable housing. Amend the recommendation as follows: -*

Prior to the granting of planning permission, the applicant/owner entering into a planning obligation under Section 106 of the Town and Country Planning Act

1990 on terms drafted by the Solicitor to the Council in respect of the following:-

- a) To secure the funding of a Traffic Regulation Order to prevent parking on the site access road and;
- b) Works and contributions to mitigate the impact of the development on the Solent Special Protection Area.

A further amendment to the recommendation was reported at the meeting. In relation to the Section 106 Agreement, point (a), it was proposed to add the words "and to secure improvements to the junction of Bath Lane and East Street".

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to:-

- (i) the applicant/owner entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council in respect of the following:-
 - a) To secure the funding of a Traffic Regulation Order to prevent parking on the site access road and to secure improvements to the junction of Bath Lane and East Street;
 - b) Works and contributions to mitigate the impact of the development on the Solent Special Protection Area.
- (ii) an additional condition to secure the affordable housing ; and
- (iii) the conditions in the report

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

RESOLVED that subject to:-

- (i) the applicant/owner entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council in respect of the following:-
 - (a) to secure the funding of a Traffic Regulation Order to prevent parking on the site access road and to secure improvements to the junction of Bath Lane and East Street;
 - (b) works and contributions to mitigate the impact of the development on the Solent Special Protection Area.
- (ii) an additional condition to secure the affordable housing ; and
- (iii) The conditions in the report ,

PLANNING PERMISSION be granted.

(3) P/14/0025/FP - 68 HIGH STREET FAREHAM

The Committee's was referred to the Update Report which provided the following information: *PARKING AND DESIGN: Since the drafting of the main agenda, and further to additional discussion with the Highway Officer, it is considered that the second reason for refusal should be amended and combined with the first reason to reflect the implications for the loss of the parking provision on the future viable uses for the listed building.*

The reason for refusal is also expanded to include the impact that the design and size of the building has on the setting of the listed building and the character of the Conservation Area.

SOLENT DISTURBANCE MITIGATION PROJECT CONTRIBUTIONS: Recently gathered evidence demonstrates that new development can reduce the quality of the important bird habitat in the Solent Special Protection Areas (SPAs). Any development that would result in an increase in the local population may have an impact either alone or in combination with other developments upon the SPAs. Development can increase the population at the coast and thus increase the level of disturbance and the resultant effect on the SPA's conservation objectives.

In the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project interim strategy, the proposed development fails to mitigate its impact and would, in combination with other developments, increase the recreational pressure and habitat disturbance to the Solent Coastal Protection Areas. A reason for refusal is added to this effect.

AMENDED RECOMMENDATION:

REFUSE for the reasons:

1) The proposed development is contrary to Policies DG4 of the Fareham Borough Local Plan Review, Policies CS5, CS6 and CS17 of the Adopted Fareham Borough Core Strategy and Policy DSP6 of the Local Plan Part 2: Development Site and Policies, in that: -

The siting of the development in this position will give rise to the severing and development of a historic burgage plot, which is integral to the setting of the Grade II Listed Building and the High Street Conservation Area. The erosion of this burgage plot plus the size, scale and design of the proposed dwelling would harm the setting of the Grade II* Listed Building and would fail to preserve or enhance the character and appearance of the Conservation Area. Furthermore the proposal fails to identify an adequate number of off-street vehicle car parking spaces to be retained in order to enable the established lawful restaurant use of No. 68 to continue or to make provision for an alternative viable use of the listed building. In the absence of adequate provision of car parking spaces the development fails to cater for both future and existing uses in the listed building.*

2) In the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project, the proposed development fails to mitigate its impact and would, in combination with other developments, increase the recreational pressure and habitat disturbance to the Solent

Coastal Protection Areas. The development would therefore be contrary to Policy CS4 (Green Infrastructure, Biodiversity and Geological Conservation) of the adopted Fareham Borough Core Strategy, Policy DSP14 (Recreational Disturbance on the Solent Special Protection Areas) of the emerging Local Plan Part 2: Development Sites and Policies and paragraph 118 of the National Planning Policy Framework

Upon being proposed and seconded, the officer recommendation to refuse planning permission was voted on and CARRIED.
(Voting: 9 in favour of refusal; 0 against refusal).

RESOLVED that planning permission be REFUSED.

Reasons for refusal:-

(1) The proposed development is contrary to Policies DG4 of the Fareham Borough Local Plan Review, Policies CS5, CS6 and CS17 of the Adopted Fareham Borough Core Strategy and Policy DSP6 of the Local Plan Part 2: Development Site and Policies, in that:-

The siting of the development in this position will give rise to the severing and development of a historic burgrave plot, which is integral to the setting of the Grade II* Listed Building and the High Street Conservation Area. The erosion of this burgrave plot plus the size, scale and design of the proposed dwelling would harm the setting of the Grade II* Listed Building and would fail to preserve or enhance the character and appearance of the Conservation Area. Furthermore the proposal fails to identify an adequate number of off-street vehicle car parking spaces to be retained in order to enable the established lawful restaurant use of No. 68 to continue or to make provision for an alternative viable use of the listed building. In the absence of adequate provision of car parking spaces the development fails to cater for both future and existing uses in the listed building.

(2) In the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project, the proposed development fails to mitigate its impact and would, in combination with other developments, increase the recreational pressure and habitat disturbance to the Solent Coastal Protection Areas. The development would therefore be contrary to Policy CS4 (Green Infrastructure, Biodiversity and Geological Conservation) of the adopted Fareham Borough Core Strategy, Policy DSP14 (Recreational Disturbance on the Solent Special Protection Areas) of the emerging Local Plan Part 2: Development Sites and Policies and paragraph 118 of the National Planning Policy Framework.

Policies: Approved Fareham Borough Core Strategy:- CS2 - Housing Provision; CS5 - Transport Strategy and Infrastructure; CS6 - The Development Strategy; CS7 - Development in Fareham; CS15 - Sustainable Development and Climate Change; CS16 - Natural Resources and Renewable Energy; CS17 - High Quality Design. Approved SPG/SPD RCPSPG - Residential Car Parking Guide (replaced 11/2009). Development Sites and Policies: DSP6 - Protecting and Enhancing the Historic Environment. Fareham Borough Local Plan Review: DG4 - Site Characteristics.

