

# FAREHAM

BOROUGH COUNCIL

## AGENDA FOR THE EXECUTIVE

**Date:** Monday, 3 November 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 6 October 2014.

**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. Leisure and Community**

**Key Decision Notice**

**(1) Review of Community Buildings - Titchfield CAT Area (Pages 7 - 16)**

A report by the Director of Community.

**(2) Open Spaces Improvement Programme - Outdoor Sports (Pages 17 - 32)**

A report by the Director of Community.

**Non-Key Decision**

**(3) Genesis Centre - New Constitutional Arrangements (Pages 33 - 46)**

A report by the Director of Community.

**(4) Relate Solent Service - Funding Request (Pages 47 - 52)**

A report by the Director of Community.

## 9. Policy and Resources

### Key Decision Notice

**(1) Purchase of the site of 96 Highlands Road, Fareham** (Pages 53 - 60)

A report by the Director of Finance and Resources.

**(2) Sale of Gillies Public Car Park** (Pages 61 - 68)

A report by the Director of Finance and Resources.

### Non-Key Decision

**(3) Quarterly Financial Monitoring Report** (Pages 69 - 80)

A report by the Director of Finance and Resources.

**(4) Treasury Management Monitoring Report 2014/15** (Pages 81 - 94)

A report by the Director of Finance and Resources.

## 10. Policy and Resources/Streetscene

### Key Decision

**(1) Sale of Barry's Meadow Toilets** (Pages 95 - 102)

A report by the Director of Finance and Resources and the Director of Streetscene.

P GRIMWOOD  
Chief Executive Officer

[www.fareham.gov.uk](http://www.fareham.gov.uk)

24 October 2014

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



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Executive

**(to be confirmed at the next meeting)**

**Date:** Monday, 6 October 2014

**Venue:** Collingwood Room - Civic Offices

**Present:**

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

**Also in attendance:**

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

M J Ford, JP, Chairman of Appeals Committee

T G Knight, Chairman of Audit and Governance Committee; for item 10(2)

A Mandry, Chairman of Planning and Development Policy Development and Review  
Panel; for item 10(2)

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

D C S Swanbrow, Chairman of Scrutiny Board

P W Whittle, JP, for tiems 8(1), 9(1), 10(1), 10(2) and 10(3)



**1. APOLOGIES FOR ABSENCE**

There were no apologies given for this meeting.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Executive held on 1 September 2014 be confirmed and signed as a correct record.

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

There were no Leader's Announcements made at this meeting.

**4. DECLARATIONS OF INTEREST**

The Executive Leader, Councillor S D T Woodward declared a Non-Pecuniary Interest for item 10(2) – Future Arrangements for Land Ownership at Daedalus as he is a Director of the Solent Local Enterprise Partnership. He remained present throughout the meeting and took part in the discussion and decision.

The Executive Member for Public Protection, Councillor T M Cartwright declared a Non-Pecuniary Interest for item 10(2) – Future Arrangements for Land Ownership at Daedalus as he is the Council's appointed representative to the Solent Local Enterprise Partnership Employment and Skills Board. He remained present throughout the meeting and took part in the discussion and decision.

**5. PETITIONS**

There were no petitions submitted at this meeting.

**6. DEPUTATIONS**

There were no deputations received at this meeting.

**7. MINUTES / REFERENCES FROM OTHER COMMITTEES****7(1) Planning and Development PDR Panel – 2 September 2014:**Minute 6 – Parking Strategy and Charges – Annual Review

It was AGREED that:-

- b) the Executive be advised that the Panel supports the proposal to remove the parking charges from 5pm on a Thursday in the Osborn Road, Fareham Shopping Centre and Market Quay car parks.

RESOLVED that the Executive notes the Panel's comments.

**7(2) Leisure and Community PDR Panel – 3 September 2014:**

### Minute 9 – Leisure Strategy

Councillor Knight addressed the Panel on this item and requested that greater promotion be given to Bursledon Brickworks, which although does not fall under the remit of Fareham Borough Council does provide local history for the Borough. He also requested that Fareham push for more cycle routes within the Borough. He informed Officers that a cycle route for Hill Head has already been put together. Lastly he addressed the Panel on the issue of Beach Huts, which is under the responsibility of the Policy & Resources Executive portfolio. He put forward a recommendation that the Panel request that the responsibility be passed to the Leisure and Community portfolio as he felt that the Policy & Resources portfolio only looked at the issue of Beach Huts from a financial view point and the Leisure and Community portfolio would address the wider issues concerning beach huts.

It was AGREED that the Panel recommended to the Executive that:-

- a) the responsibility for Beach Huts be moved from the Policy & Resources Executive portfolio to the Leisure and Community portfolio;
- b) notes the comments made by Councillor Knight in relation to Bursledon Brickworks and cycle routes; and
- c) the revised Leisure Strategy for 2014 to 2019, subject to the amended wording suggested by Members, attached as Appendix A to the report, be approved for implementation.

RESOLVED that the Executive notes the Panel's comments and that it is the Executive Leader who has authority to change portfolio responsibilities.

### Minute 10 – Ferneham Hall Members Working Group

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

- a) the key measures highlighted within the report be implemented as part of a coordinated effort to increase income with the aim of reducing the Ferneham Hall budget deficit; and
- b) The priority areas for investment as set out in the table on page 60 of the report, subject to the raising of the priority of the toilet refurbishment.

RESOLVED that the Executive notes the Panel's comments.

### **7(3) Health and Housing PDR Panel – 11 September 2014:**

#### Minute 8 – Disabled Facilities Grant

It was AGREED that:

- b) the Executive is asked to note the Panel's concerns regarding the future funding of disabled facilities grants which will leave the Council with the mandatory duty for these grants but no guarantee of securing the necessary funding from Hampshire County Council.

RESOLVED that the Executive notes the Panel's comments

**7(4) Licensing and Regulatory Affairs Committee – 16 September 2014:**

Minute 9 (d) & (e) – Work Programme

RESOLVED that:-

- d) it be noted that an application had been received from the taxi trade for a tariff increase and, although the decision on this was now an Executive function, the Committee would be invited to consider the request and make a recommendation to the Executive; and
- e) with reference to (d) above, an item be added to the work programme for 18 November 2014; and

RESOLVED that the Executive notes the Committee's comments.

**7(5) Scrutiny Board – 25 September 2014:**

Minute 6 – Review of Draft Medium Term Finance Strategy

It was AGREED that:-

- a) the Executive be advised that the Board had requested that the papers for consideration at the December Executive meeting should include information to illustrate the implications of a possible rise in Council Tax set against the current level of freeze grant available and whether or not it continued

RESOLVED that the Executive notes the Board's comments

**8. HEALTH AND HOUSING**

- (1) Award of Contract for the Construction of 16 Flats at Palmerston Avenue

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 revised budget of £1,950,000;
- (b) notes the level of grant funding secured from the Homes & Communities Agency (HCA) to support delivery of the project;
- (c) delegates authority to the Director of Community, in consultation with the Executive Member for Health and Housing, to accept the grant conditions and enter into contract with HCA; and



- (d) delegates authority to the Director of Community, in consultation with the Executive Member for Health and Housing, to enter into contract with Brymor Contractors Ltd to construct the proposed development.

## **9. PLANNING AND DEVELOPMENT**

### **(1) Welborne 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 update on the financial costs of producing the Welborne Plan.

## **10. POLICY AND RESOURCES**

### **(1) Annual Review of the Council's Finance Strategy**

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

RESOLVED that the Executive agrees:

- (a) the Council's finance strategy and the budget guidelines for 2015/16, as set out in the finance strategy document attached to the report; and
- (b) to submit the updated Pay Policy, annexed to the Medium Term Finance Strategy, to Council for approval.

### **(2) Future Arrangements for Land Ownership at Daedalus**

The Executive Leader, Councillor S D T Woodward declared a Non-Pecuniary Interest for this item as he is a Director of the Solent Local Enterprise Partnership.

He remained present throughout the meeting and took part in the discussion and decision.

The Executive Member for Public Protection, Councillor T M Cartwright declared a Non-Pecuniary Interest for this item as he is the Council's appointed representative to the Solent Local Enterprise Partnership Employment and Skills Board.

He remained present throughout the meeting and took part in the discussion and decision.

At the invitation of the Executive Leader, Councillors T G Knight, A Mandry and P W Whittle, JP addressed the Executive on this item.

Councillors T G Knight and A Mandry both declared a Non-Pecuniary Interest for this item as they are the Council's appointed representatives to the Daedalus Strategy Group.

RESOLVED that the Executive agrees:

- (a) in principle to pursuing the option outlined in the paper for the long term ownership and development of land at Daedalus;
  - (b) the draft heads of terms, as set out in Appendix B to the report, as the basis of negotiation with the Homes and communities Agency;
  - (c) to delegate authority to the Director of Finance and Resources, in consultation with the Executive Leader, to
    - i. finalise Heads of Terms and proceed to contract;
    - ii. agree terms for the transfer of ownership and any associated grant funding; and
    - iii. agree terms with other parties for other funding sources associated with the proposal; and
  - (d) to extend the terms of reference for the Daedalus Investment Member Working Group, to incorporate the potential land transfer project.
- (3) Vanguard Update

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

RESOLVED that the Executive agrees:

- (a) that progress on the implementation of the Vanguard method be noted; and
  - (b) that £30,000 of the savings already achieved through this initiative be recirculated (through the Housing Revenue Account) to fund a further intervention into Tenancy Services.
- (4) Matched Funding - Quarterly Report

RESOLVED that the Executive agrees:

- (a) that matched funding of up to £7,560 be awarded for Catisfield Memorial Hall; and
- (b) that matched funding of £30,000 be awarded (in principle) for the Fareham School of Gymnastics subject to the club securing the remaining £970,000 required for the project within 3 years from the date of this decision.

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

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 3 November 2014

**Portfolio:** Leisure and Community  
**Subject:** **Review of Community Buildings - Titchfield CAT Area**  
**Report of:** Director of Community  
**Strategy/Policy:** Leisure Strategy

**Corporate Objective:** Leisure for Health and Fun

**Purpose:**

To report the draft Master Plan for implementing the requirements identified in community buildings needs assessment of the Titchfield Community Action Team Area (CAT).

**Executive summary:**

In July 2008, the Executive agreed a broad vision for providing high quality community facilities across the Borough. The agreed way forward was to carry out a needs assessment of the community buildings in each of the CAT areas and then to prepare a master plan for implementing the outcome of each needs assessment.

The Titchfield Needs Assessment has been concluded and the results were reported to the Leisure and Community Policy Development and Review Panel on 23 July 2014.

The needs assessment for the Titchfield CAT area highlighted that the overall provision was good and that the objective of achieving high quality community facilities in the area was being achieved. However, one site was identified where further work may be required to meet the identified need, i.e. the Abshot Community Centre.

**Recommendation/Recommended Option:**

That the Executive approves:

- (a) the Master Plan for the Titchfield Community Action Team area; and
- (b) the allocation of a capital budget of £200,000 for the refurbishment of the Abshot Community Centre.

**Reason:**

To progress the implementation of the review of community buildings.

**Cost of proposals:**

The costs of implementing the action plan could be funded from the existing capital budget for the review of community buildings.

**Background papers:**

Leisure and Community Policy Development and Review Panel – 23 July 2014 – Review of Community Buildings Draft Master Plan.

**Appendix A** – Community facilities in the Titchfield Common ward.

**Appendix B** – Community facilities in the Titchfield ward.

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 3 November 2014

**Subject:** Review of Community Buildings - Titchfield CAT Area

**Briefing by:** Director of Community

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. As part of Fareham Borough Councils commitment to provide high quality community facilities across the Borough, a review of all of the Council owned community buildings was carried out in 2008.
2. In July 2008, the Executive agreed a broad vision for providing high quality community facilities across the Borough. The agreed way forward was to carry out a needs assessment in each of the CAT areas and then to prepare a master plan for implementing the outcome of each needs assessment.
3. The Executive agreed to a phased approach to implementing this, based on the CAT area as defined at that time:-
  - **Phase 1** - Portchester;
  - **Phase 2** - Crofton;
  - **Phase 3** - Titchfield;
  - **Phase 4** - Fareham Town; and
  - **Phase 5** - Western Wards and Whiteley.
4. In November 2011, the Executive amended the phasing so that Fareham Town was carried out in phase 3 with the Titchfield area in phase 4. Phases one, two and three the review have been completed.

#### TITCHFIELD CAT AREA NEEDS ASSESSMENT

5. The Titchfield CAT area is made up of two wards; Titchfield and Titchfield Common.
6. The needs assessment for the Titchfield CAT area highlights that the overall provision was good and that the objective of achieving high quality community facilities in the area was being achieved. The Titchfield Community Centre is

successful and has benefited from significant improvements over the last two years including the replacement of the flat roofs and a replacement programme for the doors and windows.

7. The needs assessment identified one building where action is required to improve the facility.

### **Abshot Community Centre**

8. Abshot Community Centre is a single story detached building within its own grounds. A condition survey of the building in 2008 highlighted a need for significant remedial works, principally to the roof structure, covering and associated rainwater goods. Since this time only minimal responsive maintenance has been carried out to the building. Therefore, it remains in need of substantial repairs if it is to be brought up to an acceptable standard for a modern community building. It is estimated that a budget of £200,000 is required to bring the building up to an acceptable condition.

9. The proposed refurbishment works would include:

- Redesigning and recovering the roof.
- Re design and provide new gutters and downpipes.
- New front entrance and lobby to improve access to the building for those with a disability.
- New internal doors to improve access within the building for those with a disability.
- Improved insulation.
- Repairs to the external paths.
- Improvements to the mechanical and electrical installation as required.

### **DRAFT MASTER PLAN**

10. The key outcome from the needs assessment of the Titchfield CAT area is the need to modernise and refurbish the Abshot Community Centre at a budget cost of £200,000.
11. An existing capital budget of £438,500 is available to assist in implementing the improvements identified in the review of community buildings. It is recommended that the Executive consider allocating £200,000 of this to a refurbishment of the Abshot Community Centre.

# Titchfield Needs Assessment

# APPENDIX A

**Ward: Titchfield Common**

**Councillors: Councillor Mrs Pankhurst and Councillor Englefield**

| Facility/Building                  | Ownership                            | Facilities available                            | Usage / activity   | Opening times/availability  | Contact details   |
|------------------------------------|--------------------------------------|---|--|---|---|
| Abshot Community Centre            | FBC leased to Community Association  | One Large Hall, One Small Hall, Kitchen and bar | Zumba, Strawberry Meadow / Oak Meadow Children's Centre, Rainbows, Brownies, Guides, In time dance, Line dancing, sunrise church, young explorers, cheerleading            | Monday – Sunday<br><br>Various times  | The Manager<br>Kelsey Close,<br>Titchfield Common,<br>PO14 4NR<br><a href="mailto:admin@abshot.org.uk">admin@abshot.org.uk</a><br><b>01489 480023</b> |
| Locks Heath Memorial Hall          | FBC leased to Community Association  | One large hall                                  | Aerobics, Pre-school, Ballet, Horticultural Society, W.I. and Whist  | Monday - Saturday 9.00am - 9.00pm by arrangement (including Saturday)   | Hall Manager<br>122 Locks Heath Rd, Locks Heath Southampton, SO31 6LZ<br>01489-600627   |
| Locks Heath Sports and Social Club | FBC Leased to Sports and Social club | Club house, with Bar                            | Members' only Sports and Social club with Bar and activities (Football, Cricket, Cribbage, Pool, Darts etc.). Also sub-let to Age Concern Hampshire as "day care" location | Day Care: Mon-Fri sub-let 08:30 – 16:00<br>Club Activities: Typical opening hours Mon – Fri 19:30 – 23:00, Sat/Sun 12:00 – 23:00 if matches are being played, or 12:00 – 15:00 and 19:30 – 23:00 if not | Call 01489 600932 (after 8pm Mon-Fri & 12pm Sat & Sun)<br><br>Locks Heath Sports and Social Club<br>419 Warsash Road Fareham, Hants, PO14 4JX         |

# Titchfield Needs Assessment

# APPENDIX A

**Ward: Titchfield Common**

**Councillors: Councillor Mrs Pankhurst and Councillor Englefield**

|                         |        |           |                   |                                       |  |
|-------------------------|--------|-----------|-------------------|---------------------------------------|--|
| Locks Heath Free church | Church | Room Hire | Various - enquire | Occasional - enquire for availability | The Minister<br>225 Hunts Pond Rd,<br>Titchfield common,<br>PO14 4PG<br>01489 579669<br><a href="mailto:admin@lhfc.org.uk">admin@lhfc.org.uk</a> |
|-------------------------|--------|-----------|-------------------|---------------------------------------|--|



