

AGENDA FOR THE EXECUTIVE

Date: Monday, 12 May 2014

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

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

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

Councillor B Bayford, Health and Housing

Councillor K D Evans, Planning and Development

Councillor Mrs C L A Hockley, Leisure and Community

Councillor L Keeble, Streetscene



1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting of Executive held on 7th April.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

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

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

Matters for Decision in Public

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

8. Health and Housing

Key Decision Notice

(1) Award of Contract - Emergency Lighting Upgrading Works Contract at Frosthole Close and Garden Court (Pages 7 - 12)

A report by the Director of Environmental Services.

9. Leisure and Community

Non-Key Decision

(1) Fareham Park Project Six Monthly Report (Pages 13 - 18)

A report by the Director of Community.

(2) Genesis Young People's Centre - Proposed New Management Arrangements (Pages 19 - 24)

A report by the Director of Community.

10. Public Protection

Non-Key Decision

(1) Community Safety Strategy (Pages 25 - 58)

A report by the Director of Community.

(2) Food Safety Plan (Pages 59 - 90)

A report by the Director of Community.

11. Planning and Development

Non-Key Decision

(1) Wallington Conservation Area Character Appraisal and Management Strategy: Adoption (Pages 91 - 130)

A report by the Director of Planning and Development.

12. Policy and Resources

Key Decision Notice

(1) Business Rate Discretionary Rate Relief (Pages 131 - 136)

A report by the Director of Finance and Resources.

Non-Key Decision

(2) Daedalus Innovation Centre - Provision of Solar Panels on Roof (Pages 137 - 144)

A report by the Director of Finance and Resources.

13. Exclusion of Public and Press

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

Exempt Matters for Decision

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

14. Policy and Resources

Non-Key Decision

(1) Young Citizen of the Year Award 2014 - 12-18 Year Old Category (Pages 145 - 152)

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

1 May 2014

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 7 April 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
L Keeble, Streetscene

Also in attendance:

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review
Panel

Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee

Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review
Panel

M J Ford, JP, Chairman of Appeals Committee

Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel

D C S Swanbrow, Chairman of Scrutiny Board

Mrs K K Trott, for item 8(1)

P W Whittle, JP, for items 8(2), 8(3), 8(4), 9(1), 9(2) and 11(1)



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Executive Member for Leisure and Community, Councillor Mrs C L A Hockley.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 3 March 2014 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

Councillor S D T Woodward a non-pecuniary interest for item 10(2) as he is appointed as a Hampshire County Council representative to the Project Integra Strategic Board. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

Councillor L Keeble declared a non-pecuniary interest for item 10(2) as he is appointed as Fareham Borough Council's representative to Project Integra and is the Chairman of the Strategic Board. Councillor Keeble remained present at the meeting and took part in the discussion of the item.

Councillor B Bayford declared a non-pecuniary interest for item 10(2) as he is appointed as Fareham Borough Council's deputy representative to Project Integra. Councillor Bayford remained present at the meeting and took part in the discussion of the item.

5. PETITIONS

There were no petitions presented at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

The Executive received comments from the Health and Housing Policy Development and Review Panel regarding the Homelessness Strategy for 2014-17 and Action Plan and took account of these comments in determining the matter at item 8(2) below.

8. HEALTH AND HOUSING

- (1) New Tenancy Agreement

At the invitation of the Executive Leader, Councillor Mrs K K Trott addressed the Executive on this item.

RESOLVED that the Executive:

- (a) approves the new Tenancy Agreement, as appended to the report, and requests officers to issue this as soon as possible to all current tenants on a secure, introductory or flexible tenancy; and
- (b) delegates power to the Director of Community, in consultation with the Executive Member for Health and Housing, to approve minor changes to the Tenancy Agreement.

(2) Homelessness and Housing Options Strategy 2014-17

The comments of the Health and Housing Policy Development and Review Panel were taken into account in consideration of this item (see minute 7 above).

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

RESOLVED that the Executive approves the draft Homelessness and Housing Options Strategy for Fareham 2014 -2017 and Action Plan, attached as Appendix A to the report.

(3) Affordable Housing Programme Update

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

RESOLVED that the Executive:

- a) approves a budget of £5.5 million to fund the development of a new 36 unit sheltered housing scheme at Coldeast, Park Gate;
- b) approves a budget of £854,000 to fund the development of 6 energy efficient 'Passivhaus' homes at Coldeast Close, Sarisbury;
- c) approves a revised budget of £1,850,000 to fund the development of 16 x 1 bedroom flats at Palmerston Avenue; and
- d) authorises the Director of Community to submit a bid for grant funding to the HCA via the Wayfarer consortium to help fund the development of new affordable homes to be built between 2015 and 2018.

(4) Affordable Housing Development Opportunities

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

RESOLVED that the Executive agrees to:

- a) note the list of Council owned sites currently being considered for the delivery of new affordable housing, subject to the inclusion of Privett Road;

- b) authorise the Director of Community to serve notice preventing the sale via the Right to Buy of all existing dwellings situated within the potential development sites listed in this report for a period of up to 5 years; and
- c) grant permission for detailed feasibility work to be undertaken and for planning applications to be submitted as / when proposals have been finalised.

9. LEISURE AND COMMUNITY/POLICY AND RESOURCES

(1) Western Wards Pool - Project Approval

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

RESOLVED that the Executive:

- a) agrees that the new swimming pool and leisure facility be constructed at Coldeast on the land transferred to the Council from the Homes and Communities Agency;
- b) agrees the outline project specification for the swimming pool and leisure facility as detailed in Appendix B;
- c) approves a provisional budget of £7 million for the provision of the new swimming pool, to be funded from the Council's capital reserves and prudential borrowing;
- d) requests officers to bring forward a report exploring the options for replenishing the Council's capital reserves through the sale of existing assets within the Western Wards; and
- e) notes that additional financial resources will need to be identified and allocated at a future date for the access road, the setting out of the cemetery, allotments and construction of a new community building.

(2) Delegated Approval for Community Funding Applications

RESOLVED that the Executive approves delegation of Community Funding applications under £100 to the Director of Finance and Resources (or in their absence the Director of Community).

10. STREETSCENE

(1) Award of Tender - Hedge and Sports Ground Maintenance

RESOLVED that the contract for hedge and sports grounds maintenance over a 5 year term commencing July 2014 is awarded to The Landscape Group Ltd.

(2) Project Integra Action Plan 2014-17

Councillor S D T Woodward a non-pecuniary interest for item 10(2) as he is appointed as a Hampshire County Council representative to the Project Integra Strategic Board. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

Councillor L Keeble declared a non-pecuniary interest for item 10(2) as he is appointed as Fareham Borough Council's representative to Project Integra and is the Chairman of the Strategic Board. Councillor Keeble remained present at the meeting and took part in the discussion of the item.

Councillor B Bayford declared a non-pecuniary interest for item 10(2) as he is appointed as Fareham Borough Council's deputy representative to Project Integra. Councillor Bayford remained present at the meeting and took part in the discussion of the item.

RESOLVED that the Executive approves the 2014-17 Project Integra partnership action plan as detailed in the briefing paper and appendices.

11. PLANNING AND DEVELOPMENT

(1) Welborne Quarterly Financial Update

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

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

12. POLICY AND RESOURCES

(1) Broadcut Depot - Boundary Wall

RESOLVED that the Executive

- a) approves Option 3, detailed at paragraph 14 of the report as the most suitable for taking down and rebuilding the Council's wall adjacent to the Depot; and
- b) notes the risk that the Council will also have to fund the cost to undertake civil engineering works required to install gabions if the 'one off' bid to the Treasury by Defra and the Environment Agency for additional funds is unsuccessful.

13. 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.

14. LEISURE AND COMMUNITY

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

RESOLVED that the Executive approves:

- (a) the selection of four of the candidates nominated, to be formally recognised as Citizens of Honour 2014;
- (b) the selection of one of the candidates nominated, as Young Citizen of the Year (4-11 year olds); and
- (c) that the category for Young Citizen of the Year (12-18 year olds) be temporarily re-opened as the Executive were unable to differentiate between the candidates listed because the nomination reasons were the same for every nominee. Re-opening the category would allow the nominators to provide further details and for other nominations to come forward.

15. PLANNING AND DEVELOPMENT

- (1) Welborne Plan Evidence Studies - Variations to Contracts

RESOLVED that the Executive notes the variation of contracts for work being undertaken by Parsons Brinkerhoff/LDA Design and GVA.

(The meeting started at 6.00 pm
and ended at 6.58 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio: Health and Housing
Subject: Award of Tender – Emergency Lighting Upgrading Works
Contract at Frosthole Close & Garden Court
Report of: Director of Environmental Services
Strategy/Policy:
Corporate Objective: A balanced housing market

Purpose:

To consider the tenders received and award of contract for the upgrade of the emergency lighting and associated removal of asbestos containing materials at two Council owned sheltered housing sites.

Executive Summary:

On the 2 December 2013 the Executive Member for Health and Housing considered a report and awarded the works. The successful contractor then withdrew their offer after failing to comply with the Terms and Conditions of Contract during the pre-contract stage. This report is provided for the Executive as the value of the award now exceeds that for an Executive Member individual decision and provides a recommendation based on the original tenders received. The project is to upgrade existing emergency and external lighting systems including removal of asbestos at two Council owned sheltered housing sites. The need for this work was identified by a recent fire risk assessment.

Recommendation/Recommended Option:

That the tender submitted by the contractor which achieved the subsequent highest overall score, as detailed in the appended evaluation matrix and complied fully with FBC Terms and Conditions of Contract, be accepted and a contract awarded to this company.

Reason:

To ensure that the communal lighting meets current standards, is serviceable and maintains the value of the Council's assets.

Cost of proposals:

The cost of this project is £160,565.43 and will be financed from the previously approved 2013/14 Housing Revenue Account capital budgets.

Appendices: A: Tender Prices and Evaluation Table

Background papers: Exempt by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Award of Tender – Emergency Lighting Upgrading Works at Frosthole Close and Garden Court

Briefing by: Director of Environmental Services

Portfolio: Health and Housing

INTRODUCTION

1. This project is for the upgrading of the existing communal emergency and external lighting systems to two Council owned Sheltered Housing sites at Frosthole Close and Garden Court.
2. Recent fire risk assessments have recommended that the lighting should be upgraded to meet the current British Standards. An assessment of the installation has confirmed the existing emergency and external lighting systems have reached the end of their economic life and full replacement is considered timely to preserve the value of these built assets, and maintain sufficient lighting levels in the event of an emergency or power failure. In order to carry out these works the asbestos containing cladding material present on-site will be removed and replaced with an alternative material.
3. The project was advertised on the South East Business Portal for organisations to submit their expressions of interest and complete a pre-qualification questionnaire. The subsequent applicants were evaluated and the tender list determined.
4. Invitations to tender for the project were issued on 5 September 2013 to seven contractors.

TENDERS RECEIVED

5. The Deputy Executive Leader opened the three returned tenders on the 27 September 2013. The tender price details are presented in the confidential Appendix A
6. The contract documents define a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality.
7. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender.

8. The works were awarded to the contractor with the best overall evaluation score by Executive Member for Health and Housing on the 2nd December 2013.
9. The successful contractor financial standing required the provision of a performance bond. On requesting the bond the contractor found itself unable to comply with Council's Terms and Conditions of Contract. After discussion on alternative options the contractor withdrew their offer.
10. The second placed contractor was then approached and confirmed that their offer would remain open for acceptance until the 30th June 2014.
11. The scores and ranking for the remaining two tenders received are represented in the confidential Appendix A.

RISK ASSESSMENT

12. Many of the usual and identifiable risks initially present in this type of project have been negated through the Council's rigorous and structured procurement process. The selection of contractors has been based on the information provided in the Pre-Qualification Questionnaire (PQQ) which includes checking various company policies, requisite insurances, initial financial checks and seeking technical references. All contractors who were invited to tender were provided with sufficient opportunity to inspect and measure the required services.
13. The works will be procured using a formal JCT Agreement for Minor Works Building Contract 2011, which has been approved as suitable for these works by the Council's procurement solicitor.
14. Regular site monitoring will be carried out by an electrical engineer consultant and a series of project progress meetings will be held during the course of the contract to reduce potential risks.

FINANCIAL IMPLICATIONS

15. The contract value is within the initial estimate of £185,000. The works will be financed from the Housing Revenue Account capital programme previously approved by the Executive on 11th February 2013.

CONSULTATIONS

16. There are no requirements for consultations on this project.

CONCLUSION

17. That the tender submitted by the contractor which subsequently achieved the highest overall score, as detailed in the appended evaluation matrix, be accepted and a contract awarded to this company.

Reference Papers:

Housing Revenue Account Spending Plans, including the Capital Programme for 2013/14.

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

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio:	Leisure and Community
Subject:	Fareham Park Project Six Monthly Report
Report of:	Director of Community
Strategy/Policy:	
Corporate Objective:	Maintain and extend prosperity; Strong and inclusive communities; Leisure opportunities for health and for fun.

Purpose:

This report seeks to update the Executive on the progress of the Fareham Park initiative over the last six months and to briefly outline future activities planned for the area.

Executive summary:

As an important corporate priority, the Fareham Park Project meets a number of the Council's corporate objectives. This report reviews the progress of the Fareham Park Project; an Officer and Member Steering Group which is tasked with identifying solutions and taking a co-ordinated approach to tackling the multiple issues associated with deprivation and poverty in the Fareham Park area of the Borough.

Recommendation/Recommended Option:

That the Executive:

- a) approves the matched funding of £5,000 from the Fareham Park Development budget, towards the 'Clued Up 2 Go' initiative;
- b) notes the progress of the Fareham Park Project;
- c) supports the new priority selected by the Steering Group; and
- d) receives an annual update on the progress of the project, with the next report being April 2015.

Reason:

To provide elected members, partners and the wider community with information on the progress and developments within this important priority area. This work continues to find solutions to tackle the effects of poverty and deprivation. As far as possible, it is hoped that this can be undertaken in partnership with local agencies and the local residents, for the benefit of the local community.

Cost of proposals:

A budget of £20,000 has already been approved by the Council to fund initiatives in the Fareham Park area. It is recognised that this can be used in association with other funding streams to help improve opportunities in the area. As such, £5,000 has been used to match fund the award granted from Hampshire County Council.

Appendices:

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

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Fareham Park Project Six Monthly Report

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. Fareham Park continues to be recognised as one of the most deprived areas in the Borough. This is evidenced by both national and local deprivation indices. In 2010, the Council adopted the project as a Corporate Priority with the aim of working in partnership with the local community and other agencies to reduce deprivation and poverty in the area, in a strategic and coordinated manner in order to improve outcomes.
2. This report provides an interim update on the progress of the Fareham Park Project and the work of the Steering Group. It also details the development of a new initiative aimed at improving opportunities for local young people. This has been assisted with funds secured from Hampshire County Council's Health and Well-Being Fund.

PROGRESS

3. **Fareham Park Steering Group:** The Steering Group is meeting regularly to review and direct future development in the neighbourhood. The membership of the Group has been widened (as and when additional input from other agencies is needed) however a core group are actively involved in the strategic direction. The partnership has helped with mapping the existing opportunities and services working in the area, but more importantly, the group has helped identify gaps and priorities which affect the ability of those living in the area, to improve access to opportunities and influence their ability to gain financial independence.
4. **Neighbourhood Data Collection:** Following the resignation of the post-holder, the role of Project Officer is being covered temporarily with a secondment from elsewhere within the Council. This opportunity has proved very successful in continuing with the momentum made in the local community. The post-holder has also worked hard to identify and track new forms of data so that an accurate neighbourhood profile can be collated. This is also being used to guide and influence the work of the Partnership and enhance our knowledge of the issues in the area.

5. **Emerging Priorities:** initial activity was centred around young people in the 12 –18 year old age group, however, further discussion about how best to tackle the issue of promoting a person’s financial independence and how to positively reduce the overall percentage of benefit reliance, has resulted in a re-evaluation of this age focus.
6. Consequently, the FPSG has re-focussed priority towards young people between the ages of 15 – 25. Initial research is being focussed to review the assistance that is offered to young people in the last few years at school and support is offered with their onward journey to education or employment to ensure that a sound source of financial independence is, where possible, secured and embedded.
7. **Our Place Funding:** In the last four months the government has announced an extension of ‘Our Place’ funding. This is a funding stream designed to give people more power over their local services and to ability to potentially ‘re-wire’ budgets in a neighbourhood, or align them with the needs of a local community, to enable them to be used more effectively. The Community Development Manager (CDM) has registered an interest in joining the programme and has since applied for a grant of approximately £13,000 for a pilot project aimed at improving support and guidance for young people in Fareham Park and helping them secure greater opportunities after leaving school. If successful, a further award of £7,500 may be available.
8. **Public Health and Well Being funding:** In October 2013, Hampshire County Council announced Public Health Funding of £0.5m for local communities. The CDM submitted a bid on behalf of the FPSG for project called Clued Up 2 Go.
9. This initiative aims to improve the engagement of young people with health related issues in Fareham Park, with an initial focus on the provision of sexual health, counselling and signposting to drug & alcohol services, key focus age is 12–18 years olds. This will be achieved through three proposed strands:
 - i. **Clued Up 2 Health**

To provide an accessible point for young people’s health and wellbeing services in Fareham Park and strengthen the information and advice available to all age groups regarding sexual health and helping them to make healthier choices.
 - ii. **Clued Up 2 Access**

To provide access to positive activities and role models whilst providing worthwhile and interesting things for young people to take part in (diversionary activities) which are local, affordable (preferably free) and age-appropriate.
 - iii. **Clued Up 2 Challenge**

To challenge and address domestic abuse in Fareham Park; this element focused upon young people who are both victims and perpetrators of abuse and encourage the wider community to work towards a ‘*zero tolerance approach*’ to domestic violence.
10. A grant of £32,955 has been awarded for ‘Clued up 2 Go’ and Officers are currently working through plans for implementing the projects which are being

developed in connection with this initiative.

11. **Fareham North West Community Association (FNWCA):** As a consequence of the new projects that are being funded by the 'Clued Up 2 Go' grant, usage of the Community Centre is expected to increase substantially. As a result the Project Officer has been working closely with FNWCA to review the current range of equipment and facilities available at the centre, with a view to updating and upgrading some of the furniture and fittings to accommodate the needs new user groups. With support, the Association will be submitting a CATS Grant to contribute towards funding these improvements.

FINANCIAL IMPLICATIONS

12. A revenue budget of £20,000 has been set aside to assist community based projects in the Fareham Park area. As reflected in this report, it is also hoped that other funding will be identified to support relevant activities and up and coming themes.
13. On the recommendation of the FPSG, approval is sought from the Executive to award £5,000 from the Fareham Park budget as matched funding to support the £32,955 recently awarded to the project from the Health and Well-Being Fund. This will provide a total budget of £37,955 for the project.
14. The Project Officer post, which was initially recruited to in April 2013, is separately funded and a commitment has been made to maintaining funds for this post on a fixed term contract for three years.
15. Although the post is currently being covered by a secondment from within the Council, the recent decision to integrate the Council's Community Safety Team in to the Department of Community may create additional opportunities in Fareham Park. It is recognised that there may be the potential to work more closely with some elements of community safety and Supported Families by sharing information; and linking individuals to the positive developments occurring in the neighbourhood that they can take part in.

CONCLUSION

16. This report provides an update on the progress of the Fareham Park Partnership and work in the Fareham Park area to tackle issues associated with poverty, deprivation and benefit reliance. Members are asked to note positive progress made so far and support the commitment undertaken by the Steering Group to direct the strategic focus of the Partnership over the next twelve months.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio:	Leisure and Community
Subject:	Genesis Young Peoples Centre – Proposed New Management Arrangements
Report of:	Director of Community
Strategy/Policy:	To build strong and inclusive communities
Corporate Objective	Leisure opportunities for health and for fun

Purpose:

This report seeks to provide members of the Executive with details of the proposed new management arrangements for the Genesis Young People's Centre in Locks Health.

Executive summary:

Genesis is a Youth Centre for young people in the Western Wards. The Centre opened in 1997. It was developed and is owned by Fareham Borough but since opening seventeen years ago, has been operated under a joint management agreement with Hampshire County Council. Under the terms of the agreement, Fareham Borough Council is responsible for the maintenance of the building, whilst Hampshire County Council has responsibility for managing and operating the Centre on a day-to-day basis and offering youth activities from the building for local young people.

This report provides information on how, by releasing Hampshire County Council from the existing Management Agreement, the proposed changes seek to enhance the operation of the centre, whilst creating greater opportunities for young people in the Western Wards of the Borough.

Recommendation/Recommended Option:

That the Executive:

- (a) notes that Hampshire County Council has agreed to terminate the Management Agreement in relation to Genesis and return the building to Fareham Borough Council, with effect from 31 May 2014;
- (b) agrees to grant Y-Services a tenancy at will (for up to two years) in return for developing and promoting a programme of youth activities from the centre;
- (c) requests the Leisure and Community Panel to review the proposed arrangements after 12 months of operation; and

(d) agrees that Fareham Borough Council holds the funds for the Genesis Management Committee, pending a review of their constitution, enabling them to hold funds in their own right.

Reason:

It is anticipated that the new management arrangements proposed for Genesis will enable the Centre to operate more effectively for the local community, creating greater opportunities for local young people to access.

Cost of proposals:

The options outlined in this report should not require any additional funding and can be accommodated within existing resources.

Appendices:

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Genesis Centre – New proposed management arrangements

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. This report provides members with an update on the proposed new management arrangements for Genesis Youth Centre in Locks Heath.
2. As well as providing some historical background to the establishment of the building, this report also provides information on how, by releasing Hampshire County Council from the existing Management Agreement, the proposed changes should enhance the operation and sustainability of youth work in the area. The proposals also seek to strengthen the role of the facility for young people in the Western Wards of the Borough.

THE PROVISION OF YOUTH FACILITIES

3. Although there is no statutory duty for the Borough Council to provide community buildings, it is recognised that the provision of local recreational facilities provides many opportunities to encourage local people to become involved in community activities and gain a sense of belonging to the area around them.
4. It is acknowledged that the provision of dedicated youth facilities provides young people with an accessible place in which to meet and socialise, whilst being in a safe and supervised environment. Many young people benefit from the vast array of activities offered at the Borough's Youth Centres, helping young people on the path to responsible citizenship and progression into adult life.
5. Additionally, the provision of youth centres also enables local young people to undertake a variety of opportunities and activities, which they may otherwise be unable to access. It is acknowledged that the network of voluntary youth projects across the Borough are a valuable resource; local charities and community associations now provide these much needed services with the support of grants and contributions, in place of the traditional youth services once provided by Hampshire County Council. As well as recreational opportunities, youth work also provides help, support and guidance for young people, being of particular benefit to those without supportive family networks or who do not thrive in a school environment.