(4) P/14/0056/CU - 68 HIGH STREET FAREHAM

The Committee's was referred to the Update Report which provided the following information:- *SOLENT DISTURBANCE MITIGATION PROJECT CONTRIBUTIONS: Recently gathered evidence demonstrates that new development can reduce the quality of the important bird habitat in the Solent Special Protection Areas (SPAs). Any development that would result in an increase in the local population may have an impact either alone or in combination with other developments upon the SPAs. Development can increase the population at the coast and thus increase the level of disturbance and the resultant effect on the SPA's conservation objectives. In the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project interim strategy, the proposed development fails to mitigate its impact and would, in combination with other developments, increase the recreational pressure and habitat disturbance to the Solent Coastal Protection Areas. A reason for refusal is added to this effect*

AMENDED RECOMMENDATION: REFUSE for the reasons:

2) In the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project, the proposed development fails to mitigate its impact and would, in combination with other developments, increase the recreational pressure and habitat disturbance to the Solent Coastal Protection Areas. The development would therefore be contrary to Policy CS4 (Green Infrastructure, Biodiversity and Geological Conservation) of the adopted Fareham Borough Core Strategy, Policy DSP14 (Recreational Disturbance on the Solent Special Protection Areas) of the emerging Local Plan Part 2: Development Sites and Policies and paragraph 118 of the National Planning Policy Framework.

Upon being proposed and seconded, the officer recommendation to refuse permission for change was voted on and CARRIED.
(Voting: 9 in favour of refusal; 0 against refusal).

RESOLVED that permission for change of use be REFUSED.

Reasons for refusal: The proposed development is contrary to Policy DG4 of the Fareham Borough Local Plan Review, Policies CS5, CS6 and CS17, of the adopted Fareham Borough Core Strategy and Policy DSP6 of the Local Plan Part 2: Development Site and Policies and is unacceptable in that:

(i) the proposed change of use would give rise to the severing of an historic burgage plot which is integral to the setting of the Grade II* Listed Building and the High Street Conservation Area. The erosion of this burgage plot would harm the setting of the Grade II* Listed Building and would fail to preserve or enhance the character and appearance of the Conservation Area;

(ii) the application plans fail to identify where the proposed 3 (No.) car parking spaces are to be provided. In the absence of such information it is considered that inadequate provision for the parking of cars has been made at the site in accordance the Council's adopted Residential Car and Cycle Parking Supplementary Planning Document (2009).

(iii) in the absence of a plan identifying the contrary, it is considered that the provision of car parking to comply with reason (ii) above would require such

provision being made within the application site resulting in further harm to the setting of the listed building.

(iv) in the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project, the proposed development fails to mitigate its impact and would, in combination with other developments, increase the recreational pressure and habitat disturbance to the Solent Coastal Protection Areas. The development would therefore be contrary to Policy CS4 (Green Infrastructure, Biodiversity and Geological Conservation) of the adopted Fareham Borough Core Strategy, Policy DSP14 (Recreational Disturbance on the Solent Special Protection Areas) of the emerging Local Plan Part 2: Development Sites and Polices and paragraph 118 of the National Planning Policy Framework.

Policies: Approved Fareham Borough Core Strategy:- CS2 - Housing Provision; CS5 - Transport Strategy and Infrastructure;; CS7 - Development in Fareham;; CS17 - High Quality Design. Approved SPG/SPD RCPSPG - Residential Car Parking Guide (replaced 11/2009). Development Sites and Policies;: DSP6 - Protecting and Enhancing the Historic Environment.

(5) P/14/0116/FP - 45 BEAUMONT RISE FAREHAM

Councillor Davies and Councillor Whittle both declared a non-pecuniary interest in this matter on the grounds that the person objecting to the application is known to them.

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to:-

- (i) The receipt of amended plans showing a first floor window within the side elevation; and
- (ii) The conditions in the report

was voted on and CARRIED.
(Voting: 7 in favour; 0 against; 2 abstentions).

RESOLVED that subject to:-

- (i) The receipt of amended plans showing a first floor window within the side elevation; and
- (ii) The conditions in the report

PLANNING PERMISSION be granted.

(6) P/14/0126/TO - 14 CHALFORD GRANGE FAREHAM

Upon being proposed and seconded, the officer recommendation to grant consent for the following works to one oak protected by Tree Preservation Order No 573:-

- 1) Tip reduce by 2 metres on east side of tree to provide 3 metres clearance from dwelling; maximum diameter of live pruning wounds < 75mm;
- 2) Crown raise to 3 metres above ground level by removing small diameter branches - maximum diameter of live pruning wounds < 50mm;
- 3) Removal of group of small diameter epicormic branches on east side of main stem.

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

RESOLVED that CONSENT be granted for the following works to one oak protected by Tree Preservation Order No 573:-

- 1) Tip reduce by 2 metres on east side of tree to provide 3 metres clearance from dwelling; maximum diameter of live pruning wounds < 75mm;
- 2) Crown raise to 3 metres above ground level by removing small diameter branches - maximum diameter of live pruning wounds < 50mm;
- 3) Removal of group of small diameter epicormic branches on east side of main stem.

(7) P/13/1080/FP - 49 - 51 CROFTON LANE, FAREHAM

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

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to:

(i) the applicant/owner entering into a planning obligation under Section 106 of the Town & Country Planning Act 1990 to secure a financial contribution towards strategic mitigation measures to offset the harm to nationally and internationally designated nature conservation sites by 23rd May 2014;

(ii) the conditions in the report; and

(iii) an additional condition requiring substantial boundary treatment along the western boundary of the site adjacent to 28 A and 2B Cottles Way, details to be agreed to the satisfaction of the planning authority

was voted on and CARRIED.
(Voting: 9 for;0 against)

RESOLVED that subject to:-

(i) the applicant/owner entering into a planning obligation under Section 106 of the Town & Country Planning Act 1990 to secure a financial contribution towards strategic mitigation measures to offset the harm to nationally and internationally designated nature conservation sites by 23rd May 2014;and

(ii) the conditions in the report,

- (iii) an additional condition requiring substantial boundary treatment along the western boundary of the site adjacent to 28 A and 2B Cottis Way, details to be agreed to the satisfaction of the planning authority

PLANNING PERMISSION be granted.

(8) P/14/0081/FP - DAEDALUS - INNOVATION CENTRE - HANGARS EAST LEE ON THE SOLENT

Councillor Bayford and Councillor Evans declared a non-pecuniary interest in the application on the grounds that, as members of the Council's Executive, they had participated in approving the Daedalus Investment Project and as Executive members have overall responsibility for its completion. Councillor Ford declared a non-pecuniary interest in the application on the grounds that he is a member of the Daedalus Investment Project Member Working Group which was set up to act in an advisory role to the project team to oversee and guide delivery of the project. In consideration of the significant level of their interest in this matter, all of the above members left the room before the application was discussed and took no part in the debate or voting thereon.

Councillor Mandry also declared a non-pecuniary interest in the application as he is a member of Daedalus Strategy Group. He remained in the meeting.