# Titchfield Needs Assessment

# APPENDIX B

**Ward: Titchfield**

**Councillors: Councillor Mrs Hockley and Councillor Miss Harper**

| Facility/Building              | Ownership   | Facilities available   | Usage / activity          | Opening times/availability  | Contact Details  |
|--------------------------------|---|--|---------------------------|---|--|
| Titchfield Community Centre    | FBC - Leased to Community Association                                       | Includes 3 function suites, meeting rooms a bar, Tennis courts at rec ground | Indoor bowling            | Monday to Saturday - 9.00am - 11.00pm<br>Sunday: By arrangement   | Ms Lloyd<br>Mill Street, Titchfield,<br>PO14 4AB<br>01329 – 842933<br><a href="mailto:titchfield.ca@btconnect.com">titchfield.ca@btconnect.com</a> |
| Titchfield Amateur Boxing Club | FBC leased to club  | Boxing Facility  | Boxing                    |   | The Chairman, Titchfield boxing Club, The Clubhouse, Bridge Street, Titchfield   |
| Ranvilles Community Centre     | HCC, leased to Fareham Borough Council, Sub leased to Community Association | One large hall and one small hall  | Dance classes, Pre-School | Monday to Friday mornings - 8.45 -12 noon<br>Saturday morning - 9.00 - 1.30pm<br>Monday: 3.00 - 9.00pm<br>Tuesday: 6.00 - 9.00pm<br>Wednesday: 7.30 -9.00pm<br>Thursday: 4.45 - 9.00pm<br>Friday: 2.30 - 9.00pm | The Manager, Oldbury Way, Fareham, PO14 3BN  |
| Ranvilles Infant School        | HCC   | Community Facility   |                           |   | Head teacher, Oldbury Way, Fareham, PO14 3BN   |

# Titchfield Needs Assessment

# APPENDIX B

**Ward: Titchfield**

**Councillors: Councillor Mrs Hockley and Councillor Miss Harper**

|                               |         |   |  |  |   |
|-------------------------------|---------|---|--|--|---|
| St Peters Church /Parish Hall | Church  |   |  | 9.00am - 12 noon Monday to Thursday      | Parish Office<br>C/O Liz Miller<br>Church Street, Titchfield,<br>PO14 4AG |
| Titchfield Evangelical Church | Church  |   |  |  | The Administrator<br>East Street, Titchfield,<br>PO14 4AF                 |
| Holiday Inn                   | Private | 7 Meeting Rooms   |  | Mostly Available, book in advance        | The Manager, Cartwright Drive, Titchfield, PO15 5RJ                       |
| West Hill Park School         | Private | Corporate hospitality events, weddings, Special family celebrations, Indoor heated swimming pool, Floodlit astro pitches, Sports hall |  | Book well in advance                     | The Burser, St Margarets Lane, Titchfield, PO14 4BS                       |
| Catisfield Memorial Hall      | Private | Main Hall seats up to 100 Theatre style or up to 70 when using tables<br>Separate Meeting Room<br>Fully re-furbished kitchen          | Bridge Clubs, meeting venue for village association, cycling club. Also Ideal for events, parties, meetings and other activities | Regular meetings and groups use the hall | The Booking Secretary, 22 Catisfield Lane, PO15 5RJ                       |

# Titchfield Needs Assessment

# APPENDIX B

**Ward: Titchfield**

**Councillors: Councillor Mrs Hockley and Councillor Miss Harper**

|                                    |         |  |   |         |   |
|------------------------------------|---------|--|---|---------|---|
| Titchfield Old English Bowls Club  | Private | Short Mat Bowling  |   |         | The Chairman,<br>The Club House, Bridge Street, Titchfield,   |
| Titchfield Festival Theatre        | Private | Arts Centre  |   |         | The Chairman, Titchfield Arts Centre,<br>St Margarets Lane, PO14 4BG  |
| Titchfield Parish Room             | Private | Kitchen, Large Hall with stage, Small meeting room and toilets | Pilates, Rainbows, Brownies, children's Centre, Yoga, County Market, fishing club, poetry club, sewing clubs, 60+ group | Various | The Manager<br>Bridge House, Mill Street, Fareham,<br>PO14 4AE<br><a href="mailto:grace@design42.org.uk">grace@design42.org.uk</a>  |
| 1350 (Fareham & District) squadron | Private |  |   |         | The Administrator,<br>1350 Sqn Air Training Corps<br>Farm Road<br>Titchfield<br>Hampshire<br>PO14 4BD<br><a href="mailto:adj.1350@aircadets.org">adj.1350@aircadets.org</a> |



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 03 November 2014

|                             |   |
|-----------------------------|---|
| <b>Portfolio:</b>           | Leisure and Community                                     |
| <b>Subject:</b>             | <b>Open Spaces Improvement Programme - Outdoor Sports</b> |
| <b>Report of:</b>           | Director of Community                                     |
| <b>Strategy/Policy:</b>     | Leisure Strategy  |
| <b>Corporate Objective:</b> | Leisure for Health and Fun                                |

**Purpose:**

To update the Executive on the implementation of the Open Spaces Improvement Programme (outdoor sports) and to recommend a revised programme for 2015 to 2024.

**Executive summary:**

In November 2013, the Executive approved a five year improvement programme for the Council's outdoor sports facilities, play space and other recreational facilities funded from developer contributions.

This report reviews progress against the outdoor recreation element of this plan and presents a revised programme for the period 2015 to 2024.

The projects will be funded from developer contributions where available and or from contributions from the Community Infrastructure Levy (CIL), subject to the receipt of funds and approval of individual projects by the Executive. Opportunities for external funding will also be explored where possible to supplement scheme funding.

**Recommendation/Recommended Option:**

That the Executive approves the Open Spaces Improvement Programme 2015 to 2024.

**Reason:**

To facilitate the improvement of outdoor sport facilities utilising available developer contributions and to guide future funding priorities for investment in outdoor sport.

**Cost of proposals:**

Schemes will be funded from existing developers contributions where available and / or external funding, subject to individual scheme approval reports to the Executive for funding from the Community Infrastructure Levy.

**Appendices:                    A: Open Spaces Improvement Programme.**

**Background papers:**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 03 November 2014

**Subject:** Open Spaces Improvement Programme - Outdoor Sports

**Briefing by:** Director of Community

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. In November 2013, the Executive approved a five year improvement programme for the Council's outdoor sports facilities, play space and other recreational facilities utilising developer contributions.
2. This report reviews progress against the outdoor recreation element of this plan and presents a revised programme for the period 2015 to 2024. The plan in relation to play space and other recreational facilities will be reported separately.
3. The projects will be funded from developer contributions where available or from contributions from the Community Infrastructure Levy (CIL), subject to the collection of funds and individual scheme approval reports to the Executive. Opportunities for external funding will also be explored where possible to supplement scheme funding.

#### OPEN SPACE IMPROVEMENT PROGRAMME

##### **Progress on 2013 - 2014 Projects.**

4. The following schemes have been completed in the last financial year:
  - Installation of the drainage scheme at Burrige Recreation Ground.
  - Refurbishment of the tennis courts at St Johns Recreation Ground at Locks Heath with a new colour coated macadam surface.
  - New cricket square at the Bath Lane Recreation Ground.
  - The Project to extend and refurbish the changing rooms at the Bath Lane Recreation Ground, to demolish the existing club house is progressing well and construction commenced in September 2014. The total budget increased by £44,000 to £494,000 due to the increase in construction prices since the budget was first approved.

- The project to improve the boundary protection at Sarisbury Green Recreation ground has been deferred to 2015-16 pending trials of a new lightweight netting system.

### **Progress on 2014 - 2015 Projects**

5. Proposals to provide new football pitches and changing accommodation in the western wards on the Coldeast site are progressing well. The feasibility work into pitch provision has confirmed that one adult and one youth pitch can be provided. This project will now be delivered in conjunction with the scheme to deliver the western wards swimming pool. The project has therefore been deferred to 2015/16.
6. Refurbishment of the tennis courts at Stubbington Recreation Ground has been completed with the provision of a new macadam surface.
7. Replacement of the skate park at Park Lane Recreation Ground has been designed in conjunction with a focus group of users to provide a sprayed concrete facility. The existing steel skate ramp will be removed from site but a similar feature included within the new design. The budget has been increased by £20,000 to £120,000 to accommodate this change.
8. Plans to provide a more robust roof covering to the changing rooms at Seafield Park is currently underway and will complete in autumn 2014.
9. The Park Lane Recreation Ground outdoor gym equipment and relocated play area are on programme for delivery in spring 2015.
10. Following the provision of a new petanque terrain at the Fareham North West Community Centre the project to provide the terrain at Park Lane has been removed from the programme.

### **Progress on 2015-2016 Projects and beyond**

11. At this time no progress has been made on those projects scheduled for 2015-16.

### **NEW PROJECTS**

12. The following new projects are proposed for inclusion in the open spaces improvement programmes:-
  - Drainage system serving the changing rooms at Burr ridge has failed, with the main concern being where this runs beneath the adjoining Village Hall. To bring the changing rooms back into use and provide a more suitable system for the future, it is proposed to create a new drainage run around the perimeter of the building at a cost of £15,000. It is proposed to carry out the works in 2014/15.
  - The changing rooms at the Locks Heath recreation ground suffer from inadequate ventilation, the boilers are over 50 years old and very inefficient and the shower system is poorly designed and not configured to meet the



demand. A project to address these issues and to decorate the exterior of the building has been added to the programme for 2015/16 at a cost of £33,000.

## FINANCIAL IMPLICATIONS

13. The available funding for each of the CAT areas for the outdoor sport improvement programme is set out in the following table:

| Area          | Available Budget  | Uncommitted       |
|---------------|-------------------|-------------------|
| Western Wards | £1,579,130        | £483,130          |
| Fareham       | £992,626          | £252,626          |
| Crofton       | £141,883          | £76,883           |
| Portchester   | £9,720            | £9,720            |
| Titchfield    | £33,975           | £975              |
| Borough Wide  | £273,016          | £273,016          |
| <b>Total</b>  | <b>£3,030,350</b> | <b>£1,096,350</b> |

## RISK ASSESSMENT

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

## CONCLUSION

15. Good progress has been made in delivering the open spaces improvement programme. A review of existing projects undertaken and a number of new schemes have been identified and a new programme has been recommended.

### Enquiries:

For further information on this report please contact Gareth Satherley, Leisure Development Manager (Ext 4476 )

### Reference Papers:

**Appendix A**  
**Open Spaces Improvement Programme**

| <b>2014-15 Improvement Programme</b>                      |                  |                        |                         |                         |
|---|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>  | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Feasibility study at Hook Recreation Ground               | Western Wards    | £25,000                | £25,000                 | £0                      |
| Burridge Changing Rooms Improvements                      | Western Wards    | £15,000                | £15,000                 | £0                      |
| Skate Park at Park Lane.                                  | Fareham          | £120,000               | £120,000                | £0                      |
| Outdoor Gym at Park Lane.                                 | Fareham          | £50,000                | £50,000                 | £0                      |
| Relocation of play area at Park Lane                      | Fareham          | £80,000                | £80,000                 | £0                      |
| Bath Lane cricket pavilion and grounds maintenance store. | Fareham          | £490,000               | £490,000                | £0                      |
| Seafield Park building improvements.                      | Crofton          | £50,000                | £50,000                 | £0                      |
| Fencing improvements at the Crofton Bowls Club            | Crofton          | £15,000                | £15,000                 | £0                      |
| <b>Totals</b>   |                  | <b>£845,000</b>        | <b>£845,000</b>         | <b>£0</b>               |

| <b>2015-16 Improvement Programme</b>   |                  |                        |                         |                         |
|--|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>   | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Western Wards sports pitch and facilities                                    | Western Wards    | £1,000,000             | £1,000,000              | £0                      |
| Salisbury Green cricket protection   | Western Wards    | £30,000                | £30,000                 | £0                      |
| Salisbury Green pitch upgrade  | Western Wards    | £26,000                | £26,000                 | £0                      |
| Improvements to Locks Heath Recreation Ground changing rooms.                | Titchfield       | £30,000                | £30,000                 | £0                      |
| Drainage Improvements for the football pitch at Mill Lane Recreation Ground. | Titchfield       | £100,000               | £0                      | £100,000                |
| <b>Totals</b>  |                  | <b>£1,186,000</b>      | <b>£1,086,000</b>       | <b>£100,000</b>         |

| <b>2016-17 Improvement Programme</b>  |                  |                        |                         |                         |
|---|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>  | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Drainage Improvements to enable sports pitch provision at Hook Recreation Ground. | Western Wards    | £450,000               | £0                      | £450,000                |
| Improvements to the changing rooms at Hook Recreation Ground.                     | Western Wards    | £100,000               | £0                      | £100,000                |
| Provision of floodlit multi use sports area at Park Lane Recreation Ground.       | Fareham          | £500,000               | £0                      | £500,000                |
| <b>Totals</b>   |                  | <b>£1,050,000</b>      | <b>£0</b>               | <b>£1,050,000</b>       |

| <b>2017-18 Improvement Programme</b>                                     |                  |                        |                         |                         |
|--|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>   | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Drainage Improvements at Cams Alders Recreation Ground.                  | Fareham          | £100,000               | £0                      | £100,000                |
| Drainage Improvements for the sports pitches at Wicor Recreation Ground. | Portchester      | £500,000               | £0                      | £500,000                |
| <b>Totals</b>  |                  | <b>£600,000</b>        | <b>£0</b>               | <b>£600,000</b>         |

| <b>2018-19 Improvement Programme</b>           |                  |                        |                         |                         |
|--|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>                                 | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Replace technotile surface at Sarisbury Green  | Western Wards    | £50,000                | £0                      | £50,000                 |
| Cams Alders Recreation Ground Artificial Pitch | Fareham          | £500,000               | £0                      | £500,000                |
| <b>Totals</b>                                  |                  | <b>£550,000</b>        | <b>£0</b>               | <b>£550,000</b>         |

| <b>2019-20 Improvement Programme</b>  |                  |                        |                         |                         |
|---|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>  | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Drainage Improvements for the sports pitches at Fareham Park Recreation Ground. | Fareham          | £500,000               | £0                      | £500,000                |
| Drainage Improvements for the sports pitches at Stubbington Recreation Ground.  | Crofton          | £400,000               | £0                      | £400,000                |
| <b>Totals</b>   |                  | <b>£900,000</b>        | <b>£0</b>               | <b>£900,000</b>         |

| <b>2020-21 Improvement Programme</b>                                    |                  |                        |                         |                         |
|---|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>  | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| New changing rooms / Club House at Cams Alders for Fareham Heathens RFC | Fareham          | £500,000               | £0                      | £500,000                |
| <b>Totals</b>   |                  | <b>£500,000</b>        | <b>£0</b>               | <b>£500,000</b>         |



| <b>2021-22 Improvement Programme</b>                                  |                  |                        |                         |                         |
|---|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>  | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Provision of floodlit multi use sports area in location to be agreed. | Portchester      | £500,000               | £0                      | £500,000                |
| <b>Totals</b>   |                  | <b>£500,000</b>        | <b>£0</b>               | <b>£500,000</b>         |

| <b>2022-23 Improvement Programme</b>                             |                  |                        |                         |                         |
|--|------------------|------------------------|-------------------------|-------------------------|
| <b>Project</b>   | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Provision of floodlit multi use sports area in Crofton CAT area. | Crofton          | £500,000               | £0                      | £500,000                |
| <b>Totals</b>  |                  | <b>£500,000</b>        | <b>£0</b>               | <b>£500,000</b>         |

|   |                  |                        |                         |                         |
|---|------------------|------------------------|-------------------------|-------------------------|
| <b>2023-24 Improvement Programme</b>                                  |                  |                        |                         |                         |
| <b>Project</b>  | <b>Cats Area</b> | <b>Budget Required</b> | <b>Budget Available</b> | <b>Funding Required</b> |
| Provision of floodlit multi use sports area in location to be agreed. | Titchfield       | £500,000               | £0                      | £500,000                |
| <b>Totals</b>   |                  | <b>£500,000</b>        | <b>£0</b>               | <b>£500,000</b>         |



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 03 November 2014

|                             |   |
|-----------------------------|---|
| <b>Portfolio:</b>           | Leisure and Community   |
| <b>Subject:</b>             | <b>Genesis Centre – New Constitutional Arrangements</b>                                   |
| <b>Report of:</b>           | Director of Community   |
| <b>Strategy/Policy:</b>     | Leisure Strategy  |
| <b>Corporate Objective:</b> | Leisure opportunities for health and for fun<br>To build strong and inclusive communities |

**Purpose:**

This report seeks to provide details of the new constitution for the Genesis Advisory Committee and sets out the roles and responsibilities of the key partners involved in the management of the Genesis Centre. The constitution has been revised in light of the new management arrangements for Genesis Young People's Centre in Locks Health.

