

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 1 December 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 - 4)

To confirm as a correct record the minutes of the meeting of Executive held on 3 November 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 - Fareham Town CAT Area (Pages 5 - 14)

A report by the Director of Community.

(2) Review of Community Buildings - Western Wards CAT Area (Pages 15 - 36)

A report by the Director of Community.

(3) Leisure Strategy (Pages 37 - 64)

A report by the Director of Community.

9. Streetscene

Key Decision Notice

(1) Waste Regulations (England and Wales) 2011 (Pages 65 - 98)

A report by the Director of Environmental Services.

10. Policy and Resources

Key Decision Notice

- (1) **Western Wards Leisure Centre - Project Funding** (Pages 99 - 110)
A report by the Director of Finance and Resources.
- (2) **2015/16 Draft Spending Plans** (Pages 111 - 170)
A report by the Director of Finance and Resources.
- (3) **Community Action Team (CAT) Review** (Pages 171 - 180)
A report by the Director of Finance and Resources.
- (4) **Matched Funding - Quarterly Report** (Pages 181 - 192)
A report by the Director of Community.

Non-Key Decision

- (5) **Daedalus Investment Project - Progress Report** (Pages 193 - 198)
A report by the Director of Finance and Resources.

11. Policy and Resources/Health and Housing

Non-Key Decision

- (1) **Purchase of Garages - Wynton Way, Fareham** (Pages 199 - 206)
A report by the Director of Finance and Resources.

12. Exclusion of Public and Press

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

Exempt Matters for Decision

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

13. Policy and Resources

Non-Key Decision

- (1) **Tenders - Six Monthly Report** (Pages 207 - 212)
A report by the Director of Policy and Resources.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

21 November 2014

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 3 November 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:

Mrs S M Bayford, Chairman of Streetscene Policy Development and Review Panel
Miss S M Bell, Chairman of Leisure and Community Policy Development and Review
Panel
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
P J Davies, Chairman of Housing Tenancy Board; for item 9(1)
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review
Panel
M J Ford, JP, Chairman of Appeals Committee
A Mandry, Chairman of Planning and Development Policy Development and Review
Panel
D C S Swanbrow, Chairman of Scrutiny Board
C J Wood, for item 8(2)



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 6 October 2014 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader reminded the Executive that earlier in the year, he had asked the Chief Executive Officer to undertake a review of the Council's Pay Structure.

The purpose of the review was to ensure that the Council's employment package remained competitive and that the Council was able to retain and recruit the best people with the right skills and experience. The Executive Leader was also concerned that the gap between the national minimum wage and the bottom of the Council's pay structure had eroded.

The Pay Review is nearing completion and the results will be presented to the meeting of the Council on 11 December with an aim to offer all employees below the level of Chief Executive Officer, a significant pay rise.

The Executive Leader commented that all have witnessed the high level of staff commitment to the introduction of the Vanguard Method and that he therefore strongly believes that any costs arising out of the Pay Review should be funded by savings generated through the Vanguard process.

4. DECLARATIONS OF INTEREST

The Executive Leader, Councillor S D T Woodward declared a non-pecuniary interest for item 8(3) Genesis Centre – New Constitutional Arrangements as he is a Hampshire County Council representative to the Genesis Centre Executive Committee.

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

The Executive Member for Planning & Environment, Councillor K D Evans declared a non-pecuniary interest for item 8(3) Genesis Centre – New Constitutional Arrangements as he is a Hampshire County Council representative to the Genesis Centre Executive Committee.

He remained present throughout the meeting and took part in the discussion and the vote on the 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) Streetscene PDR Panel – 23 October 2014:

Minute 9 – Waste Regulations (England and Wales) 2011

The Panel recommends to the Executive that:-

- (a) no changes are required to the collection of recyclable materials currently co-mingled in blue top recycling bins; and
- (b) any collection policy changes proposed in future are assessed against the new regulations prior to any decisions being made.

NB: A report on this matter will be presented at the Executive in December 2014

RESOLVED that the Executive notes the Panel's comments.

8. LEISURE AND COMMUNITY

(1) Review of Community Buildings - Titchfield CAT Area

RESOLVED 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.

(2) Open Spaces Improvement Programme - Outdoor Sports

At the invitation of the Executive Leader, Councillor C J Wood addressed the Executive on this item.

RESOLVED that the Executive approves the Open Spaces Improvement Programme 2015 to 2024.

(3) Genesis Centre - New Constitutional Arrangements

The Executive Leader, Councillor S D T Woodward declared a non-pecuniary interest for this item as he is a Hampshire County Council representative to the Genesis Centre Executive Committee.

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

The Executive Member for Planning & Environment, Councillor K D Evans declared a non-pecuniary interest for this item as he is a Hampshire County Council representative to the Genesis Centre Executive Committee. He remained present throughout the meeting and took part in the discussion and the vote on the decision.

RESOLVED 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 as being Councillor Mrs S M Bayford and Councillor Mrs M Ellerton.

(4) Relate Solent Service - Funding Request

RESOLVED that the Executive approves the award of a grant of £4,000 per annum for a period of two years to Relate Solent.

9. POLICY AND RESOURCES

(1) Purchase of the site of 96 Highlands Road, Fareham

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

RESOLVED 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.

(2) Sale of Gillies Public Car Park

RESOLVED 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.

(3) Quarterly Financial Monitoring Report

RESOLVED that the report on revenue and capital budget monitoring be noted.

(4) Treasury Management Monitoring Report 2014/15

RESOLVED that the treasury management monitoring report be noted.

10. POLICY AND RESOURCES/STREETSCENE

(1) Sale of Barry's Meadow Toilets

RESOLVED 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.

(The meeting started at 6.00 pm
and ended at 6.34 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

Portfolio:	Leisure and Community
Subject:	Review of Community Buildings - Fareham Town CATs Area
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose:

To report the draft master plan for implementing the requirements identified in community buildings needs assessment of the Fareham CATs area.

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 CATs areas and then to prepare a master plan for implementing the outcome of each needs assessment.

In April 2013 the Executive considered a report on the Fareham CATs area master plan following the review of community buildings and requested that officers further investigate the provision of additional community space in the area.

This report identifies sites where there is the potential for providing additional community space subject to the availability of funding, the confirmation of need and any ownership issues being resolved.

It is proposed these that opportunities are pursued further as and when the opportunity arises and subject to further reports to the Executive.

Recommendation/Recommended Option:

That the Executive approves the master plan for the Fareham CATs area.

Reason:

To conclude the review of community buildings in relation to the Fareham CATs area.

Cost of proposals:

Costs associated with developing any proposals in more detail can be met from existing resources.

Appendices: A: List of Community Buildings in the Fareham CATs Area.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: Review of Community Buildings - Fareham Town CAT Area

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. 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 CATs areas and then to prepare a master plan for implementing the outcome of each of the needs assessments.
2. The Fareham needs assessment was carried out between September 2012 and January 2013 and the results reported to the Leisure and Community Policy Development and Review Panel on 6 March 2013.
3. In April 2013 the Executive considered a report on the Fareham CATs area master plan following the review of community buildings and requested that officers further investigate the provision of additional community space in the area.