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

The Committee's attention was drawn to the Update Report which provided the following information: *Amended drawings have been submitted providing further details on vehicle tracking. This detail is now considered to be acceptable*

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to:-

- (i) the conditions in the report; and
- (ii) an additional condition requiring submission of a travel plan which meets with the satisfaction of the local planning authority.

was voted on and CARRIED.
(Voting: 6 in favour; 0 against).

RESOLVED that subject to:-

- (i) the conditions in the report; and
- (ii) an additional condition requiring submission of a travel plan which meets with the satisfaction of the local planning authority.

PLANNING PERMISSION be granted.

(9) Planning Appeals

The Committee noted the information contained in the report.

(10) Update Report

The Update Report was tabled at the meeting and considered with the relevant agenda items.

(The meeting started at 2.30 pm
and ended at 4.55 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 4 March 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor J V Bryant (Chairman)

Councillor T J Howard (Vice-Chairman)

Councillors: J S Forrest, Miss T G Harper, A Mandry, N J Walker and
Mrs K K Trott (deputising for P W Whittle, JP)



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Whittle.

2. MINUTES

It was AGREED that the minutes of the former Strategic Planning Policy Development and Review Panel meeting held on 7 January 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. TREE STRATEGY ACTION PLAN (ANNUAL UPDATE)

The Panel considered a report by the Director of Planning and Environment which provided an update on the Tree Strategy Action Plan. A presentation was also made by the Principal Tree Officer to illustrate some of the points made in the report.

Members asked questions on a number of matters. In particular, Councillor Forrest requested clarification regarding the relationship between Fareham Borough Council and Hampshire County Council on tree related matters, in terms of who is responsible for which trees. The Panel was advised that trees situated on the public highway are the responsibility of the County Council. It was reported that the arboricultural teams in each authority work closely together and have a good working relationship.

It was AGREED that:-

- (i) the Principal Tree Officer be thanked for the information provided in his report and presentation;
- (ii) the Panel supports the Tree Strategy Action Plan; and
- (iii) the Panel wished to pass on their thanks to the Council's arboricultural team for their hard work, particularly in light of recent adverse weather conditions.

7. REVIEW OF THE PANEL'S WORK PROGRAMME FOR 2013/14 AND PROPOSED PROGRAMME FOR 2014/15

The Panel considered a report by the Director of Planning and Environment which reviewed the outcomes from the work programme for the current year, 2013/14, and gave consideration to formulating a draft work programme for 2014/15.

The Panel was requested to consider cancellation of the Panel meeting which had been scheduled for 13 May 2014. The Director of Planning and Environment confirmed that the only item programmed for this meeting – Biodiversity Action Plan Review – would have to be reprogrammed owing to the need for further discussions with Natural England.

Members were referred to Appendix C which detailed the work programme items proposed for 2014/15. It was reported that the draft programme did not currently show items relating to conservation area appraisals which will be coming before the Panel at future meetings. It was stated that further information regarding these additional items will be provided at the next Panel meeting.

An updated copy of Appendix E – Planning and Development Executive Portfolio Work Programme, was circulated at the meeting for members' information. It was noted that the Portfolio Work Programme showed items for consideration by the Panel and the Council's Executive up until March 2015. Councillor Mandry reiterated his concern, expressed at the meeting on 7 January 2014, that the Panel did not have a role in areas of policy development relating to Welborne Strategic Design Guidelines and Fareham Borough Design Guidelines. Members were informed that the current arrangement whereby the Member Design Working Group progress these areas of work prior to reporting directly to the Executive was expected to continue.

With regard to additional items for the work programme, Councillor Miss Harper raised the issue regarding recent flooding in Titchfield. She requested that a representative of the Environment Agency be invited to a future Panel meeting to explain to members what has been done and what is proposed to be done to alleviate flooding problems in the area. The Director of Planning and Environment agreed to investigate this matter in more detail and suggested that in the first instance contact be made with officers of Eastern Solent Coastal Partnership and/or Hampshire County Council prior to dialogue with representatives of the Environment Agency. It was intended that subsequently Panel members would be provided with more information on this matter.

It was AGREED:-

- (a) the Panel meeting scheduled for 13 May 2014 be cancelled;
- (b) the outcomes of the work programme for the current year, up until January 2014, set out in Appendix B be noted;

- (c) subject to the inclusion of a flooding-related item to the list of “Items to be Programmed” (as referred to above), the draft work programme for 2014/15 attached as Appendix C, be approved; and
- (d) the Panel’s proposed work programme for 2014/15, attached as Appendix A to these minutes, be submitted to the Council for endorsement.

Appendix A – Proposed Panel Work Programme for 2014/15

(The meeting started at 6.00 pm
and ended at 7.10 pm).

**APPENDIX A
PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND REVIEW
PANEL - DRAFT WORK PROGRAMME FOR 2014/15**

MEETING DATES	
9 July 2014	River Hamble to Portchester Coastal Flood Risk & Management Strategy – draft for consultation. Review of the work programme 2014/15
2 September 2014	Parking Strategy & Charges – Annual Review Review of the work programme 2014/15
4 November 2014	Review of the work programme 2014/15
6 January 2015	Environmental Sustainability Strategy Action Plan (Annual Update) Review of the work programme 2014/15
3 March 2015	Tree Strategy Action Plan (Annual Update) Review of the work programme 2014/15 and draft work programme for 2015/16
Items to be programmed: Review of Fareham Biodiversity Action Plan Conservation Area Appraisal & Management Strategy items Flooding-related matters	

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

Date: Wednesday, 5 March 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Miss S M Bell (Chairman)

Councillor M J Ford, JP (Vice-Chairman)

Councillors: Mrs P M Bryant, Mrs S Pankhurst and R H Price, JP

Also Present: Councillor Mrs C L A Hockley (Executive Member for Leisure and Community) and Mrs K K Trott



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor N R Gregory.

2. MINUTES

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel meeting on 15 January 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION - PARK LANE VISION - UPDATE

(Minute 6 of 5 September 2012 refers)

The Committee received a presentation from the Leisure Projects Officer which updated the Panel on the proposed future development proposals for the Park Lane Recreation Ground. These proposals included:-

- a new children's play area
- a new skate park facility;
- provision of outdoor fitness equipment;
- a floodlit multi-sports facility ; and
- landscaping and planting improvements.

Information was provided on the progress to date regarding public consultation, development of a site plan, planting plan and maintenance programme and the establishment of officer working groups. It was noted that this project has provided an opportunity to engage with local community groups and schools and encourage community participation. Each of the proposed facilities were explained in more detail and further information provided about the landscaping and planting schemes.