**Executive summary:**

As a result of the recent changes, this report updates members on the role of the Genesis Advisory Committee and proposes a new constitution to support the new arrangements. The new constitution defines the role of the Advisory Committee, including arrangements for membership and representation. It has been developed in liaison with other partners. It is hoped that these will ensure the creation of greater opportunities for young people in the Western Wards of the Borough.

**Recommendation/Recommended Option:**

That the Executive approves the constitution for the new Genesis Advisory Committee and requests the Council to confirm the member appointments to this new body.

**Reason:**

To review and revise the management arrangements for the Genesis Centre. The new constitution will enable the Genesis Centre and its users to have a clear idea about the role of the various agencies involved in supporting Genesis.

**Cost of proposals:**

The new constitution does not require any additional funding.



# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 03 November 2014

**Subject:** New Constitution for Genesis Young Peoples Centre

**Briefing by:** Director of Community

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. This report provides members with a proposed new constitution for Genesis Youth Centre in Locks Heath.
2. '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.
3. Members will be aware of the recent changes to the management arrangements for the building, which included releasing Hampshire County Council (HCC) from the previous Management Agreement, in order to enhance the operation and sustainability of youth work in the area.
4. In May of this year, the Council entered into a new agreement with 'Y Services for Young People' who have responsibility for managing and operating the Centre on a day-to-day basis, in addition to offering youth activities from the building for local young people. Fareham Borough Council is responsible for the maintenance of the building.

#### BACKGROUND

5. Following the termination of the arrangement with HCC, Fareham Borough Council entered into a new partnership with a local youth work charity, Y Services for Young People. Consequently, it has become necessary to review and update the constitution for the Genesis 'Management Committee' to reflect the new operational arrangements.
6. Since the planning and development of the facility in the late nineties, Genesis has been supported by the involvement of other local agencies and community representatives, who recognised the value of supporting their youth provision.

#### NEW CONSTITUTION

7. Despite the various changes in membership over the years, the importance of involving

local ward councillors, like-minded agencies, interested members of the community and representatives from user groups, in the direction and development of the centre, continues to be recognised as an important factor in managing the facility. It is acknowledged that a partnership approach to guiding the work of the centre has had a positive impact on the Centre, not least because of the ability of the management body to attract new funds, which, if working in isolation, the Council would be unable to secure.

8. Following the commencement of the new arrangements, it has been necessary to update the constitution to reflect the changes in the operational arrangements. It was felt prudent at this time to also review the role and membership of the management body, to ensure that it is still allied to the purpose of Genesis, while also being able to support Y Services in their role as managers of the building.
9. 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.
10. As a relatively young charity, Y Services is hoping to strengthen its identity within the Borough and as well as operating the facility on behalf of the Council, is keen to secure Genesis as a local 'base' from which to co-ordinate and develop their activities. Management duties at Genesis will consist of :
  - General caretaking duties, liaison with hirers
  - Manage centre bookings on behalf of Genesis Advisory Committee
  - Supporting Genesis Advisory 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
  - Produce a Development Plan for building the capacity of the Centre, maximising income streams with a focus of creating more youth opportunities at the facility.
11. Most importantly, it is recognised that the 'Genesis Advisory Committee' as it will now be known, actively continues to support the development of opportunities and the furtherance of activities for young people, in partnership with the Council and Y Services.
12. The proposed constitution is attached at Appendix A, however, in summary the key changes include:
  - Refreshing the objectives and purpose of the Centre, including the aims of the management partnership
  - The management body are clearly defining their advisory role and the contribution they will make to the new management arrangements.
  - Indemnity arrangements



- Clarification of the membership arrangements for user groups and interested parties, including representation and voting rights
13. The constitution has been developed in partnership with members of the committee and following negotiations with the Chairman of Genesis Management Committee, Director of Community and Y-Services who have agreed to the role, representation and voting rights of the various agencies involved.
  14. Although the Community Development Manager has and will continue to support the Genesis Centre and GAC, it is proposed that with these new arrangements in place, involvement will be on a needs basis, rather than attending every meeting.
  15. It is proposed that the Leisure and Community Policy Development and Review Panel will receive an annual report on the progress of the work and use of the Genesis Centre.

### **CONCLUSION**

16. This report provides members with an overview of the new constitutional arrangements for the support of Genesis Youth Centre in Locks Heath. Having revised the Council's arrangements for the operation of the building, it is hoped that members support the proposed constitution. It is recognised that strengthening the governance arrangements will also assist in consolidating and maintaining this important provision for young people in the Western Wards.

### **Reference Papers:**

#### **Reports to The Executive for Decision - 'Genesis Young Peoples Centre – Proposed new management arrangements;**

- 12 May 2014

Appendix A – Proposed Constitution for the Genesis Advisory Committee  
Appendix B – Summary of Key responsibilities



## Constitution

Revised on .....

### GENESIS ADVISORY COMMITTEE

#### 1.0 NAME

The Association established is called **Genesis Advisory Committee**. (Hereinafter called “ The Committee”).

#### 2.1 OBJECTIVES

- 2.1 The objective is to provide and manage the Centre for the benefit of young people in the Western Wards, without distinction of age, sex and race, political, religious or other opinion.
- 2.2 Through associating the statutory authorities, voluntary organisations and inhabitants in a common effort, the ‘grouping’ seeks to advance education and provide facilities in the interests of recreation or other leisure- time activities, with the object of improving life opportunities for local young people;
- 2.3 To advise on the management and development of the Genesis Centre, to maintain it and to manage the facility in partnership with Fareham Borough Council. To oversee the running of the Genesis Centre and related activities promoted by the Committee and its constituent bodies in furtherance of the above objects for the benefit of local young people and with regard for the restrictions on the use of the building (as subject to the Planning Conditions in situ)
- 2.4 The Committee wishes that through providing the Genesis Centre, they are able to promote opportunities specifically for the development of young people, in particular:
- Building positive relationships with young people that enable them to explore, make sense of their experiences and plan and take considered action.
  - Facilitate young people’s learning, providing opportunities for their personal and social development.
  - Enable young people to organise and take increasing responsibility for activities, events and personal goals.
  - Work with young people in accordance with the core values of youth work, support and develop effective, efficient and ethical practice in youth work.
- 2.5 In furtherance of the above objects, the Committee may:
- 2.5.1 Provide or secure the provision of support services; educational and recreational facilities, including practical assistance for young people within the area of benefit.

- 2.5.2 Provide, maintain and equip, or assist in the provision of, maintenance and equipment of, premises and facilities designed to carry out the objects of the Committee.
- 2.5.3 Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method, provided that the Committee may not engage in any form of permanent trading.
- 2.5.4 Purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights and privileges necessary for the promotion of the above objects and construct, maintain and alter any buildings or erections which the Association may think necessary for the promotion of its objects.
- 2.5.5 Make any regulations for any property which may be so acquired.
- 2.5.6 Subject to any consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association with a view to the furtherance of its objects.
- 2.5.7 Receive money on deposit or loan and borrow or raise money in such a manner as the Committee shall think fit subject to such consents as many be required by law.
- 2.5.8 Invest the monies of the Association not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- 2.5.9 Recruit and train volunteers with relevant skills to carry out the objects of the Association.
- 2.5.10 Employ and pay any person or persons to supervise, organise and carry on the work of the Committee and make all reasonable and necessary provision for the payment of remuneration to employees.
- 2.5.11 Promote and organise co-operation in the achievement of the above objects and to that end, to work in collaboration with local authorities and voluntary organisations engaged in the furtherance of the above objectives.
- 2.5.12 Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

### **3.0 MEMBERSHIP**

- 3.1.1 Membership of the Committee shall be open to people, irrespective of political party, nationality, religion or political opinion:
- 3.1.2 Genesis Management Committee will be **advisory** in capacity and each of the recognised parties below is entitled to have at least one voting member, representing the views of their group or organisation;
- **Two** Councillors, appointed by Fareham Borough Council (as the landlord of the building)
  - **One** Councillor, appointed by Hampshire County Council (as provider of Children's and commissioner of Youth Support Services)
  - **One** representative of the Local Children's Partnership, or its successor group

- **One** Community Representative (on behalf of local residents)
- A maximum of **Four** representatives in total, **One** from each of the User Groups, who hire Genesis on a regular basis
- **One Ex Officio** representation from Y Services (as the operational charity)
- **One Ex Officio** representation from Fareham Borough Council, as and when required

- 3.1.3 It has been agreed that Y Services for Young People, a local Youth Work charity, has agreed to operate the building for the benefit of local young people, on behalf of the landlord, Fareham Borough Council and the Genesis Advisory Committee.
- 3.1.4 Organisations within the area of benefit, whether voluntary or statutory, may upon application to and with the approval of the Committee be admitted as Advisory Members and such approval shall not be unreasonably withheld;
- 3.1.5 Well-wishers anywhere or persons who, in the opinion of the Committee, have special knowledge or experience to offer to the Collective; such members shall be called Associate Members and shall [not have the right to vote at meetings of the Association. (e.g. FBC Officers)
- 3.2 Advisory members shall each be entitled to be represented at meetings of the Association by a duly authorised representative with power to vote on behalf of the Affiliated Member.
- 3.3 The Committee shall fix the hiring fees for the Genesis Centre on an annual basis and have the ability to terminate the membership of any member or user group, provided that the member concerned shall have the right to be heard by the Association before a decision is made.

#### **4.0 ADVISORY COMMITTEE**

- 4.1 Except as provided otherwise in this Constitution the policy and general management of the affairs of the Committee shall be directed by the Committee which shall meet not less than five times a year and shall consist of not less than One Third of members of the Association, elected at an Annual General Meeting.
- 4.2 Nominations can be accepted from interested parties, wishing to support the activities of the Genesis Centre.
- 4.3 Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of the members of the Committee present and voting at an Annual General Meeting.
- 4.4 Should the number of nominations be less than the number of vacancies, further oral nominations may with the approval of the Annual General Meeting be invited from members present and voting at the said Annual General Meeting.
- 4.5 The Committee elected at an Annual General Meeting shall have the power to co-opt further members, who shall be individual Members or representatives of Affiliated Members and who shall serve until the conclusion of the next following Annual General Meeting PROVIDED THAT the number of co-opted members shall not exceed one third of the total membership of the Committee. Co-opted members shall have the right to vote.

- 4.6 The Chairman, Vice-Chairman, Secretary and Treasurer, who shall be the Honorary Officers of the Association, shall be full Individual Members, of the Association and shall be elected annually by and from the members of the Committee at their first meeting following the Annual General meeting. The office of Chairman shall not be held by any one person for more than 3 consecutive years.
- 4.7 Any member of the Committee who fails to attend two consecutive Committee meetings without reasonable excuse shall lose her/his place on the Committee, which may be filled by co-option in accordance with Clause 4.5 above.

## 5.0 FUNCTIONS OF THE COMMITTEE

- 5.1 The Committee may make such regulations as its members consider appropriate for the efficient conduct of the business of the Committee and the Genesis Centre.
- 5.2 The Committee may appoint external agencies or services as considered necessary, or on such terms and conditions as they may determine.
- 5.3 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
- 5.4 The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualifications of any member.

## 6.0 CHAIRING MEETINGS

- 6.1 All meetings of the Association or of any of its sub-committees shall be guided by its Chairman, or in his/her absence, its Vice- Chairman. If neither are present, those present may elect one of their fellow representatives to take the Chair. [The Chairman of any meeting shall have a second or casting vote]

## 7.0 FINANCE

- 7.1 All monies raised by or on behalf of the Committee shall be applied to further the objects of the Committee and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the committee engaged upon the approved business of the partnership.
- 7.2 Any income, grants or monies raised by the Genesis Advisory Committee shall be held by Y Services, on the Committee's behalf. This will be held separately from the funding of the main Y charity.
- 7.3 A current financial statement will be available for the committee to consider at each meeting. The Genesis Advisory Committee may also decide to hold a separate bank account.
- 7.4 A statement of accounts for the last financial year shall be submitted by Y Services, for the Committee to receive at the Annual General Meeting. Y Services will ensure that these have been independently assessed.

- 7.5 The financial year of the Committee shall run from 1 April to 31 March
- 7.6 The Committee shall authorise any financial transactions or procurements, providing agreement is reached and properly recorded.
- 7.7 Should they decide to hold a separate bank account, the committee shall designate 3 members of the Committee to sign cheques on behalf of the Committee. All cheques must be signed by not less than 2 of the 3 authorised signatories.

## **8.0 TRUSTEE RESPONSIBILITY**

- 8.1 The Committee may appoint and may terminate the appointment of not less than 3 people to act as Trustees for holding property belonging to the Committee. The title to all or any such real and/or personal property which may be required by or for the purposes of the Committee shall be vested in the Trustees who shall hold such property in trust for the partnership. An inventory has been prepared to assist with this matter.

## **9.0 ANNUAL GENERAL MEETING**

- 9.1 [The first Annual General Meeting of the Committee shall be held not later than the 15 of December 2014 and in each year thereafter]. An Annual General Meeting of the Committee shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the Committee shall determine.
- 9.2 At such an Annual General Meeting the business shall include the following:
- The election of members to serve on the Committee
  - The appointment of an auditor or auditors (if necessary)
  - The consideration of the audited accounts
  - The transaction of such other matters as may from time to time be considered necessary.

## **10.0 SPECIAL GENERAL MEETING**

- 10.1 The Committee may at any time at its discretion and shall upon a requisition signed by not less than \_\_\_\_\_ members, having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 12 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

## **11.0 GUIDANCE OF PROCEDURES AT ALL MEETINGS**

### *Voting*

- 11.1 Subject to the provisions of Clause 12, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. [In case of an equality of votes the Chairman shall have a casting vote].

*Minutes*

11.2 Minutes shall be recorded and kept by the Committee as a record of all proceedings and resolutions.

*Quorum*

11.3 The quorum at General Meetings of the Committee shall be at least One Third of its total members and representatives.

**12.0 ALTERATIONS TO THE CONSTITUTION**

12.1 Any alterations to this Constitution shall receive the assent of not less than two thirds of the members of the Association present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

**13.0 DISSOLUTION**

13.1 If the Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Genesis Management Committee, they shall call a meeting of full members of the partnership.

13.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Committee, providing that these assets are made available to other like-minded youth charities or community organisations, operating on a 'not for profit' basis.

13.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Committee may decide.

**14.0 INDEMNITY OF USERS & HIRERS**

14.1 To limit the advisory committee from liabilities, each user group or hiring body (in fact anyone who hires the Centre, whether considered to have a regular or frequent booking or whom may hire the facility on an ad-hoc basis) is expected to have in place, their own arrangements regarding insurance cover (for the indemnity of their users or the activities associated with their group, purpose or occupation). There will be no exception to this requirement and evidence will be required upon booking as part of the formal hiring agreement.

On behalf of the Genesis Advisory Committee, this constitution has been agreed and is

Hereby adopted on the date of .....2014

Signed by.....

Chairman of Genesis Advisory Committee

Supported by.....

A copy of this constitution should be held by each of the following partners;

- Members of the Genesis Advisory Committee
- Fareham Borough Council
- Y Services for Young People
- Each hirer or user group of Genesis.