BACKGROUND TO THE DEVELOPMENT OF GENESIS

6. In the early 1990's, with a growing population in Locks Heath and the surrounding wards, it was acknowledged that limited recreational facilities existed to meet the needs of residents living in these areas. In particular, the absence of a place where young people could meet and socialise in a safe environment was recognised to be of key importance to the local community.
7. The Council commissioned a piece of research to determine the real needs of young people living within the Western Wards of the Borough. The results of the research suggested that the many of the needs could be met through the development of a new, purpose-built youth facility, which would be easily reachable by local young people.
8. Following a report to the Policy and Resources Committee on 22 September 1992, the proposed development of a new youth facility within the Western Wards was approved by the Council. In order to ensure that the new centre was innovative and met the perceived needs of local young people, it was agreed that a partnership approach would be most effective in developing the facility.

FUNDING CONTRIBUTIONS

9. The proposed cost of developing the new youth facility was estimated to be in the region of £320,000. Funding of £200,000 was set aside from the Western Wards Social Infrastructure Fund. The remaining costs were funded through grants from other agencies and a further sum of £50,000 was allocated towards the new youth facility by the Policy and Resources Committee.
10. As their contribution to the partnership, Hampshire County Council agreed to support the Council's financial investment by committing revenue funding to staff and manage the facility as a local base for youth work. This commitment was underpinned by a joint Management Agreement, which was reviewed in 2007 and is not due to expire until 2017.
11. Originally the centre was open on a daily basis and was operated by a full-time Youth Worker, supported by up to ten members of part time staff and numerous volunteers. The management of the Centre was overseen by a voluntary Management Committee, which still exists and takes an active role in guiding the direction of the facility, with the support of each local authority.

LACK OF SUPPORT FROM PARTNERS

12. However, following a number of staff changes, a prolonged period of closure and more lately, severe budget cuts to Youth Support Services which have drastically reduced funding for services; Hampshire County Council has struggled to maintain a regular programme of activity at Genesis. Unfortunately this has had a detrimental consequence on young people in the community as well as negative effects on perceived anti-social behaviour and ramifications for the wider community.
13. In February 2012, it was considered by both Fareham Borough Council and Genesis Management Committee (GMC) that Hampshire County Council was in breach of the Management Agreement and it was decided that action would be taken by Fareham Borough Council. It was agreed that it was in everyone's interests to reach an acceptable dissolution to the partnership, whilst leaving a legacy for this important facility to continue. The Council's Community Development Manager has been working closely with Genesis Management Committee to identify external partners to manage

the Centre, in order to protect the facility for local young people.

Y SERVICES FOR YOUNG PEOPLE

14. Y- Services for Young People is a local youth work charity, which currently operates a variety of sessions around the Borough. Several of these opportunities are operated with funding from Hampshire County Council, among other supporters and funders to provide 'commissioned' youth services. As a relatively young charity, Y Services is hoping to strengthen its identity within the Borough and is keen to secure a local 'base' from which to co-ordinate activities.
15. Towards the end of last year, Y Services approached the Director of Community to enquire about the possibility of utilising available youth accommodation within the Borough, with a view to establishing a local base. As the main provider of commissioned activities in the Western Wards, Y Services already operates from the Genesis Centre and is an active member of GMC.
16. Following negotiations with the Chairman of Genesis Management Committee, Director of Community and the Community Development Manager, a formal proposal has been received from Y-Services.

PROPOSED NEW MANAGEMENT ARRANGEMENTS

17. In summary, the new, proposed management arrangements will see permission granted by Fareham Borough Council to Y Services to occupy the Genesis Centre under a two year 'Tenancy at Will' agreement. Hampshire County Council will be released from the existing arrangements altogether. In return, Y Services agrees to pay a peppercorn rent for the term and 'manage' the building on behalf of the Council. Management duties will consist of :
 - General caretaking duties, liaison with hirers
 - Manage centre bookings on behalf of Genesis Management Committee
 - Supporting Genesis Management Committee with meetings and further development opportunities
 - Act as the responsible person for the health & safety of the building
 - Pay all utility costs (Gas, Electricity, Water charges, Sewerage charges)
 - Operate the recording studio and maximise income in this area

In addition to the duties proposed, all parties are keen to see the Centre flourish and strengthen under these new arrangements. Therefore Y Services has also submitted a Development Plan for building the capacity of the Centre, maximising income streams with a focus of creating more youth opportunities at the facility.

RELEASING HAMPSHIRE COUNTY COUNCIL FROM THE AGREEMENT

18. The County Council has been informed of Fareham Borough Council's intention to bring the agreement to an end with effect from 31st May 2014. In doing so, the Community Development Manager has recently met with officers and members from Hampshire County Council to agree an acceptable dissolution to the partnership and a clear way forward.

19. So that future management for the building can commence on a positive basis, Hampshire County Council has agreed that all of its existing responsibilities and liabilities in relation to the building will be fully discharged by the termination date. Hampshire County Council has also agreed that:
- All hiring revenue be transferred in its entirety to Fareham Borough Council (to be held on behalf of the Genesis Management Committee) until the new arrangements are in place.
 - All equipment, fixtures and fittings should remain at the centre as they were purchased in good faith for the benefit of young people in Western Wards.
 - To undertake remedial action to ensure the building in a good state of repair and in sound decorative order, as it would have been when the County's occupation commenced. This includes redecoration throughout to the inside of the Centre and all carpeted areas are professionally cleaned.

CONCLUSION

20. This report provides members with an overview of the Genesis Youth Centre in Locks Heath. Having considered the historical background to the establishment of the building, as well as the Council's responsibilities in relation to the operation of the building, it is hoped that members support this development to strengthen and maintain the provision of a specially dedicated resource for young people.
21. It is recognised that the Genesis Centre has greatly suffered in the last eight years from a lack of resources, minimal staff co-ordination and the absence of on-site management. This has resulted in the gradual decline of this valuable resource.
22. It is hoped that now a satisfactory dissolution of the partnership with Hampshire County Council has been reached, the operation of the building will significantly improve. If agreed, new arrangements with Y Services will signal a change in the direction of local opportunities for young people and support a host of new partnerships and initiatives being co-ordinated from the Centre.

Reference Papers:

Reports to Policy and Resources Committee - 'Genesis Youth Project';

- 1 November 1994
- 10 April 1997

Reports to Leisure Services Committee - 'Genesis Youth Facility';

- 24 October 1995
- 3 September 1996
- 25 March 1997

Special Meeting of the Leisure Overview Panel - 'Genesis Youth Centre'

- 5 September 2002

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio:	Public Protection
Subject:	Community Safety Strategy
Report of:	Director of Community
Strategy/Policy:	
Corporate Objective:	A safe and healthy place to live and work

Purpose:

This report details the Community Safety Strategy and Action Plan that each Community Safety Partnership is required by the Home Office to produce and sets out how Fareham's Partnership will tackle the identified priority crimes.

Executive summary:

The Crime and Disorder Act 1998 requires Fareham Borough Council to work together with the statutory and invited partners to develop and implement a Strategy to reduce crime and disorder in the Borough of Fareham.

A Strategic Assessment was undertaken in 2013 and this identified the priority areas of work and enabled the development of a strategy and Action Plan to reduce crime, disorder and anti-social behaviour in the Borough over the next three years. This will be refreshed each year to ensure the plan is up to date, relevant, fit for purpose and focuses on the current issues. This analytical document informs the new Community Safety Strategy. The priorities that were identified and which are reflected in the current strategy are;-

- Providing Public Re-assurance
- Reducing Anti-social Behaviour
- Reducing Crimes Associated with Drugs and Alcohol
- Reducing Violent Crime including Domestic Violence
- Reducing Re-Offending

The Strategy has been developed by all the partners of Fareham's Community Safety Partnership and offers a fully joined up, multi-agency and targeted approach to community safety work in Fareham.

Recommendation/Recommended Option:

That the Community Safety Strategy 2014-2017 and the actions contained therein be endorsed by the Executive and be recommended to the Council for approval.

Reason:

Fareham Borough Council is a statutory member of Fareham's Community Safety Partnership. The development and implementation of the Strategy to reduce crime and disorder in the Borough of Fareham is a statutory requirement under the Crime and Disorder Act 1998.

Cost of proposals:

All costs associated with the Community Safety Strategy will be dependent on financial support from the Office of the Police and Crime Commissioner.

Appendices: **A: Community Safety Strategy 2014-17**

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Community Safety Strategy

Briefing by: Director of Community

Portfolio: Public Protection

INTRODUCTION

1. Fareham's Community Safety Partnership was established in 1998 in response to the Crime and Disorder Act 1998. The Partnership is made up of a number of agencies and organisations that work in partnership to tackle crime across the Borough of Fareham by undertaking a strategic assessment in relation to crime and disorder, identifying key local priorities and developing strategies to effectively reduce crimes, anti-social behaviour and criminal damage that have been highlighted.
2. Underpinning the Partnership's ability to reduce the occurrence of each of these crime types is the need to tackle persistent offenders and deter the development of criminal behaviour by juveniles. Therefore, the Partnership also has a statutory duty to deliver a Reducing Re-offending Strategy.

FAREHAM'S COMMUNITY SAFETY STRATEGY 2011-13

3. Fareham Community Safety Strategy 2011- 2013 has reached its conclusion and the annual Action Plan set out within this document has been completed successfully. Progress against these actions has been overseen by the Fareham Community Safety Partnership and effective monitoring, tasking and co-ordination has taken place through the Performance Group, the Anti-Social Behaviour Panel and the fortnightly Community Tasking and Co-ordinating Group (CTCG) meetings.
4. During the three year plan period in Fareham there has been an 11.3% (567 incidents) reduction when comparing the period from 1 April 2012 to 31 March 2013 to the period from 1 April 2010 to 31 March 2011. The results are reflected in the fact that the Fareham Community Safety Partnership is currently the third best performing Community Safety Partnership in Hampshire in terms of crimes per 1000 households and the third best performing partnership in our Most Similar Family Group (MSG) group of local authorities. The challenge is that this performance is maintained and delivered through the new strategy and action plan year on year reduction of the incidents of crime, disorder and antisocial behaviour. The challenge is that this performance is maintained and delivered through the new strategy and action plan.

FAREHAM'S COMMUNITY SAFETY STRATEGY 2014-2017

5. The Community Safety Strategy is informed by the findings of the Strategic Assessment 2013 which identified five main priority areas which are:-
 1. Providing Public Re-assurance
 2. Reducing Anti-social Behaviour
 3. Reducing Crimes Associated with Drugs and Alcohol
 4. Reducing Violent Crime including Domestic Violence
 5. Reducing Re-Offending
6. Fareham's Community Safety Strategy and Action Plan can be found at Appendix A. The Strategy cross references the Police and Crime Commissioner's priorities and is transparent in identifying the budget allocation and the monitoring of each action by a nominated member of the community safety team who has responsibility for the delivery of that particular action. Innovative initiatives such as mediation and caution clinics show we are working at early intervention to prevent behaviour escalating. Delivering the Supporting Troubled Families Programme is a main feature of the new Strategy.

FINANCIAL IMPLICATIONS

7. In previous years, Fareham's Community Safety Partnership received funding allocation from the Safer and Stronger Communities Fund and the Area Based Grant held by Hampshire County Council. These funding streams have ceased and bids are now made to the Police and Crime Commissioner.
8. The Police and Crime Commissioner has set in place a strategy which stipulates that any successful bid will have an effective project plan in place, along with an evaluation and a link to at least one of the PCC's priorities identified within the Police and Crime Plan.
9. Fareham's Community Safety Partnership were successful in obtaining funding to the sum of £13,100 to deliver Access All Areas in 2013 and initiatives to reduce anti-social behaviour and to reduce violence associated with the night time economy.
10. Fareham's Community Safety Partnership applied for funding in relation to Access All Areas (in collaboration with Winchester Community Safety Partnership) and Taxi Marshals for 2014 and has received an offer to carry out both of these activities to the sum of £43,000. An additional £1,750 has also been awarded for the trial of a mediation service to tackle low level anti-social behaviour, particularly neighbour disputes and finally an allocation of funding in the region of £9,000 will be passported to Fareham Community Safety Partnership to deliver initiatives around victims of anti-social behaviour.
11. It is important to sustain funding and ensuring that it is being used effectively by monitoring the annual action plan's progress and being able to evaluate the successes of the initiatives being implemented.
12. Fareham Borough Council has already mainstreamed the community safety team's posts which reflects the Council's commitment in delivering the corporate priority of Fareham being a safe and healthy place to live and work. The core team consists of one manager, two part time community safety officers, a part time

analyst (who is currently seconded to the Fareham Park Project Officer role) and an anti-social behaviour officer who all work with our community safety partners in delivering the actions contained within the Community Safety Strategy and Action Plan.

13. Fareham Community Safety Partnership also hold £10,000 to discharge our statutory function imposed by the Domestic Violence, Crime and Victims Act (2004) to establish a Domestic Homicide Review should one need to be undertaken in Fareham.

CONSULTATIONS

14. On the 20 February 2014 the Community Safety Strategy 2014-2017 was presented to Fareham's Community Safety Partnership for comment. It was also presented to the Fareham and Gosport Domestic Abuse Forum for comment as well as to the Council's Public Protection Policy Development and Review Panel on 11 March 2014. All the comments that have been received have been incorporated into the Strategy which is now being reported to the Executive.
15. As part of the continuing process of consultation and as part of the review and monitoring of the plan, the Strategy and Action Plan was placed on the Community Safety Partnership's website.

OPPORTUNITIES

16. Community Safety within the Council is moving to the Department of Community Services and this will provide opportunities for even closer working with the Housing and Community Development teams that will enable more synergy in dealing with community safety related matters.
17. There are also further opportunities for collaborative and co-located working, especially with the police, clinical commissioning groups and probation. The police analysts have submitted a bid to the PCC to enable them to provide information and data in a more consistent and co-ordinated way to inform our community tasking and co-ordinating group as well as provide a strategic assessment and this will supplement the work that is already undertaken by the council's community safety analyst

RISK ASSESSMENT

18. The risks associated with this report are related to the financing of the plan and this has been addressed in the paragraphs on the funding implications.
19. It will also be important to closely monitor the changes in legislation including the new Ant-Social Behaviour, Crime and Policing Act. The impending privatisation of the Probation Service and restructure of Hampshire Constabulary could have an impact on the way that community safety is delivered through the workings of Community Safety Partnerships in the future.

CONCLUSION

20. Fareham's Community Safety Plan 2014-17, attached as Appendix A, has been developed, using the comprehensive Strategic Assessment 2013 as solid evidence base and provides the opportunity to fully integrate co-ordinated

partnership working into community safety work at Fareham. This targeted approach offers real opportunities to reduce incidents of the types of crime and disorder that have been identified as an issue for the Borough and, once funding is determined and coordinated working identified, will continue to make a major contribution to maintaining Fareham as a safe place to live and work.

Reference Papers:



STRATEGY 2014-2017



Fareham Community Safety Strategy 2014-17

Fareham is a safe place, however Fareham's Community Safety Partnership want to ensure that it is made even safer by all the partner agencies continuing to working together.

The Partnership's challenge is that the good performance and progress that was achieved through the delivery of the 2011-13 Strategy and Action Plan is maintained and delivered through the new strategy and associated action plan. The 2013 Strategic Assessment that was undertaken to identify the patterns of crime and disorder in the area has identified five priority areas. Through the new strategy and action plan and by effective partnership working we are committed to and focussed on achieving reductions in incidents of anti-social behaviour, violent crime and crime related to alcohol or drugs.

Whilst the Partnership operates in a climate of tighter financial pressures and reduction in funding and resources it is continuously looking to identify better and more efficient ways of working. One area of good practice is having some of our partnership colleagues such as the Youth Offending Team, Integrated Offender Management, Transform and Department of Work and Pensions co-located in Fareham Borough Council's Civic Offices making working on community safety initiatives much easier. By listening to our communities and through a focussed approach to tackling priorities, closer partnership working and more effective use of resources we will strive to deliver the actions contained in the plan. After Simon Hayes, Hampshire's first Police and Crime Commissioner visited the Partnership he said "I've been very impressed with Fareham's Community Safety Partnership; the different agencies are working together with one purpose. The work that's done is innovative and successful to protect the residents from harm. There are social problems that need to be addressed in the community in Fareham and the CSP supports people, addresses those problems and tries to reduce reoffending."

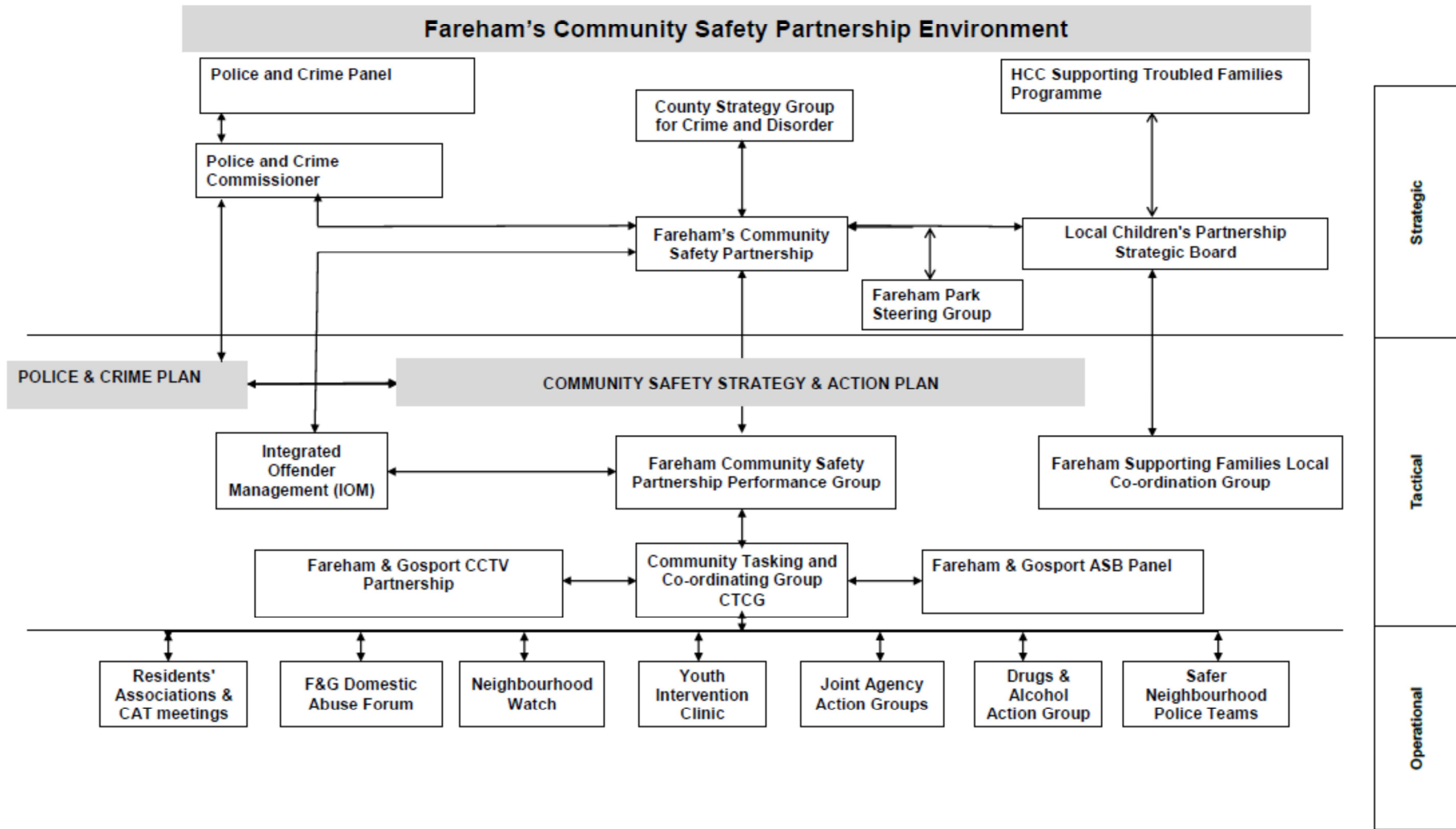
There are risks faced by the Partnership, especially diminishing resources, the uncertainty behind changing legislation such as the introduction of the current Anti-Social Behaviour Bill and the tools and powers it will bring with it. The Transforming Rehabilitation of Offenders agenda also changes the landscape of community safety and we have to be optimistic that the change to privatisation will provide opportunities to the Partnership and aid the reintegration of offenders.

However, despite being one of the safest areas in Hampshire, we cannot be complacent and we will continue to find better, more efficient ways of working, with the objective of achieving year on year reductions in crime to ensure that Fareham remains a safe place to live, work and visit.



Councillor Trevor Cartwright, Deputy Leader and Executive Member for Public Protection and deputy member of Hampshire's Police and Crime Panel

Councillor Arthur Mandry, Chairman of Fareham's Community Safety Partnership and Fareham's representative on Hampshire's Police & Crime Panel



The various organisations and relationships that Fareham Community Safety Partnership has are highlighted in the above diagram. The diagram highlights the links with the Partnership and the importance of the Community Safety Strategy and Action Plan.

Partners' role in Fareham's Community Safety Partnership

The following organisations work together to tackle crime, disorder and antisocial behaviour in Fareham. Collectively these organisations are known as Fareham`s Community Safety Partnership. The Partnership is made up of the following statutory and invited partners.

<u>Statutory Partners</u>	<u>Role and contribution to community safety</u>
Fareham Borough Council	Plays a part in making Fareham a safe and healthy place to live and work. Fareham Borough Council's New Corporate Strategy reflects the important role of community safety, by confirming one of its priorities as ensuring Fareham is 'A Safe and Healthy Place to Work' - a firm commitment to work with Community Safety Partners, in order to continue to the reduce anti-social behaviour and crime conducted in Fareham
Hampshire Constabulary	Plays a part in making Fareham a safe place to work and live as reflected in the main priorities of the Constabulary's Policing Plan 2010-2013. Providing an excellent service - An active presence in every neighbourhood- Catching criminals and managing offenders - Protecting our communities from crime and harm - Making the most of our resources - Equipping our team to deliver
Hampshire County Council	Hampshire County Council's overarching priority in relation to community safety is about developing and supporting stronger, safer communities for all by protecting vulnerable people, maximizing safety in Hampshire and helping you people to live positive lives and help diverse communities to feel secure.
Fareham and Gosport Clinical Commissioning Group	F & G Clinical Commissioning Group is responsible for making sure that local people get the health service they need and ultimately improve health, wellbeing and healthcare in Fareham and Gosport. The CCG will work with patients and the public to transform the way healthcare is delivered so that it continues to be affordable and accessible to everyone.