It was reported that local residents will be contacted to update them on the proposals and information provided on the Council's website. A public consultation event/exhibition has been arranged for Saturday 14 June 2014 with illustrative display boards available for the public to view. Implementation of Phase 1 of the leisure improvements ie. development of the skatepark, play area and outdoor gym, was expected to commence in September 2014.

Implementation of the landscaping and planting schemes were expected to follow in autumn/winter 2014 and it was suggested that it might be helpful if the Horticulture Development Officer attended a future Panel meeting to give more detailed information about the landscaping/planting proposals.

Members asked a variety of questions about the proposals to which officers replied. In response to a question from Councillor Price regarding the arrangements for the public exhibition in June, the Panel was advised that the interpretation boards will be on display for a period of time at Fareham Leisure Centre and Ferneham Hall and images will also be displayed on the Council Connect located in Fareham shopping centre.

It was AGREED that the Leisure Projects Officer be thanked for her informative presentation and that the Panel fully supports this worthwhile project.

7. FAREHAM LEISURE CENTRE PERFORMANCE REVIEW

The Panel considered a report the Director of Community which updated members with details regarding the performance of Fareham Leisure Centre. Information in the report covered four key areas:-

- (i) the outcome of the contract monitoring since this was last reported to the Panel in March 2012;
- (ii) the continuous improvement plan;
- (iii) details of income and expenditure for the Leisure Centre for the financial year 2012/13; and
- (iv) a brief summary of attendances for the current year of the contract.

The Leisure Development Manager answered members' questions on various matters relating to the operation of the Leisure Centre. It was agreed that officers would send copies of the artist' impressions of the wet-side improvements to Councillor Price as he had been unable to attend the meeting on 15 January 2014 when the Panel had received a presentation on this matter. Further, in reply to a question from Councillor Price, members were informed that any Panel member would be welcome to accompany the Leisure Development Manager on a routine contract monitoring visit in order to observe what the monitoring process entails specifically and to have a general tour of the building.

It was AGREED that the information contained in the report be noted and that members endorsed the view that overall Fareham Leisure Centre continues to be effectively managed, that significant improvements have and are to be made to the Centre and that it provides an excellent service to the community.

8. REVIEW OF THE WORK PROGRAMME FOR 2013/14 AND PROPOSED DRAFT WORK PROGRAMME FOR 2014/15

The Panel considered a report the Director of Community which reviewed the outcomes from the Panel's work programme for the current year, 2013/14 and the draft work programme for 2014/15 (attached as appendix D to the report).

Members were reminded that because the Annual Council meeting does not take place until late May, the Panel meeting scheduled for 14 May 2014 falls within the current municipal year. The first meeting of the new municipal year will therefore take place on 23 July 2014.

In the circumstances, it was proposed that:-

- (i) the meeting scheduled for 14 May 2014 be cancelled, subject to there being no urgent item of business to be dealt with, and
- (ii) the introductory presentation on the role of the Leisure and Community PD and R Panel, which is normally made to members at the first meeting of the municipal year, be added to the work programme for the meeting on 23 July 2014 instead.

The following further amendments to the proposed work programme for 2014/15 were also reported:-

Meeting on 23 July 2014

- the item Leisure Strategy Review be moved to the meeting on 3 September 2014;
- the item Review of Community Buildings Draft Master Plan to be moved from 3 September 2014 meeting and added to the work programme for this meeting.

Meeting on 3 September 2014

- replace the Park Lane Vision Master Plan – Presentation with a Presentation from Broadlaw Walk Community Group;
- add the item on Leisure Strategy Review (as referred to above).

It was AGREED that:-

- (a) subject to there being no urgent item of business to be dealt with, the Panel meeting scheduled to take place on 14 May 2014 be cancelled,;
- (b) the outcomes from matters considered at Panel meetings from May 2013 up until January 2014, contained in Appendix B, be noted;
- (c) subject to the revisions noted above, the Panels work programme for 2014/15 be endorsed; and

- (d) the Panel's proposed work programme for 2014/15, attached to these minutes as Appendix A, be submitted to the Council for endorsement.

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

APPENDIX A

**LEISURE & COMMUNITY POLICY DEVELOPMENT AND
REVIEW PANEL - PROPOSED WORK PROGRAMME FOR
2014/15**

<u>MEETING DATES FOR 2014/15</u>	
23 July 2014	<p>Presentation – Overview of the role of the Leisure and Community Policy Development and Review Panel and the Leisure & Community Portfolio</p> <p>Lockwood Community Centre - Presentation by Lockwood Sports & Community Association</p> <p>Review of Community Buildings Draft Master Plan</p> <p>Ferneham Hall Members Working Group – Progress Report</p> <p>Review of the work programme 2014/15</p>
3 September 2014	<p>Presentation – Broadlaw Walk Community Group</p> <p>Western Wards Pool</p> <p>Open Spaces Improvement Programme Review</p> <p>Leisure Strategy Review</p> <p>Review of the work programme 2014/15</p>
5 November 2014	<p>Visit to Fareham Leisure Centre – Refurbishment Works</p> <p>Coldeast Open Space Management Arrangements - Countryside Rangers Presentation</p>

	<p>Ferneham Hall - Members Working Group Performance Review</p> <p>Review of the work programme 2014/15</p>
14 January 2015	<p>Community Action Fareham – Presentation – Supporting Local community Needs</p> <p>Community Action Fareham - SLA Review</p> <p>Preliminary overall review of work programme 2014/15 and draft 2015/16</p>
4 March 2015	<p>Fareham Leisure Centre Performance Review</p> <p>Cams Alders Recreation Ground Vision</p> <p>Final review of work programme for 2014/15 and draft 2015/16</p>

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 6 March 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Miss T G Harper (Chairman)

Councillor Mrs S Pankhurst (Vice-Chairman)

Councillors: J V Bryant, G Fazackarley, M J Ford, JP, D J Norris and
D C S Swanbrow

Also Present: Councillor L Keeble, Executive Member for Streetscene (items
7,8&11)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

Councillor Ford, JP requested an update on item 8 - Bus Shelter Maintenance Contract regarding the suggestion made by Councillor Davies for the painting of the older galvanised shelters. The Director of Streetscene informed the Panel that at present there is nothing further to report however he will get the Public and Open Spaces Manager to provide an update to the Panel at the next meeting in July.

It was AGREED that the minutes of meeting of the Streetscene Policy Development and Review Panel held on 9 January 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

At the invitation of the Chairman, the Director of Streetscene addressed the Panel regarding the forthcoming restructuring of Directors and responsibilities. The Panel were informed that from the 1st April 2014 the Director of Streetscene will change title to the Director of Environmental Services; however the Panel's title will remain the same. Members were informed that whilst the Director of Streetscene will be taking on additional services and responsibilities these will have no impact upon the Streetscene Panel. Members requested an updated A-Z of Council services with a contact name and number for each service.