## Appendix B

A summary of the role and responsibilities of each of the main organisations involved in Genesis Advisory Committee (GAC).

| RESPONSIBILITIES OF THE TENANT | <b>Y Services for Young People</b>   |
|--------------------------------|--|
|                                | To develop and provide a range of services and opportunities for young people at the centre.   |
|                                | To act as Responsible Person for the Health and Safety of the building   |
|                                | Fire safety including fire evacuation exercises, and operational procedures.   |
|                                | Weekly testing of fire alarms and sounders.  |
|                                | Legionella management, i.e. Weekly flushing and recording of all water outlets and ensuring all outlets are cleaned and de scaled as required.                   |
|                                | PAT testing of all appliances used in the centre and preparation of the PAT testing policy.  |
|                                | Testing and maintenance of all media equipment in the recording studio.  |
|                                | Provision and cleaning of all sanitary fittings  |
|                                | Ensuring that all contractors work in a safe manner and view and sign the asbestos register before carrying out any works.                                       |
|                                | To attend, present reports and support the Genesis Advisory Committee  |
|                                | To hold funds on behalf of Genesis Advisory Committee, providing regular budget updates and present an annual summary of financial activity on behalf of the GAC |

| RESPONSIBILITIES OF THE LANDLORD | <b>Fareham Borough Council</b>   |
|----------------------------------|--|
|                                  | <b>The landlord</b> will act as Responsible Person, for the maintenance aspects of the building, specifically:             |
|                                  | Annual fire risk assessment  |
|                                  | Risk assessment of the water systems.  |
|                                  | Annual checks of the fire extinguishers.   |
|                                  | Testing of all fixed wired electrical appliances, e.g. cookers   |
|                                  | Servicing of the air conditioning system.  |
|                                  | Implementing a higher level Legionella Management Programme, i.e. all activities excluding the weekly flushing of outlets. |
|                                  | The fixed wired electrical installation.   |

|  |  |
|--|--|
|  | The servicing of the heating system  |
|  | Monthly testing of the emergency lighting and fire alarms.   |
|  | Servicing of the lightning protection system.  |
|  | Support to the Genesis Advisory Committee, our elected members or representatives in relation to community activities, governance or operational issues of the Centre. |

|  |   |
|--|---|
| <b>RESPONSIBILITIES OF THE COMMITTEE</b> | <b>Genesis Advisory Committee</b>   |
|  | Setting the annual fees and charges for the use of the building, recording studio and meeting rooms, ensuring that there is a good balance between the needs of young people, opportunities for enhancing income streams and maintaining existing services and the needs of the building. |
|  | Enhancing the range of services and opportunities available from Genesis for local young people and those that are available in the Western Wards.  |
|  | Work with partners to identify opportunities to attract and secure additional funding for new opportunities, in response to local needs or in order to enhance existing services and facilities.  |
|  | Oversee the running of the building and ensuring that there are appropriate policies and procedures in place, for the safe use and operation of the building.   |
|  | Managing the needs and issues raised by hirers, including resolving any complaints or queries from user groups and negotiating positive outcomes.   |
|  | Liaison with young people on a regular basis, to seek their views regarding the operation and running of the Centre.  |
|  | Managing the cleanliness and decorative condition of the building   |
|  | Regularly reviewing and updating the Inventory of equipment and apparatus available at Genesis to ensure it is up to date, PAT tested and insured appropriately.  |

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 03 November 2014

**Portfolio:** Leisure and Community  
**Subject:** **Relate Solent Service – Funding Request**  
**Report of:** Director of Community  
**Strategy/Policy:**  
**Corporate Objective:** To build strong and inclusive communities

**Purpose:**  
This report seeks approval for a funding award towards Relate Solent.

**Executive summary:**  
'Relate Solent' represents a partnership between two Relate branches. Relate Solent provides couple counselling, family counselling, individual relationship support and training courses in life skills.

Relate Solent wishes to provide a funding subsidy for Fareham residents wishing to access local Counselling Services. Residents can access services in either Eastleigh or Portsmouth. Fareham residents can also access support through a locally based office in High Street, Fareham.

The provision of funding for two years would provide the partnership with a bursary for use by local clients; this would enable the service to be more accessible to those residents, who are unable to pay the full cost of a session.

Any award would be subject to a satisfactory service specification being agreed.

**Recommendation:**  
That the Executive approves the award of a grant of £4,000 per annum for a period of two years to Relate Solent.

**Reason:**  
This grant will benefit residents of Fareham to access relationship counselling and it is especially aimed at those who would otherwise be unable to pursue counselling due to their individual or family financial circumstances.

**Cost of proposals:**

Funding this proposal costs £4,000 per annum for a two year period, this equates to an award of £8,000 in total. This cost can be met from the Community Grants budget.

**Appendix A: Summary of Relate Solent 2013/2014**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 03 November 2014

**Subject:** Relate Solent, Counselling Service - Funding Request

**Briefing by:** Director of Community

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. 'Relate Solent' represents a partnership between two Relate branches; both of whom provide support to residents of the Borough. Residents can access counselling from the offices of 'Relate Solent and Winchester', based in Eastleigh or through 'Relate Portsmouth', based in Portsmouth City Centre.
2. Relate Solent provides couple counselling, family counselling, individual relationship support and training courses in life skills. They currently provide support to residents of the Borough from their offices in Eastleigh and through Portsmouth Relate, based in Portsmouth City. In August 2007, Relate set up a Fareham outpost service at Neville Lovett School, for residents who were unable to travel to Portsmouth or Southampton. During the last six months, this counselling base has relocated to a venue in High Street, Fareham.

#### PROPOSAL

3. This report seeks approval for the Council to fund Relate Solent; a partnership between two independent registered charities, to benefit the residents of the Borough and to help provide for a Fareham based counselling service.
4. Approval is being sought for two years funding at the cost of £4,000 per annum, this would provide a bursary scheme to support Fareham residents and continuation of this much needed service in the Borough of Fareham.
5. This funding would provide residents of Fareham with access to a local counselling service at a reduced cost. The service would be delivered jointly by Relate Solent and Eastleigh and Relate Portsmouth and District, under the partnership of 'Relate Solent'.

#### RELATE SERVICE

6. Both Relate organisations aim to provide relationship counselling and psychosexual therapy to residents of the Borough requesting the service, irrespective of their ability to pay the full cost of the sessions. In the past financial

year the average cost of counselling was £57 per session and it is estimated that this figure will remain at a similar level for the year 2014/15.

7. It is recognised that some residents are unable to pay this cost in full and Relate operates a bursary scheme to subsidise these residents. The bursary scheme is means tested. The client is asked to make a simple declaration of income and then bursary is allocated on a sliding scale. There is a minimum charge of £10 in all cases; this has helped to ensure that clients keep their appointments.
8. The money provided by Fareham Borough Council enables local residents to access the service. Last year, One fifth (around 19%) of the appointments offered by Relate to Fareham residents were supported by the bursary
9. The benefits of the service to the Borough are vital in maintaining family stability. At a strategic level, it is recognised that the prevention of family breakdown, has a major impact on the local economy, crucially, disrupted families often leads to housing difficulties and pressures on the housing budget, as well as potential financial hardship on the family members concerned.
10. The Federation of Relate Centre's has conducted a nation-wide survey of the cost benefit to local areas who 'invest' in the provision of Relate Services for local residents. Relate has a long-held acknowledgement towards the understanding that where people enjoy healthy couple and family relationships, this enables greater benefits to their community.
11. Consequently the survey suggests that for every £1.00 of local government funding spent, the cost benefit or saving from the public purse is around £11.00. The summary below, based on Relate research illustrates some of the areas where the quality of life is affected by relationships.

#### **Common Presenting issues in Relate Counseling;**

- Domestic Violence and Abuse
  - Child Protection Issues (Child abuse/violence)
  - Drugs, Alcohol and Substance Abuse
  - Unemployment
  - Financial Hardship
  - Mental Health Problems (in particular depression)
  - Sex and Internet Addiction
  - Affairs
  - Bereavement
  - Low Self Esteem
  - Blended Family Difficulties
  - Parenting difficulties
  - Teenage pregnancies
12. If this award is granted, officers would work with Relate Solent to define the specific use of the funds. The grant will be monitored by the Community Development Manager through the provision of statistics and an annual meeting with Officers from Relate.
  13. For Members' information, details on the use of their grant last year, is attached at Appendix A.

## **FINANCIAL IMPLICATIONS**

14. The request would provide Relate Solent with £4,000 per annum for two years; 2014/16.
15. It is acknowledged that for the Council has provided financial support for Relate for the last seven years, this has predominantly been provided through three-year Service Level Agreements and funded through the Community Grants Budget. However, with the on-going pressure on the Council's budgets, it is proposed that a two year agreement may be a more prudent measure during the current economic climate.

## **CONCLUSION**

16. Relate provide a counselling service for Fareham residents to access. This can be through offices in Eastleigh or Portsmouth or from an outpost located in the Borough of Fareham. The provision of funding for the next two years would provide the organisation with a bursary purse, which would enable the service to be more accessible to residents who can not afford to pay the full cost of a session.

## **Reference Papers:**

**Appendix A: RELATE SOLENT:** Fareham, 2013/2014 Statistics on use of the SLA.

## RELATE SOLENT: Fareham 2013/2014 Statistics

| Seen  | Appointments | Cases      | Individuals |
|---|--------------|------------|-------------|
| <i>(All Sites including schools)</i>                                | <b>632</b>   | <b>135</b> | <b>230</b>  |
| All Sites Not including Hampshire County Council Schools & Colleges | 607          | 131        | 222         |
| Fareham Outpost   | 75           | 11         | 17          |
| Gosport Outpost   | 42           | 16         | 26          |
| Portsmouth  | 220          | 42         | 72          |
| Southampton   | 182          | 46         | 81          |
| Winchester Centre   | 88           | 16         | 28          |
| Clients who accessed Fareham Bursary                                | 113          | 34         | 20          |

### Statistics:

- Types of appointments seen (not including HCC Schools):  
 Family counselling = 6  
 Relationship on-going counselling = 433  
 Psychosexual Therapy = 51 Domestic Violence = 11  
 Initial Consultations = 106
- 14 clients who we worked with experienced Domestic Violence within their relationships.
- 14% of all clients accessed our bursary.
- 18% of seen appointments utilised our bursary scheme.
- 53% of clients were female, 47% were male.
- Ethnicity of clients:  
 White British - 162                      White Other - 5  
 Chinese - 1                                      Unknown - 56
- Worked with in Northern Junior and Crofton Schools;  
 Families supported in Fareham via HCC Schools Project - 2  
 Individuals supported in Fareham via HCC Schools Project - 4
- Worked in Southampton City College  
 Young people supported from Fareham - 2



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 3 November 2014

**Portfolio:** Policy and Resources  
**Subject:** Acquisition of the site of 96 Highlands Road, Fareham  
**Report of:** Director of Finance and Resources  
**Strategy/Policy:** Asset Management

**Corporate Objective:** A dynamic, prudent and progressive Council  
Maintain and extend prosperity  
Strong and inclusive communities

**Purpose:**

To report the terms agreed with Hampshire County Council (HCC) for the acquisition of the former Hampshire Rose public house site situated at 96 Highlands Road, Fareham.

**Executive summary:**

The Executive on the 7 September 2009 endorsed a bid submitted to the agents acting for the Receivers of the former Hampshire Rose public house, 96 Highlands Road, to acquire the site. The bid was unsuccessful. The site was sold by the receivers in January 2010 to a development company. HCC subsequently purchased the site from the developers in October 2010. The site has remained vacant.

Discussions have been held with HCC for the Council to acquire the site to assist the Council's objectives to progress a residential and community use scheme. Following HCC declaring the site surplus to their requirements terms for the acquisition by the Council have been agreed as set out in the confidential Appendix A.

**Recommendation/Recommended Option:**

That the Executive approves the terms agreed with Hampshire County Council for the acquisition of the site of 96 Highlands Road, as shown on the confidential Appendix A.

**Reason:**

To obtain the approval to the terms agreed with HCC for the acquisition of the site of 96 Highlands Road.

**Cost of proposals:**

The acquisition price is set out in the confidential Appendix A.

**Appendices:**

**A:** Confidential appendix setting out the terms agreed with HCC for the acquisition of 96, Highlands Road (Exempt By virtue of paragraphs (3) of Part 1 of Schedule 12A of the Local Government Act 1972.)

**B:** Plan showing site of 96, Highlands Road

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 3 November 2014

**Subject:** Acquisition of the site of 96 Highlands Road, Fareham

**Briefing by:** Director of Finance and Resources

**Portfolio:** Policy and Resources

#### INTRODUCTION

1. The Executive on the 7 September 2009 endorsed a bid submitted to the agents acting for the Receivers of the former Hampshire Rose public house, 96 Highlands Road, to acquire the site. The bid was unsuccessful. The site was sold by the receivers in January 2010 to a development company. HCC subsequently purchased the site from the developers in October 2010. The site has remained vacant.

#### PROPOSAL

2. Discussions have been held with HCC for the Council to acquire the site as shown for identification purposes only on the plan attached as Appendix B. The acquisition of the site will assist the Council's objectives to progress a residential and community use scheme thereon subject to consultation with ward councillors and the local community.
3. Following HCC declaring the site surplus to their requirements terms for the acquisition by the Council have been agreed and are set out in the confidential Appendix A for the approval of the Executive.

#### FINANCIAL IMPLICATIONS

4. The cost of the acquisition will be funded initially from the Housing Enabling Fund.

#### CONSULTATIONS

5. As referred to in paragraph 2 of the briefing paper the acquisition of the site will assist the Council's objectives to progress a residential and community use scheme subject to consultation with ward councillors and the local community.

#### CONCLUSION

6. Terms have been agreed with HCC for the acquisition of the site of 96, Highlands Road. The terms are set out in the confidential Appendix A and are recommended for approval by the Executive.



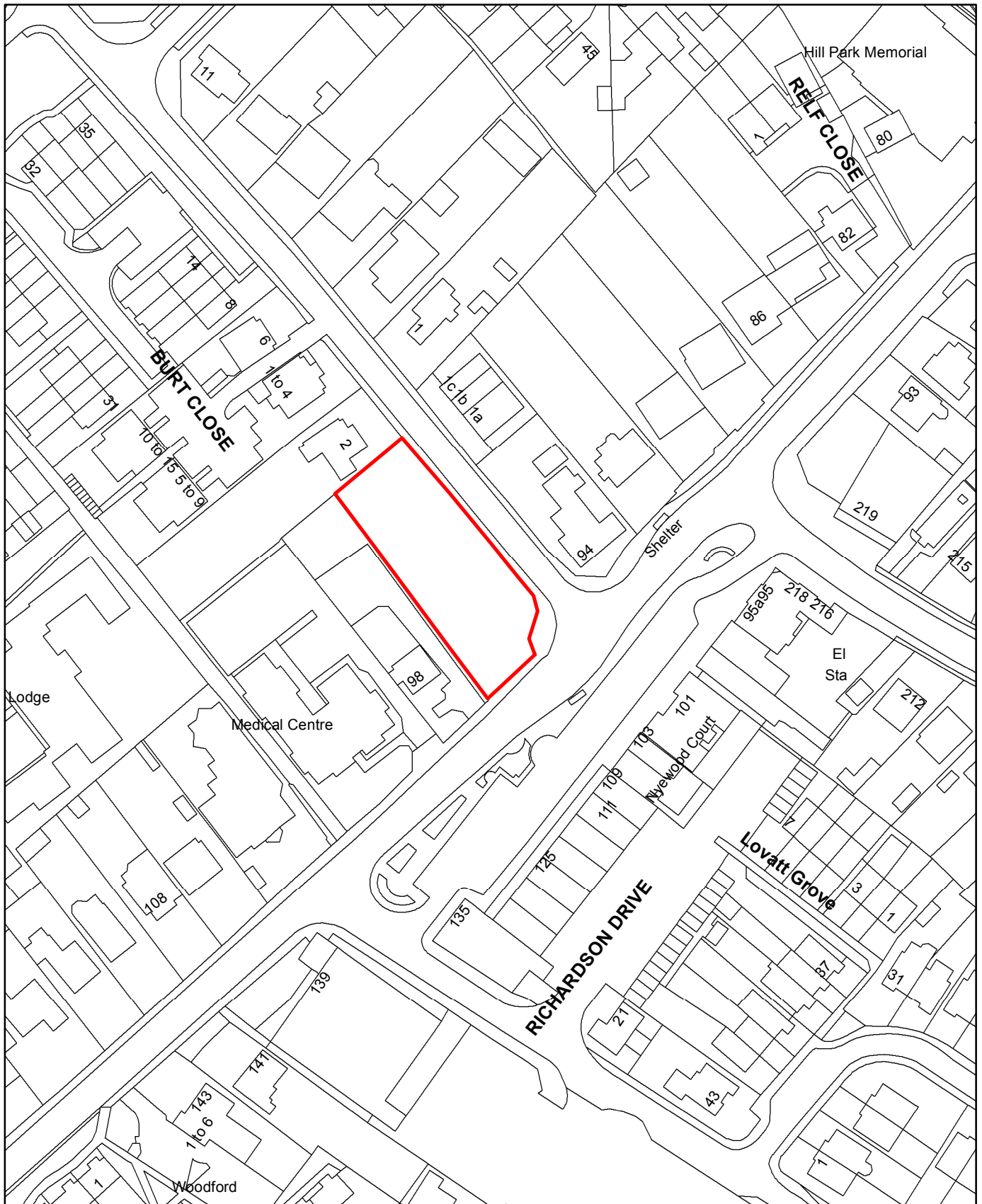
By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# FAREHAM

## BOROUGH COUNCIL



96 Highlands Road,  
Fareham

Scale 1:1250

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# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 3 November 2014

**Portfolio:** Policy and Resources  
**Subject:** Sale of Gillies Public Car Park  
**Report of:** Director of Finance and Resources  
**Strategy/Policy:** Asset Management  
**Corporate Objective:** A dynamic, prudent and progressive Council  
Maintain and Extending Prosperity

**Purpose:**

To report the terms agreed with Aldi Stores UK for the purchase of the Gillies public car park situated off of West Street, Fareham.