Hampshire Fire and Rescue	Plays its part in making Fareham a safe place to work and live by targeting it's activities in the areas of prevention protection and response. In line with our corporate priorities and through partnership working and community engagement we will work to; improve fire safety in the home; reduce arson; reduce preventable accidents; support road safety; support youth engagement; focus resources on those most vulnerable; reduce the risk in the built environment and; reduce the impacts of fire and our activities on the environment.
Probation Trust & CRC	Probation plays a part in reducing reoffending by supervising offenders in the community ,working with offenders in custody and helping their resettlement when they are released. Offenders on Community Payback contribute towards community projects suggested by the local community within the Fareham area Working within IOM based at the council's offices it is envisaged an even closer working relationship with the local Community Safety Partnership
<u>Invited Partners</u>	
Neighbourhood Watch	Assists residents in enhancing good citizenship and community spirit by taking responsibility for their own safety and that of their family, friends and neighbours. Continuing to work closely with the Police and reporting anything suspicious and encouraging a two way flow of information, passing on relevant crime prevention and crime trends to residents and to reduce fear of crime
Her Majesty's Court Service	Fundamental part of the criminal justice system. The Magistrates Court hears fact and trials relating to minor offences and undertakes the committal process to transfer more serious cases to Crown Court. The Magistrates Court ensures that offenders are dealt with in a timely manner and work with other community safety partners to deliver appropriate sentences

Fareham Youth Council	Ensuring that young people in Fareham are represented on Fareham's Community Safety Partnership and can contribute to making decisions to guarantee Fareham is a safe place for young people to live
Hampshire Youth Offending Team	Hampshire Youth Offending Team is a multi-disciplinary body that works within Children's Services and the Criminal Justice System and aims to prevent offending behaviour by children and young people aged 10-17 years old. Hampshire YOT works to prevent crime and anti-social behaviour, community supervision of offenders and resettlement of young people from custody
Fareham & Gosport Drugs and Alcohol Action Group	To provide stakeholders a forum to help support raise awareness of local issues, identify gaps, share good practice in the substance misuse field and link with the Health and Wellbeing agenda

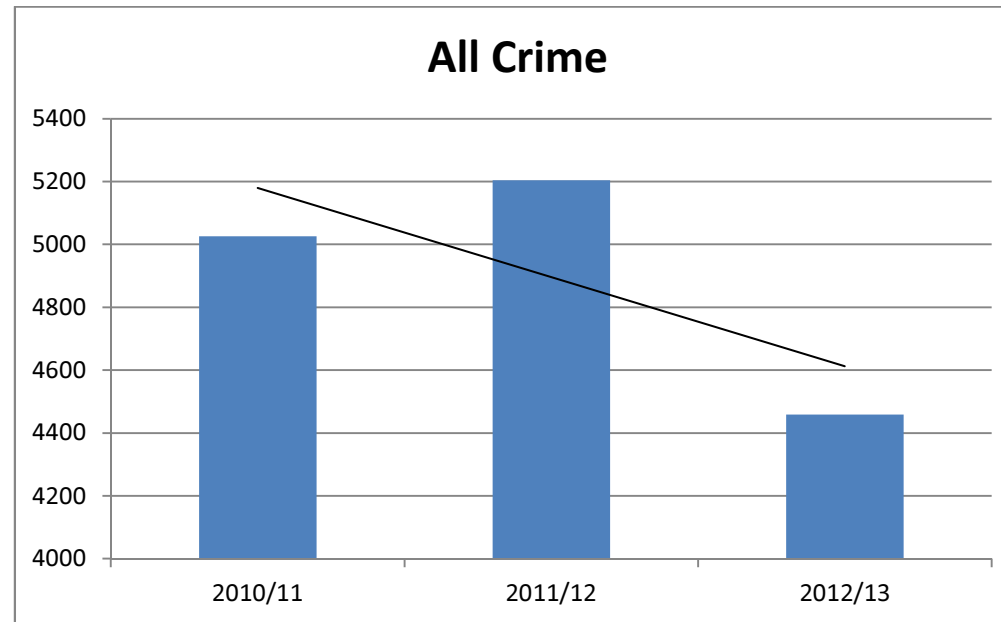
Executive Summary

The Crime and Disorder Act 1998 requires Fareham Borough Council to work together with the statutory and invited partners to develop and implement a Strategy to reduce crime and disorder in the Borough of Fareham.

A Strategic Assessment was undertaken in 2013 and this identified the priority areas of work and enabled the development of a strategy and Action Plan to reduce crime, disorder and anti-social behaviour in the Borough over the next three years. This will be refreshed each year to ensure the plan is up to date, relevant, fit for purpose and focuses on the current issues. This analytical document informs the new Community Safety Strategy. The following priorities were contained in the 2011 - 2013 Community Safety Strategy:

- Public Reassurance and Community Engagement
- Reducing anti-social behaviour
- Reducing crimes associated with drugs and alcohol
- Reduce violent crime including domestic abuse
- Reducing criminal damage including arson
- Preventing and reducing re-offending

The table below depicts the downward trend in overarching crime recorded for the period from 1 April to 31 March for 2011, 2012 and 2013 in Fareham. In Fareham there has been an 11.3% (567 incidents) reduction when comparing the period from 1 April 2012 to 31 March 2013 to the period from 1 April 2010 to 31 March 2011.



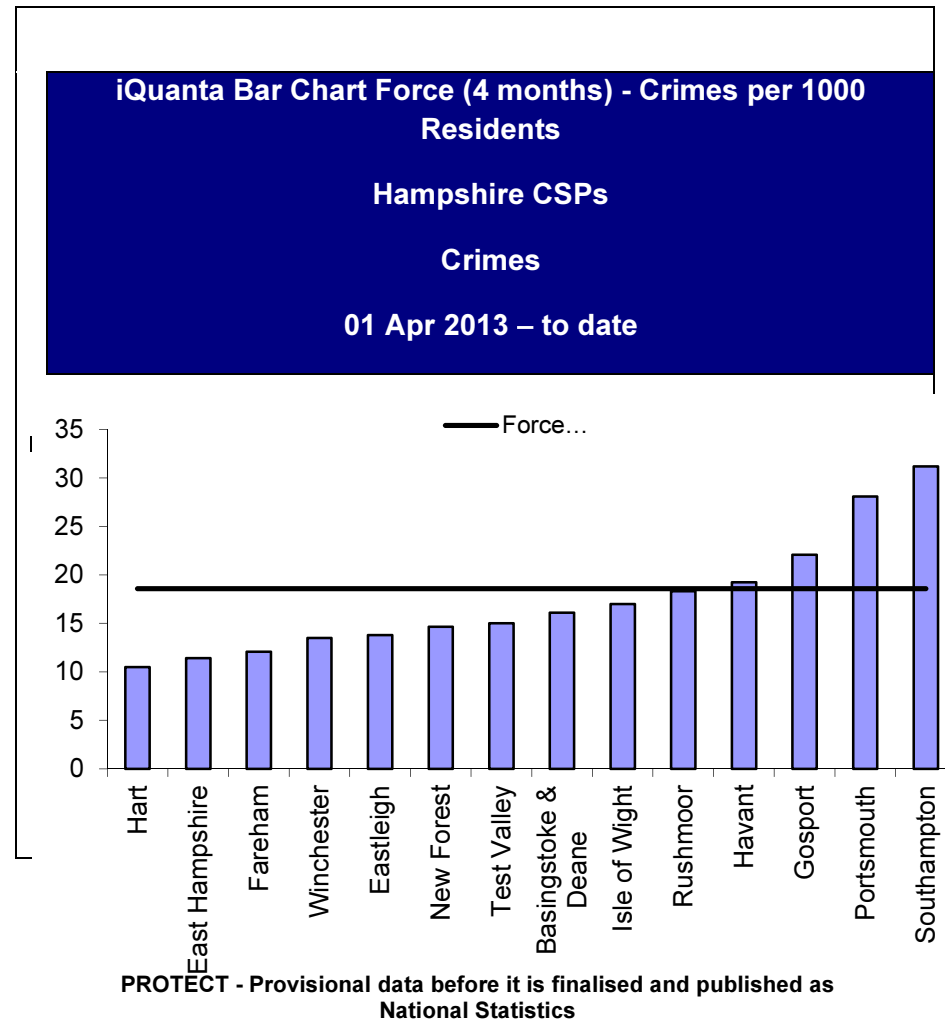
The key achievements that were delivered could be described as:

- Anti-Social Behaviour - reduction of 24.15% (931 occurrences) (previous year not comparable due to re-categorisation of ASB)
- Violence against the Person – reduction of 10.3% (106 incidents) (previous year reduction of 18.5% (230 incidents))
- Criminal Damage and Arson - reduction of 19.4% (192 incidents) (previous year increase of 1.9% (19 incidents))
- Other Theft and Handling – reduction of 14.1% (175 incidents) (previous year increase of 8.4% (106 incidents))

These reductions were achieved through a number of initiatives and actions that were contained within the Action Plan and these are summarised under each of the priorities that were contained within the strategy.

How do we compare to other Community Safety Partnership's?

The following chart shows that Fareham is the 3rd best performing CSP within Hampshire Force average is 18.597, Fareham average 12.079 crimes per 1000 residents. Fareham is also the 3rd best performing CSP within our Most Similar Family Group (MSG) in England and Wales.



Residents Survey

The most recent Fareham Residents Survey was conducted in 2013. The Residents survey was designed to provide a definitive picture of the views, perceptions and experiences of those who responded - the results are used by local public services to make sure their policies provide what residents want. It was established that:

- 90% thought that the police and Fareham Borough Council were successfully dealing with crime, antisocial behaviour and neighbour nuisance, compared to 88% in 2011 and 67% in 2009.
- 84% thought that teenagers hanging around in public places was not a problem, 10% more than in 2011
- 92% did not think there was a problem with people using or dealing drugs, 9% more than in 2011.
- 89% thought that people being drunk or rowdy in public places was not a problem, 9% more than in 2011.
- 86% of people did not think that feeling unsafe on a night out was a problem in Fareham.
- 99% of people thought there was no problem with abandoned or burnt out cars, compared to 95% in 2011.
- 91% did not think there was a problem with vandalism, graffiti and other deliberate damage to property or vehicles, 11% more than in 2011.

Although 90% of Fareham's residents thought that the police and Fareham Borough Council were successfully dealing with crime, antisocial behaviour and neighbour nuisance, there are still 10% of residents that have never heard of the good work the Partnership are undertaking. Therefore there is a need to further highlight and promote the successes and positive work that is being undertaken in making Fareham a safe and healthy place to live, work and visit.

Fareham Community Safety Partnership's Priorities 2014-2017

The Strategic Assessment 2013 identified that the priority areas that the Partnership should focus on are ;-

- 1. to provide public reassurance and community engagement**
- 2. to reduce anti-social behaviour**
- 3. to reduce crimes related to drugs and alcohol**
- 4. to reduce violent crime, including domestic abuse**
- 5. to prevent and reduce re-offending**

Between April 2014 and March 2017 Fareham's Community Safety Partnership will work to achieve the delivery of these priorities. The priorities will have a certain amount of overlap as the priorities cross crime boundaries. The actions contained within the Action Plan will be kept under review as this is a living and continually evolving document that will reflect the work required being undertaken in order to deliver the partnership's objective of making Fareham a safe place to live, work and visit.

Each of the Priority areas has a clear action plan which identifies how the initiatives will be delivered, who the lead agency is, how much funding is allocated to the initiative and finally who within the Community Safety Partnership will be responsible for ensuring performance is monitored and on track.

Looking ahead

Fareham will have to look to delivering the same, if not better results using less money. Resources are set to diminish and we will have to find better and more efficient and innovative ways of working. There will be occasions when joint initiatives and cross boundary working will have to be the way forward. Fareham's Community Safety Partnership will have to continually self-assess and look at the possibility of collaborative working with neighbouring CSPs. This is demonstrated by joint working with Gosport CSP with the ASB Panel, Environmental Health Partnership and Domestic Abuse Forum and delivering the Access All Areas initiative with Winchester CSP.

The Partnership needs to ensure that it considers best value and delivers value for money in a coordinated way, clearly identifying priorities to determine and deliver resources. The Partnership will have to identify final objectives and outcomes it wants to achieve and acknowledge that there will be cross cutting financial, social, departmental and strategic issues like health, housing, education and employment that will inevitably contribute toward reducing crime. The Partnership needs to be innovative in its approach and where appropriate pursue opportunities to co-locate and work closely with partners and agencies. Currently the Youth Offending Team, Department for Work and Pensions and the Integrated Offender Management Team are located in the same building as Fareham's Community Safety Team and other Council services, giving all partners a chance to achieve enhanced, co-ordinated partnership working and this is to be encouraged.

Fareham's Supporting Families Programme is the local programme that delivers Hampshire County Council's Supporting Troubled Families Agenda. Multi-agency working to deliver sustainable outcomes for families to improve anti-social behaviour and address criminal activity, improve attendance at school and get people back to work is the way forward. Community Safety Partners, County and District Council departments are working together with registered social landlords, the Department for Work and Pensions and educational establishments to provide a holistic approach to improve the lives of whole families. There are links between this Programme and one of Fareham Borough Council's corporate priorities, The Fareham Park Project.

Fareham's Community Safety Partnership has established good working practices with the Police and Crime Commissioner and the Clinical Commissioning Groups and these are excellent opportunities to develop further synergy and added value in the work that is being undertaken.

At present the Crime and Disorder Scrutiny function into the work of the Fareham Community Safety Partnership is carried out by the Council's Scrutiny Board and a report is made on an annual basis to the Board.

The delivery of this Strategy and Action Plan is not without its risks. Indeed these are financial risks which relate to the success of the funding bids that are made to the Police and Crime Commissioner and the ability of the partners to provide the necessary commitment and resources in order to deliver the actions contained within the Strategy. Partner organisations, including the Council are facing financial pressures, the Police are streamlining Safer Neighbourhood Policing Teams and Hampshire County Council has also recently announced the proposed loss of Accredited Community Safety Officers as of December 2014. Privatisation of the Probation Trust (Transforming Re-habilitation of Offenders) also needs to be closely monitored to ensure that this does not adversely impact upon the work of the partnership.

However there is no reason why the excellent work that has been undertaken to date cannot be maintained through this Strategy and Action Plan and make Fareham an even safer place in which to live, work and visit.

ACTION PLAN 2014-17

Priority 1 Public Reassurance & Community Engagement

What we did/achieved during the last Strategy;-

Attend all Community Action Team meetings, run a successful White Ribbon Campaign, deliver Ferneham Hall Community Safety Open Day, set up the Safer Fareham website, started engagement with Neighbourhood Watch, provided 3 articles for Fareham Today, utilise Council Connect to raise awareness of current community safety initiatives.

How we can build upon, enhance and improve these actions during this strategy's lifetime

	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan*
1.1	Promote effective use of 101, Crime Reports, Safetynet and Crimestoppers and ensure public awareness is raised	Community Safety Team/Police/NHW	Attendance at CAT meetings and Council Connect at least once per year and include an area on website	Community Safety Officer		2015	
1.2	Community Safety Leaflet	Community Safety Team	Draft and distribute and place on website	Community Safety Officer (C)	£2000	Sep 2014	
1.3	Website made user friendly and kept up-to-date	Community Safety Team	Weekly and monthly update of website	Community Safety Officer (C)		2014-17	

1.4	Undertake 2 residents consultations each year	Community Safety Team	Adults survey and young people's survey	Community Safety Officer (J)	£500	2014-17	
1.5	Deliver Safe Places Scheme	Community Safety Team	Launch Safe Places in Fareham	Community Safety Officer (C)	£500	July 2014	
1.6	Input into CAT meetings	Community Safety Partners	Ensure CSP is represented at each CAT meeting and template presentation applied to all meetings	Community Safety Manager		2014-17	
1.7	Provide information to Ward Councillors relating to Community Safety	Community Safety Team	Raise awareness of current community safety issues through member's newsletter	Community Safety Manager		2014-17	
1.8	Undertake 2 Council Connect Campaigns each year	Community Safety Team & Partners	ASB reporting campaign and Access All Areas awareness raising campaign at Council connect	Community Safety Manager and Team	£200	2014-17	
1.9	Undertake one joint initiative with Winchester CSP each year	Community Safety Team & Partners	Undertake ASB reduction initiative in Whiteley	Community Safety Officer (J) and Community Safety Manager	£200	2014-17	
1.10	Deliver a multi-agency Community Safety Day	Community Safety Team & Partners	Deliver multi-agency Community Safety Day	Community Safety Officer (C)	£1000	May 2014	
1.11	Joint working with FBC	Community Safety	Provide training to	Community	£1000		

	and Fire Service to raise awareness of EVAs	team & Fire	community safety partners	Safety Officer (J)			
1.12	Work collaboratively with communities and NHW to promote Eyes and Ears	Community Safety Team	Effective reporting in relation to community trigger, 101 and EVAs	Community Safety officer (C.)	£1000	Nov 2015	
1.13	Neighbourhood Watch	Community Safety Team	Support NHW co-ordinators to form lines of communication and work effectively within their communities	Community Safety Manager	£3000	Nov 2015	
1.14	Support Home Fire Visits	Fire Service/Community Safety Team	Increase in number of home fire safety visits from 2013 baseline	Community Safety Officer		2014-17	

Priority 2 Reducing Anti-Social Behaviour

What we did/achieved during the last Strategy;-

Merged Fareham and Gosport ASB Panels, developed and implemented robust licensing conditions together with Fareham and Police licensing officers, facilitated the Fareham Supporting Families programme within the community safety team, ran 5 successful SNAPs each year, undertook summer diversionary activities each year collaboratively with neighbouring CSPs, representing Community Safety and Troubled Families on Fareham Park Steering Group, delivered a fortnightly Community Tasking and Coordinating Group. Environmental Health Partnership Out of Hours Services tackled low level ASB in relation to noise nuisance

How we can build upon, enhance and improve these actions during this strategy's lifetime

	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan*
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2.1	Ensure new Government Criminal Behaviour Orders are implemented and a package cascaded to all partnership members	Community Safety Team	Number of Criminal Orders processed in relation to ASBOs and ABCs issued in previous year	Anti-social behaviour officer	£1000 allocated for training courses. Funded as part of the Council's training budget not CSP fund	2014-15	Priority 2, 3 & 4
2.2	Community Trigger	Community Safety Team	Set a trigger and implement corporate procedure	Community Safety Manager	Home Office Policy officer to provide seminar	Nov 2014	Priority 2, 3 & 4
2.3	Anti-Social Behaviour Risk Assessment Conferences	Community Safety Team & Partners	All victims referred to ASB Panel have ASBRAC completed	Anti-social behaviour officer		2014-17	Priority 2, 3 & 4
2.4	Hold 5 Say No and Phone discos	Community Safety Team & partners	Hold at least 5 discos per year	Community Safety Officer (J)	Self-financing	2014	Priority 3
2.5	Deliver Summer Events Scheme during summer months	Fareham & Winchester Community Safety teams & partners	Deliver 3 days over 3 weeks and analyse hotspot ASB figures compared to last year	Community Safety Team	Subject to success of PCC bid	Sep 2014	Priority 3 & 4
2.6	Ensure annual cohorts are delivered and monitor performance of Fareham Supporting Families	Community Safety Manager (SRO)	Ensure year two cohort of Troubled Families is identified, reward payments applied for and interventions actioned	Community Safety Manager		May 2014	Priority 3 & 4
2.7	Ensure Local Children's Partnership engages as Fareham	Community Safety Manager (SRO)	Report to all LCP meetings throughout the year	Community Safety Manager		2014-15	Priority 3

	Supporting Families Strategic group						
2.8	Sporting Fareham Scheme	Community Safety Manager (SRO)	Co-ordinate Sporting Clubs to deliver initiative which provides access to local sports clubs	Community Safety Manager & Head of Leisure & Community		2014-15	Priority 3 & 4
2.9	Local Commissioning for Fareham Supporting Families Programme	Community Safety Manager (SRO)	Work with Lot B colleagues to identify a commissioned provider for less intensive resource families	Community Safety Manager	Supporting Troubled Families	2015	Priority 3 & 4
2.10	Work with CCGs to set priority work areas	Community Safety Manager (SRO)	Carry out Mental Health Thematic review	Community Safety Manager		2014	Priority 3
2.11	Increase Fareham referrals to F&G Young Fire fighters Association	Anti-social behaviour officer	Increased Referrals from Fareham CSP compared to 2013	Anti-social Behaviour Officer		February 2014	Priority 3 & 4
2.12	Pursue set up of Fareham Young Fire Fighters Association	Community Safety Team and Fire Service	Identification of site and funding	Community Safety Manager	Fareham Supporting Families	2014-17	Priority 3
2.13	Increase referrals to ASB panel	Community Safety Team	Increase Fareham referrals on 2013 baseline	Anti-Social Behaviour Officer		2014-17	Priority 2, 3 & 4
2.14	Deliver a Neighbour Nuisance Problem Profile	Community Safety Team and Police	Decrease in incidents of neighbour nuisance	Community Safety Manager		Nov 2014	Priority 2, 3
2.15	Develop Mediation service to Partner	Community Safety Manager and Anti-	Increase number of cases dealt with by	Anti-social behaviour		2014	Priority 2 & 3

	organisation and internal departments	social behaviour officer	mediation	officer			
2.16	Support YOT to deliver YRD, YC and YCC	Youth Offending Team	Enhance restorative programme	Community Safety Manager		2014	Priority 2, 3 & 4
2.17	Lord Wilson School early intervention restorative Programme	Youth Offending Team, Police and School Governors	Produce protocol and procedure for Pupil Panel, written warning and earlier intervention	Community Safety Manager		Sep 2014	Priority 3 & 4
2.18	Youth Crime Prevention input into curriculum	Youth Offending Team	Youth Crime Prevention Officers to input into school curriculum	Community Safety Manager		Sep 2015	Priority 3
2.19	As per action 1.9	As per action 1.9	As per action 1.9	As per action 1.9		May 2014	Priority 3
2.20	Priority Young Person Programme	Youth Offending Team and Community Safety Team	Trial ASB Panel as forum to nominate PYPs	Community Safety Manager		Sep 2014	Priority 3
2.21	Investigate shared ASB post with Police	Community Safety Team	Investigate shared ASB post with Police	Community Safety Manager		Nov 2015	Priority 3 & Priority 1

Priority 3 Reducing Crimes Associated with Drugs & Alcohol

What we did/achieved during the last Strategy;-

Applied for DAAT funding to reinstated Fareham Drugs and Alcohol Action Group which will identify gaps and raise awareness of emerging issues, started to work with the newly formed Fareham & Gosport Clinical Commissioning Group, forged good working links with 101 Gosport Road, delivered multi-agency test purchase operations, Council as the Licensing Authority has robust licensing arrangements in place.