Councillor Ford enquired into the feasibility of kerbside glass collection service. The Director of Streetscene informed the Panel that a study on this had been undertaken a few years ago and it was found that there were several health and safety issues with this type of collection and the service was not cost effective.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

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

5. DEPUTATIONS

There were no deputations made at this meeting.

6. FINAL REVIEW OF THE WORK PROGRAMME FOR 2013/14 AND DRAFT 2014/15

The Panel considered a report by the Director of Streetscene on a final review of the work programme for 2013/14 and the draft work programme for 2014/15.

The Director of Streetscene asked Members to note to additional reports that have been added into the 2014/15 Work Programme at Appendix D of the report.

It was AGREED that:-

- (a) the review of the 2013/14 work programme, as shown in Appendix A to the report, be noted;
- (b) the proposed work programme for 2014/15, as set out in Appendix A to these minutes, be approved; and
- (c) the proposed work programme for 2014/15 be submitted to the Council for approval.

7. VEHICLE FLEET MANAGEMENT

The Panel considered a report by the Director of Streetscene on Vehicle Fleet Management.

At the invitation of the Chairman Councillor Keeble addressed the Panel on this item.

Councillor Ford suggested that an annual visit to the depot for all Panel members be added to the work programme.

The Director of Streetscene addressed the Panel to update members on the progress of the GPS tracking system. He informed members that the system will be in place and up and running by 1st April following completion of the tender process. Members will be able to see the system in action on their visit to the depot.

It was AGREED that:-

- (a) an annual visit for panel members to the depot be added to the 2014/15 Work Programme and all future work programmes; and
- (b) the content of the report be noted.

8. GROUNDS MAINTENANCE WORK SCHEDULING SYSTEM

The Panel considered a report by the Director of Streetscene which provided an update on the progress of the Grounds Maintenance Work Scheduling System.

At the invitation of the Chairman Councillor Keeble, Executive Member for Streetscene addressed the Panel on this item.

The report gave an update on a new system for the Grounds Maintenance which will bring together all of the current grounds maintenance databases into one central database.

Questions were asked to the Operations Manager regarding the availability of the system to members and the public. Members were informed that once the system was fully operational it would be available for use on the Council's website.

A question was also asked in relation to the scheduling of the grounds maintenance services, and how easy they are to manage in changeable weather climates. The Operations Manager explained that all grounds maintenance services need to be flexible to be able to adapt to changing conditions and requirements, and that the new system will allow for these changes.

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

9. EXCLUSION OF THE PUBLIC AND PRESS

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A of the Act.

10. PROGRESS REPORT ON HEDGE CUTTING CONTRACT

The Panel considered a report by the Director of Streetscene on a progress update on the Hedge Cutting Contract.

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

11. PROGRESS REPORT ON CLOTHING AND TEXTILE RECYCLING CONTRACT

The Panel considered a report by the Director of Streetscene which gave an update on the progress of the Clothing and Textile Recycling Contract.

At the Invitation of the Chairman, Councillor Keeble, Executive Member for Streetscene addressed the Panel on this item.

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

(The meeting started at 6.00 pm
and ended at 7.07 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Monday, 10 March 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor T G Knight (Chairman)

Councillor L Keeble (Vice-Chairman)

Councillors: P J Davies, J M Englefield, Miss T G Harper, D L Steadman and P W Whittle, JP

**Also
Present:**



1. APOLOGIES

There were no apologies of absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Audit and Governance Committee held on 25 November 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed to the meeting, Catherine Morganti and Martin Young from Ernst & Young (External Auditors) and Adrian Tang and Pat Stothard from Mazars (Internal Auditors).

The Chairman informed members that the Council's internal audit service which is partly contracted out has for the last 4 years been Deloitte & Touche Public Sector Internal Audit Ltd. As of the 31 January 2014, the company is now a wholly owned subsidiary of Mazars LLP, and as such all reports from them will be branded as Mazars Public Sector Internal Audit Ltd but the team delivering the service will remain the same.

The Chairman also gave an update on the use of fraud incentives. At the last meeting of the Audit and Governance Committee members asked officers to carry out research into the effectiveness of using incentives to encourage the public to report suspicions of fraud. Work on this has now started with a request for information having been sent out to members of the Hampshire Tenancy Fraud Forum, published on 2 networking sites and 1 professional publication. The deadline for the responses has been set as the end of March 2014 and it is expected that the results should be available for the Committee in June 2014.

Lastly the Chairman informed the Committee that this would be the last Audit and Governance Committee meeting attended by Garry White Director of Regulatory and Democratic Services, as he would be retiring soon. All members passed on their thanks to Garry for all of his hard work and help over the years, and wished him all the best for the future.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

MATTERS SUBMITTED FOR CONFIRMATION

6. REVIEW OF FINANCIAL REGULATIONS

The Committee considered a report by the Director of Finance and Resources which reviewed the Financial Regulations 1 – Responsibilities of Members and 2 – Responsibilities of Statutory Officers.

RESOLVED that Committee recommends to Council that the proposed changes to these regulations as set out in Appendix B and D to the report be approved.

7. FUNCTIONS OF THE AUDIT AND GOVERNANCE COMMITTEE

The Committee considered a report by the Director of Regulatory and Democratic Services on updates to Part Two of the Constitution – Functions of the Audit and Governance Committee.

Members asked for clarification as to the handling of complaints, and the triggers for referring complaints to the standards sub-committee. The Director of Regulatory and Democratic Services addressed members on this item to explain the complaints procedure.

RESOLVED that the Committee:-

- (a) noted the updates to its functions, as specified in Part Two of the Council's Constitution – Functions of the Audit and Governance Committee relating to the Standing Orders with Respect to Meetings, as attached at Appendix A to the report to reflect the changes that were agreed at Council on 12 December 2013; and
- (b) recommends to Council the updates to the Functions of the Audit and Governance Committee that relate to the review of Financial Regulations, as highlighted in Appendix A to the report.

DECISIONS MADE UNDER DELEGATED POWERS

8. ANNUAL EXTERNAL AUDIT PLAN AND FEE

The Committee considered a report by the Director of Finance and Resources on the Annual External Audit Plan and Fee.

At the invitation of the Chairman Catherine Morganti from Ernst & Young presented the report to the Committee and took questions from members.

RESOLVED that the Audit Plan, attached as Appendix A to the report, be approved.

9. ANNUAL CERTIFICATION REPORT

The Committee considered a report by the Director of Finance and Resources on the Annual Certification report.

At the invitation of the Chairman Martin Young from Ernst & Young presented the report and took questions from Members.

RESOLVED that the Committee considered and commented on the information contained in the Annual Certification Report 2012-13 submitted by the Council's external auditors.