**Executive summary:**

The Council has been approached by the agent acting on behalf of Aldi Stores UK. Aldi have just extended their store at 208 - 228 West Street. Parking has always been a major issue for Aldi and they are looking at ways of addressing this.

One opportunity for Aldi is to purchase the adjoining Gillies Council owned car park which links directly to their existing store car park. Terms for the sale of the car park have been agreed as set out in the confidential Appendix A.

**Recommendation/Recommended Option:**

That the Executive approves the terms agreed with Aldi Stores UK as set out in the confidential Appendix A for the purchase of the Gillies public car park.

**Reason:**

To obtain the approval to the terms agreed with Aldi Stores UK for the purchase of the Gillies public car park.

**Cost of proposals:**

The sale price for the car park is set out in the confidential Appendix A.

**Appendices:** **A:** Confidential appendix setting out the terms agreed with Aldi Stores UK for the purchase of the Gillies public car park (Exempt By virtue of paragraphs (3) of Part 1 of Schedule 12A of the Local Government Act 1972.)

**B:** Plan showing site of the Gillies car park



# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 3 November 2014

**Subject:** Sale of Gillies Public Car Park

**Briefing by:** Director of Finance and Resources

**Portfolio:** Policy and Resources

#### INTRODUCTION

1. The Council has been approached by the agent acting on behalf of Aldi Stores UK. Aldi have just extended their store at 208 - 228 West Street. Parking has always been a major issue for Aldi and they are looking at ways of addressing this. Aldi state this is a popular store for the residents of Fareham as shown by the recent extension and accordingly the improvement of customer car parking will maintain its future within the town centre.
2. One opportunity for Aldi is to purchase the Council owned Gillies public car park as shown edged red on the plan attached as Appendix B which links directly to their existing store car park. It is proposed that the access road from West Street to the car park as shown cross hatched on the plan will be retained by the Council.
3. The Council's car park is underused as referred to in the financial implications section of the briefing paper. Therefore the approach from Aldi presents an opportunity for the Council to obtain a capital receipt from the sale.
4. When the Town Centre Parking Strategy was presented to the Executive at its meeting on 3 December 2012, one of the actions (1a) from the implementation plan was: Enable the decommissioning and sale of the Gillies car park when the opportunity arises for disposal via Estates. The reason for this decision was that the Gillies car park saw consistently low occupancy levels due to its location and access arrangements.

#### SALE TERMS

5. Having regard to action (1a) of the Town Centre Parking Strategy implementation plan referred to in paragraph 4, terms have been agreed with Aldi Stores UK for the purchase of the car park and are set out in the confidential Appendix A for the approval of the Executive.

## **LEGAL CONSIDERATIONS**

6. Following advice received from the Southampton & Fareham Legal Services Partnership the Council are in a position to negotiate a private treaty freehold disposal with Aldi as opposed to placing the car park in the open market. This is possible because the Council's car park is located adjacent to Aldi's store which puts them in a special purchaser position. The sale price obtained will have to be the best consideration achievable in accordance with S123 of the Local Government Act 1972. The purchase price agreed by the Head of Estates with the agent acting on behalf of Aldi Stores UK satisfies the S123 test.

## **FINANCIAL IMPLICATIONS**

7. The Gillies long stay car park is the least used and least accessible of the car parks and is consistently under-occupied. This is due to its poor network presence, poor quality environment and problematic access arrangements.
8. This car park has seen a decline in occupancy year on year. There is also upkeep and maintenance costs to be considered for the car park such as machine maintenance cash collection as well as the time taken by officers to patrol.
9. This car park is therefore not presenting good value for money in terms of enforcement, maintenance and payment machine collection costs. Therefore the parking strategy would not be undermined if this site were to be allocated to other uses, potentially in accordance with the proposals outlined in the Development Sites and Policies Plan.

## **CONCLUSION**

10. Terms have been agreed with Aldi Stores UK for the purchase of the Gillies public car park. The terms are set out in the confidential Appendix A and are recommended for approval by the Executive.

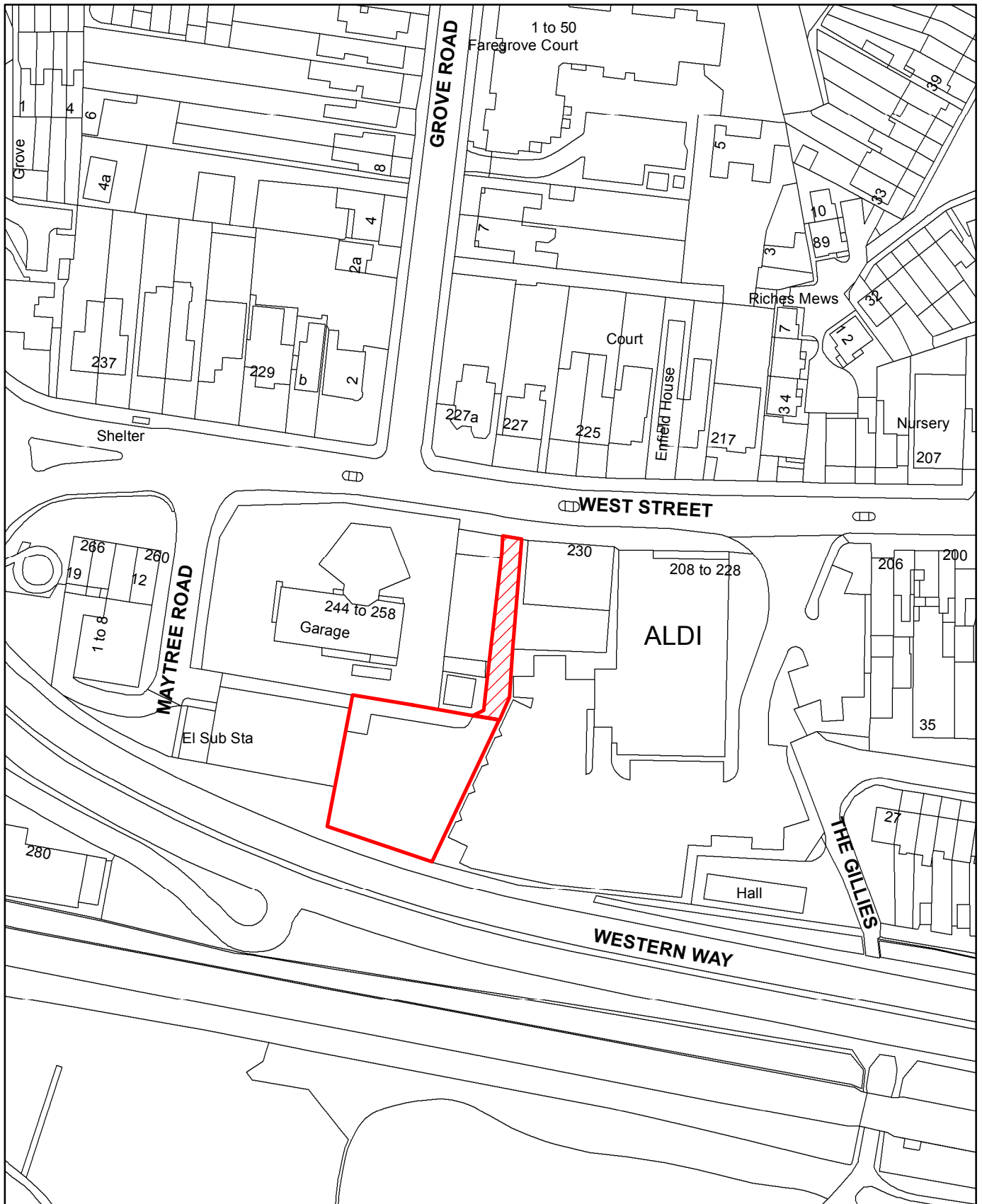
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# FAREHAM

## BOROUGH COUNCIL



The Gillies car park

Scale 1:1250

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# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 03 November 2014

|                             |  |
|-----------------------------|--|
| <b>Portfolio:</b>           | Policy and Resources                         |
| <b>Subject:</b>             | <b>Quarterly Financial Monitoring Report</b> |
| <b>Report of:</b>           | Director of Finance and Resources            |
| <b>Strategy/Policy:</b>     | Finance Strategy                             |
| <b>Corporate Objective:</b> | A dynamic, prudent and progressive Council   |

**Purpose:**

This report provides comparative information on the Council's revenue and capital expenditure for the six months ended 30 September 2014. Members are invited to consider the financial performance in the quarter, and any corrective action that may be deemed appropriate.

**Executive summary:**

This report provides summary information on the overall spending position against the revenue and capital budgets in the current year, as set out in the following tables:-

| Revenue             | Budget<br>2014/15 | Budget to<br>30 Sep 14 | Actual to<br>30 Sep 14 | Variation |
|---------------------|-------------------|------------------------|------------------------|-----------|
|                     | £000s             | £000s                  | £000s                  | £000s     |
| Service Budgets     | 13,027            | 13,770                 | 13,362                 | -408      |
| Non-Service Budgets | -3,511            | -861                   | -910                   | -49       |
| Net                 | 9,516             | 12,909                 | 12,452                 | -457      |

The main variations in spending to 30 September 2014 are within cost of employment (-£149,915) and housing benefits (-£126,445). Vacancies are the main reason behind the under spend on the cost of employment. Housing benefit payments are under the budget although this will be revised during the financial year.

| Capital Programme | Budget<br>2014/15 | Budget to<br>30 Sep 14 | Actual to<br>30 Sep 14 | Variation |
|-------------------|-------------------|------------------------|------------------------|-----------|
|                   | £000s             | £000s                  | £000s                  | £000s     |
| General Fund      | 19,091            | 6,195                  | 2,459                  | -3,736    |
| HRA               | 10,409            | 4,122                  | 2,744                  | -1,378    |
| Total             | 29,500            | 10,317                 | 5,203                  | -5,114    |

Revenue and capital spending plans are showing an under spend for the period.

While there are no areas of immediate concern, it is appropriate to monitor financial performance over the final quarter to ensure that any slippage does not adversely affect the services provided to residents and customers. Commentary on the most significant variations is set out in the in the briefing paper accompanying the report.

**Recommendation:**

That the report on revenue and capital budget monitoring be noted.

**Reason:**

To provide members of the Executive with a summary of the Council's budgetary performance to 30 September 2014.

**Cost of proposals:**

Not applicable.

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 03 November 2014

**Subject:** Quarterly Financial Monitoring Report

**Briefing by:** Director of Finance and Resources

**Portfolio:** Policy and Resources

#### INTRODUCTION

1. This report sets out, in detail, the variations between the budgeted and actual income/expenditure to 30 September 2014 for both revenue and capital budgets.

#### REVENUE EXPENDITURE SUMMARY

2. The details of the budget and spend for each of the Council's committees and portfolios for the first six months are shown in the following table:-















#### ACTUAL REVENUE EXPENDITURE TO 30 SEPTEMBER 2014

|                                | <b>Budget<br/>2014/15<br/>£</b> | <b>Budget to<br/>30 Sep 14<br/>£</b> | <b>Actual to<br/>30 Sep 14<br/>£</b> | <b>Variation<br/>£</b> |
|--------------------------------|---------------------------------|--------------------------------------|--------------------------------------|------------------------|
| Committees                     |                                 |                                      |                                      |                        |
| Planning                       | 793,400                         | 248,800                              | 198,121                              | -50,679                |
| Licensing & Regulatory Affairs | 355,800                         | 50,400                               | 65,760                               | -15,360                |
| Executive - Portfolio Budgets  |                                 |                                      |                                      |                        |
| - Leisure & Community          | 2,278,700                       | 584,500                              | 501,577                              | -82,923                |
| - Health & Housing             | 1,210,300                       | 464,700                              | 443,050                              | -21,650                |
| - Planning & Development       | -537,600                        | -428,500                             | -457,478                             | -28,978                |
| - Policy & Resources           | 1,950,100                       | 10,581,400                           | 10,359,204                           | -268,196               |
| - Public Protection            | 2,603,000                       | 887,500                              | 980,175                              | 92,675                 |
| - Streetscene                  | 4,373,700                       | 1,380,900                            | 1,270,996                            | -109,904               |
| <b>SERVICE BUDGETS</b>         | <b>13,027,400</b>               | <b>13,769,700</b>                    | <b>13,361,405</b>                    | <b>-408,295</b>        |
| <b>NON-SERVICE BUDGETS</b>     | <b>-3,511,300</b>               | <b>-861,000</b>                      | <b>-909,811</b>                      | <b>-48,811</b>         |
| <b>NET BUDGET</b>              | <b>9,516,100</b>                | <b>12,908,700</b>                    | <b>12,451,594</b>                    | <b>-457,106</b>        |

3. The budget for Policy and Resources to September 2014 appears high against the budget for the year as housing benefit payments are processed during the year whereas the grant income is processed at year end.

### THE KEY COUNCIL SERVICES

4. The Council has a number of services that would be considered as major or demand led services as they have a large impact on the council tax and any major variation in these budgets could lead to unacceptable rises in council tax. The details are shown in the following table:-







| Service                               | Budget<br>2014/15<br>£ | Budget to<br>30 Sep 14<br>£ | Actual to<br>30 Sep 14<br>£ | Variation<br>£ |   |
|---------------------------------------|------------------------|-----------------------------|-----------------------------|----------------|---|
| Parking Services                      | -1,026,600             | -523,900                    | -463,688                    | 60,212         |    |
| Commercial Estates                    | -2,377,500             | -1,027,000                  | -995,837                    | 31,163         |    |
| Local Tax Collection                  | 1,162,900              | 363,400                     | 338,012                     | -25,388        |    |
| Community Parks & Open Spaces         | 991,900                | 363,700                     | 345,788                     | -17,912        |   |
| Street Cleansing                      | 970,300                | 382,000                     | 378,935                     | -3,065         |  |
| Processing Planning Applications      | 267,700                | 33,200                      | 16,790                      | -16,410        |  |
| Homelessness                          | 311,600                | 251,200                     | 242,448                     | -8,752         |  |
| Land Charges                          | -162,000               | -93,900                     | -120,522                    | -26,622        |  |
| Housing Benefits Payments             | 0                      | 9,892,200                   | 9,765,755                   | -126,445       |  |
| Waste Collection & Recycling Services | 1,864,000              | 839,200                     | 802,666                     | -36,534        |  |
| Trade Waste                           | -68,600                | -394,700                    | -424,848                    | -30,148        |  |
| Ferneham Hall                         | 386,900                | 16,800                      | 3,638                       | -13,162        |  |
| Interest on Investments               | -676,900               | -153,000                    | -195,742                    | -42,742        |  |
| Cost of Employment                    | 15,473,700             | 7,739,256                   | 7,589,341                   | -149,915       |  |

5. The main variations in the key services are detailed as follows:-
- Parking Services is showing a variation of £60,000 above the budget, which is mainly as a result of reduced income from users of the Council's car parks.
  - Rents derived from commercial estates are less than expected, by £31,000. This is mainly due to vacant units in some of the Council's commercial properties and also new lettings on less favourable terms.

- (c) Housing benefits payments are currently £126,000 under the budget for the year. The forecast will be reviewed at the mid-point of the financial year and will reflect the updated position on changes in caseload and amounts paid in benefits. Expenditure will be offset by income at year end when Government Grant is accounted for.
- (d) Interest on investments is higher than budgeted for the year due to more cash being available for investment than anticipated. This however will not last throughout the financial year as some of the larger capital projects will reduce this balance as they require funding throughout the year.
- (e) Expenditure on employees represents approximately 60% of the Council's gross expenditure (excluding benefit payments) and therefore it is important that the total establishment cost is monitored collectively, as well as monitoring at service level. During the first 6 months of the year, savings on salaries and wages have arisen, mainly as a result of employee vacancies. While this has been partly offset by the additional expenditure on agency employees, it is anticipated that there will be an overall saving in this area at the end of the year.

## THE COUNCIL'S FUNDAMENTAL PARTNERSHIPS

6. The Council has six fundamental partnerships and it is appropriate that the expenditure in relation to each partnership is specifically monitored. The table below shows the financial performance relating to this Council's element of each partnership:-

| <b>Service</b>                          | <b>Budget<br/>2014/15<br/>£</b> | <b>Budget to<br/>30 Sep 14<br/>£</b> | <b>Actual to<br/>30 Sep 14<br/>£</b> | <b>Variation<br/>£</b> |   |
|---|---------------------------------|--------------------------------------|--------------------------------------|------------------------|---|
| Project Integra                         | 25,000                          | 20,500                               | 20,461                               | -39                    |  |
| Community Safety Partnership            | 297,200                         | 108,900                              | 94,370                               | -14,530                |  |
| Fareham & Gosport CCTV Partnership      | 206,200                         | 58,200                               | 51,340                               | -6,860                 |  |
| Portchester Crematorium Joint Committee | -150,000                        | 0                                    | 0                                    | 0                      |  |
| Environmental Health Partnership        | 1,353,700                       | 676,900                              | 700,022                              | 23,122                 |  |
| Building Control Partnership            | 231,500                         | 74,600                               | 67,398                               | -7,202                 |  |

7. There are no particular causes for concern within the Council's fundamental partnerships.

## CAPITAL PROGRAMME

8. On 10 February 2014, the Executive approved the 2014/15 capital programme for General Fund services of £16.3m and £8.3m for the Housing Revenue Account (HRA), giving a combined total of £24.6m.