How we can build upon, enhance and improve these actions during this strategy's lifetime							
	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan*
3.1	Fareham Drugs & Alcohol Action Group	Community Safety Team	1. Hold at least 4 DAAG meetings a year 2. Annual work programme in place to deliver CSP priority and FBC health priority 3. Raise awareness of up and coming trends	Community Safety Manager	£5000 (DAAT funding)	2014-17	Priority 3
3.2	Drugs & Alcohol Action Group website	Community Action Team – DAAG administrator	New Website to be up and running and kept up to date	Community Safety Manager	DAAT funding	May 2014	Priority 3
3.3	Ensure A&E data is available to CSP	Community Safety Team and CCG	Liaise with NHS and CCGs to ensure system set up to share information	Community Safety Officer (J) and Community Safety Manager		Nov 2014	Priority 1 & 4
3.4	Support Hampshire's Alcohol Strategy	All Partners	Year 1 progress on Action Plan and promotion of local initiatives	Community Safety Manager	£200	2014	Priority 3 & 4
3.5	Continue to Promote, review and enforce	Community Safety Team & Police	Reduce numbers of confiscations from	Community Safety	£500	2014	Priority 3 & 4

	DPPO		under 18s on 2013 baseline	Manager			
3.6	Deliver Alcohol Brief Intervention Training to Partner Agencies	Public Health	Raise awareness of alcohol to front line services	Community Safety Manager		Sep 2014	Priority 3 & 4
3.7	Develop Pubwatch links	Community Safety Team	Reduction in number of pub related incidents of ASB and violence	Community Safety Manager	£500	Sep 2015	Priority 3
3.8	Test Purchase and Serving Drunks Ops	Police/Licensing	Decrease numbers of premises failing the test on 2012 baseline	Community Safety Manager	£500	2014	Priority 3

Priority 4 Reducing Violent Crime

What we did/achieved during the last Strategy;-

Introduced Fareham & Gosport Domestic Abuse Forum to deliver an action plan around the CSP's priority related to crimes associated with drugs and alcohol. Conducted a review of the MARAC process and represent Fareham CSP at meetings, share resources of an Independent Domestic Violence Advisor and successfully bid for a Male mentor through Southern Domestic Abuse Service as part of Fareham's Supporting Families Programme. Deliver Taxi Marshals during peak periods as identified by Council and Police licensing officers. Ensure that a robust process was drafted in case of a Domestic Homicide Review in Fareham.

How we can build upon, enhance and improve these actions during this strategy's lifetime

	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan*
4.1	Work plan for F&G Domestic Abuse Forum	Community Safety Team	Draft and deliver work plan for F&G Domestic Abuse Forum	Community Safety Officer (C)	500	June 2014	Priority 3 & 4
4.2	Hold one high profile	Community Safety	Hold at least one DA	Community	500	Dec 2014	Priority 3

	Domestic Abuse awareness raising event in conjunction with FGFA and service providers	Team	awareness raising activity per year	Safety Officer (C)			& 4
4.3	DHR procedure	Community Safety Team	Maintain current contacts list for DHR procedure	Community Safety Manager		April 2014	Priority 3 & 4
4.4	Taxi Marshals	Community Safety Team, Council licensing officer & Police Licensing Officer	Reduction of violent incidents in the Town Centre.	Community Safety Manager	£5000	2014	Priority 3 & 4
4.5	Support MARAC	Community Safety Team	Review MARAC agenda and send report to all MARAC meetings	Community Safety Officer (C)		2014-17	Priority 3 & 4
4.6	Target Hotspot domestic violence geographical Areas	Community Safety Manager & Project Officer	Ensure that service providers and resource are allocated to the most prevalent hotspot in Fareham for incidents of domestic violence	Community Safety Manager		2014-17	Priority 3 & 4
4.7	Domestic Violence Perpetrator Programme	Community Safety Team	Investigate necessity of perpetrator programme and then pursue with neighbouring CSPs to jointly commission	Community Safety Manager	PCC funding	2014-17	Priority 3 & 4
Priority 5							

Preventing & Reducing Re-Offending

What we did/achieved during the last Strategy;-

Implemented the Integrated Offender Management programme and co-located the service in the Civic Offices,

How we can build upon, enhance and improve these actions during this strategy's lifetime

	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan*
6.1	Improve information sharing between IOM team and community safety partners	Community Safety Team	Ensuring PPO and IOM current lists are shared with CSP partners	Community Safety Manager		2014	Priority 3 & 4
6.2	Develop a reducing re-offending strategy	Community Safety Team	Draft Strategy for CSP (work cross county) – reduction in repeat crimes	Community Safety Manager		Sep 2014	Priority 3 & 4
6.3	Review success of Pilot of IOM voluntary tagging scheme	Community Safety Team/Police/Probation	Probation/Police to provide update	Community Safety Manager		2014	Priority 3 & 4
6.4	Integrated Offender Management	Probation/Police/Community Safety Team	Attend all scoring meetings per year	Community Safety Manager		2014	Priority 3 & 4
6.5	Transforming Re-offending Agenda	Probation and Community Safety Team	Form good working relationships and communication streams with new Community Rehabilitation Company	Community Safety Manager		2014-17	Priority 3 & 4

6.6	Emerging Threat Offenders	IOM team and Community Safety Team	Ensure new cohort has nominations from ASB Panel and Local Co-ordination Group form Fareham Supporting Families	Community Safety Manager/Anti-social behaviour officer		2014-2017	Priority 3 & 4
6.7	Safetynet development for IOM	Probation & Community Rehabilitation Company	Support development of IOM Safetynet capability to share information bwteen agencies	Community Safety Manager		2014-2017	Priority 3 & 4

***The Four Priorities set out in the Police and Crime Commissioner’s Police and Crime Plan are;-**

- 1. Improve frontline policing to deter criminals and keep communities safe**
- 2. Place victims and witnesses at the heart of policing and the wider criminal justice system**
- 3. Work together to reduce crime and anti-social behaviour in our community**
- 4. Reduce re-offending**

Glossary

ABC	-	Acceptable behaviour contract
ACSO	-	Accredited Community Safety Officer
ALES	-	Alcohol Licensing Evaluation Scheme
ASB	-	Anti-social behaviour
ASBO	-	Anti-social behaviour order
CAT	-	Community Action Teams
CCGs	-	Clinical Commissioning Groups
CCTV	-	Closed Circuit Television
CRC	-	Community Rehabilitation Company
CREW	-	Crime Reduction Environment Week
CRI	-	Crime Reduction Initiatives
CSP	-	Community Safety Partnership
CTCG	-	Community Tasking and Co-ordination Group

DA	-	Domestic Abuse
DAAG	-	Drugs and Alcohol Action Group
F & G	-	Fareham and Gosport
FBC	-	Fareham Borough Council
HCC	-	Hampshire County Council
HDAAT	-	Hampshire Drugs and Alcohol Action Team
HOMER	-	Hampshire Operational Model for Effective Recovery
IDVA	-	Independent Domestic Abuse Advisor
IOM	-	Integrated Offender Management
KPTs	-	Key Performance Targets
Lot B Hampshire)	-	Cluster for commissioning Supporting Families Services (Fareham, Gosport, Havant and East
NCCZs	-	No Cold Calling Zones
NHW	-	Neighbourhood Watch
NHS	-	National Health Service
NTE	-	Night Time Economy
MSFG	-	Most similar family group
PCC	-	Police and Crime Commissioner

PPA	-	Priority Policing Areas
SNAP	-	Say No and Phone (Discos)
SNT	-	Safer Neighbourhood Team
SRO	-	Senior Responsible Officer
TRAPT	-	Teenage Road Accident Prevention Training
TS	-	Town Sergeant
VAP	-	Violence against the Person
YISP	-	Youth Inclusion Support Panel
YOT	-	Youth Offending Team

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio:	Public Protection
Subject:	Food Safety Plan 2014/15
Report of:	Director of Community
Strategy/Policy:	Food Standards Agency Framework Agreement
Corporate Objective:	A safe and healthy place to live and work

Purpose:

This report seeks approval of the Food Safety Service Plan for 2014/15.

Executive summary:

The Food Standards Agency came into operation on 1 April 2000 and is responsible for the directing, monitoring and auditing of local authorities' work in respect of food law enforcement. The Agency requires local authorities to produce an annual Food Safety Service Plan, in line with guidance issued by the Agency, for delivery of its Food Safety Service. The Food Standards Agency requires each authority to produce a Food Safety Service Plan that details the food enforcement service that the Council provides and which should be approved by the Council and reviewed annually. This plan was presented to the Public Protection Policy Development and Review Panel on 11 March 2014. The Food Safety Plan is one of the Council's Corporate Strategies that requires annual approval by full Council.

Appendix A to this report contains the Council's proposed Food Safety Service Plan for 2014/15.

Recommendation/Recommended Option:

That the Food Safety Service Plan 2014/15, as detailed in Appendix A to this report, be endorsed by the Executive and be recommended to Council for approval.

Reason:

The Council is required by the Food Standards Agency to produce an annual Food Safety Service Plan to demonstrate it has adequate arrangements in place to meet its statutory obligations in respect of Food Safety.

Cost of proposals:

The cost of undertaking the work detailed in the plan for 2014/15 has been included in the spending Plans that were approved by the Executive at its meeting held on 2 December 2013.

Appendices: A: Food Safety Plan 2014/2015

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Food Safety Plan

Briefing by: Director of Community

Portfolio: Public Protection

INTRODUCTION

1. The Food Standards Agency is responsible for directing, setting and monitoring standards and auditing local authorities' enforcement activities in order to ensure that these activities are effective and undertaken on a consistent basis and in line with current guidance. Powers enabling the Agency to monitor local authorities are contained in the Food Standards Act 1999.
2. As part of its role the Agency issued a Framework Agreement on Local Authority Food Law Enforcement which provides guidance on how local authorities are expected to undertake their duties in respect of Food Law enforcement.
3. Fareham's current Food Service Plan is based upon this guidance and was reported to the Public Protection Policy Development and Review Panel on 12 March 2013, to the Executive on 13 May 2013 and approved by Council on 20 June 2013.
4. The proposed plan for 2014/15 was reported to the Public Protection Policy Development and Review Panel on 11 March 2014 where it was AGREED that the Food Safety Service Plan, as shown in Appendix A to the report, be commended to the Executive for approval.

SUMMARY OF CHANGES TO PLAN FROM 2013/14

5. The format for this plan, as prescribed by the Food Standards Agency, has remained the same since its inception in 2001. Each year the previous year's plan is updated and presented to the Panel for the following year.
6. The plan itself is largely the same as last year, but the data has been updated to reflect the actual work activity undertaken last year and the work anticipated for 2014/2015.

FOOD STANDARDS AGENCY AUDIT

7. In March 2013 the Food Standards Agency carried a full audit of the Food Safety Service and found it to not only be in compliance with the Agency framework Agreement but also highlighted in their report areas of best practice. Full details of the Audit were reported to the Panel's meeting of 23rd July 2013.
8. There were a small number of recommendations (3), these have all been actioned as required by the action plan previously submitted to the Food standards Agency.
9. The Agency Audit report has now been published on the Agency's website <http://food.gov.uk/enforcement/auditandmonitoring/auditreports/audengreport/audits2013/fareham/fareham-delivery-compliance#.Uw4VE8ZFBv8>

PERSONNEL IMPLICATIONS

10. The service detailed within the Plan can be delivered in accordance with the budget that was reported to and approved by the Executive at its meeting on 6 January 2014.

LEGAL IMPLICATIONS

11. The adoption of a Food Safety Service Plan demonstrates that the Authority is meeting its statutory responsibilities in relation to food law enforcement.

CORPORATE STRATEGY

12. The Food Safety Service Plan will promote measures that support good health and reduce ill health and contribute to achieving the Council's Priority, ensuring in particular that Fareham remains a safe and healthy place to live and work.

RISK ASSESSMENT

13. The Council has a statutory duty to provide a food safety service. If it fails in its duty, the Food Standards Agency has the power to take over the service and charge accordingly. This may also result in bad publicity for the Council.

CONCLUSION

14. The Food Safety Service Plan attached to this report has been produced in accordance with the requirements of guidance issued to local authorities by the Food Standards Agency. The plan details how Fareham undertakes its food safety enforcement responsibilities.

Reference Papers: None



FAREHAM BOROUGH
COUNCIL

www.fareham.gov.uk

Food Safety Service Plan

2014/2015

as required by

The Food Standards Agency

INTRODUCTION

1. This Food Safety Service plan has been produced as required by and in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law enforcement. It is written in the format prescribed by the Agency, its purpose being to demonstrate that Fareham Borough Council has in place adequate and effective arrangements to meet its statutory obligations in respect of Food Safety.
2. Fareham Borough Council is designated as a Food Authority under the European Communities Act 1972, the Food Hygiene (England) Regulations 2006 and the Food Safety Act 1990. This places a statutory duty on the Authority to enforce the Acts. The delegated Authority to do this lies with the Director of Regulatory and Democratic Services, who has further delegated relevant Authority to staff within the Food, Health and Safety team within Environmental Health in that Department.
3. This plan covers the following:
 - i) The Food Safety Service Aims and Objectives
 - ii) Background Information
 - iii) Service Delivery
 - ii) Resources
 - iii) Quality Assessment
 - iv) Service Review.

SERVICE AIMS AND OBJECTIVES

4. The Council's vision is to ensure that people who live in, work in or visit the Borough of Fareham are confident that sound measures are in place to protect their health and safety. Protecting people's health and safety is an important contributor to the Council's key priority to ensure that the Borough of Fareham is a **safe and healthy place to live and work**. The Food Safety Service is an important contributor to helping to secure the above.
5. The Service objectives are as follows:-
 - i. Ensure that all businesses involved in the preparation, sale, distribution or handling of food comply with food safety legislation and the requirements of codes of practice issued by the Food Standards Agency.
 - ii. To minimise the spread of incidents of infectious diseases including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.

Links to corporate objectives and plans

6. In respect of Food Safety, the Council's Public Protection Policy Development and Review Panel, Scrutiny Board and the Executive are responsible for this function.
7. Reports are considered by the Public Protection Policy Development and Review Panel throughout the year as required in order to ensure the service is able to adapt to changing demands e.g. changes to legislation/guidance.

BACKGROUND

Profile of Fareham

9. The Borough of Fareham has a population of approximately 112,000 people. It covers almost thirty square miles of southern Hampshire between Portsmouth and Southampton on the south coast. With the town of Fareham at its centre, the Borough extends from Portchester in the east, which borders the northern side of Portsmouth harbour, to the River Hamble in the west. From south to north, it reaches from the Solent coastline at Hill Head and extends northwards into rural Hampshire towards Wickham.
10. The Borough has grown rapidly in recent years, with the development of extensive areas of housing, shops and commerce. The town centre consists of shops including a large Superstore, leisure facilities and a cinema complex, bars and restaurants.
11. In addition to the town centre, there are several other important local centres based on former villages. Portchester lies to the east of Fareham town with Stubbington and Hill Head to the south. To the west are Titchfield, Warsash, Park Gate, Locks Heath, and Whiteley.
12. With the New Community, Welborne due to commence in the next few years to the north of Fareham, this will result in not only additional properties, residents but also more commercial food business.
13. The economic downturn has affected Fareham Borough Council and the Council is taking steps in particular to manage the shortfall in income. The Food Safety Service has sufficient resource to meet the Council's statutory responsibilities. It is important to note however that during difficult economic times it can become difficult for businesses to maintain standards, so the service becomes even more important to ensure that standards are maintained.

Organisational Structure

14. The Council is run by an Executive, supported by a Scrutiny Board and review panels. The Executive operates like the Government's cabinet. It is made up of six councillors, including one who is appointed as the Executive Leader. It is responsible for almost all the functions and services of the Council, but is not allowed to deal with certain matters like planning and licensing applications. These are dealt with by Committees. The Council also has Audit and Standards Committees.
15. Each member of the Executive has responsibility for a specific range of Council activities (sometimes called portfolios) and acts as the Council's spokesman for those functions. The portfolio which currently incorporates the Food Safety function is Public Protection.
16. The Council has a Scrutiny Board and several review panels, which broadly mirror the portfolio areas of the Executive members. The job of the review panels is to take a leading role in the development and review of policies, related to particular services. All of the review panels report to the Council's Executive Committee. The review panel currently responsible for Food Safety is the Public Protection Policy Development and Review Panel.
17. The Food Safety function is undertaken by the Food, Health and Safety and Licensing Enforcement team of the Environmental Health Section, within the Community Department, which reports to the Public Protection Policy Development and Review Panel. The Director of Community is the officer

responsible for the Food Safety Service delivery, with the Head of Environmental Health being responsible for the day to day management of the team and the service, supported by a Team Leader. The Director of Community reports directly to the Chief Executive Officer.

Fareham and Gosport Environmental Health Partnership Initiative

18. Since January 2011, the Fareham Environmental Health Section has been working in partnership with Gosport Borough Council Environmental Health Section. The Head of Environmental Health is now Head of both Fareham Borough Council's and Gosport Borough Council's Environmental Health Services. The Partnership is developing and the Food Safety Teams from both Councils continue to work closely together to develop joint working practices and deliver projects across both Boroughs. This ensures consistency across the Boroughs which is a particular benefit for those businesses that have premises in both Boroughs. It also allows for better use of the joint resource to deliver the priorities of both Services. It is hoped that very shortly that the Partnership can develop further into a single service providing the Environmental Health Services to both Council's.
19. The Fareham Food Safety enforcement team consists of 1 full time Team Leader, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 1 Technical Officer. These officers also undertake Health & Safety and Licensing enforcement and Infectious Disease control work. The Environmental Health Partnership now provides greater flexibility and resilience as the team has access to a larger food safety team based in Gosport.
20. The provisions made for specialist services are as follows:-
 - Food Examiner:**
Hampshire Scientific Service
Hyde Park Road,
Southsea
Hants
PO5 4LL Tel No. 023 9282 9501
 - Food Analyst:**
HPA Microbiological Services
FW&E Microbiology Laboratory - Porton
Salisbury
Wiltshire
SP4 0JG Tel No: 01980 616766/ 6161776
21. These are used as and when necessary where expert and specialist advice is required.
22. From time to time, consultants may be required to undertake food hygiene inspections. This may be because of staffing shortages, special projects, prosecutions or food poisoning investigations; all of which impact directly upon the employee resource available. It is unlikely that consultants will be required in 2014/2015, particularly in light of the partnership with Gosport Borough Council Environmental Health Team, which can provide any additional resource to deal with peaks in workload and vice versa.

Scope of the Food Service

23. The food service consists of the following elements:-
- Ensuring that all food premises within the Borough are identified and inspected on a risk-assessed basis;
 - Implementing and maintaining the National Food Hygiene Rating Scheme.
 - Reviewing planning and building control applications to ensure that food hygiene requirements are considered at the design and build stages of development;
 - Providing advice to food businesses and members of the public on issues relating to food safety;
 - Investigating all complaints relating to food and food safety and taking appropriate enforcement action to prevent potential outbreaks of food poisoning;
 - Undertaking sampling in order to determine the quality and fitness of food that is available for purchase throughout the Borough;
 - Minimising the spread of incidents of infectious diseases, including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.
24. In order to provide an efficient and cost effective service, officers who undertake food safety duties also undertake other duties such as Health & Safety at Work, Licensing, Infectious Disease and Health Act enforcement. Whenever possible visits to premises for different purposes are combined to ensure that officer time is used efficiently and that the time spent with proprietors and managers of businesses is kept to a minimum.

Demands on the Food Service

25. There are approximately 759 registered food premises within the Borough, mainly composed of restaurants, takeaways and retailers. There are no specific unusual or seasonable demands on the food safety service, such as tourism or large numbers of food premises run by proprietors whose first language is not English.
26. As at January 2014, the 759 registered food premises within the Borough were made up of the following food premises types:

Catering	145
Distributors/warehousing	10
Farm/smallholding	3
Hospital/rest home/schools	123
Hotel/pub/guest house	60
Manufacturers/processor	4
Moveable premises	13
Multiple businesses	1
Others	12
Private house as a food business	146
Restaurant café/ snacks	104
Retailer	127
Staff restaurant/canteen	6
Wholesale cash and carry	5
Total Registered Premises	759

Incorporated in the above are the 5 'Approved Premises' which are all cold stores. These require additional control due to the increased regulation of these businesses.

27. The Authority has Procedures in place that ensure that the Food Standards Agency's Code of Practice and Practice Guidance document is followed. In addition, these Procedures also refer to the various Guidance Notes from the Local Government Regulation which gives guidance on Food Safety issues. Officers of the Council must and do have regard to these Codes and Guidance in undertaking the food safety function as they ensure consistent enforcement. These Procedures are embedded into our electronic business processes.
28. The Team, in addition to undertaking the Food Safety function, also has responsibility for Health and Safety, Infectious Disease Control, Health Act and Licensing enforcement.
29. These functions are covered by a separate service plan. In order to maximise the use of limited resources and to ensure a more coherent service to business, the same officer deals with all food safety, health and safety and licensing issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
30. The service is provided 9.00am to 5.15pm Monday to Friday by officers based at the Civic Offices. An Environmental Health Out of Hours service also operates (between 5.15pm to 9.00am Monday to Friday and 24-hours a day at weekends and Bank/Public Holidays) to deal with requests relating to food safety which requires an emergency response as detailed in the Out of Hours Service Procedures. Planned out of hours inspections and visits are also made by Officers on the basis of the trading times of food businesses and perceived need.
31. The majority of the Food Safety officers take part in the Out of Hours Service. At times the administration associated with this service impacts on the food safety service provision.

Licensing

32. This team is a designated Responsible Authority for the purposes of the Licensing Act 2003, which came into effect on 7 February 2005. The team are required to make relevant representations regarding licence applications and this additional work, together with licensing inspections to check compliance with conditions will impact upon the team's normal food duties. It should be noted however that these inspections are done in conjunction with food inspections where possible,
33. In addition to the above, the team is responsible for licensing all of the following:
 - riding establishments, pet shops, Licensing Act 2003 premises, dangerous wild animals and the licensing of people and premises where skin piercing is carried out.