10. CONTRACTOR QUARTERLY AUDIT REPORT

The Committee considered a report by the Director of Finance and Resources on the audit work undertaken by the Contractor in that Quarter.

At the invitation of the Chairman, Pat Stothard from Mazars presented the report and circulated an additional annex to the report on Ferneham Hall which has been included in Appendix A of the report in Annex 3 pages 64-65.

RESOLVED that the Committee noted the progress and findings arising from the Internal Audit planned work being carried out by the Contractor, as set out in Appendix A of the report.

11. CONTRACTOR INTERNAL AUDIT ANNUAL PLAN 2014/15 (QUARTER 1)

The Committee considered a report by the Director of Finance and Resources on the Contractor Internal Audit Plan for 2014/15 (Quarter 1).

It was explained to the Committee that the Council is currently reviewing the internal audit planning process to make sure it complies with the new audit standards. The service is also reviewing the audit process from the customer's point of view and looking to see if there is any scope to make better use of the audit resources available and to improve the value of the end product of each assignment. As a result an audit plan has only been produced for the 1st quarter of the year with the full plan not being ready until June 2014.

Councillor Whittle raised a concern regarding the impact that the Council's Systems Thinking reviews will have on the internal audit process and the controls on systems that may change as a result of the process. The Head of Audit and Assurance reassured members that the audit team will be looking at services which have undergone a review to give an updated opinion on the adequacy of control, and are also looking at becoming more involved with the systems thinking work as it is undertaken.

RESOLVED that the Committee approves the Contractor Audit Plan for Quarter 1 of 2014/15, as set out in Appendix A of the report.

12. RISK MANAGEMENT PROGRESS REPORTS

The Committee considered a report by the Director of Finance and Resources on Risk Management Progress.

RESOLVED that the Committee notes the content of version 3 of the Corporate Risk Register attached set out in Appendix A of the report.

13. REVIEW OF THE MEMBERS CODE OF CONDUCT

The Committee considered a report by the Director of Regulatory and Democratic Services which reviewed the members Code of Conduct.

Members discussed this item at length regarding the value that should be set for registering of gifts and hospitality. Members felt that it was important that all members had an opportunity to comment on this. It was suggested that the Committee wait to review the registering of gifts and hospitality until Hampshire County Council have reviewed their Code of Conduct. This could then be taken into account as part of Fareham's review of its Code of Conduct for Members which could lead to a more consistent approach.

RESOLVED that once Hampshire County Council have reviewed their Code of Conduct for Members, that this is taken into account as part of the review of Fareham's Code of Conduct for Members and the request from HIOWLA to ensure as far as possible the Codes are consistent and complementary.

14. REVIEW OF AUDIT COMMITTEE WORK PROGRAMME AND ANNUAL REPORT

The Committee considered a report by the Director of Finance and Resources which summarised the work carried out by the Committee in 2013/14 and set out the proposed work programme for 2014/15.

RESOLVED that the Committee:-

- (a) recommends to Council that the content of the report be noted, and
- (b) the Work Programme for 2014/15, as set out in Appendix C of the report, be approved.

(The meeting started at 6.00 pm
and ended at 7.47 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 11 March 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs K Mandry (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: Mrs P M Bryant, Mrs M E Ellerton, J M Englefield and
G Fazackarley and Mrs S Pankhurst (deputising for Mrs S M
Bayford)

Also Present: Councillor T M Cartwright, Executive Member for Public
Protection – minute 7; Councillor Miss T G Harper, Chairman,
Streetscene Policy Development and Review Panel



1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Mrs S M Bayford.

2. MINUTES

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 12 November 2013 be confirmed and signed as a correct record.

3. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

In accordance with Standing Orders and the Council's Code of Conduct, Councillor G Fazackarley declared a non-pecuniary interest in item 6, Petition – Parking in Titchfield (minute 5 below refers).

4. DEPUTATIONS

The Panel received deputation from Mr M Gausden and Mrs P Weaver concerning the petitions in relation to the proposed experimental Traffic Regulation Order for South Street, Titchfield and the First Bus Route 4A (minute 5 below refers).

It was AGREED that Mr Gausden and Mrs Weaver be thanked for their deputations.

5. PETITION - PARKING IN TITCHFIELD

Councillor G Fazackarley declared a non-pecuniary interest, indicating that he was employed by a bus company (not First Bus) that operated bus routes in the Titchfield area.

In accordance with the Council's petition scheme, the Panel considered a petition with 835 signatures entitled 'SAVE THE PARKING' 'This is to save the 20 minute parking bays in South Street (outside the shop)'. The petition related to a proposed Experimental TRO (Traffic Regulation Order) for South Street, Titchfield that would be considered by the Executive Member for Public Protection as an Individual Member Decision. The Panel was invited to refer the petition to the Executive Member to take into account.

The Panel's attention was drawn to the deputations referred to in minute 5 above.

The Panel was also informed of another petition with 147 signatures entitled "OBJECTION PETITION First Bus Route 4A Southampton/Warsash/Fareham" "We the undersigned Residents of Titchfield do feel that the proposed closure of that part of the route that runs along South Street, in Titchfield Village, will be detrimental to the residents of Coach Hill, Bellfield, South St. and Bridge St. areas, to name just a few. No Bus Service in these areas will mean the Elderly and the Infirm will be trapped in their own homes as no other form of Public

Transport is available. We urge all those concerned to retain this valuable service.”

It was noted that this petition had been forwarded to the bus operator, First Bus and to Hampshire County Council. It would also be taken into account by the Executive Member for Public Protection.

It was further noted that a special Titchfield CAT (Community Action Team) meeting had been held on Tuesday 25 February 2014 to discuss proposals for an Experimental Traffic Regulation Order for South Street to resolve issues associated with the 4A local bus service.

The feedback from the CAT meeting, together with the petition would also be taken into account by the Executive Member when the proposed Experimental Traffic Regulation Order was considered.

It was AGREED that:-

- (a) it be noted that the proposed experimental Traffic Regulation Order (TRO) was the subject of a wider consultation exercise, the results of which would be reported to the Executive member for Public Protection;
- (b) it be further noted that, if the local County Councillor objected to the Executive member for Public Protection’s decision in relation to the proposed experimental TRO, the matter would automatically stand referred to the Hampshire County Council Executive Member for Economy, Transport & Environment; and
- (c) the suggestions made in a letter to the Council referred to in one of the deputations be made available to the Executive member for Public Protection.

6. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME - REVIEW OF 2013/14 AND DRAFT FOR 2014/15

The Panel considered a report by the Director of Regulatory and Democratic Services, which reviews the Panel’s work programme for 2013/14 and gives consideration to a draft work programme for 2014/15. ([ppp-140311-r03-gwh](#)).