NEEDS ASSESSMENT

4. The Fareham CATs area is the largest CATs area and covers five wards, Fareham South, Fareham North, Fareham North West, Fareham East and Fareham West. The overall area is served by a large number of both small and large community facilities and a full list of these is attached as Appendix A
5. The Fareham area needs assessment identified a need for:
 - A community centre in 'central' Fareham with good links to public transport and onsite parking.
 - A general need for additional ground floor meeting space, to accommodate groups and users that have disabilities.
 - A need for flexible multi-use rooms that can accommodate larger groups i.e. up to 100 people at a time, as well as small private meetings/consultations.
 - A need for lockable storage facilities within the existing facilities.

MASTER PLAN

6. To meet the identified need it is proposed that opportunities be explored as and when they arise. These are likely to include:

Fareham North West Community Centre

7. The Fareham North West Community Centre was constructed in the 1990's in what was anticipated to be a two phase project. The second phase was never completed but there remains an opportunity to extend the building to provide additional community space in this area, potentially as part of the Fareham Park project.

The X-perience Youth Centre

8. The Xperience youth centre at the junction of Trinity Street and Osborn Road is a two storey flat roofed building currently leased to Hampshire County Council for the provision of youth services. Following the review of youth provision by HCC, the use of the building has changed and is now used as office space by HCC Children's Services and a number of charities delivering a range of commissioned youth services.
9. The existing lease expires in 2026 and is protected under the Landlord and Tenant Act. However should HCC choose to voluntarily surrender the lease then there may be an opportunity to redevelop the site to provide increased community provision in conjunction with affordable housing.

Cams Alders Recreation Ground

10. Cams Alders Recreation Ground is situated in South Fareham and covers 14 hectares with sports facilities and a mix of built facilities.
11. A Members Steering Group has been established to develop a vision for new and improved sports facilities and enhancements to the public open space at Cams Alders Recreation Ground. Whilst this group is primarily looking at the long term sustainability of any new sports facilities, there may be an opportunity within this to include some additional community space.

FINANCIAL IMPLICATIONS

12. The opportunities are currently unfunded and this would require further investigation and reports to the Executive as and when opportunities arise.

CONCLUSION

13. The needs assessment for the Fareham CATs areas was completed in January 2013 and the draft master plan considered by the Executive in April 2013. Further investigations have been carried out into the provision of additional community space in the area, and this report recommends that opportunities are explored as a when they arise.

Reference Papers:

Ward: Fareham East					
Facility/Building	Ownership	Facilities available	Usage / activity	Opening times/availability	Grading
Wallington Village Hall		Large and small hall, kitchen facilities	Various community groups - luncheon club, gardening club, mother and toddler group.	Monday - Friday 8.30am - 10.30pm Saturday and Sunday by arrangement	Multi-function community facility
Ferneham Hall	Council	Entertainment venue, meeting room space, kitchen and bar facilities	Entertainment productions, schools, musical groups, weddings and community groups	Box office opening times - Monday to Saturday 9 - 5.30pm. Evening and weekend hours vary depending on individual booking/event requirements	Multi-function community facility
Fareham and Crofton Cricket Club (Club House)	Council	Function area and bar facilities	Birthday parties, tournament events	Daytime, evening and weekends available depending on booking requirements (limited availability during the cricket season)	Multi-function community facility
X-perience Young Persons Centre	Council / HCC	Meeting space area	Youth workshops and activities	Not available for Public hire	Multi-function community facility
Community Action Fareham	FBC/HCC	Office space and meeting rooms	Community groups and associations, training and advice	Monday to Saturday 9 - 6pm	Community facility
Fareham Library	HCC	Meeting space area	Parent and child sing along sessions	Monday, Thursday and Friday 9.30 am - 7.00 pm Tuesday and Wednesday 9.30 am - 5.00 pm Saturday 9.30 am- 4.00 pm	Community room

List of the Community Buildings Located in each of the Wards of the Fareham CAT area

APPENDIX A

Facility/Building	Ownership	Facilities available	Usage / activity	Opening times/availability	Grading
Ashcroft Arts Centre	HCC	Entertainment venue, meeting rooms and dance studio	Conferences, private functions, shows, dance groups, school holiday activity programme	Open 9.30am to 5pm Monday to Friday and any evening when there is an event	Community room
Fareham United Reform Church	Private	Function room, meetings room, crèche, kitchen	Church activities, community groups and youth club.	Monday to Sunday 9 - 8pm. Opening times can vary depending on the activity/booking requirement	Community room
Fareham Community Church	Private	Conference hall, auditorium, youth facility, crèche and kitchen facilities	Meetings, conferences, children and young people activities,	Availability Monday - Sunday, opening times vary depending on the booking requirements.	Community room
Fareham Methodist Church	Private	Function room, meeting room, kitchen facilities and a crèche	Church activities, mini markets, parent and toddler groups	TBC	Community room
Duke of Connaughts own club	Private	Social club, hall hire, stage and kitchen facilities	Private functions and events	Can be hired evenings, daytime and also all day. Can see when it will not be available on website. Not huge amounts of availability. Around 2 days free a week currently.	Community room
Soccer City/ Fun City	Private	Function/ conference facilities	Birthday parties, coaching clubs, holiday fun courses	Monday - Sunday 10am to 8pm	Community room

List of the Community Buildings Located in each of the Wards of the Fareham CAT area

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Facility/Building	Ownership	Facilities available	Usage / activity	Opening times/availability	Grading
Fareham Snooker Club	Private	Function area and bar facilities	Tournaments, private functions and events	Opening hours: Sunday - Thursday 10am - 11.30pm Friday and Saturday 10am - 12.30am	Community room
Fareham Masonic Hall	Private	Hall and members lounge	Private functions and events	Facilities available to hire: Sept 1 st to June 30 th - Saturdays and Sundays (some daytime bookings may be possible) July 1 st to August 31 st - anytime	Community room
Ward: Fareham South					
Fareham Heathens - Rugby Club House	Council	Room hire and bar facilities	Functions and events	Limited availability during the rugby season (September to May) Daytime, evening and weekends available (June to August)	Community Room
Fareham Town Football Club - Club House	Council	Large function area and bar facilities	Functions and events	Limited availability during the season. Some evening and weekend availability when out-of-season	Community room
Broadlaw Community Space	First Wessex	Meeting space and kitchen facilities	Tai chi, karate, children's club, youth activities, weight management sessions	Monday 4-6pm, Tuesday 10-3pm, Wednesday 9.30-12noon and Thursday 9.30 - 8pm	Community facility
Fareham Enterprise Centre	Private	Workspace units and meeting rooms	Conferences and meetings	Meeting room usually available	Community room

List of the Community Buildings Located in each of the Wards of the Fareham CAT area