9. Details of actual capital expenditure in 2013/14 were reported to the Executive on 7 July 2014 and it was noted that the slippage on the capital programme for 2013/14 of £2.5m for General Fund and HRA services, would now be included in the capital programme for 2014/15.
10. Since the capital programme was approved earlier in the year, a number of new schemes have been added to the 2014/15 programme giving a revised total of £29.5m:-
- Additional funding for Salterns Promenade - £40,000
  - Coldeast Swimming Pool - £1m
  - Depot Boundary Wall and River Repairs - £65,400
  - Daedalus Innovation Centre Solar Panels - £60,000
  - Matched Funding Grants for Community Groups - £34,800
  - Additional funding for Bath Lane Changing Rooms - £44,000
  - HRA New Build Housing Schemes - £1.1m
11. The following table sets out the updated capital programme for 2014/15 and has been used as the basis for monitoring progress to 30 September 2014:-

|                                  | <b>Approved Programme</b><br>£ | <b>2013/14 Slippage</b><br>£ | <b>New Schemes</b><br>£ | <b>Updated Programme</b><br>£ |
|----------------------------------|--------------------------------|------------------------------|-------------------------|-------------------------------|
| Public Protection                | 0                              | 0                            | 0                       | 0                             |
| Streetscene                      | 36,100                         | 79,300                       | 0                       | 115,400                       |
| Leisure & Community              | 3,432,300                      | 940,800                      | 1,118,800               | 5,491,900                     |
| Health & Housing                 | 480,000                        | 97,300                       | 0                       | 577,300                       |
| Planning & Development           | 75,000                         | 36,300                       | 0                       | 111,300                       |
| Policy & Resources               | 12,283,000                     | 386,500                      | 125,400                 | 12,794,900                    |
| <b>Total General Fund</b>        | <b>16,306,400</b>              | <b>1,540,200</b>             | <b>1,244,200</b>        | <b>19,090,800</b>             |
| Housing Revenue Account          | 8,297,000                      | 1,008,500                    | 1,103,600               | 10,409,100                    |
| <b>Updated Capital Programme</b> | <b>24,603,400</b>              | <b>2,548,700</b>             | <b>2,347,800</b>        | <b>29,499,900</b>             |

## MAJOR CAPITAL SCHEMES

12. The Council has a number of major capital schemes where expenditure is in excess of £500,000. These schemes, with forecast budget to 30 September 2014, are detailed in the following table:-

| Capital Scheme                                     | Budget 2014/15<br>£ | Budget to 30 Sep 14<br>£ | Actual to 30 Sep 14<br>£ | Variation<br>£ |    |
|--|---------------------|--------------------------|--------------------------|----------------|----|
| Daedalus   | 7,545,000           | 2,566,500                | 1,444,052                | -1,122,448     | ☹️ |
| Commercial Property Investment Acquisition         | 4,110,300           | 0                        | 95,000                   | 95,000         | 😊  |
| Collingwood Court Sheltered Housing                | 4,067,100           | 2,832,000                | 1,528,098                | -1,303,902     | ☹️ |
| HRA Capitalised Repairs/Renewals                   | 2,047,000           | 895,000                  | 689,194                  | -205,806       | ☹️ |
| Palmerston Avenue New Build                        | 1,813,400           | 0                        | 33,101                   | 33,101         | 😊  |
| Fareham Leisure Centre Swimming Pool Refurbishment | 1,500,000           | 0                        | 0                        | 0              | 😊  |
| Coldeast Swimming Pool                             | 1,006,700           | 6,700                    | 7,190                    | 490            | 😊  |
| Coldeast Sheltered Housing                         | 875,200             | 0                        | 15,371                   | 15,371         | 😊  |
| Coldeast Close (Passivhaus)                        | 836,500             | 0                        | 15,846                   | 15,846         | 😊  |
| Housing Stock Repurchases                          | 725,000             | 395,000                  | 462,500                  | 67,500         | 😊  |
| Civic Offices Improvement Programme                | 558,100             | 279,050                  | 24,664                   | -254,386       | ☹️ |
| Coldeast Sports Pitch and Facilities               | 511,200             | 125,000                  | 1,660                    | -123,340       | ☹️ |

13. The main variations in the major schemes where expenditure is over £500,000 are detailed below:-

- (a) The Council's investment project at Daedalus is progressing well, with the delivery of an Innovation Centre at Daedalus remaining on schedule for completion in March 2015. Works commenced on site in June and the steel frame was erected in July. Airfield improvements have been tendered and started on site on 20<sup>th</sup> October 2014. The location and construction of new hangar space has been delayed pending the outcome of broader discussions over land ownership of the airfield part of the site. The programme of work is being overseen by a Member Working Group, chaired by Cllr T Cartwright.
- (b) Expenditure in quarter two for Commercial Property Investment Acquisitions relates to transaction fees and deposit for our fourth investment. Negotiations are on-going on two further properties.
- (c) Building works continue to progress well at Collingwood Court and officers are working closely with the contractor to ensure practical completion before the end of February 2015.
- (d) Expenditure to date for HRA Capitalised Repairs/Renewals is lower than profiled however the rate of expenditure is anticipated to increase over the next quarter as works completed during the second quarter are financially

settled with the respective contractors.

- (e) At the meeting of the Executive on 6 October 2014, Members approved the award of the contract for the development at Palmerston Avenue. A commencement meeting is likely for early November with a projected start on site date in January 2015.
- (f) The works to refurbish swimming pool, changing rooms and reception area are now complete at Fareham Leisure Centre. The exterior cladding works is due for completion by 16 October. Payment will be made to the operator on completion of all the works.
- (g) The initial designs for the Coldeast Swimming Pool have been completed and are being developed for public consultation at the end of October. The application for planning consent will be submitted in November with permission expected to be granted in February 2015. Construction work is programmed to commence in April/May 2015 with completion in spring/summer 2016.
- (h) Planning permission was granted in April for the 36 x 1 and 2 bedroom flats for the Coldeast Sheltered Housing scheme. The scheme is currently out to tender with a closing date of 24 November 2014 and projected start on site is April 2015.
- (i) Planning permission was granted in June for 6 x 2 bedroom houses for the Coldeast Close (Passivhaus) scheme. The houses will be built to rigorous standards and be extremely thermally efficient. The scheme is currently out to tender with a closing date of 18 November 2014 and projected start on site is March 2015.
- (j) There have been four housing stock repurchases in the second quarter of the year at Spithead House, Ramillies House, Flanders House and Vimy House.
- (k) The Civic Offices Improvement Programme is progressing but is included in a corporate review of other opportunities for making improvements to the building.
- (l) Coldeast Sports Pitch and Facilities – The design and build contractor for the swimming pool will be constructing this within the project to provide the Coldeast swimming pool.



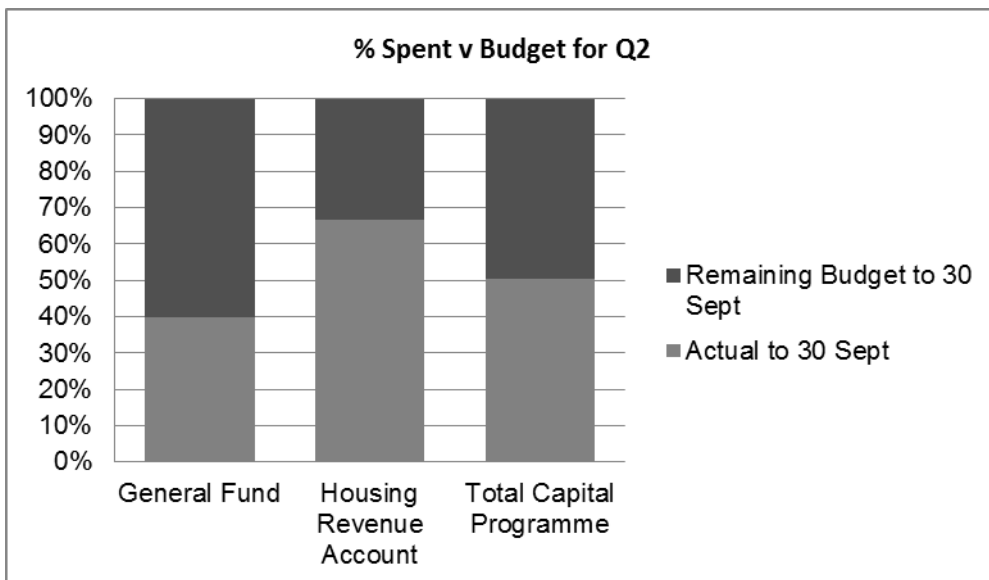
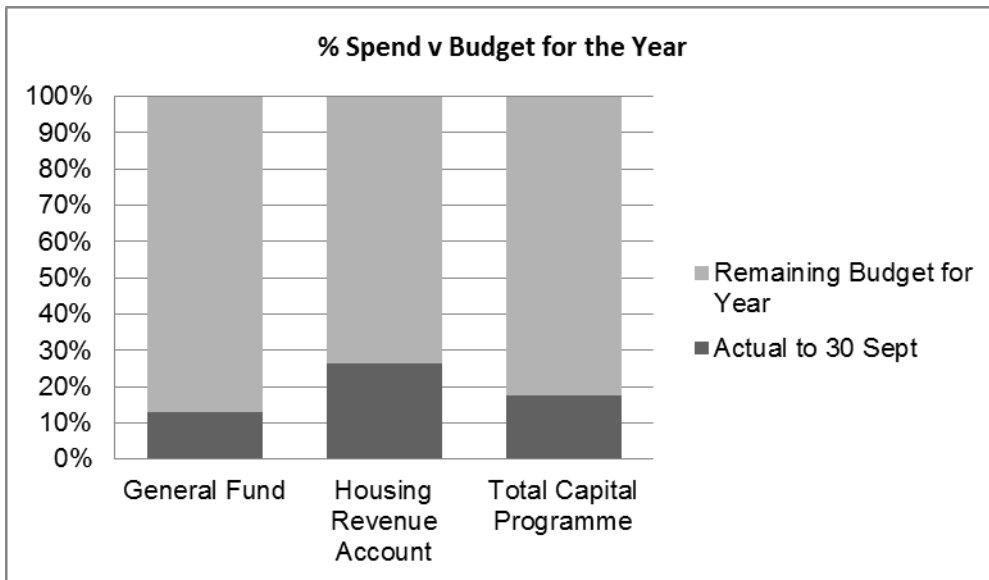
## CAPITAL MONITORING

14. The following table provides summary information for the second quarter to 30 September 2014, for the schemes within each portfolio.

|                                      | <b>Budget<br/>2014/15<br/>£</b> | <b>Budget to<br/>30 Sep 14<br/>£</b> | <b>Actual to<br/>30 Sep 14<br/>£</b> | <b>Variation<br/>£</b> |
|--------------------------------------|---------------------------------|--------------------------------------|--------------------------------------|------------------------|
| <b>Public Protection</b>             | <b>0</b>                        | <b>0</b>                             | <b>0</b>                             | <b>0</b>               |
| <b>Streetscene</b>                   | <b>115,400</b>                  | <b>187,350</b>                       | <b>2,895</b>                         | <b>-184,455</b>        |
| <b>Leisure &amp; Community</b>       | <b>5,491,900</b>                | <b>2,674,450</b>                     | <b>518,883</b>                       | <b>-2,155,567</b>      |
| - Buildings                          | 3,226,900                       | 1,358,700                            | 108,329                              | -1,250,371             |
| - Play & Parks                       | 364,200                         | 226,200                              | 47,098                               | -179,102               |
| - Outdoor Recreation                 | 1,491,900                       | 826,000                              | 94,666                               | -731,334               |
| - Grants to Community Groups         | 34,800                          | 0                                    | 25,000                               | 25,000                 |
| - Other Community Schemes            | 374,100                         | 263,550                              | 243,790                              | -19,760                |
| <b>Health &amp; Housing</b>          | <b>577,300</b>                  | <b>337,300</b>                       | <b>262,995</b>                       | <b>-74,305</b>         |
| - Home Improvement Loans             | 548,200                         | 308,200                              | 258,451                              | -49,749                |
| - Enabling                           | 29,100                          | 29,100                               | 4,544                                | -24,556                |
| <b>Planning &amp; Development</b>    | <b>111,300</b>                  | <b>0</b>                             | <b>25,603</b>                        | <b>25,603</b>          |
| - Environmental Improvements         | 20,000                          | 0                                    | 0                                    | 0                      |
| - Car Parks                          | 91,300                          | 0                                    | 25,603                               | 25,603                 |
| <b>Policy &amp; Resources</b>        | <b>12,794,900</b>               | <b>2,995,850</b>                     | <b>1,648,438</b>                     | <b>-1,347,412</b>      |
| - Fareham Town Centre                | 58,000                          | 0                                    | 0                                    | 0                      |
| - Vehicles & Plant                   | 108,500                         | 50,000                               | 15,909                               | -34,091                |
| - ICT                                | 277,800                         | 71,400                               | 68,813                               | -2,587                 |
| - Depot                              | 123,200                         | 28,900                               | 0                                    | -28,900                |
| - Civic Offices                      | 558,100                         | 279,050                              | 24,664                               | -254,386               |
| - Commercial Property Acquisition    | 4,110,300                       | 0                                    | 95,000                               | 95,000                 |
| - Daedalus                           | 7,545,000                       | 2,566,500                            | 1,444,052                            | -1,122,448             |
| - Other Schemes                      | 14,000                          | 0                                    | 0                                    | 0                      |
| <b>Total General Fund</b>            | <b>19,090,800</b>               | <b>6,194,950</b>                     | <b>2,458,814</b>                     | <b>-3,736,136</b>      |
| <b>Housing Revenue Account</b>       |                                 |                                      |                                      |                        |
| - Capitalised Repairs/Renewals       | 2,047,000                       | 895,000                              | 689,194                              | -205,806               |
| - New Build                          | 7,592,100                       | 2,832,000                            | 1,592,416                            | -1,239,584             |
| - Other HRA Schemes                  | 770,000                         | 395,000                              | 462,500                              | 67,500                 |
| <b>Total Housing Revenue Account</b> | <b>10,409,100</b>               | <b>4,122,000</b>                     | <b>2,744,110</b>                     | <b>-1,377,890</b>      |
| <b>Total Capital Programme</b>       | <b>29,499,900</b>               | <b>10,316,950</b>                    | <b>5,202,924</b>                     | <b>-5,114,026</b>      |

15. The graphs below show the actual expenditure to 30 September 2014 as a percentage of the programme for the equivalent period and for the whole year. 50% of the capital programme has been spent compared to the profiled budget for the first quarter of the year.

16. Only 18% has been spent compared to the budget for the year. The budgets will be reviewed and re-phased where applicable as part of the budget setting process.



## RISK ASSESSMENT

17. Whilst it would be too early to draw very firm conclusions regarding the final revenue and capital budget position for 2014/15 after six months, it is equally important that the Executive is made aware of the trends in both expenditure and income where they differ from those anticipated when the original budgets were prepared.
18. It is also worth noting that expenditure tends to increase during the latter months of the year as work programmes proceed so any under spends in the first quarter of the financial year are unlikely to continue throughout the whole of the financial year.
19. A potential risk to the capital programme relates to scheme slippages. Delayed schemes could result in increased contract costs for which funding may not be available and could also impact on the Council achieving its corporate objectives.
20. The Council's expenditure and income are monitored by officers throughout the year and these projections will be updated each quarter, as part of the budget monitoring reports. Known spending pressures have been reflected in the

Finance Strategy for 2015/16 that was presented to the Executive at its meeting in October. The budget that will reflect the revised position will be reported to the Executive in December.

21. There remains a concern with the speed of the economic recovery, which is continuing to affect some Council services. Those particularly affected includes services whose income is reliant on the business sector such as commercial rents and trade waste. There is also a continuing impact on services such as car parking where income levels have been reducing over the last couple of years and are continuing to reduce in the current financial year with increasing competition from other shopping centres. Finally there is an impact on services affected by benefit changes with increased demand on the homelessness, benefits and council tax services.