It was AGREED that:-

- (a) the review of the outcome of the work programme for 2013/14, as shown in Appendix A to the report, be noted;
- (b) the draft work programme for 2014/15 be amended by the deletion of ‘Parking Enforcement Policy’ from 3 June 2014, as this matter only needs to be considered if significant changes are required;
- (c) the Community Safety Manager be requested to invite the Police to attend the meeting on 3 June 2014 to give an update on the Police reorganisation locally;

- (d) subject to (b) and (c) above, the draft work programme for 2014/15, as shown in Appendix B to the report, be approved;
- (e) the draft work programme for 2014/15, attached as Appendix A to these minutes, be submitted to the Council for approval; and
- (f) it be noted that, as part of the departmental reorganisation to achieve savings, the Department of Regulatory and Democratic Services would cease to exist and the services relating to the Public Protection portfolio would be moved to the departments shown below:

Community Safety, Environmental Health, Licensing, Corporate Health & Safety - Department of Community Services;

Parking (Off-street and On-street), Traffic Management, CCTV, Emergency Planning – Department of Environmental Services;

and that Building Control would move to the Planning and Development portfolio and the Department of Planning & Development.

7. COMMUNITY SAFETY STRATEGY AND ACTION PLAN

The Panel considered a report by the Director of Regulatory and Democratic Services on the Community Safety Strategy and Action Plan ([ppp-140311-r01-nba](#)).

The Panel received a presentation from the Community Safety Manager illustrating various aspects of the performance of Fareham Community Safety Partnership and the process for developing the 2014-17 Community Safety Strategy and Action Plan.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that:-

- (a) the work undertaken in delivering the current Community Safety Strategy be noted; and
- (b) any views or comments on the draft 2014-17 Community Safety Strategy and Action Plan, as shown in Appendix A to the report, be submitted to the Community Safety Manager within the next two weeks

8. FOOD STANDARDS AGENCY FOOD SAFETY SERVICE PLAN

The Panel considered a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Food Safety Service Plan.

It was noted that the Plan would be submitted to the Executive on 12 May 2014.

It was AGREED that the Food Safety Service Plan, as shown in Appendix B to the report, be commended to the Executive.

9. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the imminent departure of the Director of Regulatory and Democratic Services, Garry White, thanking him, on behalf of the Panel, for all his help and presenting him with a card signed by members of the Panel.

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

APPENDIX A

**PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL –
DRAFT WORK PROGRAMME 2014/15**

Date	Subject	Type of Item	Training Session/Workshop
3 June 2014	Work Programme 2014/15	Information/Consultation	
	Services Falling Within the Public Protection Remit	Presentation	
	Update on Police Reorganisation		
22 July 2014	Work Programme 2014/15	Information/Consultation	
	Annual Report on Fareham Parking Enforcement Service		
	Annual Health and Safety Performance 2013/14		
	Emergency Planning - Annual Report		
9 September 2014	Work Programme 2014/15	Information/Consultation	
	Air Quality Action Plan Update		
11 November 2014	Work Programme 2014/15	Information/Consultation	
	Traffic Management Programme		

Date	Subject	Type of Item	Training Session/Workshop
13 January 2015	Preliminary review of work programme for 2014/15 and preliminary draft work programme for 2015/16	Monitoring/Programming	
10 March 2015	Review of annual work programme for 2014/15 and final consideration of draft work programme for 2015/16	Monitoring/Programming	
	Food Standards Agency Food Safety Service Plan	Consultation	

To be assigned/possible items for 2015/16:

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 13 March 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs M E Ellerton (Chairman)

Councillor T G Knight (Vice-Chairman)

Councillors: Miss S M Bell, N R Gregory, D L Steadman, Mrs K K Trott and
D M Whittingham

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

The Chairman addressed the Panel on this item to give an update on item 7 of the minutes, regarding the Homeswapper Event that was held at Ferneham Hall on 4 February 2014. 20 residents attended the event, with the majority of them being tenants affected by the removal of the spare room subsidy (RSRS). During the event there were 4 applications made for the discretionary housing payment, 2 of which were successful, 1 unsuccessful and 1 which resulted in an increase in their benefit payment. 3 tenants also registered on the Homeswapper site. Although there were no swaps made during the event, it was felt that the event was a worthwhile exercise and it is hoped that it will be repeated in the future.

It was AGREED that the minutes of the Health and Housing Policy Development and Review Panel held on 16 January 2014, be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Caroline Holmes, Head of Revenue and Benefits, to the meeting and explained to the Panel that Caroline will now be attending the Panel meetings in her newly appointed role of Head of Housing, Revenue and Benefits.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

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

5. DEPUTATIONS

There were no deputations made at this meeting.

6. HEALTH UPDATE

The Panel received a verbal report by the Director of Community on local strategic health issues. He informed the Panel that the Executive Member for Health and Housing had recently attended the Clinical Commissioning Group meeting, in which there were two important papers presented to the Group.

The first paper was concerning the Better Care Fund which should come into effect by 2015/16, the second paper was concerning the Clinical Commissioning Group's 5 year plan which will focus on health improvements across Fareham and Gosport.

The Director of Community advised the Panel that the Chairman of the Clinical Commissioning Group has offered to attend a future meeting of the Panel.

It was AGREED that the Director of Community be thanked for his report.

7. FAREHAM PASSIVE HOUSE SCHEME UPDATE

The Panel received a presentation by the Senior Housing Officer (Enabling) which gave an update on three proposed housing schemes.

The Panel were shown plans of the proposed 2 bedroom “passivhaus” properties in Coldeast Close. It was explained to the Panel that the properties are simplistic in design in order for the properties to be affordable to build. Questions were asked as to how the properties were to be heated. It was explained to members that the construction method used in building the properties would ensure that the properties were very well insulated, had cold bridging and no air gaps, this would help ensure that once occupied they should maintain a temperature of between 18-20°C without the need for additional heating. Each property would be equipped with a mechanical heat recovery system and additional top up heating; the type of top up heating to be provided is yet to be decided.

The Panel was also shown plans for a new proposed sheltered housing scheme at Coldeast, which is currently in for planning permission. The scheme is proposing to contain 11 two bed properties and 25 one bed properties. The Panel commented that the proposed development was well placed and attractive however concern was raised in regards to parking, as it was felt that there is not the provision in the plans for adequate parking.

An update was also given on the proposed scheme in Palmerston Avenue for 16 flats. Members were informed that the original planning application for this development has been withdrawn as concern was raised by the Planning Committee that there was no provision for parking. The plans for this scheme have now been revised but as yet no planning applications have been submitted.