APPENDIX A

Facility/Building	Ownership	Facilities available	Usage / activity	Opening times/availability	Grading
Saint John's Church hall	Private	Hall hire and kitchen facilities	Badminton, dance clubs, children's birthday parties	Not available on Fridays between 6.00 - 7.30 pm and often other events happen throughout the week.	Community room
Fareham Working Men's Club	Private	Hall hire	Dance club, private functions and events	Club have been written to but no response received	Community room
Neville Lovett School	HCC	Sports hall, gymnasium, main hall and IT suite.	Community groups, workshops, fitness sessions	Some availability - including evening, weekends and school holidays	Community facility
Wallisdean Infant School	HCC	Kitchen, Main Hall, Meeting Room, Storage, outside space	Pre-Schools	Some availability for local community use (Term time only)	Community Facility
Ward - Fareham North West					
Fareham North West Community Centre	Council	Meeting area, large hall and kitchen facilities.	Bingo, youth club, Childrens parties, dance school, petanque, health and well-being, Reiki healing, skill force.	Some availability through-out the week and for weekend bookings	Multi-function community facility
Henry Cort Community College	Hampshire County Council	Sports hall, fitness studio, classrooms, sports facilities	Health and fitness activities and sessions	Some availability Monday to Sunday (upon booking) 8.00 am to 10.00pm	Multi-function community facility
St Columba Church Hall	Private	Various meeting rooms	Girl guide activities	Monday to Friday 11.00 - 3.00pm and Saturday's from 11 - 1pm	Community room(s)

List of the Community Buildings Located in each of the Wards of the Fareham CAT area

APPENDIX A

Facility/Building	Ownership	Facilities available	Usage / activity	Opening times/availability	Grading
Highlands Hub	Private	3 meeting rooms, café space and kitchen facilities	Community drop-in sessions /workshops, children activities, access to computers	Tuesday to Friday 9.00 - 4.00pm	Multi-function community facility
Fareham Hockey Club (club room)	Private	Clubroom	Private functions and events	Avaliable during the day and some evening's inc. Weekends	Community room
Hill Park Baptist Church	Private	(awaiting confirmation)	(awaiting confirmation)	(awaiting confirmation)	Community room
Ward - Fareham North					
Fareham Leisure Centre	Council	Large sports hall, club room, gym facilities, swimming pool and dance studio	Over 50+group, NOMADS swimming club, group exercise workshops, children's birthday parties, holiday programme and schools	Monday, Wednesday and Friday 6.30am - 10.15pm Tuesday and Thursday 6.00am - 10.15pm Saturday and Sunday 7am - 10.15pm	Multi-function community facility
Westbury Manor Museum	Hampshire County Council	Resource room, meeting room and café area	Community workshops and school activities	Tuesday to Saturday 9.30 - 4.30pm	Community room
Funtley Social Club	Private	Function room and kitchen facilities	Private functions and events	9am - 11pm Daily	Community room
Fareham 10 th Scout Hall	Private	Large hall, small meeting room and kitchen facilities	Scout activities	Some availability to hire Monday - Sunday (daytime and some evenings) and during school holidays	Community room

List of the Community Buildings Located in each of the Wards of the Fareham CAT area

APPENDIX A

Facility/Building	Ownership	Facilities available	Usage / activity	Opening times/availability	Grading
Fareham Bowls Club	Council	Club room and kitchen facilities.	Competitions, private events and functions	Public rink is available to members of the community at all times. Unless the club have a full fixture. Club house isn't available for public hire.	Multi-function community facility
Ward - Fareham West					
Heathfield Arms Pub	Private	Function room and bar facilities	Private functions and events	Some availability - Monday to Sunday 12noon - 11pm	Community room
Blackbrook Scout Hut	Private	Large hall and kitchen facilities	Scout activities, private events and functions	Some evening and weekends slots available	Community room
Ranvilles Community Centre <i>(outside of ward boundary)</i>	Council	Large and small hall, kitchen facilities	Pre-school, dance school	Monday - Friday (mornings): 8.45am - 12 noon Saturday (morning): 9.00 am - 1.30pm Monday: 3.00pm - 9.00pm Tuesday: 6.00pm - 9.00pm Wednesday: 7.30pm - 9.00pm Thursday: 4.45pm - 9.00pm Friday: 2.30pm - 9.00pm	Multi-function community facility
Women's Institute Hut (Oak Road)	Private	Not known	Fareham Stroke Club	Not Known, Club have been written to but, no reply received	Community Room

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 November 2014

Portfolio:	Leisure and Community
Subject:	Review of Community Buildings – Western Wards CATs Area
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health & for Fun

Purpose:

To report the draft master plan for implementing the requirements identified in community buildings needs assessment of the Western Wards Community Action Team Area (CAT) area.

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 CATs areas and then to prepare a master plan for implementing the outcome of each needs assessment.

The Western Wards 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 Western Wards CATs 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 there are two sites where further action is required.

Recommendation/Recommended Option:

That the Executive:

- (a) approves the Master Plan for the Western Wards Community Action Team area;
- (b) agrees that the designation of the land at Hook Recreation Ground be changed from “parks and amenity open space” to “natural green space”, be no longer for formal sports provision and that the changing rooms be demolished within 12 months, if a suitable alternative use for

the building cannot be found; and

- (c) approves a project to improve the WC facilities and replace the main hall flooring at the Whiteley Community Centre at a budget cost of £100,000 with a maximum of £90,000 to be funded from the Whiteley Development Fund and the balance to be funded by the Whiteley Community Association.

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 matched funding application and the Whitley Development Fund where appropriate.

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 Locks Heath ward.

Appendix B – Community facilities in the Park Gate ward.

Appendix C – Community facilities in the Sarisbury ward.

Appendix D – Community facilities in the Warsash ward

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 03 November 2014

Subject: Review of Community Buildings – Western Wards CATs 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 CATs 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 CATs 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 of the review have been completed.

WESTERN WARDS CATS AREA NEEDS ASSESSMENT

5. The Western Wards CATs area is made up of four wards; Sarisbury, Locks Heath, Park Gate and Warsash.
6. The needs assessment for the Western Wards CATs shows that the provision of community buildings meets the aspiration of providing high quality facilities. The Whiteley Community Centre was opened in 2000 and remains a well-managed and maintained facility. The BurrIDGE Village Hall was extensively refurbished in 2008 and

the sports changing rooms at Allotment Road, Sarisbury Green and Osborne Road, Warsash have all been refurbished over the past three years.

7. Although the provision of community facilities in the Western Wards is excellent, the needs assessment identified further action.

Victory Hall, Warsash

8. The main community facility in Warsash is the Victory Hall. The building is well used but is in need of investment to bring it to the standards required of a modern community building. The management and maintenance of this building is the responsibility of the trustees of the Victory Hall as the Council only holds the deeds as "Custodian Trustee".
9. To improve the facilities at the Victory Hall it is suggested that the trustees actively seek external funding and if successful apply to the Council for matched funding.

Lockwood Community Centre

10. The management of the Lockwood Community Centre has changed twice in the past 18 months. Brookfield Community School held the lease for operating the centre but this was handed back to Fareham Borough Council when the grant for community schools funding was withdrawn in 2012. In 2013 a new community association made up of users and volunteers was formed to manage the building. The new community association are currently managing the centre under a Tenancy at Will arrangement pending a decision on the long term future of the Locks Heath District Centre. Until this is known, there remains uncertainty over the future of the Lockwood Community Centre which requires investment to modernise the facility.
11. It is recommended that once the issues surrounding the redevelopment and remodelling of the Lockwood District Centre have been resolved, then consideration be given to approving a project to refurbish the facility subject to the availability of funding.