Gambling Act 2005

34. The above Act came into force on 31 August 2007. Whilst there are only a small number of licensed gambling premises in the Borough, e.g. betting shops, entertainment centres etc., the Act encompasses the provision of gaming

machines in licensed premises. There is some limited enforcement by members of the Team necessary, in relation to such machines.

The Health Act 2006

35. The above Act came into force on 1 July 2007 and there is on-going enforcement in relation to this and the Smoke free provisions of the Act, which is also carried out by members of the Food Team.

Shellfish

36. The Authority is responsible for the shellfish beds located between the mean high water mark and the Southampton Port Health Boundary to the west and south and Gosport Borough Council boundary in the east. Whilst there are no sampling points within the Authority's responsibility, demands are placed on the service to provide information to local fishermen and failed sampling results occasionally means the temporary closure of the shellfish beds.

Approvals

37. The Authority approves premises which are required to be formally Approved under specific EU Legislation due to the increased risk posed by their particular food activities e.g. cold store or food premises producing meat products for other food businesses.

The Food Hygiene Rating Scheme

38. The Food Hygiene Rating Scheme (FHRS) is a Food Standards Agency/Local Authority partnership initiative. It is a national scheme which provides consumers with information about hygiene standards in food business establishments using information gathered by officers at the time they are inspected to check compliance with legal requirements on food hygiene. The food hygiene rating given reflects the inspection findings.
39. The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat or shop for food and, through these choices, encourage businesses to improve their hygiene standards. The overarching aim is to reduce the incidence of food-borne illness and the associated costs to the economy.
40. There are six different food hygiene ratings ('0' up to '5') - the top rating represents a 'very good' level of compliance with legal requirements and all businesses irrespective of the nature or size of their operation should be able to achieve this.
41. Food hygiene ratings are published online at <http://ratings.food.gov.uk/> and businesses are encouraged to display certificates and stickers showing their food hygiene ratings at their premises where consumers can easily see them. Although there is no legal requirement currently to display either.
42. The FHRS incorporates safeguards to ensure fairness to businesses. This includes an appeal procedure, a 'right to reply' for publication (together with the food hygiene rating) at <http://ratings.food.gov.uk/> and a mechanism for

requesting a re-inspection/re-visit for the purposes of re-rating when improvements have been made.

43. Fareham and Gosport joined the scheme in June 2011. The following Table shows the current list of Ratings for Fareham:

Rating	No of Food Businesses		
	2012-2013	2013-2014	
0 – Urgent Improvement Necessary	5	1	-4
1 – Major Improvement Necessary	29	26	-3
2 – Improvement Necessary	15	20	+5
3 – Generally Satisfactory	68	60	-8
4 – Good	126	136	+10
5 – Very Good	287	424	+137
Exempt / excluded / unrated	50	92	
Totals	580	759	

44. The Council have received 5 requests for a re-inspection after the food business operator had addressed the issues raised during a 2013/14 inspection.

You can see from the figures that the scheme has had some success in improving hygiene standards as a lot of businesses have moved from the 3 and 4 categories into the 5. It is disappointing however that 47 businesses remain in the 0-2 category. It is worth noting that businesses that have acceptable hygiene practices but have no written procedures will fall into this category.

Food officers are working on formal action cases for 1 of the premises in the 0 to 1 Category, and enforcement notices have been served on others.

The Hampshire Better Regulation Partnership

45. The Hampshire Better Regulation Partnership has been running throughout 2012/13, although due to a policy decision to change the IT platform that is used for it, it has not been in operation in 2013/2014, it is hoped that this project can be revitalised in 2014/2015. When Fire Officers and Trading Standards Officers carry out visits to low risk premises in the Borough they gather information on the Council's behalf regarding health and safety, food hygiene standards and licensing conditions. Council officers do the same for them. There have been a number of problems with the IT systems in the last half of the year which should be rectified shortly however it has resulted in less data sharing by the enforcement agencies. There are however clear lines of communication established between the Agencies and issues of serious concern are passed on by email or phone calls. It is pleasing to note that in addition to the original partners, a number of other Local Authorities including Gosport and the New Forest have now joined the partnership.

Enforcement Policy

46. The Council has signed up to the Central and Local Government Enforcement Concordat. One of the requirements of this concordat is that the Council has an enforcement policy.
47. In December 2012, The Executive approved an updated general enforcement policy to cover all the work undertaken by the Department.
48. All food safety enforcement decisions are made following consideration of the Enforcement Policy. Any departure from the Policy will be documented.
49. A copy of the Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet is provided to the business concerned. The policy is also available on the Council's [website](#).
50. All food law enforcement will be carried out in accordance with the relevant Food Standards Agency Code of Practice and Practice Guidance and other Official Guidance produced by Local Government Regulation or the Food Standards Agency.
51. Food premises owned by the Council need a separate method for achieving compliance. Usually, an informal approach should be successful. However, if difficulties were to be encountered, these would be reported to the Director of Democratic and Regulatory Services, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant Chief Officer/Director for the premises concerned.

SERVICE DELIVERY

Food Safety Interventions

52. A summary of the estimated number of interventions and resource requirements are detailed in Appendix 1 to this plan.
53. The enforcement of Food Safety legislation is governed by a Statutory Food Law Code of Practice and Practice Guidance. This specifies procedures and forms to be used by employees when enforcing the legislation. In particular, there is a risk rating scheme which is used to assess the risk associated with each food business and thereby its priority for inspection. Traditionally all categories of premises were included in the formal inspection regime. As well as inspection, there are a range of other interventions which may take place, auditing, verification visits, as well as visits to carry out sampling or to investigate food or food hygiene complaints,
54. In April 2012 the Food Standards Agency issued a revised Food Law Code of Practice.
55. This Code of Practice gives very specific advice regarding Interventions and has considerably revised the requirement to include all of the premises in the traditional inspection regime. Broadly Compliant Category C premises can be inspected alternately. So every other intervention is a traditional inspection, all of Category D premises can receive alternate inspections and Category E need not be inspected at all, but can be the subject of an alternative intervention strategy.

56. The purpose of this revision is to ensure that interventions are risk based and acknowledges that a range of other interventions can be employed to achieve the same result, e.g. surveys, formal training and interventions including sampling, auditing, verification visits, as well as visits to investigate food or food hygiene complaints.

Performance Management Monitoring

57. The Food Standards Agency monitors the performance of the Council with respect to food hygiene management and gathers the performance data using the Local Authority Enforcement Monitoring System (LAEMS). LAEMS is a web-based system used to report local authority food law enforcement activities direct to the FSA. Local authorities upload data that has been generated from the local system (Ocella) to LAEMS. The FSA then evaluate and publish the performance of each Local Authority. The FSA also use the Food Hygiene Rating Scheme data as a means of monitoring performance and the Local Authority is required to return data annually regarding its Approved Premises.
58. The Food Standards Agency has a remit to oversee local authority food law enforcement to ensure appropriate local services are in place. Fareham Borough Council's food law enforcement service was selected for a focused audit covering food hygiene database management, food premises interventions and internal monitoring arrangements by the Agency last year, the onsite audit took place on 12-13 March 2013.
59. The outcome of the Audit was reported fully to the panel at its meeting of 23rd July 2013. The Audit from the Food Standards Agency was extremely thorough and the outcome very positive. Although the audit was scheduled for 3 days it concluded on the second day. A number of areas of good practice were identified by the Agency. There were three recommendations which were relatively minor in nature and these have all been addressed as required by the action plan required by the Agency.

FOOD SAFETY INTERVENTIONS PLAN

Inspections

60. Inspections are carried out in accordance with the Food Law Code of Practice (April 2012).
61. Following each inspection, the premises are attributed a Risk Rating Score in accordance with Food Law Code of Practice, which determines the minimum inspection period before the next inspection. The risk score is entered on the Ocella Computer system and each month a list of premises due for inspection is produced.
62. The Code requires Category A and B premises to receive an inspection at the appropriate frequency (6 months & 12 months)..
63. In September 2005 the largest ever outbreak of E. coli O157 in Wales occurred; it was the second largest ever in the United Kingdom (UK). Thirty-one people were admitted to hospital and a five year old boy tragically died. The Food Standards Agency has published Guidance to be followed by Food Enforcement Officers over the last several years which has been incorporated into the procedures.

64. Category C (18 months) premises are divided into 2 groups as defined by the guidance, those broadly compliant and broadly non-compliant.
- i) Broadly compliant premises will receive a full inspection every other time it is due for an inspection. An alternative intervention such as a sampling visit or visit for another food matter will be carried out for the other due inspection. There is however clear guidance on what the alternative intervention must be detailed in the Code of Practice.
 - ii) Broadly non-compliant premises will continue to receive an inspection every time it is due.
65. Category D premises (2 years) will be treated the same as Broadly Compliant C premises.
66. Category E premises may not receive traditional inspection at all, but may receive one of the other intervention types as appropriate.
67. All new food premises will receive an initial inspection and thereafter treated as above depending on the initial category.
68. The inspection programme for 2014/2015 by risk category is as follows:-

Risk Category	Inspection Interval	No. of Premises due for Inspection	
		2013/14	2014/15
A, B and non-compliant C	6, 12 and 18 months	70	87
Compliant C, D and E	18 months, 2 years and 3 years	311	337
Total		381	424

69. It is intended over time to develop an alternative intervention plan for those premises not requiring a full inspection. For the coming year it is intended to tackle these as follows:-
- Combined visits by multi-skilled officers who may be visiting for other reasons;
 - Use complaint interventions to defer inspections;
 - Use sampling interventions to defer inspections.
70. For the year 2013/2014 all of the premises that were due for inspection were inspected by the deadline of 31 March 2014.
71. The Team have had a very busy year in terms of investigating circumstances around poor conditions found during inspections, investigating serious accidents and complaints and serving formal Enforcement Notices for poor performance. This has impacted on the routine inspection programme and may result in not all of the lower risk inspections being completed by 31st March 2014. Any outstanding inspections will however be done by the end of April 2014.
72. Revisits are made in order to check on compliance with Enforcement Notices and to ensure poor standards and serious defects are addressed by the food business operator. This is at the officers' discretion, but in line with Departmental Enforcement Policy.

73. Currently, the profile of premises in Fareham is detailed in paragraph 26. The use of the risk assessment scheme ensures that the highest priority is given to food manufacturers and caterers where conditions are below standard and premises that cater for vulnerable groups.
74. The Council maintains a Register of all food premises within the Borough in accordance with regulations. The register is held on the Ocella Computer system which is maintained by the Head of Environmental Health. In addition, the original registration forms are held in electronic form and copies are sent to Hampshire County Council Trading Standards on receipt.
75. The Food, Health & Safety and Licensing Team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
76. All new food premises receive an initial inspection generally within one month of opening. Full inspections are carried out, occasionally following food and food hygiene complaints. The decision to make such inspections depends upon the nature and circumstances of any complaint.
77. There is a time recording system in place and this system indicates that about 65% of the team's time is spent on food safety. This equates to three Full-Time Equivalent (FTE) members of the team. Food safety, however, includes dealing with food hygiene complaints as well as food complaints and food premises inspections.
78. The Food, Health and Safety and Licensing Team holds regular team meetings to help ensure that inspection targets are being met and also to enable the team to respond quickly to changes in legislation/guidance and develop and improve the methods of operation within the team. In addition a meeting is held every two months with the Head of Environmental Health to address any issues that may have arisen, that cannot be resolved amongst the team e.g. changes to operating procedures as a result of changes to legislation/guidance.
79. At the time of every food premises inspection, a pro-forma is completed which is attached to the electronic premises file. Following each inspection, a written report is sent to the proprietor of the business. The report has a standard format, which includes all of the information contained in Annex 6 of Food Law Code of Practice.
80. Over the last five years, the section has achieved 97-100% completion of the inspection programme and achieved 100% for 2013/2014.

Food Complaints

81. It is the responsibility of the Council to enforce the provisions of the Food Safety Act 1990 as far as food complaints concerning the following are concerned:
 - Food which does not comply with the food safety requirements i.e. food which is unfit; food which has been rendered injurious to health; or food which is so contaminated.
 - Food which is not of the nature or substance demanded by the purchaser.
82. The Council also enforces the provision of the Food Labelling Regulations 1984, which relates to 'Use-by' date labelling and quality issues, in co-operation with the trading standards authority.

83. All food complaints are investigated in accordance with guidance issued from Local Government Regulation- 'Guidance on Food Complaints' and Codes of Practice, which forms the basis of our in house procedure.
84. Initial investigations into food complaints are given high priority, since these can give an indication of where the food supply chain has broken down. Such breakdowns may be one-offs or can indicate a problem that, if left unattended, could have serious consequences. Arrangements are in place to contact the Food Standards Agency where food complaints may have wider implications.
85. Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instigated. The decision to prosecute would be taken at the recommendation of the officer concerned, in consultation with the Head of Environmental Health, the Director of Community and the Council's legal representative, in accordance with the Food Safety Enforcement Policy. In each case the company/business and complainant will be kept informed as to the progress of the complaint.
86. Dealing with food complaints is a relatively small part of the workload; to date (January 2014) we have received 11 complaints.

Primary Authority Principle

87. In April 2009 the Regulatory Enforcement and Sanctions Act introduced the Primary Authority Scheme. This is an arrangement where a Local Authority agrees to provide specialist advice to a company regarding its Food Safety arrangements and acts as a point of contact for other local authorities where its food may be sold. The Primary Authority is usually where the head office for a company is situated. The Originating Authority is the Authority where the unit which manufactured a product is situated. In principle any Authority shall observe the following:-
 - An Authority shall have regard to any information or advice it has received from any liaison with home and/or originating authorities.
 - An Authority, having initiated liaison with any home and/or Originating Authority, shall notify that Authority of the outcome.
88. Currently this Council does not act as Primary Authority for any local business.
89. If a business requests a Local Authority to be its Primary Authority for any regulatory function, the Local Authority must agree to the request, although it may charge for the cost of doing so. Fareham isn't currently a Primary Authority.

Advice to Business / Food Hygiene Complaints

90. Whilst the Council will utilise its powers to enforce the food legislation, it is realised that, where food businesses break the law, it is often due to ignorance rather than design. As a consequence, it is the Council's policy to provide advice to business in a number of different ways.
91. The Food, Health and Safety and Licensing team does not provide formal food hygiene training, as there are many local providers. Advice is also provided on training courses offered throughout Hampshire and the Isle of Wight, by other authorities and training centres and particularly for courses offered in ethnic languages.

92. Training is however organised on an ad hoc basis for businesses depending on need, e.g. in response to new legislation.
93. Advice is also given during routine inspections and visits and followed up in writing. Advice is provided to direct queries received either by telephone or letter. Where necessary, it is followed up with a visit and or a letter. Provisional advice is given prior to the setting up of a food business. Free advisory leaflets are provided, where appropriate.
94. Where a business requires consultancy-type advice a small charge is levied.
95. Building Control and Planning applications are inspected by the Food, Health and Safety and Licensing Team and advice given to the developers/applicants regarding issues relating to Food Safety and Health and Safety.
96. A magazine called 'Fareham Today' is produced by the Council periodically. It is sent to all residents and businesses within the Borough. Information on food safety issues is occasionally included in this publication.
97. Information is also available on the [Council's website](#).
98. In addition, the Team responds to complaints from members of the public regarding the hygiene of premises/food handling practices. This may result in anything from a telephone call to prosecution for any offences.
99. In 2013/2014 the team received around 178 food hygiene and food complaints and allegations of food poisoning.

Food Sampling

100. The Authority believes that a proactive, point of sale, food sampling programme can provide useful information about the microbiological fitness of food for sale within the Borough. The Sampling Policy can be seen at Appendix 2 to this plan and the Sampling Programme for 2014/2015 can be seen at Appendix 3 to this plan.
101. The Council participates in the Portsmouth and South East Hampshire sampling group which has a co-ordinated food-sampling programme based on Food Standards Agency, Local Government Regulation and agreed local priorities.
102. The sampling programme consists of the following:-
 - i) Participation in Local Government Regulation/Public Health Laboratory Service sampling initiatives.
 - (ii) Participation in the European Union initiatives, when they occur.
 - (iii) Participation in the Wessex Shopping Basket programme, when funds permit.
 - (iv) Participation in local initiatives devised by the local sampling group (Wessex Environmental Monitoring Service (WEMS) User Group (East) or by problems highlighted within the Borough).
103. Following the E.Coli outbreak in Wales in 2005 and the subsequent recommendations by Professor Pennington and the Food Standards Agency, the team adopted an amended approach to inspecting high risk food premises (butchers shops and those handling high risk and raw products). Now, microbiological samples (swab of a food contact surface, a cleaning cloth and a food sample) are obtained from the premises and a desk top review of their HACCP system undertaken. Once the sample results are known these are used to inform the subsequent full inspection. the highest risk food premises now receive a sampling visit and a desk top study of their HACCP (Hazard Analysis

and Critical Control Point) system, prior to receiving their full physical inspection.

104. Up to January 2014 Fareham Borough Council sampled at 22 premises, collecting samples of ready to eat foods, cloths and taking Environmental swabs as follows:-

9	Cloths	6 Failed
4	Chicken Sandwiches	
5	Other Sandwiches	
3	Egg sandwiches	
6	Ice	
156	Surface swabs	13 Failed
49	Drinking water samples	7 Failed

Control and Investigation of Outbreaks and Food Related Infectious Disease

105. The measures to be taken to control the spread of infectious diseases are contained in various Acts of Parliament and their associated Regulations. This legislation includes the control of food poisoning and food and water borne diseases. Although the number of cases reported locally is comparatively low, it is widely acknowledged that the vast majority of cases go unreported. Moreover, a single case may lead to the discovery of an outbreak and could lead to a further outbreak if the person concerned is a food handler.
106. The investigation of food poisoning cases is therefore given a high priority and in an outbreak situation can necessitate utilising qualified employees from the Pollution/Housing Team, in addition to those in the Food, Health and Safety and Licensing Team.
107. All investigations will follow those procedures laid out in the Hampshire and Isle of White Health Protection Unit Joint Outbreak Control Plan and associated procedures and guidance issued by the Health Protection Unit and the Communicable Disease Surveillance Centre. Such investigations will be overseen by the Head of Environmental Health and liaison will take place with the Health Protection Unit.
108. The Council supports the Portsmouth and South East Hampshire Infectious Disease Forum and the Portsmouth Water Company Liaison Groups, which exist to promote best practice and consistency of approach in this area of work, between the neighbouring local authorities.
109. There are excellent links with the local Health Protection Unit and the Public Health Laboratory, which come to the fore during outbreaks. All notifications are actioned on the day of receipt, by a telephone call, visit or a letter. Up to January 2013 we had dealt with 32 allegations of food poisoning and infectious disease notifications that were received either from the HPU or as a complaint directly from the person who is ill. (see the following table). It should be noted that these are only the tip of the iceberg. The Council is not notified of cases of Campylobacter generally as there is no follow up action required.

Liaison with Other Organisations

110. To ensure that enforcement action taken in the area of this Council is consistent with national guidance and neighbouring local authorities, liaison arrangements are in place with the following organisations:

- The Food Standards Agency
- Local Government Regulation
- Chartered Institute of Environmental Health, Hampshire and Isle of Wight Branch Food Advisory Group (bimonthly meetings)
- Wessex Environmental Microbiology Services User Group East (meetings every four months)
- Southern Shellfish Liaison Group (annual meeting with interim newsletters as necessary)
- Portsmouth and South East Hampshire Infectious Disease Forum (Quarterly meetings).
- Health Protection Agency

111. The Council fully supports the work of the Hampshire and Isle of Wight Food Liaison Committee. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services and the Wessex Public Health Laboratory Service, has amongst its objectives, 'ensuring that any enforcement action taken is consistent with other neighbouring local authorities'.

Food Safety and Standards Promotion

112. The Council education and promotion activities can have a direct impact on food safety standards. The Council is therefore committed to providing advice and information both to business and the public through a number of initiatives:

- Food Safety information leaflets – these are available from the Civic Offices.
- Food Safety Week/Food Link – this is normally held in June every year. The Council supports a number of activities designed to promote food safety during this week, as resources allow.
- Use of 'Fareham Today', the Council's periodic magazine, sent to all homes in the Borough.
- Link to food safety information on the [Council's website](#).

Food Alerts

113. Food alerts are notified by EHCNET (national computer link), by a pager from the Food Standards Agency and directly to health@fareham.gov.uk by email. There is a duty officer system and the duty officer decides upon the appropriate action in each case, which may include mailshots, visits, local press releases, etc. The resource implication is unknown, as it depends upon the nature and type of alerts, but existing resources usually perform this work as and when required.

Equality and Diversity

114. The Equality Act 2010 replaced many separate anti-discrimination laws with a single Act. It also strengthened the law in important ways and extends protection against discrimination on the basis of: race, disability, sex gender re-assignment, marriage and civil partnership, sexual orientation, age religion or belief, and pregnancy and maternity.
115. There is a general duty under the act and some specific duties which include the need for public bodies to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations. In addition there is a duty to publish certain information to demonstrate compliance with the Act.
116. In respect of the Food and Health & Safety team there is an Equality Impact Assessment in place which details the various measures employed by the team to meet the requirements of the Act and ensure the Service does not discriminate and is equally accessible to all.

RESOURCES

Financial / Staffing Allocation

117. The Food, Health and Safety and Licensing Team consists of 1 FT Team Leader, 2 P/T Senior Environmental Health Officers (3 days each), 1 FT Environmental Health Technical Officer. The team also has access to the wider Gosport food safety resource through the partnership.
118. All employees (except The Licensing officer) involved in food safety work are fully competent to inspect all risk categories of premises as required by the Code of Practice. Officers only carry out work which is permitted by the qualification requirements of the code of practice.
119. There is a list of delegations to officers, annexed to the Council's Constitution. This is constantly reviewed and updated as new regulations are made.
120. A summary of the estimated number of interventions and resource requirements is shown in Appendix 1 to this plan. The current resource allocation is sufficient to provide the service as detailed in this plan

Staff Development Plan

121. Training has recently been centralised and a training plan for all employees is being developed by the Personnel Section in consultation with each section. This plan recognises the need for Professional Officers to meet Continuing Professional Development (CPD) requirements.
122. The basic principles and ideals are:
 - The Section has a duty to the Council to ensure that it is able to meet all the demands that are placed upon the Section.
 - The Section has an obligation to develop the potential of all its employees.
 - Regular and continual training and updating of skills in order to undertake "the job" are necessary.
 - The Council is committed to continuous development of employees and services to ensure it is properly equipped to deal with future challenges.
 - To ensure workforce and succession planning.