## **CONCLUSION**

22. It is important that there is a timely reporting system in place to focus the Executive on key variances. To reflect this, revenue and capital monitoring reports include detailed information about the more significant areas of the Council's expenditure and income.
23. No particular actions are considered necessary at the present time. Officers will, however, continue to monitor the actual revenue and capital expenditure very closely and any variance that will impact on the Council's overall financial position will be reported to the Executive as soon as possible, in advance of the normal monitoring arrangements.

## **Reference Papers:**

- (a) 10 February 2014 Executive Report - Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15.
- (b) 10 February 2014 Executive Report - HRA Spending Plans including the Capital Programme for 2014/15.
- (c) 7 July 2014 Executive Report - Actual Capital Expenditure and Financing 2013/14.



# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 03 November 2014

**Portfolio:** Policy and Resources  
**Subject:** Treasury Management Monitoring Report 2014/15  
**Report of:** Director of Finance and Resources  
**Strategy/Policy:** Finance and Treasury Management Strategies

**Corporate Objective:** A dynamic, prudent and progressive council

**Purpose:**

This report summarises the Council's investment activity up to 30 September 2014 and provides details of the Council's money market transactions.

Under the Code of Conduct that governs the operation of the money markets, it is not possible to make public details of specific transactions. For this reason, Appendix A is included in the confidential part of the agenda.

**Executive summary:**

This report gives the Executive the opportunity to review the treasury management activity up to 30 September 2014 along with the Treasury and Prudential Indicators.

The overall position is set out in the following table:

| Investments            | Externally Managed<br>£m | Internally Managed<br>£m | Call Accounts<br>£m | Total<br>£m |
|------------------------|--------------------------|--------------------------|---------------------|-------------|
| <b>At 1 April 2014</b> | <b>10.0</b>              | <b>18.0</b>              | <b>12.8</b>         | <b>40.8</b> |
| New                    | 5.0                      | 14.0                     | 58.5                | 77.5        |
| Repaid                 | 5.0                      | 9.0                      | 57.2                | 71.2        |
| <b>At 30 Sept 2014</b> | <b>10.0</b>              | <b>23.0</b>              | <b>14.1</b>         | <b>47.1</b> |

The actual fixed term investments are set out in Appendix A with more detailed information set out in the briefing paper.

Performance for the second quarter of the year for the Treasury and Prudential Indicators are shown in detail in Appendix B. During the financial year to date the Council has operated within the treasury limits and Prudential Indicators.

**Recommendation:**

That the treasury management monitoring report be noted.

**Reason:**

To inform the Executive of the Council's investment, borrowing and repayment activity up to 30 September 2014.

**Cost of proposals:**

Not applicable.

**Appendices:**

**A:** Externally & Internally Managed Investments (Confidential Appendix)

**B:** Q2 Treasury and Prudential Indicators

**C:** Treasury and Prudential Indicators Explained

**Background papers:**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 03 November 2014

**Subject:** Treasury Management Monitoring Report 2014/15

**Briefing by:** Director of Finance and Resources

**Portfolio:** Policy and Resources

#### INTRODUCTION

1. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly. This report therefore ensures this Council is implementing best practice in accordance with the Code.
2. The total amount of fixed term investments and call accounts as at 30 September 2014 was £47.1 million, as summarised below. The movements during the year for fixed term investments are detailed in Appendix A.

| <b>Investments</b>     | <b>Externally<br/>Managed<br/>£m</b> | <b>Internally<br/>Managed<br/>£m</b> | <b>Call<br/>Accounts<br/>£m</b> | <b>Total<br/>£m</b> |
|------------------------|--------------------------------------|--------------------------------------|---------------------------------|---------------------|
| <b>At 1 April 2014</b> | <b>10.0</b>                          | <b>18.0</b>                          | <b>12.8</b>                     | <b>40.8</b>         |
| New                    | 5.0                                  | 14.0                                 | 58.5                            | 77.5                |
| Repaid                 | 5.0                                  | 9.0                                  | 57.2                            | 71.2                |
| <b>At 30 Sept 2014</b> | <b>10.0</b>                          | <b>23.0</b>                          | <b>14.1</b>                     | <b>47.1</b>         |

3. The increase in funds of £6.3 million during the second quarter was mainly due to the timing of precept payments, receipts of grants and progress on the Capital Programme.

#### INVESTMENT STRUCTURE

4. The structure of the investments at 30 September is shown in the table below. Over the past few years, most investments have been held on short periods to mitigate the risks that have been seen during the recession. At the same time, officers have actively sought to spread investments across a wider range of counterparties rather than operating at the upper limit for investments to limit the exposure to financial loss.
5. Throughout this period of uncertainty, officers have been taking advice from the Council's retained treasury advisers, Capita Asset Services, to ensure that decisions are taken in light of the latest facts at the time. This has given rise to

lower interest rates being secured but this is the lowest priority consideration compared to the security of investments and the liquidity of cash flow.

6. The Council's fixed term investments are partly managed externally by Tradition UK Ltd. The role of the broker is to determine the most appropriate investment option within criteria set by the Council. All cash transfers are made by Council officers and Executive approval has been given for the allocation of up to £13 million to the externally managed portfolio. This retains sufficient funds within the direct management of officers, while still ensuring that maximum yield is achieved from the longer term investments.
7. The investment structure is sufficient to meet the capital programme and other large cash outflows.

| <b>Investment Structure</b>              | <b>External<br/>£m</b> | <b>Internal<br/>£m</b> | <b>Call<br/>£m</b> | <b>Total<br/>£m</b> |
|--|------------------------|------------------------|--------------------|---------------------|
| For periods of less than 1 month         | 1.0                    | 1.0                    | 12.1               | 14.1                |
| For periods of 1 to 3 months             | 2.0                    | 5.0                    | 2.0                | 9.0                 |
| For periods of 3 to 6 months             | 0                      | 5.0                    | 0                  | 5.0                 |
| For periods of 6 to 12 months            | 4.0                    | 11.0                   | 0                  | 15.0                |
| For periods of 1 to 2 years              | 3.0                    | 1.0                    | 0                  | 4.0                 |
| <b>Total Investments at 30 Sept 2014</b> |                        |                        |                    |                     |
| Investments for periods < 365 days       | 7.0                    | 22.0                   | 14.1               | 43.1                |
| Investments for periods 365+ days        | 3.0                    | 1.0                    | 0                  | 4.0                 |

8. To increase the liquidity of the Council's investments, call accounts with Nat West, Santander, HSBC and Svenska Handelsbanken are being used. These accounts offer quick access to funds however they do attract a lower rate of interest than some of the fixed term investments shown in the table above.
9. The balance within each call account as at 30 September 2014 is set out in the following table:-

| <b>Call Accounts</b>      | <b>£m</b>   |
|---------------------------|-------------|
| NatWest                   | 3.1         |
| Santander – 95 Day Notice | 2.0         |
| Svenska Handelsbanken     | 3.0         |
| HSBC                      | 6.0         |
| <b>Total</b>              | <b>14.1</b> |

## **ECONOMIC BACKGROUND AND OUTLOOK**

10. After strong UK GDP quarterly growth since early 2013, it appears very likely that strong growth will continue through 2014 and into 2015 as forward surveys for the services and construction sectors are very encouraging and business investment is also strongly recovering.
11. The manufacturing sector has also been encouraging though the latest figures indicate a weakening in the future trend rate of growth. However, for this recovery to become more balanced and sustainable in the longer term, the recovery needs to move away from dependence on consumer expenditure and the housing market to exporting, and particularly of manufactured goods, both of



which need to substantially improve on their recent lacklustre performance.

12. This overall strong growth has resulted in unemployment falling much faster through the initial threshold of 7%, set by the Monetary Policy Committee (MPC) last August, before it said it would consider any increases in Bank Rate. The MPC has, therefore, subsequently broadened its forward guidance by adopting five qualitative principles and looking at a much wider range of about eighteen indicators in order to form a view on how much slack there is in the economy and how quickly slack is being used up. The MPC is particularly concerned that the current squeeze on the disposable incomes of consumers should be reversed by wage inflation rising back above the level of inflation in order to ensure that the recovery will be sustainable. There also needs to be a major improvement in labour productivity, which has languished at dismal levels since 2008, to support increases in pay rates.
13. Most economic forecasters are expecting growth to peak in 2014 and then to ease off a little, though still remaining strong, in 2015 and 2016. Unemployment is therefore expected to keep on its downward trend and this is likely to eventually feed through into a return to significant increases in pay rates at some point during the next three years. However, just how much those future increases in pay rates will counteract the depressive effect of increases in Bank Rate on consumer confidence, the rate of growth in consumer expenditure and the buoyancy of the housing market, are areas that will need to be kept under regular review.
14. Also encouraging has been the sharp fall in inflation (CPI), reaching 1.5% in July, the lowest rate since 2009. Forward indications are that inflation is likely to fall further in 2014 to possibly 1%. The return to strong growth has also helped lower forecasts for the increase in Government debt by £73bn over the next five years, as announced in the Autumn Statement, and by an additional £24bn, as announced in the March 2014 Budget - which also forecast a return to a significant budget surplus, (of £5bn), in 2018-19. However, monthly public sector deficit figures have disappointed so far this year.
15. In September, the U.S. Federal Reserve continued with its monthly \$10bn reductions in asset purchases, which started in December 2014. Asset purchases have now fallen from \$85bn to \$15bn and are expected to stop in October 2014, providing strong economic growth continues. First quarter GDP figures were depressed by exceptionally bad winter weather, but quarter 2 rebounded strongly to 4.6%.
16. The Eurozone is facing an increasing threat from deflation. In September, the inflation rate fell further, to reach 0.3%. However, this is an average for all EZ countries and includes some countries with negative rates of inflation. Accordingly, the ECB did take some rather limited action in June and September to loosen monetary policy in order to promote growth.

## **INTEREST RATES**

17. The base rate has remained at 0.5% since March 2009. The forecast for the timing of the first increase in Bank Rate is currently under review by Capita Asset Services.

18. The Governor of the Bank of England, Mark Carney, has repeatedly stated that increases in Bank Rate will be slow and gradual as the MPC is concerned about the impact of increases on many heavily indebted consumers, especially when disposable income is currently being squeezed by wage inflation running significantly under the rate of CPI inflation.
19. Investment rates available in the market have been broadly stable during the quarter and have continued at historically low levels as a result of the ultra-low Bank Rate and other extraordinary measures such as the Funding for Lending Scheme. Actual investment income for 2013/14 was £770,881 with the budget for 2014/15 set at £676,900 for the General Fund and HRA.

## **BORROWING**

20. The Council's external long term borrowing amounted to £40.4 million as at 1 April 2014. This is as a result of the HRA reforms (£40m) and the Hampshire County Council interest free loan for Portchester Community Centre (£0.4m). It is anticipated that borrowing will be required later in the year for the Daedalus capital scheme.
21. The Council has taken out ten £4 million loans from the PWLB with duration of between 40 and 50 years at an average interest rate of 3.50% as detailed in the table below:-

| <b>Repayment Date</b> | <b>Loan Amount</b> | <b>Interest Rate</b> |
|-----------------------|--------------------|----------------------|
| 30/09/2052            | £4m                | 3.52%                |
| 30/09/2053            | £4m                | 3.51%                |
| 30/09/2054            | £4m                | 3.51%                |
| 30/09/2055            | £4m                | 3.51%                |
| 30/09/2056            | £4m                | 3.50%                |
| 30/09/2057            | £4m                | 3.50%                |
| 30/09/2058            | £4m                | 3.50%                |
| 30/09/2059            | £4m                | 3.49%                |
| 30/09/2060            | £4m                | 3.49%                |
| 30/09/2061            | £4m                | 3.48%                |
| <b>Total</b>          | <b>£40m</b>        | <b>3.50% average</b> |

22. Interest payable for 2014/15 is budgeted at £1,870,900 and will be met by the HRA. £1,400,400 relates to the PWLB loans and £470,500 for interest on internal borrowing between the General Fund and the HRA.

## **STRATEGY COMPLIANCE**

23. The Council's Treasury Management Strategy Statement for 2014/15, which includes the Annual Investment Strategy 2014/15, was approved by the Council on 21 February 2014. It sets out the Council's investment priorities as being:
  - Security of capital;
  - Liquidity; and
  - Yield

24. The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs but also to seek out value available in higher rates in periods up to 2 years with highly credit rated financial institutions.
25. The compliance with the various elements of the strategy are set out in the following table:-

| <b>Compliance on Individual Elements</b>                      | <b>Yes/No</b> | <b>Notes</b>   |
|---|---------------|--|
| Borrowing only up to "supported" level                        | Yes           | No borrowing this quarter  |
| All investments with approved institutions                    | Yes           | Treasury management advisors provide updated list of approved institutions weekly  |
| All individual investments within prescribed financial limits | Yes           | There are currently 6 institutions where the total investment is at the maximum level. They are Lloyds Bank (£8m limit), HSBC, (£6m limit), Skipton BS, West Brom BS, Leeds BS and Principality (£2m limit). |

#### **COMPLIANCE WITH TREASURY AND PRUDENTIAL LIMITS**

26. It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordable limits) were approved by the Executive at its meeting on 10 February 2014.
27. Performance for the second quarter of the year is shown in Appendix B and the purpose of each indicator is explained in more detailed in Appendix C. During the financial year to date the Council has operated within the treasury and prudential indicators.

#### **RISK ASSESSMENT**

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

#### **Reference Papers:**

10 February 2014 Executive Report - Treasury Management Strategy and Prudential Indicators 2014/15








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

Document is Restricted



**Appendix B**

**2014/15 Prudential and Treasury Indicators - Quarter 2 Performance**

| Indicator | Description   | Approved Indicators 2014/15   | Quarter 2 Position  | Performance Rating  |
|-----------|---|-------------------------------|---|---|
| Aff.1     | <b>Affordability Measure: Financing Costs as a percentage of net revenue streams</b>                    |                               |   |    |
| 1a        | Overall Position  | 3%                            | 2.3%  |   |
| 1b        | General Fund  | -12%                          | -3.2%   |   |
|           | Housing Revenue Account   | 14%                           | 14.9%<br>(estimated)  |   |
| Aff.2     | <b>Affordability Measure: Incremental impact of capital investment on Council Tax and Housing Rents</b> |                               |   |    |
| 2a        | Council Tax increases, borrowing costs only   | £2.70                         | No unsupported borrowing undertaken, therefore no effect on rent or council tax increases |   |
| 2b        | Housing Rent increases, borrowing costs only  | £0.56                         |   |   |
| Aff.3     | <b>Affordability Measure: Capital Expenditure (£'000s)</b>  | <b>Estimate to 30 Sept 14</b> | <b>Actual to 30 Sept 14</b>   |   |
|           | General Fund  | £6,195                        | £2,459  |   |
|           | Housing Revenue Account   | <u>£4,122</u>                 | <u>£2,744</u>   |   |
|           | Total Capital Expenditure   | £10,317                       | £5,203  |   |
| Aff.4     | <b>Affordability Measure: External Debt Level (£'000s)</b>  |                               |   |  |
|           | Authorised limit, comprising  | £73,000                       | Long term external debt is £40.4m and short term debt is £1.582m                          |   |
|           | - borrowing   | £69,000                       |   |   |
|           | - other long term liabilities   | £4,000                        |   |   |
|           | Operational boundary, comprising  | £50,000                       |   |   |
|           | - borrowing   | £48,000                       |   |   |
|           | - other long term liabilities   | £2,000                        |   |   |
| Aff.5     | <b>Affordability Measure: Capital Financing Requirement (£'000s)</b>                                    |                               |   |  |
|           | General Fund CFR closing balance in the year  | £54,016<br>£211               | No anticipated change to the planned position for CFR items                               |   |
|           | HRA CFR closing balance in the year   | £53,805                       |   |   |

| Indicator | Description  | Approved Indicators 2014/15   | Quarter 2 Position   | Performance Rating |
|-----------|--|---|--|--------------------|
| Pru.1     | <p><b>Prudence Measure: Gross Debt and Capital Financing Requirement (CFR), (£'000s)</b></p> <p>Gross External Borrowing level</p> <p>CFR (for last, current and next 2 years)</p> <p>Has measure been achieved?</p> <p>Memorandum Item: Prudence margin</p>           | <p>£44,204</p> <p>£213,099</p> <p>Achieved</p> <p>£168,895</p>                    | <p>£41,982</p> <p>£213,099</p> <p>Achieved</p> <p>£171,117</p>                             | ☺                  |
| Pru.2     | <p><b>Prudence Measure: Adoption of the CIPFA Treasury Management Code of Practice</b></p> <p>Has the Code been adopted in its entirety?</p>   | Yes   | Yes  | ☺                  |
| Pru.3     | <p><b>Prudence Measure: Upper Limits to fixed and variable interest rate exposure</b></p> <p>Upper limit to variable interest rate exposures</p> <p>Upper limit to fixed interest rate exposures</p>   | <p>25%</p> <p>100%</p>  | All investments are fixed rate except 4% which are semi variable and linked to LIBOR rates | ☺                  |
| Pru.4     | <p><b>Prudence Measure: Maturity structure of borrowing</b></p> <p>Loans maturing within 1 year</p> <p>Loans maturing within 1 - 2 years</p> <p>Loans maturing within 2 - 5 years</p> <p>Loans maturing within 5 - 10 years</p> <p>Loans maturing in over 10 years</p> | <p><u>Upper Limit</u></p> <p>25%</p> <p>25%</p> <p>25%</p> <p>50%</p> <p>100%</p> | No borrowing undertaken in Quarter 2   | ☺                  |
| Pru.5     | <p><b>Prudence Measure: Total Principal sums invested for periods of more than 364 days (£'000s)</b></p> <p>Upper Investment Limit for the year</p>  | £16,000,000   | <p>£4m 1-2 years</p> <p>£0m 2-3 years</p> <p>£0m 3-4 years</p>                             | ☺                  |



## Details of the Treasury and Prudential Indicators

This appendix explains each of the prudential indicators, as defined in the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in Public Service Code of Practice.