Whiteley Community Centre

12. The Whiteley Community Centre has proved to be very successful since opening in 2001 with the result that there are two preschools operating from the centre. Whilst one of these has integral toilet facilities as required by OFSTED, the second which operates out of the main hall has to use the main community centre toilets which are unsatisfactory in terms of adult to child ratios, safeguarding and the day to day operation of the community centre.
13. To address this there is an opportunity to reconfigure the existing kitchen facilities in the adjacent lounge area to provide both integral toilets for the preschool and other users of the main hall and still provide the required kitchen facilities. Such an improvement is estimated to cost £50,000 and it is recommended that this be funded up to a maximum of £45,000 from the Whiteley Development Fund with the balance being met by Whiteley Community Association.
14. The timber floor of the main hall has been problematic for a number of years and regularly "lifts" in places creating a trip hazard for users. Numerous attempts have been made to address this including improving the ventilation in the hall and trimming the floor boards but with limited success and the problem remains. It is therefore recommended that a new, non-timber, non-sprung floor covering be installed at a budget cost of £50,000 and it is recommended that this be funded up to a maximum of

£45,000 from the Whiteley Development Fund with the balance being met by Whiteley Community Association. This improvement would also be subject to agreement being reached with the community association on a floor covering suitable for all user groups bearing in mind the need to avoid a timber semi sprung floor.

Coldeast

15. The Council has had a long term objective to provide a swimming pool in the Western Wards of the Borough and the Executive in April 2014 approved a project and capital funding to deliver a new swimming pool together with sports pitches and changing accommodation at the site of the former Coldeast hospital.
16. A design and build contractor has been appointed to deliver the scheme. A detailed design has been prepared and a planning application submitted. Subject to planning consent being obtained, a start on site is expected in spring 2015 with the facilities opening in spring / summer 2016.

Hook Recreation Ground

17. Hook Recreation Ground is a former landfill site which closed in 1979. Following this the site was leased to the Ranvilles Rangers Junior Football Club who imported uncertified top soil as a capping layer to allow sports pitches to be marked out. Changing rooms were then constructed to support the four football pitches.
18. In 2010 the Ranvilles Rangers surrendered their lease because of the poor drainage on this former landfill site which meant that the pitches were unplayable for most of the year.
19. Since that time there has been interest from a number of sports clubs in bringing these pitches back into use. Feasibility work has indicated that a budget of £450,000 is required to address the problem with the drainage with a further £100,000 required to bring the changing rooms back into use. In addition an annual revenue budget of £40,000 is recommended to maintain the drainage system (if implemented).
20. Whilst there has been interest in the site, only one club, the Locks Heath Rugby Club have given an indication that they can provide external funding. This would be in the form of £20,000 from the club and up to £50,000 from the Rugby Football Union (RFU). The funding from the RFU would be conditional on floodlighting being provided (at a cost of £40,000).
21. Due to the high cost of bringing these pitches back into use both in capital and revenue terms, the risk of carrying out works on a former landfill site, the limited parking available and the planning implications arising from the intensified use of the this site, it is recommended that the scheme to implement a drainage scheme is not pursued and the existing changing rooms be demolished and the land be designated as natural green space.

DRAFT MASTER PLAN

22. The key outcome from the needs assessment of the Western Wards CATS area is the need to improve the facilities at the Whiteley Community Centre to accommodate the increasing use by pre-schools and to address the problems with main hall floor. In addition the Victory Hall at Warsash, although not in the Council's ownership, is in need of modernisation and the trustees are encouraged to work in partnership with the Council to achieve this.

23. The Lockswood Community Centre would benefit from refurbishment, but this is pending a decision on the long term future of the building giving the aspirations of the owners of the Locks Heath District Centre. Therefore, expenditure will be limited to repairs and maintenance rather than long term improvements.

Western Wards Needs Assessment

APPENDIX A

Ward Locks Heath

Facility/ Building	Ownership	Facilities available	Usage / activity	Opening times/availability /Cost	Contact details
Lockswood Community Centre	New River Retail - leased to FBC, Tenancy at Will to Community association	Multi-purpose Hall (2 Badminton Courts, Table Tennis, Volleyball, 5-a-side Football, Indoor Bowls and Special Events - meetings, jumble sales, craft fairs - 250 people sitting) Activity Room (60 People) Meeting Room (25 People) Treatment room Coffee Bar / Kitchen Library (Operated by County Library Service)	Parent and Toddler Group, Pre-School groups, Senior Citizen's clubs, and Sports clubs - gymnastics, badminton, football, indoor bowls and table tennis. Yoga, indoor petanque, Keepfit, 60+ group	Monday - Friday: 9.00am - 10.0pm Saturday: 9.00am - 5.30pm Hall Events £22ph Hall for Sports £18ph Half hall for sports £9ph Activity Room £11.50ph Meeting Room £8ph Treatment Room £5ph Activity Room (Saturday morning party rate 9am – 1pm) £30ph	Beverley Colborne 01489 - 582512
Genesis Centre	FBC – managed by Y-Services	Main Hall, Kitchen, Recording Studio, Art Room			Centre Way Locks Heath Southampton SO31 1DX
Park Gate Primary School	Hampshire County Council				Rebecca Kingsland Northmore Road Park Gate Southampton Hampshire S0316LX Tel: 01489

Western Wards Needs Assessment

APPENDIX A

Ward Locks Heath

					575444 Email: adminoffice@parkgate.hants.sch.uk
St Johns Church	Church	Kitchen, Main Hall, Small Hall, Meeting Room	Group Meetings, Lunch Club, Fellowship Group, Art for adults, WI, Yoga	Monday to Sunday 9am – 10.30pm Cost to hire varies £6ph - £18ph dependant on size of room	Julie Pritchard office@stjohnslocksheath.org.uk 01489-578082 7 church Road, Locks Heath SO31 6LY
Lockswood Day Care Centre	Private	Kitchen, Main Hall and Meeting Room	Meetings	Monday – Sunday 9am-11pm Main hall (to include kitchen and liquor Licence) Saturday and Sunday, all day £200 Main Hall (to include kitchen and liquor Licence) Weekday evening £150 Main hall, with no kitchen required, morning, afternoon or evening suitable for classes, exhibitions or large meetings £75	Lockswood the Day Care Centre, Centre Way, Locks Heath, SO31 6DX, 01489 – 578152 Lockswood.admin@btconnect.com

Ward Locks Heath

				Small meeting room, half day (tea/coffee and biscuits provided any day. Price on application)	
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Facility/ Building	Ownership	Facilities available	Usage / activity	Opening times/availability/ cost	Contact details
Priory Park community centre	FBC - leased to community association.	Kitchen, Main Hall, Small Hall, Outside space (ground floor space only)	Baby sign language, Craft Club, Dance Club, Methodist Church group, Parent and Toddler Group, Pre-School group, weekly Health Visitors Clinic, Rainbows, Brownies and Guides, Beavers and Cub Scouts, Meetings	Monday to Sunday 9.00am – 11pm Groups/Charity/Voluntary Small Room £7.15ph Large Room £9.30ph Both Rooms £13.50ph Small business Small Room £7.45ph Large Room £9.85ph Both Rooms £14.20ph Commercial Small Room £19ph Large Room £37.90ph Both Rooms £56.90ph	Mrs Anna Daniels-Byng Upper Brook Drive, Locks Heath, Southampton, SO31 6PT 01489 -582568 Anna.byng@ntlworld.com
Lockswood bowls club	FBC – leased to Lockswood bowls club	Kitchen and Large Function room			Priory Park Upper Brook Drive Locks Heath Southampton SO31 6PT 01489 - 572445 lockswoodbc@googlemail.com