- To ensure all staff receive appropriate Customer Service training, to enable the Services to be designed and delivered to meet our customer needs.
123. This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.
 124. All training received will be documented as part of the Council's central training plan.
 125. Core regulator skills will be achieved by the use of the "Regulators Development Needs Analysis tool".

QUALITY ASSESSMENT

126. Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.
127. The Section has a set of Food Safety Procedures aimed at meeting the requirements of the Food Safety Code of Practice and Official Guidance. This is regularly kept under review and is used to ensure consistency and improvements in service delivery. The document management system ensures consistency and performs management review.
128. The Council has in place procedures for achieving and monitoring the consistency and quality to ensure that its food safety service is provided in a way that is consistent with the Food Standards Agency Standard, Statutory Codes of Practice and nationally issued guidance.
129. The Hampshire and Isle of Wight Food Advisory Committee has historically had a system of Inter Authority Auditing that is carried out although due to a loss of continuity following significant changes to key personnel within the County Authorities, audits have not taken place for some time. The Hants and Isle of Wight EH Manager group have tasked the Food Advisory Committee with producing a revised audit system based on the Food Standards Agency Inter Authority Audit documents.

The Food Standards Agency undertakes Audits of Local Authorities and Fareham is to be audited on 12th-14th March 2013. This will be an in depth audit of the Food Safety Enforcement procedures and work undertaken over the last 2 years.

130. In addition, the team operates a system of peer review and quality checks where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

Benchmarking

131. The team is committed to supporting the Hampshire and Isle of Wight Environmental Health Benchmarking Club. The aim of this group is to provide a simple and effective means of comparing services provided by different Authorities. The results of this will be used as part of the Best Value review and continuous improvement of this service.
132. The Food Service in Fareham has been benchmarked against all the other local authorities' Food Services in Hampshire. The results of this have been used in developing the service. Further, the results of time recording, process maps and the use of the Quality Matrix have all been useful in identifying processes and practices that can lead to an improvement in service delivery.

REVIEW

Performance against Plan

133. The Food Safety Service Plan is produced and reviewed annually by members.
134. The performance of the food service is reported annually to the Food Standards Agency, via the Local Authority Monitoring System (LAEMS). The performance will be compared with other Local Authorities nationally and within Hampshire.
135. The Food Standards Agency then reports this performance data to Government and Europe.

Reflection on 2013/2014

136. During 2013 / 2014 the Team have:
 - i) Carried out 338 food hygiene inspections (100% of the programmed inspections completed)
 - ii) Served 18 Improvement Notices for food hygiene failures – lack of food safety management procedures, lack of food hygiene training and poor practices demonstrated during inspection, poor facilities in the kitchen such as lack of hot water.
 - iii) Received 397 food hygiene requests for service. This includes new food businesses that require inspection as well as food hygiene complaints and allegations of food poisoning.
 - iv) Received requests for and issued 167 Export certificates which resulted in additional income of £12,358.
 - v) Investigated 28 food complaints.
 - vi) Successfully prosecuted a Restaurant for Food Hygiene Offences
 - vii) Currently investigating 1 case of extremely poor hygiene practices and standards of cleanliness to decide whether to recommend prosecution.
 - viii) Officers now have joint warrants to enable Fareham and Gosport Staff to assist each other where there are peaks in workload

Areas for improvement

137. The service is performing very well at present. However, in 2014/2015 the following areas will receive further consideration:-
 - Further development of the Environmental Health Partnership with Gosport BC Environmental Health Section.
 - Completion of the review of the Food Procedures
 - Continuation and development of the Hampshire Better Regulation Partnership.
 - Working from Home project.
 - Further development of a lower risk premises strategy
 - Identification of areas for efficiency savings

- Provide support to businesses and removal of unnecessary bureaucracy in enforcement.

Fareham Borough Council Interventions Plan 2014/2015

Priority	What	How	Where (When)
FSA Requirement	Complete Higher risk inspection program	87 Inspections	Existing Category A, B and C premises throughout the year
FSA Requirement	Carry out Interventions at Lower risk premises	337 Interventions	Existing Broadly compliant Category C, D and E premises
FSA Requirement	Re-visits to premises to check compliance	120 revisits	Throughout the year
FSA Requirement	Investigate complaints about food and food hygiene and food alerts (1 st response within 2 days, same day for food alerts.)	Approx 200 Service Requests (estimate)	Throughout the year
FSA Requirement	Consult on Building Regulation applications (within 10 days)	30 requests (estimate)	Throughout the year
FSA Requirement	Undertake Sampling Program	1 day per month + 12 days for re-samples	monthly
Local / County Initiative	To continue with Hampshire Better Regulation Partnership project	30 Inspections	Between April 2014 and March 2015
County Groups	Attend Hants and IOW Food Safety, sampling, Infectious disease and shellfish Advisory Groups	Attend quarterly meetings	Quarterly/biannual
FSA Requirement	Development, training and team meetings	As required	Throughout the year

FSA Requirement	Investigate food poisoning notifications (On day of receipt)	As required	Throughout the year
Legal Requirement	Formal action	As required	throughout the year
FSA Requirement	General advice and enquiries (Response within 2 days)	As required	throughout the year
Local Requirement	To manage and co-ordinate work of the team	Day to management duties	daily
Health & Safety Enforcement	The detail regarding this area of work is reported to the Licensing And Regulatory Affairs Committee through the Health & Safety Service Plan		
Licensing / smoking	A separate plan for this work area is not currently required by an outside organisation.		
Projects	To implement changes to guidance in respect of high risk premise and to allow flexibility so as resources can be redirected to areas within Regulatory Services as demand requires.		



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Food Sampling Policy for Fareham Borough Council

1. The Sampling Policy document is written for Fareham Borough Council's Food, Health and Safety and Licensing Team, within Regulatory Services.
2. Food samples will be taken throughout the year both on a programmed and random basis. The department will participate in National, European and local studies, where appropriate and as resources allow.
3. Samples can be taken during routine food inspections by authorised officers or as part of a compliant based inspection. In addition, samples can be taken from random premises that fulfil the sampling programme criteria. Samples can be taken on a formal and informal basis. Formal samples can be taken following a complaint, during an inspection and as part of any Home Authority agreement within Fareham Borough Council. Informal samples are normally taken as part of on-going national, European and local sampling initiatives and for monitoring purposes.
4. This policy refers to the Sampling Programme that is held within the Regulatory Services Department. This sampling programme is produced for each financial year. The plan is produced in conjunction with the Hampshire and IOW sampling group. The sampling Group decides on the years sampling plan in accordance with the National (LGR), European plans and any local studies that the group wishes to undertake.
5. The purpose of sampling and associated actions:-
 - i. The Food, Health and Safety and Licensing Team, within the Department of Community, will identify any foods that pose a hazard or risk to health of the consumer; this may be due to contamination of significant pathogenic bacteria and/or associated toxins.
 - ii. To identify any contraventions of Food Safety legislations.
 - iii. To use results to educate and inform the local businesses and, in addition, to inform the public regarding food safety issues.
 - iv. Sampling is used to evaluate effectiveness of food handling and associated processes at food premises in relation to their food safety management system requirements.
 - v. Investigate food complaints and food poisoning incidents.
 - vi. To assist in any potential formal action case.

6. Routine sampling is an important part of the work of Fareham Borough Council's Food, Health and Safety and Licensing Team, within the Department of Community.
7. All samples are taken in accordance with the following legislation and guidance documents:-
 - i. Food Safety Act and associated codes of practice.
 - ii. Local Government Regulation Guidance Notes on microbiological food sampling, first issued in January 2002, but revised and re issues in January 2006.
 - iii. Health Protection Agency Guidance
 - iv. Food Safety (Sampling and Qualification) Regulations 1990

WEMS (EAST) Sampling Group Program for 2014/15

MONTHS OF SAMPLING	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
LGR sampling study	To be confirmed in April 2014											
Imported foods	All year - Sampling Period											
Alternative strategies from Broadly Compliant premises or from local intelligence	All year - Sampling Period											
Water sampling	Sampling Period											
Butchers and high risk premises	All year - Sampling Period											

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	Study Name	Aim of Study	Type of Sample required	Total Number of samples per authority	Individual Amount
1.	Effectiveness of cleaning in High Risk Premises (those in the 0-3 FHRS Categories or Category A&B)	To check the effectiveness of cleaning techniques and chemicals used having regard to the Ecoli 0157 guidance	Environmental swabs and cloths	As many as possible	1 cloth Max 3 swabs

2.	Imported Foods	The FSA set a guide that 10% of our samples should be imported foods. This study will focus on imported food from Non EU countries	Any imported Food from Non EU Country Food of animal origin from catering premises	As many as possible	100g per product, Note only 1 can at a time to lab due to sampling issues
3.	Water Sampling	To check the quality of drinking water caravan sites and marinas	Water sample	Minimum of 1 per site (up to 3 taken from larger sites)	1 water container
4.	Water Sampling	To check the quality of swimming pool water at pools and spa pools.	Water sample	Minimum of 1 per site (up to 3 taken from larger sites)	1 water container

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- ❖ The Sampling Programme has fewer studies than in previous years however the studies are more focused and targeted on actual food safety issues in Fareham. Programme 1 has been taking place since 2012/2013 and has identified a lot of poor practices in food premises. The results have been extremely useful to demonstrate to Food Business Proprietors how important it is to use suitable cleaning chemicals and disposable cleaning cloths and the level of detailed cleaning that is required to ensure food safety.
- ❖ LGR European and National Studies for 2014/2015 haven't been published at time of writing report however it is anticipated that we will participate where relevant to local businesses

DRAFT

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

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

Purpose:

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

Executive summary:

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

Recommendation/Recommended Option:

That the Executive agrees to:

- (a) the Wallington Conservation Area Character Appraisal and Management Strategy, as set out in Appendix B to this report, be adopted as evidence in support of the Fareham Borough Local Plan Review (June 2000) saved policies, the policies contained within the Fareham Local Plan Part 1: Core Strategy and the emerging policies of the Fareham Local Plan Part 2: Development Sites & Policies;
- (b) the preparation of an article 4 direction, as recommended in the character appraisal document, is supported. Delegated authority was granted by the Executive to the Executive Member for Planning and Development in July 2010 to make article 4 directions in accordance with the provisions of The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2010; and
- (c) grant delegated authority to the Director of Planning and Environment in consultation with the Executive Member for Planning and Development to make minor factual and formatting alterations, including updating of photographs where appropriate, prior to publication of the adopted document.

Reason:

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

Cost of proposals:

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

- Appendices:**
- A:** Draft document consultation comments, responses and action table.
 - B:** Wallington Conservation Area Character Appraisal and Management Strategy.

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Wallington Conservation Area Character Appraisal and Management
Strategy: Adoption

Briefing by: Director of Planning and Development

Portfolio: Planning and Development

INTRODUCTION

1. This report seeks adoption of the revised Conservation Area Character Appraisal and Management Strategy document for Wallington Conservation Area following public consultation. This continues the programme of re-appraisal of the Council's adopted character appraisal documents.
2. The current Wallington Conservation Area Character Assessment was adopted in 2007. English Heritage guidance concerning conservation area management advises local authorities to produce conservation area character appraisals and management strategies and to keep them up to date.
3. The draft Wallington Conservation Area Character Appraisal and Management Strategy was considered by the Strategic Planning and Environment Policy Development and Review Panel on the 7th Jan 2014.

THE ROLE OF CHARACTER APPRAISALS

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

THE MANAGEMENT STRATEGY

6. In line with current English Heritage guidance the updated character appraisal has been amended to include a management strategy that sets out the Council's approach to the conservation of the conservation area. It outlines the procedures currently in place to manage change and proposes additional measures and opportunities for enhancement as identified by the appraisal.
7. The draft management strategy (as published for public consultation) proposes measures and enhancements to preserve the character and appearance of the conservation area including the following:
 - Monitoring by photographic survey every four years and periodic street audit.
 - Liaison with other bodies, including statutory undertakers and other Council departments who are responsible for, or undertake, works or re-instatements that are likely to affect the character and appearance of the conservation area.
 - Opportunities for enhancement including:
 - Retention and improvement of architectural detailing, particularly windows and doors to prevent further harm to the character and appearance of the conservation area.
 - Improvements to signage/ street surfacing.
 - Maintenance of the planting that screens the industrial and retail development to the west of the conservation area.
 - The removal of overhead cables on North Wallington should the opportunity arise.
 - The use of an article 4 direction to require a planning applications for alterations that are currently permitted development.

THE PUBLIC CONSULTATION PROCESS

8. Public consultation on the draft Character Appraisal and Management Strategy was undertaken between 3rd February and 3rd March 2014. It comprised;
 - A notification letter, advising how to obtain a copy of the draft document and how to respond, sent to properties within the conservation area boundary and to local amenity societies, including The Fareham Society, Wallington Village Community Association, statutory undertakers and other relevant bodies, including English Heritage and Hampshire County Council.
 - Site notices placed on roads and footpaths in the conservation area.
 - Details of the consultation on the Council's website including the ability to download the draft document and to submit comments electronically.

- A display, with copies of the draft document and comment sheet to take away, located in the foyer of the Civic Offices for the duration of the consultation period. A presentation by the conservation officer to Fareham CAT meeting, attendance at Wallington Village Community Association Forum and two other advertised sessions at Wallington Village Hall.

9. The consultation asked for comments on the following:

- The key features identified in the character appraisal to be preserved or enhanced.
- The opportunities identified in the character appraisal for enhancing character and appearance.
- The use of an article 4 direction to control potentially harmful alterations by requiring a planning application.
- Any general comments.

THE OUTCOME OF PUBLIC CONSULTATION

10. Representations were received from 8 respondents. These made a number of comments related to the specific questions asked in the questionnaire and also raised other matters. A broad summary of the issues raised is set out in the table below which also shows the number of comments received; a more detailed table of the comments that includes an officer response, recommended action or amendment to the document is attached at Appendix A.

Comment	No.
Support for the key features identified in the list.	5
Support for opportunities for enhancement; including:	
- retention and improvement of architectural detailing	3
- improvements to signage/ surfacing	4
- planting/ screening between the conservation area and Broadcut	6
- removal of overhead cables	4
Support for the use of an Article 4 Direction	3
Objection to the use of an Article 4 Direction	2
Concern relating to the cost of appropriate architectural detailing and the use of appropriate materials/ burden on property owners	2
Comments that relate to other issues; including;	15
- importance of correct pointing in repairs	
- siting of recycling bins	
- Minor corrections/ alterations to text	
- comprehensive repaving/ pedestrianisation	
- flooding	
- street lighting	
- motorway noise	

11. Comments that relate to matters beyond the scope of the document will be passed to the relevant department of the Council.

ARTICLE 4 DIRECTION

12. A couple of comments raised objection to the use of an article 4 direction in the village to control alterations by making a planning application necessary where works are currently permitted development. They expressed the view that persuasion and encouragement are better than a heavy handed autocratic approach and that residents should not have unreasonable demands placed upon them.
13. The aim of conservation is not to prevent all change but to maintain and manage the character and appearance of the conservation area. The council has a duty when making planning decisions to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area and the National Planning Policy Framework advises that heritage assets should be conserved in a manner appropriate to their significance. The character appraisal identifies the aspects of the conservation area that contribute to its character and appearance. Officers consider that removal of permitted development rights for alterations is justified as it allows proper consideration of the impact of proposed development in the light of the evidence in the character appraisal through the planning application process. The council offers a pre-application service to advise and encourage owners to undertake changes in a manner that is sympathetic to the character and appearance of the conservation area.
14. Serving an article 4 direction requires a separate statutory procedure. Delegated authority was granted by the Executive to the Executive Member for Planning and Development in July 2010 to make article 4 directions in accordance with the provisions of The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2010,

WALLINGTON RIVER BANK REMEDIAL REPAIRS

15. Remedial repairs are required to the river bank and footpath adjacent to the council depot where the bank has become unstable due to erosion. Before civil engineering works to install gabions in this area can be commenced the boundary wall, which lies outside the conservation area boundary, referred to in paragraph 6.9 of the document must be taken down. The Council's Executive has resolved to remove the wall and the document has been updated in the light of this decision.

NEXT STEPS

16. The Character Appraisal and Management Strategy document has been amended following the responses to the consultation and is attached at Appendix B. The changes are underlined. It is recommended that the Executive agrees to the adoption of the Wallington Character Appraisal and Management Strategy. The document will then be published on the Council's website.
17. Following adoption the Character Appraisal and Management Strategy will be used as evidence in support of the saved policies of the Fareham Borough Local Plan Review (June 2000), the policies contained within the Fareham Local Plan Part 1: Core Strategy and the emerging policies of the Fareham Local Plan Part 2: Development Sites & Policies. As such, the content of the documents is a material

consideration in the determination of planning applications.

CONCLUSION

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

Reference Papers:

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

Wallington Conservation Area Character Assessment (2007)

Wallington Conservation Area Character Appraisal and Management Strategy - Consultation Draft (January 2013)

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
Q1. KEY FEATURES IDENTIFIED IN THE DOCUMENT TO BE PRESERVED AND ENHANCED			
Support features identified in the list.	5	Support is noted.	No alteration to the document.
The Fareham Society - An excellent appraisal document. Agreement with the key features to conserve and enhance on page 16.			
The Fareham Society -The subject of the correct pointing of brickwork on historic buildings should be specifically mentioned.	1	Agreed. The document should make reference to the importance of correct pointing.	The document should be amended accordingly.
Requirements regarding architectural materials should be tempered by reasonableness and common sense. Excessive cost to householders should be taken into account.	1	<p>The cost of the use of appropriate materials and design in achieving development appropriate for the conservation area is not a material planning consideration.</p> <p>The aim of conservation is not to prevent all change but to maintain and manage the character and appearance of the conservation area. The council has a duty when making planning decisions to pay special attention to the desirability of preserving or enhancing its character or appearance. The council operates a pre-application service to advise and encourage owners to undertake changes in a manner that is sympathetic to the character and appearance of the conservation area.</p> <p>The National Planning Policy Framework advises that heritage assets should be conserved in a manner appropriate to their significance. The character appraisal identifies the aspects of the conservation area that contribute to its character and appearance and applications</p>	No alteration to the document.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
		for development will be considered in the light of this evidence, local plan policy and national planning guidance.	
Q2. COMMENTS ON OPPORTUNITIES IDENTIFIED (ON PAGE 20) FOR ENHANCING CHARACTER AND APPEARANCE.			
1. Retention and improvement of architectural detailing, particularly windows and doors to prevent further harm to the character and appearance of the conservation area			
Support.	3	Support noted.	No alteration to the document.
Requirements should be tempered by reasonableness and common sense. Excessive cost to householders should be taken into account. It is a conservation area, not a museum.	1	See response to Q1 above.	No alteration to the document.
2. Improvements to signage/ street surfacing			
Support.	4	Support noted.	No alteration to the document.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
Use of a similar road and paving surface to the recent semi-pedestrianised Palmerston Road scheme in Southsea should be considered in part or throughout the conservation area. This would further strengthen the identity of the conservation area by unifying the road and pavement design with the local architecture; vastly improve the overall look of the conservation area and act as a traffic calming measure to link with the 20 MPH speed limit.	1	<p>Extensive pedestrianisation or resurfacing of the conservation area is not proposed at this time. Wallington has a different smaller scale, village character than the urban areas of Southsea.</p> <p>The opportunity for enhancement in the document refers to limited improvement of existing surfacing materials where these are currently badly maintained and/ or harmful to character and appearance.</p>	No alteration to the document.
3. Maintenance of the planting that screens the industrial and retail development to the west of the conservation area.			
Support.	4	Support noted.	No alteration to the document.
Inadequate planting/ further screening required.	1	The contribution that existing planting makes to screening of the industrial and retail development and the importance of its maintenance is included in the document.	Amend document to refer to strengthening of planting between the conservation area and industrial/ retail development/ car park on Broadcut.
Trees dying on the triangle of land that houses the water pipe in the village hall car park. Area becoming a waste and dumping ground. No screening left to the side directly next to the river edge as people trample on it and it is now mud. The document identifies the area as "important planting".	1	There has been notable recent loss of screening and it would be appropriate to make reference to the need for some further strengthening of existing planting in the document to achieve this aim.	These comments will be passed to the Council's Streetscene Department and the possibility of further planting will be raised.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
4. The removal of overhead cables on North Wallington			
Support.	4	The desirability of removing overhead cables is included in the document.	No alteration.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
Q3. Comments on the proposal to control harmful alterations to buildings using an article 4 direction to require planning application			
Support.	3	Support noted.	No Alteration.
Persuasion and encouragement are better than a heavy handed autocratic approach. Wallington is a pleasant and tranquil place to live and I would not wish it to lose touch with its important heritage but people live here and should not have unreasonable demands placed upon them.	1	The term 'harmful' refers to harm the significance of the conservation area; its character and appearance. The aim of conservation is not to prevent all change but to maintain and manage the character and appearance of the conservation area. The council has a duty when making planning decisions to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area.	No alteration.
It is difficult to comment effectively without a definition of "harmful". I do not agree with the use of article 4 direction being used to remove permitted development.	1	<p>The National Planning Policy Framework advises that heritage assets should be conserved in a manner appropriate to their significance. The character appraisal identifies the aspects of the conservation area that contribute to its character and appearance and applications for development will be considered in the light of this evidence, local plan policy and national planning guidance.</p> <p>The council operates a pre-application service to advise and encourage owners to undertake changes in a manner that is sympathetic to the character and appearance of the conservation area. It is however considered that removal of permitted development rights for alterations (to make a planning application necessary) is justifiable as it allows proper consideration of the impact of proposed alterations through the planning process.</p>	

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
Q4. General Comments			
<p>The introduction is inaccurate at 2.1 and at 3.3 concerning the description of the river catchment and the extent to which it is tidal. The following replacement text is suggested;</p> <p>Para 2.1 – The river system has a spread of numerous sources which occur in five areas northwards of Portsdown, in the vicinity of Newtown to the north, World’s End, Denmead, Waterlooville and Purbrook to the East; excluding Hambledon.</p> <p>Para 3.3 - which can be tidal above the cob and pen bridge during spring tides and extending exceptionally up to Drift Road</p>	1	The introductory text provides a context for the river and settlement, it is appropriate to make sure it is accurate.	<p>Replace text relating to the catchment of the river in para 2.1 to read – “The river has its catchment in the area north of Portsdown Hill, it flows through Boarhunt around the western extent of Portsdown and through Wallington Village into Fareham Creek”.</p> <p>Replace text relating to the tidal extent of the river in para 3.3 to read – ".....at a fording point of the river, which can be tidal in the village".</p>
<p>Give great consideration to not placing additional controls or burdens on any development of existing private premises.</p> <p>The nation is at risk of seeking to control minor development (as opposed to corporate development) such as to place some areas in a form of living museum.</p>	1	The aim of conservation is not to prevent all change but maintain and manage the character and appearance of the conservation area whilst allowing appropriate change. The council has a duty when making planning decisions to pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area. The National Planning Policy Framework also advises that heritage assets should be conserved in a manner appropriate to their significance. The character appraisal identifies the aspects of the conservation area that contribute to its character and appearance.	No alteration to the document.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
<p>Allow communities to prosper and go forwards, not place burdens in cost and time, particularly in times of financial constraint.</p> <p>Too much emphasis on seeking to maintain a "picture book history" in a physical sense. It seems easier to get permissions for a large eyesore of corporate development than for private individuals to gain permissions for minor changes.</p>		Applications for development will be considered in the light of this evidence, local plan policy and national planning guidance.	
<p>Wallington is a pleasant and tranquil place to live and I would not wish it to lose touch with its important heritage but people live here and should not have unreasonable demands placed upon them.</p>	1		
<p>The description on the bottom picture of page 15 "The former brewery, Drift Road" should be changed to " The Maltings, part of the former brewery, Drift Road" as currently it implies that the building shown is the whole of the brewery, rather than just part of it.</p>	1	Agreed.	The caption should be altered.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
Fear of flooding in the future when the new Welborne development is built.	2	Matters relating to the causes of flooding are beyond the scope of the document. Where planning permission is required for new works in connection with flood protection the council will consider their impact on the character, appearance and setting of the conservation area in determination of the application.	No alteration.
Concern relating to flooding and its causes.	1		
Appreciation of new street lighting.	1	Support for the new lighting is welcomed.	No alteration.
The Fareham Society - The high level footbridge leading into the conservation area has "banners" running along the railings, apparently for safety reasons. Are these a permanent feature and what is the problem? They are neat but unattractive and the area would be enhanced if they were improved.	1	The footbridge lies outside the conservation area boundary. The existing footbridge railings are to be replaced.	No alteration to the document.
The triangle of land that houses the water pipe adjacent to the village hall car park has unsightly brightly coloured recycling bins.	1	The placement of recycling bins is beyond the scope of the document. The comment will be passed to the Council's Street scene Department.	Comment to be passed to the Council's Street Scene Department.