It was AGREED that the Senior Housing Officer (Enabling) be thanked for his presentation.

8. COLLINGWOOD COURT UPDATE

The Panel considered a verbal report by the Director of Community which gave an update on Collingwood Court.

The Director of Community informed the Panel that the building has now been officially named as Collingwood Court and that a stone dedicated to the late Alderman Crouch has been laid on the site by his wife. The project is currently about 6 weeks behind schedule; this was due to the long spell of bad weather at the beginning of the year. However completion of the new building is still planned for March 2015.

It was AGREED that the Director of Community be thanked for his verbal report.

9. HOMELESSNESS STRATEGY 2014-17

The Panel considered a report by the Director of Community on the Homelessness Strategy for 2014-17.

The Panel were given an overview of the changes to the homelessness strategy since 2010. The report gave details of the changes that have occurred since the 2010 strategy was produced; the achievements made from the action plan set out in the 2010 strategy and outlined the main priorities for 2014-17.

The Panel discussed the issue of rough sleepers which has become more apparent recently. It was explained to the Panel that 101 Gosport Road has now taken a tougher approach and excluding those who break the rules for longer periods of time.

It was AGREED that the Panel recommend to the Executive that the draft Homelessness and Housing Options Strategy for 2014-17 and Action Plan, as set out in Appendix A of the report be approved.

10. FINAL REVIEW OF WORK PROGRAMME FOR 2013/14 AND DRAFT FOR 2014/15

The Panel considered a report by the Director of Community which gave a final review of the Work Programme for 2013/14 and the draft Work Programme for 2014/15.

Members were reminded that due to the Annual Council meeting taking place in late May, the Panel meeting scheduled for 8 May 2014 falls within the current municipal year. The first meeting of the new municipal year will therefore take place on 17 July 2014. In light of this, it was proposed that the meeting scheduled for 8 May 2014 be cancelled.

Members were asked to note the proposed work programme for 2014/15 as set out in Appendix C of the report, and were invited to make suggestions for inclusions onto the work programme. The following items were suggested:

- Update on Rent Arrears
- Condition of Housing Stock
- Presentation by Chairman of Clinical Commissioning Group on the CCG 5 Year Plan

It was AGREED that:-

- (a) the outcomes of the Panel's work programme for 2013/14 be noted;
- (b) the proposed work programme for 2014/15, with the addition of the suggested items above, as shown in Appendix A attached to these minutes be approved; and

- (c) the proposed work programme for 2014/15, be submitted to the Council for endorsement.
- (d) the Panel meeting scheduled for 8 May 2014 be cancelled.

(The meeting started at 6.00 pm
and ended at 7.05 pm).

APPENDIX A

**HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2014/15**

<u>MEETING DATES FOR 2014/15</u>	<u>ITEMS</u>
17 July 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update • Affordable Housing Programme 2015-18 • Development Opportunities • Collingwood Court Update
11 September 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update • Disabled Facilities Grants 2014-16
13 November 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Health Update • Review of Homelessness • Welfare Reform Update
15 January 2015	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2014/15 and Draft 2015/16 • Health Update • Annual Review of Housing Waiting List & Allocations Policy • Annual Review of Discretionary Housing Payments
12 March 2015	<ul style="list-style-type: none"> • Final Review of Work Programme 2014/15 and Draft 2015/16 • Health Update • Annual Review of Homelessness Action Plan

Unallocated Items: Update on Rent Arrears
Condition of Housing Stock
Presentation by the Chairman of the Clinical Commissioning Group on the CCG 5 Year Plan

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 18 March 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors: Miss S M Bell, Mrs M E Ellerton, M J Ford, JP, N R Gregory,
T J Howard, L Keeble, Mrs K Mandry, D J Norris and
R H Price, JP



1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Mrs S M Bayford.

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 19 November 2013 be confirmed and signed as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

4. DEPUTATIONS

There were no deputations made at this meeting.

MATTER SUBMITTED FOR CONFIRMATION

5. NOTICE OF COUNCIL RESOLUTION REGARDING TATTOOING, SEMI-PERMANENT SKIN-COLOURING, COSMETIC PIERCING AND ELECTROLYSIS

The Committee considered a report by the Director of Regulatory and Democratic Services on the adoption of additional provisions relating to the bye-laws adopted under section 15 of the Local Government (Miscellaneous Provisions) Act 1982.

RECOMMENDED that the Council adopt Section 120 of the Local Government Act 2003 to enable the existing bye-laws made under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 to be extended to apply to cosmetic piercing and semi-permanent skin colouring.

DECISIONS UNDER DELEGATED POWERS

6. INDIVIDUAL ELECTORAL REGISTRATION

The Committee considered a report by the Director of Regulatory and Democratic Services on Individual Electoral Registration (IER).

The Committee received a presentation from the Democratic Services Manager illustrating various aspects of IER, including details of the preparation, timetable, challenges, opportunities and solutions.

RESOLVED that:-

- (a) the proposed changes to the current electoral registration system be noted;
- (b) the officers be requested to arrange a briefing to advise all members of the Council of the forthcoming changes to electoral registration;

- (c) the officers be requested to note the suggestions to assist in the implementation and promotion of the IER scheme relating to the Summer cycle of Community Action Team (CAT) meetings, Fareham Today and Hampshire Now; and
- (d) a further report be presented to the Committee to review the implementation of IER following the publication of the register of electors on 1 December 2014.

7. MONITORING REPORT ON APPLICATIONS RECEIVED

The Committee considered a report by the Director of Regulatory and Democratic Services on the work associated with the Licensing function.

RESOLVED that the report be noted.

8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2013/14

The Committee considered a report by the Director of Regulatory and Democratic Services reviewing the Committee's Work Programme for 2013/14 and giving consideration to a draft work programme for 2014/15. It was noted that, as referred to in paragraph 4 of the report, owing to the change of date for the local elections, there would be an additional meeting in 2013/14, on 6 May 2014.

RESOLVED that:-

- (a) the progress report on the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as shown in Appendix A to the report, be noted;
- (b) the unassigned item, Annual Health and Safety Service Plan, be added to the work programme for 6 May 2014;
- (c) Review of Implementation of IER (minute 6 (d) above refers) be added to the draft work programme for 2014/15;
- (d) the officers be requested to make arrangements for a follow-up member licensing training session with Peter Savill on review hearings during 2014/15, possibly in July; and
- (e) subject to (c) and (d) above, the proposed draft Work Programme for 2014/15, as shown in Appendix B to the report, be approved.

9. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the Director of Regulatory and Democratic Services, Garry White, thanking him, on behalf of the Committee, for all his work over the years and presenting him with a card signed by members of the Committee.

(The meeting started at 6.00 pm
and ended at 7.02 pm).