Western Wards Needs Assessment

Ward: Park Gate

APPENDIX B

<p>Brookfield Community school and Language College</p>	<p>HCC</p>	<p>Sports Hall (4 Badminton Courts, Volleyball, 5-a-side Football, Netball, Basketball, 2 Cricket Nets, Trampoline & Table Tennis)</p> <p>Main Hall (seats 250 - Fitted Stage)</p> <p>Lecture Hall (seats 80-100 - Mobile Stage Units)</p> <p>Gymnasium (Basketball, Netball, Badminton, Volleyball, Training Mats and Wall Bars)</p> <p>Tennis, Basketball and Netball courts</p> <p>Cricket, Football, Hockey and Rugby pitches</p> <p>Climbing Wall</p> <p>Drama Studio</p> <p>Activity, Meeting and Training Rooms</p> <p>Specialist Resources (Photographic Darkroom, Computer Suites, Music, Craft & Technology Rooms, Video and Audio/Visual Equipment) Athletics Track & Field Facilities (Summer Only) Training Suite</p>		<p>5.00pm to 10.30pm each weekday during term time, and from 9.00am to 10.30pm at weekends and during school holidays.</p>	<p>Brook Lane Sarisbury Green Southampton SO31 7DU 01489 576335 info@brookfield.hants.sch.uk</p>
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Western Wards Needs Assessment

Ward: Park Gate

APPENDIX B

		(30 Persons)			
Lord Wilson School	Hampshire County Council	Large Sports Hall Dining Hall, Classrooms, Small Meeting Room, Food Technology room with 6 cooking areas, art room fitted with a kiln and pottery wheel		Monday - Friday 5pm - 8.30pm	Angela Tew 01489 - 582684
Salisbury Infant School	Hampshire County Council	Main Hall, Meeting Room		Monday to Friday 3.30pm - 4.30pm Hall £16ph Community Room £8ph	Mrs Charlotte Weavers Salisbury Infant School Barnes Lane, Salisbury Green, Southampton, SO31 7BJ Tel: 01489 573800 Email: adminoffice@salisbury-inf.hants.sch.uk
Fareham Community Hospital Community Hospital	Souther Health NHS Foundation Trust				Brook Lane , Salisbury, Fareham, SO31 7DQ 01489 587400
St Margaret Mary RC Church	Church	Kitchen, and Large Hall	Church Groups and outreach work	Adhoc for hours and times cost is £20 per hour	Church Hall Pastoral Assistant Mrs Clare Ryan Middle Road, Park Gate,

Western Wards Needs Assessment

Ward: Park Gate

APPENDIX B

					SO31 7GH office@stmm.org.uk 01489-572797
Sarisbury Green Working Men's club	Private	Main Bar and lounge area, dance hall and bar			108 Bridge Road Sarisbury Green SO31 7EP 01489 584486 enquiries@sarisburygreenclub.co.uk
Locks Heath Working Men's Club	Private				Windun Lodge Duncan Road Park Gate SO31 1BD 01489 601915
The Royal British Legion	Private	Main Hall which includes dance floor and stage with sound and Lighting system, Kitchen, meeting room	Yoga/Pilates, Dance Classes, training	Monday to Sunday 9.00am – 11.00pm £25 per hour basic rate (signed contract is required in advance)	366 Brook Lane Park Gate, Southampton, SO31 7DP, 01489 574516

Western Wards Needs Assessment

APPENDIX C

Ward: Sarisbury

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Facility/ Building	Ownership	Facilities available	Usage / activity	Opening times/availability / cost	Contact details																												
Whiteley Community Centre	FBC - leased to community association.	Main Hall, Sweethills Room, Rookery Room 1, Rookery Room 2, Kitchen	Martial arts, exercise classes, children's groups, parties and the Community Pre-School. Other meeting rooms are available and suitable for smaller activity groups and business meetings.	<p>Room Booking</p> <table border="1"> <thead> <tr> <th data-bbox="1368 475 1547 520">Description</th> <th data-bbox="1576 475 1637 520">Size</th> <th data-bbox="1648 475 1727 533">Std Rate</th> <th data-bbox="1760 475 1879 533">Charity Rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="1368 564 1503 596">Main Hall</td> <td data-bbox="1576 549 1637 612">140m</td> <td data-bbox="1648 564 1727 596">£16.20</td> <td data-bbox="1760 564 1879 596">£11.45</td> </tr> <tr> <td data-bbox="1368 628 1518 699">Sweethills Room</td> <td data-bbox="1576 644 1637 676">40m</td> <td data-bbox="1648 644 1727 676">£8.90</td> <td data-bbox="1760 644 1879 676">£7.85</td> </tr> <tr> <td data-bbox="1368 715 1491 778">Rookery Room 2</td> <td data-bbox="1576 730 1637 762">16m</td> <td data-bbox="1648 730 1727 762">£7.30</td> <td data-bbox="1760 730 1879 762">£6.40</td> </tr> <tr> <td data-bbox="1368 794 1559 858">Rookery Room 1</td> <td data-bbox="1576 810 1637 842">16m</td> <td data-bbox="1648 810 1727 842">£7.30</td> <td data-bbox="1760 810 1879 842">£6.40</td> </tr> <tr> <td data-bbox="1368 874 1559 938">Rookery ms</td> <td data-bbox="1576 890 1637 922">32m</td> <td data-bbox="1648 890 1727 922">£8.90</td> <td data-bbox="1760 890 1879 922">£7.85</td> </tr> <tr> <td data-bbox="1368 995 1480 1027">Kitchen</td> <td data-bbox="1576 995 1637 1027">12m</td> <td data-bbox="1648 995 1727 1027">£12.90</td> <td data-bbox="1760 963 1879 1059">Fixed Session Fee</td> </tr> </tbody> </table> <p>Notes Min 3hrs @ Weekend Sat Eve fixed party Rate 6pm - 11pm £139.30 10% discount for regular user groups is available</p>	Description	Size	Std Rate	Charity Rate	Main Hall	140m	£16.20	£11.45	Sweethills Room	40m	£8.90	£7.85	Rookery Room 2	16m	£7.30	£6.40	Rookery Room 1	16m	£7.30	£6.40	Rookery ms	32m	£8.90	£7.85	Kitchen	12m	£12.90	Fixed Session Fee	<p>Mark Gray or Mary Shuckford (Joint Centre Managers) Whiteley Community Association, Whiteley Community Centre Gull Coppice Whiteley Fareham, PO15 7LA 01489 - 880041 01489 - 881190 whiteleycommunityassociation@hotmail.co.uk http://www.whiteley-community.co.uk/</p>
Description	Size	Std Rate	Charity Rate																														
Main Hall	140m	£16.20	£11.45																														
Sweethills Room	40m	£8.90	£7.85																														
Rookery Room 2	16m	£7.30	£6.40																														
Rookery Room 1	16m	£7.30	£6.40																														
Rookery ms	32m	£8.90	£7.85																														
Kitchen	12m	£12.90	Fixed Session Fee																														