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Specific Highway Issues			
Garden backs onto Broadcut which is ever increasing in traffic volume and consists of heavy lorries delivering or collecting from the industrial units on the site.	1	These issues are beyond the scope of the document. They have been passed to the Highway Authority.	No alteration. The comments have been passed to the Highway Authority.

Draft Document Consultation Comments Responses and Action Table

Comment	No.	Officer Response	Action
Concern at motorway Noise from extra traffic when Wellborne is built.	1		
Signage for 20 mph limit initially wrongly placed so could not be seen	1		

FAREHAM

BOROUGH COUNCIL

Conservation Area Appraisal And Management Strategy



Wallington

Adopted
(May 2014)

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INTRODUCTION

- 1.1 Fareham Borough Council has designated 13 conservation areas that are considered to be of special architectural or historic interest. They have been selected because each one has a character or appearance which it is desirable to preserve or enhance.
- 1.2 The character appraisal:
- identifies the special character that justifies conservation area status; and
 - provides evidence to inform decision making affecting the significance of a conservation area.
- 1.3 The management strategy:
- sets out how the Council aims to preserve or enhance the character and appearance of the conservation area;
 - identifies the procedures currently in place to manage change and proposes additional measures where considered appropriate; and
 - identifies potential for enhancement.

Conservation Areas in the Borough of Fareham

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



CHARACTER APPRAISAL

2 LOCATION

- 2.1 The conservation area was designated in 1980 to protect the historic settlement of Wallington which became established at a fording point of the Wallington River. The river has its catchment in the area north of Portsdown Hill, it flows through Boarhunt around the western extent of Portsdown and through Wallington Village into Fareham Creek.
- 2.2 The conservation area boundary encloses the river, the historic bridge and the properties on North Wallington as far north as Riverside Avenue. It also includes part of Drift Road and Wallington Shore Road.



3 HISTORIC DEVELOPMENT AND INDUSTRIAL HISTORY

- 3.1 There is significant evidence of settlement in the Wallington area from as early as 8000BC. During construction of a new river channel in 1967 Mesolithic (Middle Stone Age) flints were discovered close to the lodge of the former Wallington House. A ditch containing Roman pottery was discovered on Wallington Hill and during construction of the Wallington link road a second was unearthed that contained pottery, glass and waterlogged timber, possibly dating from the second century.



Fareham, 1665

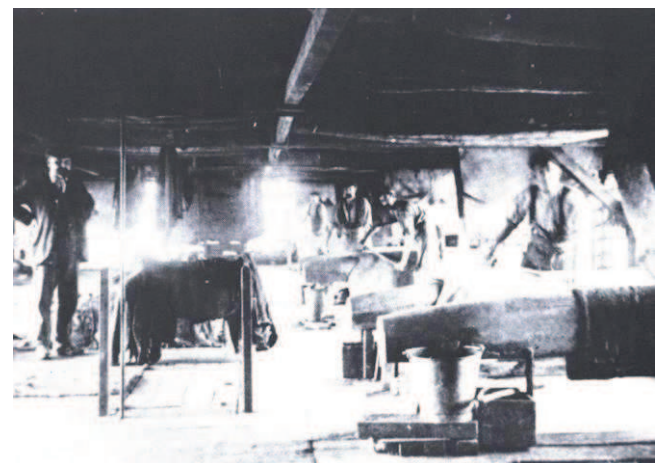
Wallington River and bridge in the early 20th century



- 3.2 The name Wallington may derive from Weala-tun, Weala is a reference to the Welsh (or Britons) and Tun refers to a settlement or farmstead. Drift Road, which led down from Portsdown Hill to North Wallington, is referred to on older maps as 'Wallington Drift Road'. Its name suggests a droving route, as in a 'driftway'. It would have been used for driving local livestock up and down to common pasture on what medieval documents called 'The Down' and also led to the ridge way along the top of Portsdown Hill. Its original line was disrupted by the building of Fort Wallington in the early 19th century and was finally severed by the motorway.
- 3.3 The settlement became established at a fording point of the river, which can be tidal in the village, and at a junction of routes from Fareham, Boarhunt and Portsmouth. Prior to the construction of the causeway and tide mill across the head of the creek at Cams, probably in the late 16th/ early 17th century, the Portsmouth to Southampton road turned inland to cross the river at Wallington. A bridge can be seen marked on an early map by Fabvolliere in 1665. The extent of the Victorian settlement can be seen on the Ordnance Survey map of 1879.
- 3.4 The village has a history of brewing, tanning and pottery making and the rows of cottages, which are characteristic of the conservation area, housed workers employed in these local industries. The river, the close proximity of Fareham Quay and local supplies of bark, notably from The Forest of Bere, led to the development of a tannery. The tannery was established in the early 20th century by William Rolfe and became a profitable family business supplying markets nationwide as well as the navy at Portsmouth. The tannery buildings were located on the site of the present Fareham Borough Council depot on the north bank of the river. Finished hides were initially shipped from Fareham Quay



Ordnance Survey 1879, with routes marked

19th century engraving –View across the Wallington ValleyWallington Tannery – early 20th century

and after the 1840's by rail. The last owners of the tannery were the Sharland family. It finally closed in 1913.

- 3.5 There is evidence for two breweries in the village. A brewery is recorded as having been sold by Isaac Hewlett in 1824. Brewery buildings are marked on a map of the village in 1866 on the present site of the terrace 15-27 North Wallington; these have gone by 1897. The well-known Saunders Brewery, owned and managed by H.H and R.J Saunders from 1867, was located at the bottom of Drift Road, and supplied many local pubs. The business ceased shortly after the Second World War but the buildings survive following residential conversion.
- 3.6 Wallington was close to a number of potteries that were famous for the production of the red 'Fareham Pot'. With characteristic patterned white slip bands around their tops these chimney pots can be seen throughout Fareham and in many towns along the south coast. The Wallington Pottery, owned by J Oliver, was located to the east of Wallington Shore Road.
- 3.7 In the 1860's a line of forts was constructed along Portsdown Hill to defend Portsmouth from the landward side. Fort Wallington, located outside the conservation area boundary at the top of Drift Road, was started in 1861 and was completed in 1874. Its construction realigned Drift Road. The fort is now used as an industrial estate and much has been demolished. The remaining structure is a listed building.
- 3.8 The conservation area is now principally residential except for the two remaining public houses, the Cob and Pen sited close to the bridge and the White Horse by the site of the former Saunders Brewery.



Brewery House, North Wallington in the early 20th century



Wallington Bridge and adjacent cottages in the early 20th century



The Cob and Pen public house, formerly the Fort Wallington Tavern

4 LANDSCAPE, SETTING AND VIEWS

4.1 The wider setting of the conservation area is formed by the Wallington River valley. The historic settlement sits at the bottom of the valley and its linear form follows the river. The land immediately to the east rises steeply, forming a spur from the main chalk ridge of Portsdown Hill. The definition of the valley to the north has been disturbed by the earthworks associated with the construction of the M27, which passes close to the northern edge of the settlement. The historic town of Fareham occupies the opposite valley side and the close relationship between the two settlements can still be appreciated despite the construction of Wallington Way. This has severed the historic road link between the two settlements and the resulting earthworks beside the modern footbridge obscures views, although it does help to screen the village from noise and activity on this busy road.

4.2 To the north of the conservation area the water meadow, with its peripheral planting and open land, is important to the setting of the conservation area, this piece of land is designated as a Site of Importance for Nature Conservation. The southern approach to the village beside the Old Manor wall and the area of the former Mill Pond is also important. The open land south of Fort Wallington also contributes to the wider setting of the village.

4.3 There are a number of older buildings that contribute to the local history of the village; these include Lowlands, which is a locally listed building, and the former Gate Lodge to East Hill House on Wallington Shore Road. Also, Toby and Pickle Cottage and East Hill House on Drift Road which are all grade II listed buildings.



Wallington Bridge looking east into the conservation area



The rural character of the view into the conservation area from the east



View into the conservation area from Drift Road

4.4 The following views have been identified as of particular importance:

- views into the conservation area of the listed cottages, the Cob and Pen Public House and Wallington Bridge from Wallington Shore Road.
- views of the group of buildings comprising Wallington Bridge, the row of listed cottages and the Cob and Pen Public House from the footbridge and approach from Wallington Hill.
- views looking towards Wallington Bridge from North Wallington.
- views into the conservation area south along North Wallington and from the footbridge and footpaths leading from the water meadow.
- views into the conservation area from Drift Road.

Landscape Assessment

4.1 Fareham Borough Council Landscape Assessment was undertaken in 1996. The study provides an appraisal of the landscape resources of the borough and is used to inform planning decisions. Wallington Conservation Area is identified as a 'traditional village centre' urban landscape type.

4.2 Hampshire County Council's Integrated Landscape Assessment (2010) compliments the existing borough landscape assessment and identifies Wallington Conservation Area as rural settlement; a small settlement that has been subsumed within a later town suburb.

Historic Landscape Character Assessment

4.1 The Historic Landscape Assessment (HLA) is a countywide study undertaken by Hampshire County Council to identify and understand the historic development of today's landscape; it has identified over 80 Historic Landscape types. The landscape types that have been identified for the land included within Wallington Conservation Area are 'Old Settlement' (close to the bridge) and 'Recent Settlement' (post 1810).



The Wallington River south of Wallington Bridge



North Wallington viewed from the footpath to the water meadow

5 ARCHAEOLOGICAL SIGNIFICANCE

5.1 The archaeological record for Hampshire is maintained by Hampshire County Council in its Archaeology and Historic Buildings Record (AHBR). Areas of national importance and known archaeological interest are identified in the Geographic Information System alert layer of archaeological sites. Areas of known archaeological importance have been identified either side of North Wallington where the historic hamlet was located and the road into Fareham crossed the river; these are shown on the map on page 17. The archaeological significance and potential of Wallington was also assessed in more detail in the Extensive Urban Survey of Hampshire's Historic Towns, produced by Hampshire County Council and English Heritage (1999). Archaeological remains in the area may reveal information regarding the nature and extent of the settlement and potentially its relationship with the town of Fareham.



Wallington Bridge



Terraced houses with shallow front gardens fronting North Wallington

6 ARCHITECTURE AND BUILT FORM

6.1 The essential character of the Wallington Conservation Area is derived from the group of historic buildings close to the Wallington Bridge and the small scale, mostly Victorian, terraces that stretch along the eastern bank of the river. The layout and form of these historic buildings differs markedly from the surrounding modern development that occupies the rest of this side of the valley. There is a recurring pattern of frontage development, often with shallow front gardens and low brick walls to the street, and long narrow rear gardens, often glimpsed through the breaks in the terraces. This characteristic grain and scale is a key feature of the distinctive architectural and historic character conservation area.



Listed cottages beside the river

Heritage Assets

- 6.1 Within the conservation area there are 5 entries in the National Heritage List for England;
- Former barn attached to 1 North Wallington.
 - 1-8, North Wallington.
 - 40-43, North Wallington.
 - 14 and 14a, North Wallington.
 - Wallington Bridge.
- 6.2 There are 2 entries on the Councils Local List of Buildings of Special Architectural or Historic Interest:
- 37-39 North Wallington.
 - Former brewery building, 1-3 The Maltings.
- 6.3 The heritage assets within the conservation area boundary are shown on the map on page 17.

Architecture & Building Materials

6.1 Wallington Conservation Area displays a wealth of traditional architectural detailing that is important to its character. The local clay produces a characteristic red brick that can be seen in the majority of the terraced houses. This is laid in a variety of brick bonds, often used in combination with vitrified blue/grey headers and there are a number of buildings in the village which use this technique to create chequered patterns. Traditional mortars and pointing finishes are also important to the character of the older buildings, and should be replicated in repair work. Wallington Bridge is also constructed of red brick.

6.2 The local clay was also used to manufacture red clay tiles and these are the predominant roofing material on the older buildings. They are laid with traditional roof verges and clay ridge tiles. Later 19th century buildings show the increasing availability of Welsh slate as a roofing material and a number of buildings, including the listed cottages beside the bridge, have been roofed or re-roofed with natural slate. Local red brick was also used in the building of boundary walls of which



North Wallington, listed cottages



Historic Brickwork

there are many examples in the conservation area. Their presence and traditional detailing contributes to character.

- 6.3 Examples of traditional windows include both 19th century sashes and side hung cottage casements. Traditionally detailed windows and doors are important to the character of the conservation area. There are unfortunately many instances where architectural character has been eroded due to the use of inappropriate modern windows, and doors, particularly in UPVC and the retention of traditional fenestration is important to the character of the conservation area.



Traditional window types

- 6.4 The conservation area retains a large number of chimneys, many with traditional Fareham pots which have characteristic patterned white slip bands around their tops. These are important in views and contribute to the character of the conservation area.

North Wallington and Wallington Shore Road

- 6.1 The start of the older settlement is immediately apparent when approaching the conservation area from Wallington Shore Road. The conservation area boundary at this point follows the line of an old footpath that climbs the hill on the east side of the road. The older settlement begins with a terrace of 19th century houses that directly abut the pavement edge. This is in contrast to the more modern houses in the vicinity which are set back from the road behind front gardens. The terrace has long narrow rear gardens and midway an archway provides access to the rear. The overall form of the terrace is important to the character of the conservation area and most houses retain their original slate roofs and chimneys. Their character however has been eroded by unsympathetic modern alterations to windows and doors.



Historic Fareham Chimney Pots



A 19th century terrace marks the entrance to the conservation area (above & below)

6.2 Wallington Shore Road curves slightly to open up views of a listed terrace of cottages, their attached barn and the old Wallington Bridge. This important group of listed buildings, together with the Cob and Pen public house, sit close to a small green with a traditional directional signpost. Together they create an important focal point for the older settlement, with a distinct sense of place at the junction of North Wallington, Wallington Shore Road and the footpath to Fareham across the historic bridge.



Grade II listed cottages beside the bridge

6.3 Wallington Bridge is a listed building of considerable importance in its own right and an essential element in the character of the conservation area. It comprises five brick arches and was constructed in the 18th/early 19th century. Its presence is a reminder of the origins of the settlement at the crossing point of the river and of the importance of the former road to Fareham. It was saved from demolition in 1982 through the efforts of the Wallington Village Community Association.

6.4 The buildings in the group have a close relationship to the street and their scale and traditional detailing contributes strongly to the character of the conservation area.

6.5 The area is sensitive to development on Broadcut and there are unfortunate views of modern signage and buildings through gaps in the frontage. The area is sensitive to the impact of further such development.

6.6 The historic terrace adjacent to the bridge comprises a row of eight small cottages and an attached barn all of which are listed buildings. Their substantial steep slate roofs and tall chimneys give them a special character which contributes to the character of the conservation area. There are important views of the cottages from the bridge, North Wallington and from Wallington Shore Road. The road turns sharply through 90 degrees in front of them, following the river, and the cottages close the view north. The architectural unity of the terrace has been eroded by the use of a variety of window and door types which detract from their special character. The gardens of the terrace lead to the river which contributes to the setting of the group. This can be best appreciated from the old bridge and from the Wallington Way footbridge. The informal character of the river and riverside planting on the south side of the bridge is also important to character.



The view across the bridge towards Fareham

6.7 The Cob & Pen public house, formerly called the 'Fort Wallington Tavern', occupies the inside of the bend in the road and is an important building of considerable townscape interest. Its direct relationship to the street, traditional form and detailing and prominent location all make a strong contribution to the group of buildings. It is particularly important in views into the conservation area from the bridge. The wall to the south of the pub, set to the front of a small extension, retains enclosure to the street but this is lost by the wide car park entrance and a row of modern concrete bollards.



Cob & Pen Public House

6.8 There are buildings on both sides of North Wallington and the presence of the river is lost until you reach no's 24-27. The small residential scale of the houses and terraces continues but the open car park of the Cob and Pen and modern infill opposite, which is set back behind front gardens, breaks the traditional street pattern.

6.9 The older street character is restored by 14 North Wallington, an important listed building of red brick and blue/ grey headers with a clay tile roof. Thought to have been a Coaching Inn, it has the date 1701 marked in its brickwork. The terrace of 19th century cottages beyond is set back from the road behind shallow front gardens with a low brick wall at the back edge of the pavement. These traditional details are important to the character of the conservation area. The overall scale and form of this terrace of houses, one of which was the village shop, is important but their historic character and uniformity has been weakened by the use of modern fenestration and the addition of ad hoc front extensions. On the opposite side of the street no's 29, 30 & 31, a late 19th century terrace, directly abuts the pavement and the street enclosure is continued by the garden wall and hedge of no 32.



14 North Wallington

6.10 The historic character of the conservation area is again weakened by modern infill at no's 24-27. The equally modern terrace opposite that is set back from the road behind open front gardens has the same effect on character. From this point the river again runs beside the road, separated by a brick wall that is important to the character of the street. The houses from this point northwards are restricted to the east side of the road with the open river directly opposite, an important characteristic of this part of the conservation area. Across the river an old wall at the back of the footpath, probably a survival from the tannery site, helps to screen the industrial buildings.



19th century terrace on North Wallington

6.11 Beyond the new development of Clifton Mews the small scale of older terraced cottages returns, with traditional detailing, and a close relationship to the river. No's 37-39 are locally listed buildings with old clay tiled roofs and Flemish bond brickwork with grey headers. The adjacent listed terrace brings the building line closer still to the road. It also establishes the pattern of small front gardens with brick walls and gates abutting the street, which persists for the remainder of the conservation area.



45 North Wallington –Formerly the Brewery Manager's House

6.12 Beyond Drift Road, The White Horse public house and the slightly grander Brewery House, identified as a building of townscape interest, the varied rhythm of semi-detached pairs and short terraces of cottages returns. Their design fluctuates in eaves and ridge height and their architectural detailing is not uniform. All retain a close relationship to the road and an overall scale that gives uniformity to the street and character to this part of the conservation area.



Cottages on North Wallington

6.13 Moving northwards the character of North Wallington becomes noticeably less urban and the river and associated planting on both banks significantly contributes to character. The tall planting which screens the modern

frontage development north of Riverside Avenue also makes an important contribution to the rural character of North Wallington retaining the character and feel of a country lane in views south towards the conservation area. All these features contribute to the preservation of the historic character and appearance of the village.

Drift Road

- 6.1 Drift Road climbs steeply up the side of the valley from its junction with North Wallington leading to Military Road and Fort Wallington. The lower part of it lies within the boundary of the conservation area. The character of Drift Road at this point is informal with no pavements or kerb edging. The flank of number 2a and its boundary hedge also helps to retain the informal rural character of this older part of the village. The flank wall of the White Horse public house and the red brick wall opposite effectively narrow the road and the large former brewery building, which is on the Council's local list, dominates views down Drift Road. This building also hints at the former industrial character of the village and is an important part of the conservation area.

Buildings of Townscape Interest

- 6.1 A number of buildings in the conservation area although not statutorily or locally listed make an important contribution to the character of the street. These are:
- The Cob and Pen Public House;
 - The former Brewery Manager's House, 45 North Wallington



Cottages and trees on North Wallington



Drift Road



The Maltings on Drift Road, part of the former brewery

7 TREES AND PLANTING

7.1 The conservation area contains numerous trees that are of importance to its character. These are located both in the street and in property gardens. There are particularly important trees located close to Wallington Bridge, in the garden of the Cob and Pen public house and on the river bank opposite the White Horse public house. Planting in gardens, particularly on the street frontages, also makes a contribution to character.

7.2 The trees and other planting along the banks on both sides of the Wallington River are of particular importance visually. The planting stabilises the river banks, in particular the Hazel, and requires regular coppicing. They greatly reduce the impact of the modern industrial development that abuts much of the northern bank of the Wallington River providing a degree of screening that is important to the character and setting of the terraces on the opposite side of the river on North Wallington and to the overall character and appearance of the conservation area.