### Affordability

#### ***Aff.1: Financing costs as a percentage of net revenue stream***

This compares the total principal and net interest payments on external debt less interest and investment income to the overall total revenue spending of the authority. The indicator must be calculated separately for the General Fund and Housing Revenue Account (HRA).

#### ***Aff.2: The incremental impact of capital investment on the Council Tax and Housing Rents***

This indicator requires the General Fund net revenue streams to be converted into an estimated Band D Council Tax for each of the next three years. This will mean making assumptions on the levels of Government grant and Non Domestic Rates expected as well as the Council Tax base and spending plans. Only the element of any increase/decrease in Council Tax that relates to the Council's capital investment plans is reported in the indicator. A similar indicator must be calculated for average weekly rents in the HRA.

#### ***Aff.3: Capital expenditure***

This indicator reports the Council's capital expenditure for the current year.

#### ***Aff.4: External debt***

This indicator reports on the external debt limits (made up of borrowing and other long term liabilities). The two limits set are:-

The *authorised limit*. This is the maximum amount the authority allows itself to borrow.

The *operational boundary*. This reflects the most likely (prudent) but not worst case scenario of the debt position of the authority. This is also an "upper" limit, so does not reflect the expected external debt level for the Council on a day to day basis, but should link directly to capital spending plans, the capital financing requirement and daily cash-flows.

There may be occasions when the operational boundary for borrowing is temporarily breached - for example, if a capital receipt is not received on the due date. Such breaches must be monitored to identify trends, but do not need to be reported. On very rare occasions, the authorised limit may be breached and this must be reported to members.

### ***Aff.5: The Capital Financing Requirement (CFR)***

This indicator reports the actual capital financing requirement (CFR) for the General Fund and HRA. The CFR comprises the sum of the value of fixed assets (land, buildings etc), deferred charges (spending on assets not owned by the Council, such as capital grants to housing associations) and other capital accounts on the balance sheet (revaluation reserve and capital adjustment account). By adding these values together, the total represents a good approximation of how much capital investment has been funded from borrowing.

### **Prudence**

The aim of this category of indicator is to ensure that medium and long term borrowing is only for capital purposes and that authorities are not taking out long term borrowing to fund revenue spending.

#### ***Pru.1: Gross external borrowing and the capital financing requirement***

This indicator is used to compare the gross external borrowing against the total capital financing requirement (see Aff.5 above) for current year plus any additions to the total capital financing requirement for the coming year and two following years. The gross external borrowing figure should always be the lower figure.

#### ***Pru.2: Adoption of the CIPFA Treasury Management Code of Practice***

The Code requires an explicit statement from the Authority that it has adopted the above Code published by the Chartered Institute of Public Finance and Accountancy, in full.

#### ***Pru.3: Upper limits to fixed and variable rate exposures***

This indicator sets upper limits on the amount of net borrowing (total borrowing less investments) with fixed interest rates and variable interest rates for a three year period. By applying these thresholds, the exposure to fluctuations in interest rates can be controlled.

#### ***Pru.4: Maturity structure of borrowing***

This indicator sets upper and lower limits on the amount of borrowing due to be repaid in a given period on fixed rate borrowing. The purpose of this indicator is to ensure that the Council has a balanced portfolio of debt, avoiding any major peaks and troughs over the life of the total debt.

#### ***Pru.5: Total principal sums invested for periods of more than 364 days***

This sets a limit on the amount of money than can be invested for more than one year.

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 3 November 2014

|                             |  |
|-----------------------------|--|
| <b>Portfolio:</b>           | Streetscene & Policy and Resources                                     |
| <b>Subject:</b>             | <b>Sale of Barry's Meadow Public Toilets, Titchfield.</b>              |
| <b>Report of:</b>           | Director of Environmental Services & Director of Finance and Resources |
| <b>Strategy/Policy:</b>     | Asset Management   |
| <b>Corporate Objective:</b> | A dynamic, prudent and progressive Council                             |

**Purpose:**

To obtain the Executive's approval to the terms set out in the briefing paper for the sale of the Barry's Meadow public toilets at Titchfield.

**Executive summary:**

Southampton Hill Developments Ltd, the developer of the residential site at 8-10 Southampton Hill, Titchfield approached the Council asking if part of the site of the Barry's Meadow public toilets could be purchased. It is the intention of the developer to demolish the toilets with garages and ancillary storage being constructed on part of the cleared site and construct new public toilets to the Council's specification on the retained adjoining Council owned site.

**Recommendation/Recommended Option:**

That the terms for the sale of the Council's public toilets at Barry's Meadow, Titchfield as set out in the Executive briefing paper be approved.

**Reason:**

That the Executive approves the sale of the Barry's Meadow public toilets.

**Cost of proposals:**

The Council will receive new public toilets in consideration of the sale of part of the existing toilet site at Barry's Meadow for £1.

**Appendices:**

**A:** Site Plan

**B:** Street View of proposed toilets and garages

**Background papers:**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 3 November 2014

**Subject:** Sale of Barry's Meadow Public Toilets, Titchfield

**Briefing by:** Director of Environmental Services / Director of Finance and Resources

**Portfolio:** Streetscene & Policy and Resources

#### INTRODUCTION

1. Southampton Hill Developments Ltd, the developer of the residential site at 8-10 Southampton Hill, Titchfield approached the Council asking if part of the site of the Barry's Meadow public toilets could be purchased for the construction of garages and ancillary storage. Terms have been agreed for the sale as set out in paragraph 10 of the briefing paper.

#### BACKGROUND

2. The current public conveniences are located on a small piece of land adjacent Barry's Meadow play area, open space, car park and doctors surgery. They are quite well used and include;
  - Ladies - with two cubicles, sink and baby change
  - Gents – with one cubicle, two urinals and sink,
  - Disabled – with one toilet and sink
3. The building is over thirty years old and has seen very little change in terms of refurbishment in that time. The facility provided is considered to be of a "Fit For Purpose" standard rather than an "Ideal" standard.
4. The facility opens between the hours of 8.30am and 5.00pm and is visited twice a day for routine cleansing operations.
5. There are four glass banks and one textile bank located against the wall of the toilet block which will be relocated.

#### JUSTIFICATION FOR SALE OF THE TOILETS

6. The proposal to demolish the existing public conveniences and rebuild a new facility provides an opportunity for the Council to improve the facility that is provided in Titchfield without the need to invest substantial capital funds. Appendix B shows a street view of the proposed toilets and garages.
7. The building is old and its condition is considered to be average. The current layout

of the toilets is out dated and attracts graffiti, vandalism and over the last 6-9 months the site has been monitored by the Police and PCSO's due to undesirable activities taking place.

8. The design of a new toilet building reflecting its location in a conservation area would be similar to that built at Cliff Road, Hill Head, although smaller and would comprise three individual units (Ladies, Gents and Disabled) accessed by a single door to each one. There would also be a service area to the rear. This design has proved to be very effective in reducing graffiti and vandalism and has made the cleaning operation much more efficient.
9. There will unfortunately be a period of time when the toilets will not be available to the public as the existing toilets will be demolished and the new toilets constructed. Officers will work with the purchasers to minimise the disruption to the public.

### **SALE TERMS**

10. The terms agreed for the sale of the Barry's Meadow toilets to Southampton Hill Developments Ltd are as follows;
  - a) The Council to dispose of part of the site of the existing Barry's Meadows public toilets shown for identification purposes only on the site plan attached as Appendix A for £1.
  - b) The purchaser to demolish the existing toilets and build replacement public toilets to the Council's specification which reflects that they will be located within a conservation area on the Council's adjacent retained site, also shown for identification purposes only on Appendix A.
  - c) The sale will be subject to a covenant that the land to be purchased can only be used for garages and ancillary storage.
  - d) The purchaser to obtain all necessary consents i.e. planning and building regulation for the new toilets. The sale will therefore be subject to planning.
  - e) The purchaser to pay the Council's reasonable legal costs which will be capped at £1,500.
  - f) The sale to include such other terms and conditions as are considered necessary by the Southampton & Fareham Legal Partnership to protect the interests of the Council.

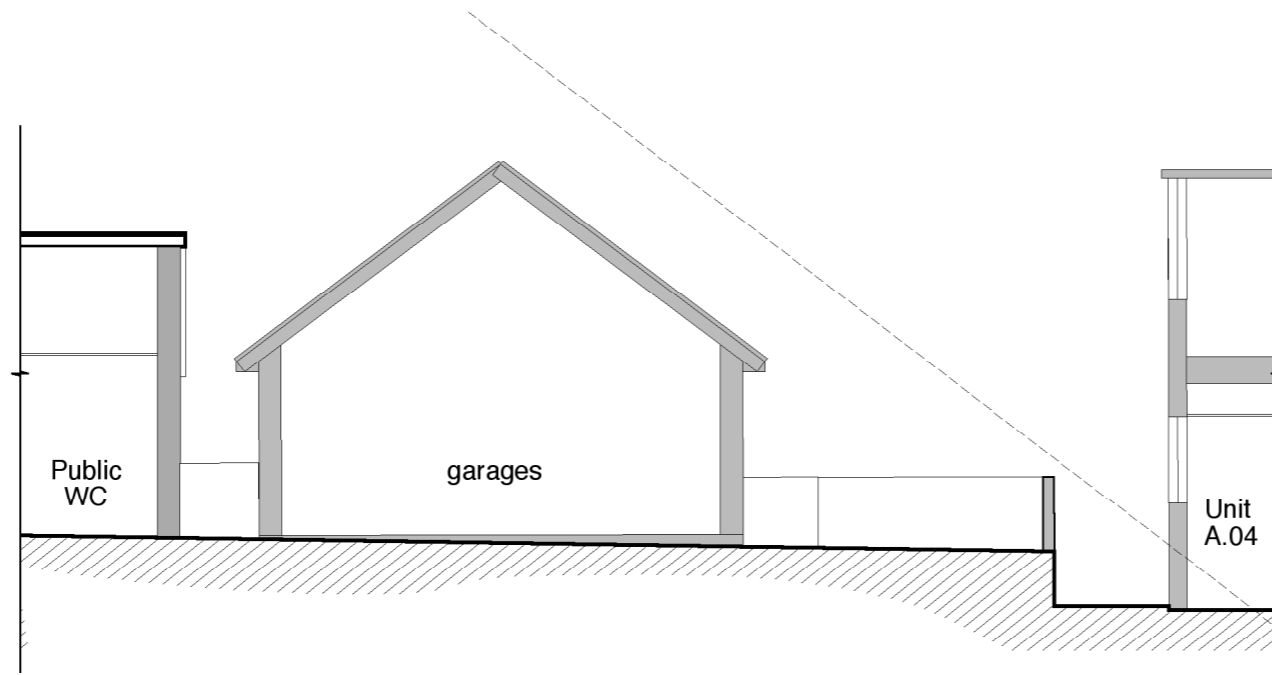
### **FINANCIAL IMPLICATIONS**

11. The proposed sale of the existing Barry's Meadow public toilets in return for the delivery of new toilets will avoid the Council having to invest substantial capital funds for the provision of this facility. The new toilets will also achieve savings to the Council due to reduced repair and maintenance costs.

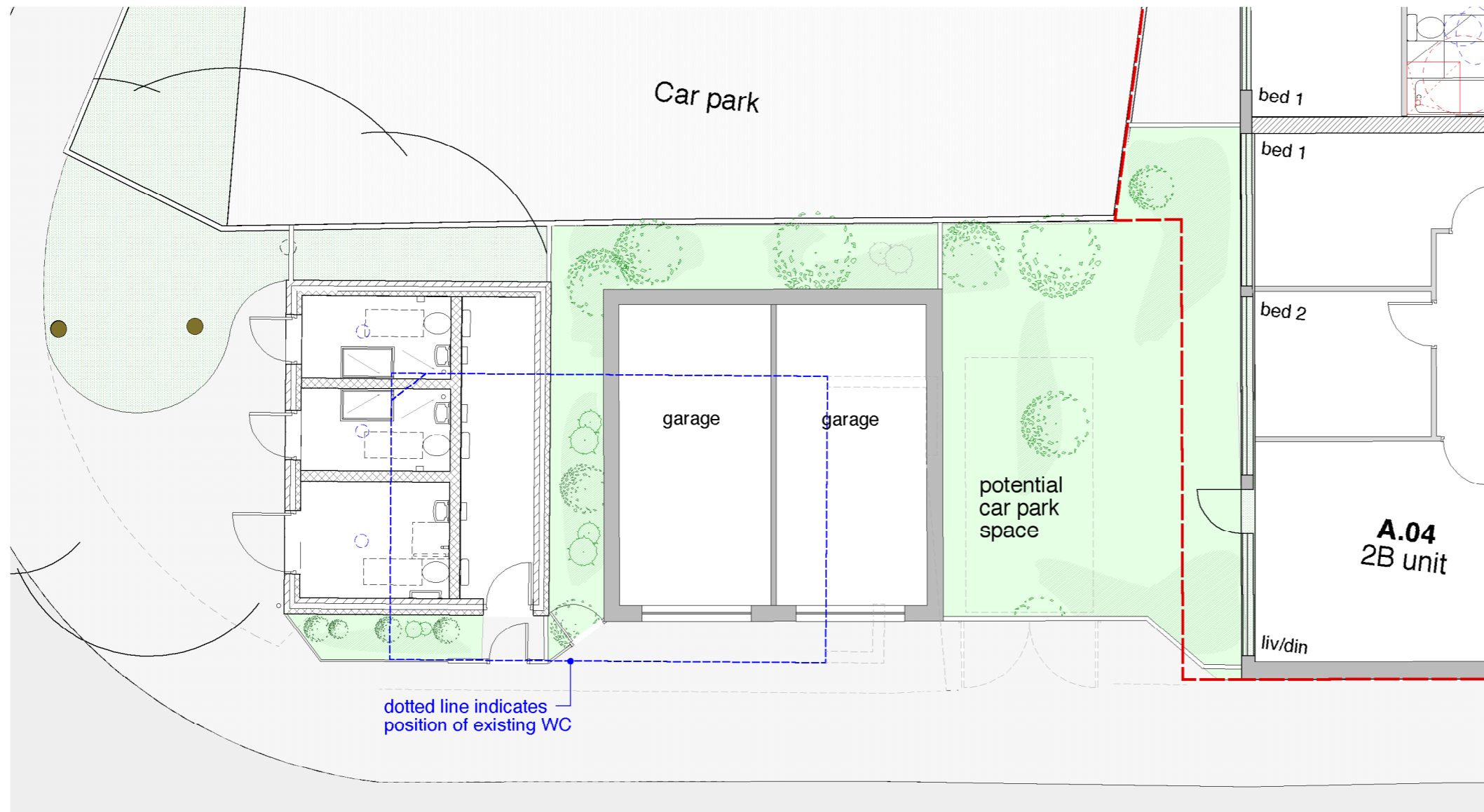
### **CONCLUSION**

12. Southampton Hill Developments Ltd the developer of the residential site at 8-10 Southampton Hill, Titchfield approached the Council asking if part of the site of the Barry's Meadow public toilets could be purchased. The justification for the sale and the terms which have been agreed are set out in the briefing paper.





Proposed: Section



dotted line indicates position of existing WC

Proposed: Ground Floor Plan

**SKETCH 9.10.14**

**Public Convenience  
Titchfield**

Sketch Proposals for:  
**8-10 Southampton Hill,  
Titchfield,  
Fareham, P014 4AJ**

scale 1: 100