Western Wards Needs Assessment

APPENDIX C

Ward: Sarisbury

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Burrige Village Hall	FBC - leased to community association.	Three large rooms for hire, large Hall with catering facilities, the small hall with small kitchen, and a committee	Private functions, Beavers, Cubs, Scouts, Kung Fu, Music lessons, French Classes	<p>Monday - Sunday 8am - 11pm Charges are per hour Monday to Friday 8am to 6pm Large Hall with Catering Kitchen £10.00 Small Hall with Kitchen £7.50 Committee Room £5.00</p> <p>Monday to Thursday 6pm to 11pm Large Hall with Catering Kitchen £12.50 Small Hall with Kitchen £10.50 Committee Room £5.00</p> <p>Friday 6pm to 11pm Saturday & Sunday 8am to 11pm Large Hall with Catering Kitchen £15.00 Small Hall with Kitchen £12.50 Committee Room £5.00</p>	<p>Jan Potheary Bookings Secretary Burrige Village Hall, Botley Rd, Burrige, Southampton, SO31 1BS 01489 576646 ianpotheary@hotmail.com</p>
Whiteley Primary School	HCC				<p>Lesley Pennington (Head teacher) Gull Coppice, Whiteley, Fareham, PO15 7LA 01489 - 881601</p>

Western Wards Needs Assessment

APPENDIX C

Ward: Sarisbury

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					adminoffice@whiteley.hants.sch.uk
Sarisbury Church of England Junior School	HCC	Main Hall, School Field		Main Hall: - Tuesday and Wednesday from 4.30pm -6.00pm £8ph School field Saturday Mornings £12ph	Andrew Stockton (Head Teacher), Allotment Rd, Sarisbury, Southampton, SO31 7AP 01489 - 573000 www.sjsonline.org.uk
Ellen Newbury Hall	Church	Kitchen, main Hall	Brownies, short Mat Bowls, Flower arranging	Monday to Friday times – subject to negotiation Cost Subject to donation to funds of church and hirer having insurance cover	Chapel Rd, Southampton, SO31 7FB Associated with the Sarisbury Green united Reformed Church, 162 Bridge Rd, Sarisbury Green, Southampton, SO31 7EJ 01489 - 575718

Western Wards Needs Assessment

APPENDIX C

Ward: Sarisbury

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Sarisbury Green community centre	Private	Main Hall (with stage and bar area), Quiet Room, Kitchen 1 Members Bar, Hall 2, River Room, Kitchen 2	Pre-school, yoga, Pilates, art classes, dance, Music Lessons, Rifle Club, Advance Motor cycle club, Tai Chi, Loins, Fine Arts, Badminton, Bridge Club, Lunch Club, WI, Sewing club,	Office Hours: 9am - 1pm Weekdays plus 5.30pm - 7.30pm - Monday; 5.30pm-7.45pm - Tuesday; 6pm -8pm - Wednesday; 4.30pm - 6.30pm - Thursday	Sarisbury Green Southampton SO31 7AA 01489 573114 info@sarisburygreen.org.uk http://www.sarisburygreen.org.uk/
Sarisbury Green parish rooms	Private	Main Hall seating up to 70 persons. Direct access to: Kitchen which has a small dining area, serving counters, electric cooker and fridge. Reading Room suitable for 30 persons. Serving hatch to a small kitchenette. Committee Room suitable for 12 persons with possible access to the kitchens.	Activities include, Pre-school, Dance Classes, Piano Club, Art Group, Clarinet Group, Sunday School	Charges Main Hall including kitchen: £7.00 per hour Reading Room including use of kitchenette: £5.40 per hour Meeting Room: £2.30 per hour	Barnes Lane 01489 - 577572 For bookings call 01489 - 575723

Western Wards Needs Assessment

APPENDIX D

Ward: Warsash

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Facility/ Building	Ownership	Facilities available	Usage / activity	Opening times/availability /cost	Contact info
Warsash Wasps Sports and Social Club	FBC – long ground lease to the club	Sports Hall and Meeting Room			Chairman: Mike Ashley 27 Bilberry Close Locks Heath Southampton SO31 6 XX Tel: 07770 883276 / Club House, New Road, Warsash, Southampton, SO31 9UH (NO Post delivered)
Hook with Warsash C of E Academy	Hampshire County Council	Main Hall, Outside Space		Monday to Friday (Term Time only) 4pm – 7pm £25ph plus £25ph if caretaking staff are required	Mr Hines (Head) Madeleine Broughton (Admin Officer) Church Road Warsash SO31 9GF 01489 572393 adminoffice@warsash.hants.sch.uk
Locks	Hampshire	Main Hall	Gymnastics		Mr Kevin Parfoot

Western Wards Needs Assessment

APPENDIX D

Ward: Warsash

Heath Junior Sch	County Council				(head) Warsash Rd Locks Heath, SO31 9NZ 01489 - 572226
Locks Heath Infant Sch	Hampshire County Council	Main Hall	Gymnastics		Warsash Rd Locks Heath SO31 9NZ 01489 - 584180 adminoffice@locksheath-inf.hants.sch.uk
St Mary's Warsash	Church	Function Room, Kitchen, Garden			Anne Ford: Home: 01489-574501 Mobile: 07846 173461 email stmarys.churchhall@googlemail.com
Victory Hall	Private. FBC hold the deeds as Custodian Trustee	Main Hall with storage, Bar, Kitchen, Three Smaller Halls, Store room, Ground Floor only,	Badminton, Indoor bowls, pre-school, band, theatre club, history society, group meetings, Fellowship club, Lunch Club, choir, Slimming World, Dancing	Monday – Friday 8.30am – 10.30pm Costs differ according to needs Wedding £310 hire of hall in week approx £50 smaller room approx£25	Dave Gasser 27 Warsash Rd, Warsash, Southampton, SO31 9HW 01489-572913 victoryhall27@tiscali.co.uk
Warsash	Private				Warsash

Western Wards Needs Assessment

APPENDIX D

Ward: Warsash

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Maritime Academy	Southampton Solent University				Maritime Academy, Newtown Road, Warsash, SO31 9ZL 01489 - 5796161 wma@solent.ac.uk
Abshot Country Club	Private	Gym, Fitness Studio, Indoor Pool, 4 squash courts, 2 tennis courts, crèche, lounge area, bar area			Little Abshot Rd, Titchfield Common, Fareham PO14 4LN 01489-573936
Warsash Sailing Club	Private	Main Hall, Meeting Room, class room		Monday to Sunday 8.00am – 11.30pm Meeting Room: £35 members £70 non members Hall: £75 members £150 non members Class room no charge. Club facilities are available to members only or	Shore House, Shore Road, Warsash, SO31 9FS 01489 583575 admin@warsashsc.org.uk

Western Wards Needs Assessment

APPENDIX D

Ward: Warsash

				company, sailing related bookings (up to a max of 12 bookings in any year)	
The Salterns Club (CIU Affiliated)	Private	Main Hall, meeting Room	Theatre Club, Zumba Fitness, Blood transfusion service, Darts, snooker and cribbage teams	Monday to Sunday 12 noon to 11pm Various prices to hire facilities	43 New Road, Warsash Southampton SO31 9FY 01489 - 573391

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

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

Purpose:

This report contains a copy of the latest revised strategy document that reflects the changes and achievements that have occurred in 2013/14.