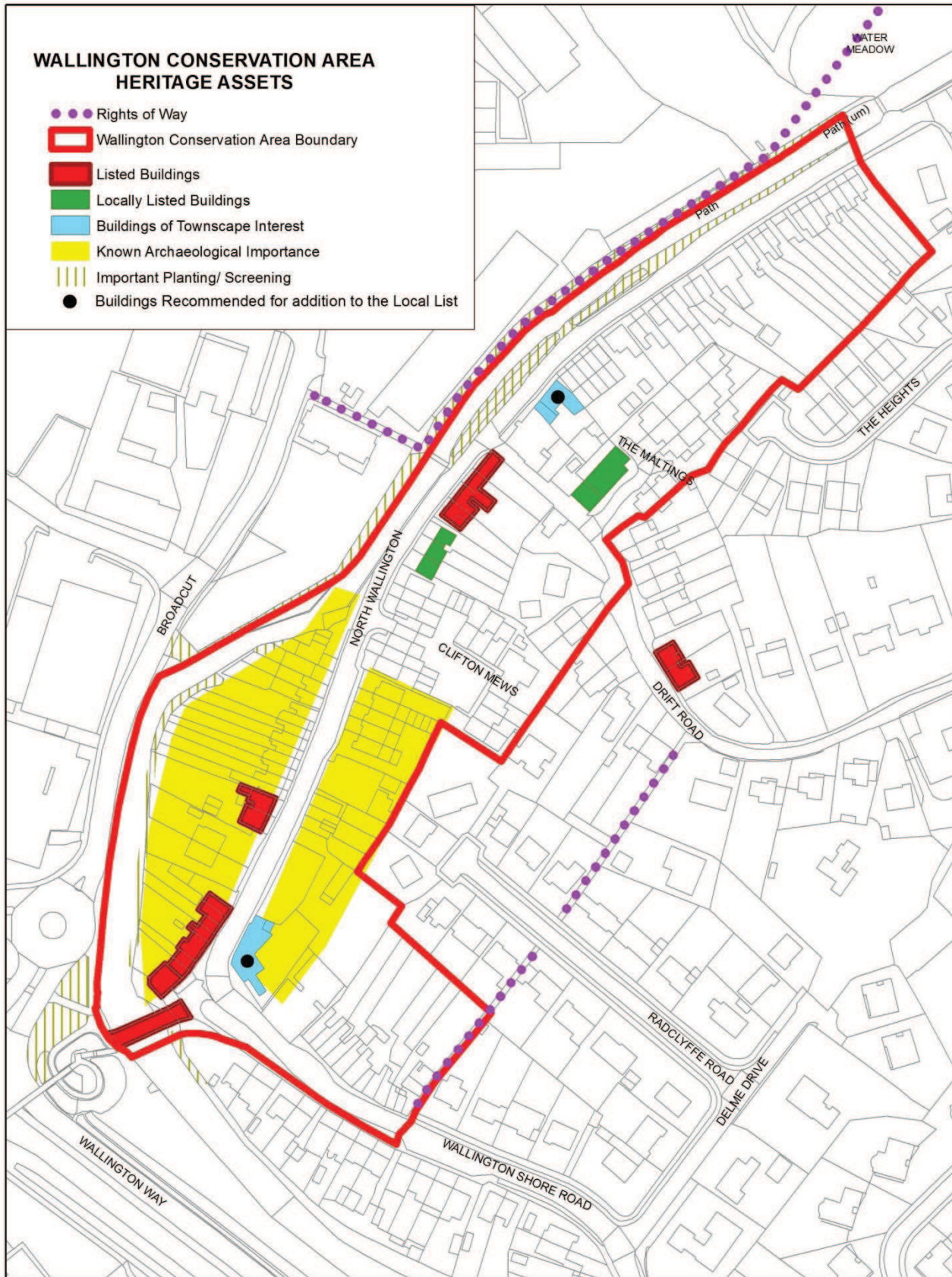


Planting on the river bank provides important screening

8 KEY FEATURES TO CONSERVE AND ENHANCE

- The traditional 18th /19th century linear development along the river valley.
- The small scale residential character of the settlement including the 19th century terraced houses.
- The important group of buildings comprising the early 19th century bridge over the Wallington River, the listed cottages adjacent and the Cob and Pen Public House.
- The rural character of North Wallington north of Riverside Avenue.
- The many boundary walls that contribute to character.
- The variety of historic and traditional architectural features, details and materials, including windows, chimneys and historic chimney pots.
- Trees and vegetation that contribute to character and/or screen industrial sites on the west side of the river.
- The contribution of the water meadow to the setting of the conservation area.

9 WALLINGTON CONSERVATION AREA MAP – HERITAGE ASSETS



FAREHAM
BOROUGH COUNCIL

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MANAGEMENT STRATEGY

10 CONSERVATION AREA MANAGEMENT

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

11 THE MANAGEMENT OF DEVELOPMENT

National Legislation and Guidance

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

Current Local Planning Policy

- 11.1 The Council will apply policies contained in the local plan to preserve or enhance the character and appearance of conservation areas in considering development proposals
- 11.2 The Fareham Borough Local Plan will consist of three parts:
- Local Plan Part 1: Core Strategy (adopted August 2011)
 - Local Plan Part 2: Development Sites and Policies Plan (in preparation)
 - Local Plan Part 3: Welborne Plan (in preparation).
- 11.3 It will eventually replace the Fareham Borough Local Plan Review (June 2000). The boundaries of the conservation areas are included on the Local Plan Policies Map.
- 11.4 A number of the policies in the Fareham Borough Local Plan Review (June 2000) that relate to the historic environment have been 'saved'[1] ¹and in time will be replaced by the new policies of the Fareham Borough Local Plan. The Fareham Borough Local Plan Part 1: Core Strategy was adopted by the Council in August 2011; Policy CS17 'High Quality Design' includes development affecting heritage assets. Appendix 1 of the document sets out the policies of the Local Plan Review (June 2000) that have been superseded. New development will be considered in the light of the Core Strategy and saved policies, or their replacement policies in the Development Sites & Policies Plan once adopted.

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

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

12 MANAGING DEVELOPMENT

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

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

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

13 **ARTICLE 4 DIRECTION**

- 13.1 Permitted development rights allow a variety of minor alterations and extensions to be carried out without the need for a planning application. The exercise of permitted development rights does not allow the impact of alterations to be properly considered through the planning process and can result in harm to the character and appearance of the conservation area. An article 4 direction can be used to remove permitted development rights and make a planning application necessary. There is no fee for a planning application that results from an article 4 direction.
- 13.2 It is recommended that the use of an article 4 direction should be considered in Wallington Conservation Area to protect the character and appearance of the unlisted terraces and cottages on North Wallington and Wallington Shore Road. The direction would apply to those properties that make a contribution to the character and appearance of the conservation area and where alterations may be harmful. It is suggested that consideration should be given to the restriction of permitted development rights relating to; windows, doors, roof material and rooflights, porches, satellite antennae, gates, fences and walls, chimneys, painting of unpainted surfaces and microgeneration equipment.
- 13.3 An article 4 direction requires a separate statutory procedure which includes a formal period of consultation. This would identify the groups and individual buildings to be included and also the permitted development rights that are recommended for removal.

14 **MONITORING**

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

15 **LISTED BUILDINGS AT RISK**

- 15.1 There are no buildings included on the English Heritage Buildings at Risk Register (2012) within the boundary of the conservation area. There are no listed buildings identified in the Council's Buildings at Risk Survey (2006) considered to be in need of repair.
- 15.2 The Council will continue to monitor the condition of listed buildings and will identify those considered to be at risk of neglect and decay. If necessary the Council will seek to secure appropriate repairs through liaison with owners. In cases of serious neglect and decay the Council may consider the use of its statutory powers.

17 BOUNDARY REVIEW

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

18 ADDITIONS TO THE LOCAL LIST

18.1 The Council maintains a local list of buildings of architectural or historic interest. The local list identifies buildings which although not of national significance have a local interest that merits recognition in the planning process. Consideration of the architectural and historic interest and setting of locally listed buildings is a material consideration in planning decisions and policy HE9 of the Fareham Borough Local Plan Review and policy HN1 of the Draft Local Plan Part 2: Development Sites and Policies apply. There are 2 buildings in the conservation area that were identified in the character assessment in 2008 as being of townscape interest. These are shown on the map on page 17. Owing to their local interest it is recommended that these building should be considered for addition to the Council's local list:

- The Cob and Pen Public House;
- The former Brewery Managers House, 45 North Wallington.

19 OPPORTUNITIES FOR ENHANCEMENT

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

Opportunities for Enhancement		Method
1.	Retention and improvement of architectural detailing, particularly windows and doors to prevent further harm to the character and appearance of the conservation area.	Guiding landowners when maintenance/ refurbishment is planned or when other opportunities arise/ consideration of the use of an article 4 direction.
2.	Improvements to signage/ street surfacing.	Liaison with the Highway Authority.
3.	Maintenance <u>and strengthening</u> of the planting that screens the industrial and retail development to the west of the conservation area.	Liaison with appropriate bodies following determination of landownership and maintenance responsibilities.
4.	The removal of overhead cables on North Wallington should the opportunity arise.	Liaison with electricity provider (Scottish and Southern Energy).

20 RESOURCES

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

21 CONTACTS:

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

The Conservation Officer
Planning Strategy and Environment
Department of Planning and Development
Fareham Borough Council
Civic Offices
Civic Way
Fareham
PO16 7AZ

Tel: 01329 236100

Email: conservation@fareham.gov.uk

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio:	Policy and Resources
Subject:	Business Rate Discretionary Rate Relief
Report of:	Director of Community
Strategy/Policy:	Charitable Relief Policy
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

To consider changes to the Council's Business Rate Discretionary Relief Policy.

Executive summary:

The Government has introduced a number of measures aimed to assist businesses suffering from the effects of flooding since 1 December 2013.

For Business Rates, these measures are set to be delivered via the Council's discretionary relief powers, under section 47 of the Local Government Finance Act 1988.

Whilst the Council already has an established policy for granting discretionary rate relief, the changes requested by Government will fall outside this policy. This report seeks to vary that local policy in order to incorporate the proposed changes.

The Government will fully reimburse local authorities for the local share of the discretionary relief granted, using a grant under section 31 of the Local Government Act 2003.

Recommendation/Recommended Option:

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.

Reason:

To offer financial assistance to businesses who have suffered through flooding.

Cost of proposals:

There are no cost implications. The Government has stated that it will reimburse billing authorities with the local share of the relief given in all the circumstances listed.

Appendices: **A:** Discretionary Relief Policy

Background papers: Flood Support Schemes - Guidance issued by Government, February 2014

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Business Rate Discretionary Rate Relief

Briefing by: Director of Community

Portfolio: Policy and Resources

INTRODUCTION

1. Following the extreme adverse weather conditions which occurred between December 2013 and February 2014, the Prime Minister announced a new business rate relief for properties that have suffered from the effects of flooding.
2. As the relief is a temporary measure, the Government has not changed the relevant legislation which allows billing authorities to award existing reliefs. Instead, the Government wants billing authorities to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988) to grant relief in line with the eligibility criteria set out in the guidance issued.
3. Whilst the Council already has an established policy for granting discretionary rate relief, the changes requested by Government will fall outside this policy.
4. Government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003).
5. The scheme will fund 100% rate relief for three months, for those properties which meet the following criteria, for any day between 1 December 2013 and 31 March 2014:
 - (a) the property has been flooded in whole or in part as a result of adverse weather conditions; and
 - (b) on that day, as a result of the flooding at the hereditament, the business activity undertaken at the hereditament was adversely affected; and
 - (c) the rateable value of the hereditament on that day was less than £10 million.
6. It is for the local authority to decide in each individual case when to grant relief under section 47.

7. In considering whether the business activity has been adversely affected, local authorities should consider the impact of the flooding in the full context of all business activities undertaken at the property. Very small or insignificant impacts should be ignored
8. The scheme applies to all types and uses of non-domestic property (other than those occupied by the Billing Authority)
9. Providing discretionary rate relief to ratepayers is likely to amount to State Aid. State Aid Regulations are the means by which the European Union regulates state funded support to businesses.
10. Flood Relief is likely to be state aid compliant, where provided in accordance with the De Minimis Regulations. The regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three year period (consisting of the current financial year and the two previous financial years). Officers will need to be satisfied that the award of relief will not result in the ratepayer having received more than €200,000 of De Minimis aid.

PROPOSAL

11. To award rate relief for three months in cases where businesses have suffered due to flooding as detailed in government guidance

RISK ASSESSMENT

12. There are no material risks associated with this change of policy.

FINANCIAL IMPLICATIONS

13. There are currently 6 applications for relief from businesses in Castle Trading Estate in Portchester and Swanwick Marina. Based on the applications received to date, the initial cost of relief will be £41,557. This sum will be fully reimbursed by Government.

CONCLUSION

14. That the Executive agrees to vary the Charitable Relief Policy to allow relief to be granted in the specific circumstances detailed. Discretionary relief is currently agreed at Officer level and any relief granted in the circumstances listed above, would be allowed on the same basis, in accordance with relevant guidance issued by Government.

CHARITABLE RELIEF POLICY

MANDATORY RELIEF

1. The legislation states that mandatory relief of 80% of the rate due must be granted where the occupier is a charity or a trustee of a charity and the property or facility is wholly or mainly used for charitable purposes. This includes shops run by charities.

DISCRETIONARY RELIEF

2. The Council may grant discretionary relief, where any of the following legislative conditions are fulfilled:-:
 - the ratepayer is a charity and the property is wholly or mainly used for charitable purposes (the discretionary relief would be in addition to the mandatory relief) or,
 - the ratepayer is an institution or organisation which has not been established or conducted for a profit **and** whose main objects are charitable, philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts or,
 - the ratepayer is a club, society or other organisation not established or conducted for a profit and the property or facility is mainly used for the purposes of recreation.

LEVEL OF DISCRETIONARY RELIEF

3. The level of discretionary relief is dependent on the above legislative conditions being fulfilled and the extent that the local criteria mentioned below are fulfilled.
4. The Council will normally grant relief to settle the current rate liability where the property or facilities are not occupied by an educational establishment (school, college or similar organisation) and are either:-
 - available for use by the public or voluntary groups or open to or available for the public to visit. e.g. day centres, community centres, halls, charity shops, museums or similar properties.
 - provide a service from the premises (except offices) wholly or mainly for the benefit of the local community or sections of it. e.g. medical loan centre, studio, and animal sanctuary.
 - solely used to provide education, welfare and other services for children with special needs and where the organisation provides support to their parents.
 - are used by members for the purpose of recreation or as a social club. e.g. bowling green, tennis courts, football grounds, sailing clubs,

social clubs and the membership is open to all sections or specific groups within the whole community.

OTHER QUALIFYING ORGANISATIONS AND PROPERTY

5. For other organisations occupying property which does not qualify for the full relief, the following criteria will be taken into account when considering what level of discretionary relief (if any) should be granted. However, it is important to note that the exercise of a statutory discretion cannot be fettered by a policy. All cases will be determined on the own merits as the policy can only be used as guidelines.

In general, the organisation must be prepared to show that the criteria by which it considers applications for membership are consistent with the principle of open access whether it relates to the whole community or specific groups within the community. Where a number of similar groups exist within the Borough it would be reasonable to restrict membership geographically or by ability where the capacity of the facility is limited.

Where the service being provided is so specialised that there is insufficient demand within the Borough, then it would be reasonable for membership to be attracted from or the service provided within, a larger geographical area.

The cost of membership rates should not be set at such a high level to exclude the general community.

Are the facilities made available to people other than members?

Does the organisation provide training or education for its members or are there schemes for particular groups to develop their skills?

Does the organisation use or has it used self-help for construction or maintenance or had facilities funded by grant aid?

Does the organisation run a licenced bar and if so, is it provided as part of the objectives of the organisation? Where the bar is supplementary to the main objectives, it would be reasonable to reduce the level of relief.

Does the organisation provide facilities which supplement the services or reduce the need for the Council to provide this type of facility?

Is the organisation affiliated to a local or national organisation and are they actively involved in local or national level in the development of the objectives of that organisation?

Where none of the above apply the use made of the building and the level of mandatory relief granted (if any).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 12 May 2014

Portfolio:	Policy and Resources
Subject:	Daedalus Innovation Centre - Provision of Solar Panels on Roof
Report of:	Director of Finance and Resources
Strategy/Policy:	Asset Management Plan
Corporate Objective:	A dynamic, prudent, progressive and best value Council

Purpose:

The purpose of this report is to seek agreement to the installation of solar photovoltaic (PV) panels to the Daedalus Innovation Centre, with a view to maximising the return on the investment in this facility, saving electricity costs and reducing the Council's carbon footprint.

Executive summary:

In 2011, the Executive approved funds to be used for installing solar panels on Council buildings. This report identifies an opportunity to install solar photovoltaic (PV) panels to the roof of the Daedalus Innovation Centre. If this opportunity is pursued, the electricity generated from the PV panels would be free, the Council would benefit from Feed In Tariff (FITs) payments, and there would also be a payment for unused electricity exported back to the National Grid. This would also contribute to a reduction in the Council's carbon emissions that would otherwise arise.

The recommended solution would require an initial investment of approximately £60,000, and give rise to an effective Return on Investment of 13%, and the cost of installation would be repaid within 7 years.

Recommendation:

- a) That the Executive agrees to install PV panels on the roof of the Daedalus Innovation Centre;
- b) That the total cost of this is met from the Council's Capital Fund Reserves, and;
- c) Approves the procurement of PV panels from an approved installer through the Design and Build contract for the construction of the Innovation Centre.

Reason:

The proposal will be a sound financial investment in that it will produce income through the Feed-in tariffs and save on electricity costs which will benefit the Council's investment in the Innovation Centre. It will also contribute to the corporate priority to provide leadership to residents and businesses to reduce energy usage, conserve natural resources and save money.

Cost of proposals:

The total capital cost of the proposals is estimated to be £60k, assuming that PV panels are fitted on the main roof and the western "finger" roof. The cost would be offset by an estimated initial energy bill saving/feed in tariff income of £7 - 8k pa.

Appendices:

A: Image of Daedalus Innovation Centre

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 12 May 2014

Subject: Daedalus Innovation Centre - Provision of Solar Panels on Roof

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report sets out a proposal for the installation of solar photovoltaic (PV) panels on the roof of the Daedalus Innovation Centre. The Innovation Centre which was granted planning consent in March will stimulate new business start-ups and see further growth of the Solent Enterprise Zone at Daedalus. In line with the overall objectives of the Enterprise Zone, the centre will be targeted at businesses in the advanced engineering sector including aerospace, aviation and marine industries, although the Council recognises that it would be prudent not to restrict it exclusively to these sectors to ensure full occupancy. Whilst the primary purpose of the Centre will be to encourage new business start-ups and help to support such businesses to survive and grow, existing businesses would not necessarily be excluded. Construction work is due to start at the end of May 2014, with completion due in March 2015. An image of the Innovation Centre is attached as Appendix A.
2. PV panels work by converting solar radiation into electricity. Installations need to be in south facing, unshaded locations. The weather does not have to be sunny, although more energy is produced when the sun shines directly onto the cells. The electricity produced cannot be stored and is either used as it is generated or is fed back into the National Grid. Its position close to the south coast makes Fareham one of the better places in the country to benefit from PV panels.
3. PV panel technology has been around for some considerable time, but the savings in electricity costs have been outweighed by the costs of installation resulting in lengthy payback periods. However, in recent years, installation costs have come down, the technology has become more efficient and, most importantly, the Feed in Tariffs (FITs) have been introduced.
4. Following a report considered by the Executive on 16 May 2011 PV panels been installed on the roof of the Council's Depot and the Sheltered Housing Schemes at Barnfield Court and Downing Court.

PROPOSAL

- Initially, the proposals submitted by the Design and Build contractor for the Innovation Centre included a total of 30m² of PV panels on the main roof. However, the roof is capable of taking considerably more than this and two further options are being considered. Option 1 uses both the whole of the main roof and the western “finger” roof and Option 2 uses just the main roof.
- Option 1 (main roof and the western “finger” roof) has a 41kWp capacity and is estimated to cost approximately £60k. Option 2 (The main roof) has a 36kWp capacity and is estimated to cost approximately £55k.
- The quotations have been produced from a desk top survey of the site by an approved installer and it is likely that a final on site assessment, including discussion with the building contractor, may lead to a slightly different design solution. The quotation however, is a very useful guide to potential capacity, cost and return and will assist the procurement of the panels if the Executive approve this initiative.
- The proposal is based on the installation of high quality modules and a balance of system with a long design life and excellent warranties.
- The chosen solar PV system would be eligible for the Governments Feed-in-Tariff scheme (FiT). The rate of FiT the Council will receive will depend on the system size and date of final commissioning. Option 1 assumes that the combination of energy savings and FiT payments will total around £7k, whilst for option 2 this figure will be around £6k. Both represent an annual return on investment of over 13%. A summary of the proposal is as follows;

Option	Size	kWh	kgCO ₂ /yr	Cost/kWp	Total Cost ex VAT	ROI	Assumed install date
1	41.00 kWp	36,777	19,455	£1,460	£59,855	13.60%	June
2	36.00 kWp	32,292	17,082	£1,487	£53,534	13.35%	June

RISK ASSESSMENT

- The principal risk is that the Government changes the rules concerning FiTs payments and applies them retrospectively or that the current level of FiT reduces prior to the PV panels being installed.

FINANCIAL IMPLICATIONS

- Following a report considered by the Executive on 5 September 2011, Members agreed a budget of £250,000 to fund the original PV panel's scheme. At that time the decision was to install panels on the Civic Offices, Depot and sheltered housing schemes at Downing Court and Barnfield Court. However, the PV panels were unable to be fitted to the Civic Offices due to safety issues resulting in a saving of £160,000 which was transferred back to the capital fund reserves. The proposal is to allocate £60,000 from this saving to fund the PV panels at the Innovation Centre.

PLANNING ISSUES

- The installation of PV Panels on the roof of the Daedalus Innovation Centre will require planning consent. The current planning consent includes the provision of a lower amount of PV panels than that being proposed so an amendment will be required.

PROCUREMENT

13. The Council currently has a Design and Build contract with Leadbitter for the Innovation Centre and building works are due to commence in May 2014. There are two possible procurement routes for the installation of PV panels. One is that the Council seeks tenders directly from approved installers and enters into an arrangement with Leadbitter to arrange for the work to be carried out. Alternatively, it may be treated as a variation to the main Design and Build contract, requiring the contractor to undertake an exercise to procure the work from an approved installer. These options will be further pursued and officers will select the most advantageous route.

CONCLUSION

14. The current FITs payments regime provides an ideal opportunity for the Council to install renewable energy technology on its buildings in a way which makes an attractive financial investment. This will both save money for the Council, reduce its carbon footprint and make a statement concerning its leadership on "green" issues. It is recommended therefore that the Council proceeds with the commissioning of the installation of PV Panels on the roof of the Daedalus Innovation Centre, at an estimated cost of £60k, assuming that PV panels are fitted on the main roof and the western "finger" roof.

Reference Papers:



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