Executive summary:

The 2014 – 2019 Leisure Strategy provides an overview of what influences the demand for, and provision of, leisure and cultural facilities and activities in the Borough of Fareham.

The previous version of the strategy was presented to the Executive on 2 September 2013. Since then there have been a number of changes and emerging issues which have impacted on the service. These are summarised in the report along with the main achievements of the last year.

A report containing the draft Leisure Strategy was presented to the Leisure Policy Development and Review Panel on 3 September 2014. The Panel recommendation was that the Executive agree to adopt the revised Leisure Strategy.

Recommendation/Recommended Option:

That the Executive adopts the revised Leisure Strategy for 2014 – 2019, as set out in Appendix A of the report.

Reason:

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

Cost of proposals:

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

Appendices A: Leisure Strategy 2014- 2019

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: Leisure Strategy

Briefing by: Director of Community

Portfolio: Leisure and Community

1. The Leisure Strategy sets out the vision and key priorities for the next five years and contains a series of actions that will be the primary focus for the Leisure and Community team.
2. The previous version of the strategy was presented to the Leisure & Community Policy Development and Review Panel on 27 July 2013. Since then there have been a number of changes and emerging issues which have impacted on the service and these are summarised in the report along with the main achievements over the last year. A copy of the Leisure Strategy 2014 to 2019 is contained in Appendix A.

EMERGING ISSUES

3. Preparation has begun on planning for the transfer of 33 hectares of land at Coldeast into the Council's ownership. This will involve plans to construct new community infrastructure including the provision of a new swimming pool, sports pitches, allotments and cemetery. There are also large areas of woodland and parkland that need to be prepared and maintained for public access. The later will be the responsibility of the Countryside Ranger Service who has now employed a temporary Countryside Ranger to ensure this process can be managed effectively.
4. Hampshire County Council's reorganisation of youth provision has resulted in a lack of resources to deliver open access youth provision across the Borough. This has had a detrimental impact on both the management and the range of services provided in Council owned youth centres, particularly at Genesis (Locks Heath) and X-perience (in Trinity Street Fareham). The management arrangements for these facilities are being reviewed with consideration given to how best to meet the current demand for youth provision in Council -owned buildings and other local facilities.
5. Hampshire County Council is currently in the process of reviewing the funding Community Action Fareham. This review is scheduled to conclude in 2015 and is likely to impact on the way these services are delivered in the future.

MAIN ACHIEVEMENTS

6. A brief summary of the main achievements for Leisure & Community service in 2013/14 are set out in the following section.
7. Lockwood Community Centre - The management of the Lockwood Community Centre at Centre Way, Locks Heath transferred from Fareham Borough Council to the newly formed Lockwood Sports and Community Association on 1 August 2013.
8. Genesis Young People's Centre - The management of the Genesis Young Peoples Centre, Centre Way, Locks Heath, transferred from a joint arrangement with Hampshire County Council and Fareham Borough Council to a newly formed partnership between Fareham Borough Council and Y Services, who now manage the facility on behalf of the Council.
9. Fareham Park Project – External funding of approximately £65k has been obtained to benefit residents in the Fareham Park area and increase the range of opportunities to access services and activities in the area. This funding support for nine new initiatives in the Fareham Park area through the development of the 'Fareham Park Purse', included a free fun day for the local community which attracted over 500 local residents. In addition external funding was also secured for a new initiative aimed at improving advice, access and information for young people (15 -25 years) in the Fareham Park neighbourhood. This initiative, called 'Clued Up 2 Go' has secured £32,995 for this project over the course of the next 18 months.
10. Broadlaw Walk Youth Project - a grant was secured from the Local Children's Partnership (£6,000) to develop a youth project in the Broadlaw Walk area (Fareham South Ward). This area is not well served with youth activities and the weekly youth club is attracting a regular membership of approximately 20 young people per evening.
11. Play Ranger Service – The Play Ranger Service continues to see high numbers of local children and young people accessing the free, interactive play sessions at various locations around the Borough. Feedback from parents and children clearly demonstrates the value that local residents place in this free, fun service and the opportunities it provides for encouraging younger members to get out and about during school holidays, rather than more sedentary activities.
12. Review of Community Buildings - The review of community buildings is a corporate priority and the fourth and fifth phases of the process, the Titchfield and Western Wards CATs areas needs assessment were completed and an action plan prepared in July 2014
13. Play Area Improvements - New play areas were installed at Swanwick Lane and Sarisbury Green.
14. Tennis Court Improvements - Improvements to the court surface and fencing at the Stubbington Recreation Ground Tennis Courts.
15. Matched Funding Grants - The Council awarded matched funding grants to the following groups to provide new and improved sport and community facilities in the Borough;

- (a) Fareham Bowls Club for new changing rooms (£25,000)
- (b) Sarisbury Green Community Centre for a new heating system (£7,500)
- (c) The Salmiakki Group for an indoor multi sports rink (£21,500)
- (d) Portchester Bowls Club for a new bowling green (£22,500)
- (e) Titchfield Bowls Club for a new club house (£20,000)
- (f) Fareham Hockey Club for floodlighting improvements (£11,000)
- (g) St Margaret Mary Church for an outside play area (£7,500)

16. Bath Lane Pavilion – The construction contract was awarded to refurbish and extend the existing changing rooms at Bath Lane Recreation ground which include the provision of a new club house for Fareham & Crofton Cricket Club. The old dilapidated clubhouse will be demolished and a new grounds maintenance store provided.
17. A new cricket square has been constructed at Bath Lane Recreation Ground in advance of the works to extend the changing accommodation. This allows the cricket outfield to continue to meet the grading requirements of the local cricket leagues.
18. A drainage system has been installed on the football pitch at Burridge Recreation Ground. This allows the pitch to be used throughout the football season rather than the occasional use in received during dry weather.
19. Parks and Countryside Events - Successful programme of events organised across the Borough.

RISK ASSESSMENT

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

CONCLUSION

21. The past year has seen a wide variety of high profile events and new community facilities provided for residents and visitors to the borough to enjoy. The 2014-2019 Leisure Strategy provides an overview of what influences the demand for, and provision of, leisure and cultural facilities and activities in the Borough of Fareham.
22. The strategy document contained in Appendix A includes an action plan that sets out the programme for delivering activities and new leisure and cultural facilities over the next five years.

Appendices: Appendix A - Leisure Strategy 2014 - 2019

Reference Papers:

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

**Fareham Borough Council's
Leisure Strategy
2014-19**

Leisure for Health and for Fun

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Introduction

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

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

Through this strategy, Fareham Borough Council will facilitate community involvement in the development of leisure and cultural initiatives and projects that will secure high quality facilities for local people. This will involve innovative methods of service delivery, maximising funding opportunities and partnership working. The aim being that the Borough of Fareham will continue to be a place where people enjoy their local environment and have an opportunity to participate in a range of quality leisure and cultural opportunities.

Councillor Mrs Connie Hockley
Executive Member for Leisure and Community

What's it like in Fareham?

The Borough of Fareham

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

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

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

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

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

What is the Context of the Strategy?

Corporate Strategy 2011-2017

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

Vision

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

Values

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

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

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

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

Our priorities for improvement are:

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

To build **strong and inclusive communities** by providing strategic leadership to help bring together key partners and encourage them to improve services and

provide opportunities for residents of the borough. We will also give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy and affordable access to information and services provided by the Council.

Our priorities for improvement are:

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

Resources

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

Partnerships

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

Non Priorities

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

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

Equality and Diversity

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

What else influences the strategy?

Local Influences

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

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

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

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

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

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

Regional Influences

Sport Hampshire and IOW Strategy 2013-2017 - The vision for Sport Hampshire and IOW County Sports Partnership is to inspire more people to be more active, more often. The strategy has four strategic aims:

- To inspire and sustain greater participation in sport and physical activity.
- To make the case for sport and physical activity , building the evidence base, advocating its benefits and providing the right information to inspire people to be active.
- To support activity at all levels through the development of a quality workforce: coaches, instructors, leaders, volunteers, teachers, officials and administrators.
- To plan strategically and provide a range of high quality, active environments and appropriate facilities supporting introductory activities, participation and performance sport.

Hampshire's Children and Young People's Plan 2012-2015 - The Children and Young People's Plan (CYPP) is the overarching strategy for Hampshire's Childrens trust, setting the direction and priorities for children, young people and families in the County over the three year period of the plan. The vision of the plan is to make Hampshire a better place for children and young people where all of them have the best possible start in life and are supported by the whole community. In order to achieve this vision there are four key components to the plan:

- Sets out the Children's Trust shared vision and priorities.
- Outlines the key ingredients for delivering the plan, the things that need to be in place for it to be a success, e.g. integrated working.
- Informs the priorities and ensures that activities are targeted to those groups and areas in greatest need. There were two key needs assessments: the Child Poverty Needs Assessment and the Joint Strategic Needs Assessment.
- An action plan that establishes the overarching activities for delivery in each of the priorities and providing the framework for monitoring success.

National Influences

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

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

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

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

What's happening in Fareham?

How healthy is Fareham?

The latest health profiles for Fareham were published in 2013. The following provides a summary of the key facts:

- The health of people in Fareham is generally better than the England average.
- Deprivation is lower than average, however about 1,800 children live in poverty.
- Life expectancy for both men and women is higher than the England average.
- Life expectancy is 5.3 years lower for men in the most deprived areas of Fareham than in the least deprived areas.
- Over the last 10 years the all-cause mortality rate for men has fallen. The all-cause mortality rate for women in the same period shows no clear trend..
- Early death rates from heart disease and stroke have fallen and are better than the England average.
- About 12.0% of Year 6 children are classified as obese, lower than the average for England.
- Levels of teenage pregnancy and breast feeding initiation are better than the England average.
- An estimated 17.8% of adults smoke and 24.7% are obese.
- Rates of sexually transmitted infections, Smoking related deaths and hospital stays for alcohol related harm are better than the England average.
- The incidence of malignant melanoma is higher than average.
- Priorities in Fareham include alcohol disease and cancer, alcohol and healthy ageing.

How active is Fareham?

- 22.6% of adults in Fareham regularly take part in sport and active recreation compared to the national average of 21.8%.
- 44.7% of adults do no sport or active recreation at all.
- 57.8% of adults say they want to start playing sport or do a bit more.

- 27% are members of sports clubs, compared to 23.3% nationally.
- The most popular sports in Fareham for adults are: swimming, gym, cycling, athletics and football.

How satisfied are Fareham residents?

The most recent resident's survey was carried out in 2013 and indicated the following levels of satisfaction:

- 90% were satisfied with the children's play areas in the Borough;
- 91% were satisfied with the Borough's community centres;
- 83% were satisfied with their local sports facilities including pitches, tennis courts and bowling green's;
- 93% of people were happy with Fareham Leisure Centre; and
- 94% of respondents were either very or fairly happy with Ferneham Hall.
- 95% of people were happy with Westbury Manor Museum.

Does Fareham have adequate sports facilities?

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

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

The Sport England FPM for swimming pools indicates there is only one pool site in Fareham which contains two pools, Fareham Leisure Centre. Fareham does not compare favourably to national, regional, county or neighbouring area figures regarding waterspace per 10,000 people. Fareham has 3.8 sq metre of water per 1000 population. This compares to 11.8 sq metres per 1000 in Hampshire, 13.8 in the South East and 12.6 in England as a whole. Following completion of the Western Wards swimming pool, this figure will increase to 7.5 sq. metre of water per 1000 population.

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

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

What does the Council aim to achieve?

Vision

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

Overarching Strategic Objectives

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

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

Scope of the Strategy

The Leisure Strategy is structured around the following core elements:

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

Parks and Open Spaces

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

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

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

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

Parks and Open Spaces Strategic Objectives

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

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

Foreshore

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

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

Foreshore Strategic Objectives

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

Sport and Recreation

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

Fareham Leisure Centre is the key strategic site for sport and recreation in the Borough. The facility received a major £1.5m capital investment to improve the “dry side” facilities in 2006 after the management of the centre was transferred to Sport and Leisure Management Ltd. A further investment was made in 2010 with the operator's installing £220k of new fitness equipment and a new indoor cycling and dance studio was installed in 2011. In 2014, both the main and the teaching pool were fully refurbished along with replacement of all plant and equipment, a renovated and enlarged changing village and new reception facilities.

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

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

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

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

Sport and Recreation Strategic Objectives

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

Culture and Heritage

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

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

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

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

Westbury Manor Museum includes a display of local history and also hosts touring exhibitions.

Hampshire County Council has completed its strategic review of the museum and arts service. A new Hampshire Solent Cultural Trust is being established to take on the management of the service. This includes a new 3 year funding arrangement for Westbury Manor Museum and agreement to consider the potential for amalgamating cultural facilities in the Borough.

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

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

Culture and Heritage Strategic Objectives

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

Community Development

The Council seeks to support a range of community opportunities to contribute to the enrichment of the residents living and working in the Borough. As well as supporting groups and organisations to provide a range of opportunities, the Council provides and maintains 37 community buildings. These include community halls, youth centres, sports pavilions and scout buildings that are managed by local groups and Community Associations.

In the main this is an ageing building stock that requires ongoing investment to bring up to modern standards. The Council has identified the review of community buildings as a corporate high priority. Reviews have been completed in five CAT areas and a master plan for implementing the identified needs prepared.

The management of the Genesis Youth Centre passed to Fareham Borough Council from the County Council in June 2014. The centre is now operated on a day to day basis by Y services for young people, a local youth work charity.

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

Fareham Park Project

In 2008, Fareham Park was identified by the Local Strategic Partnership (LSP) as an area of the Borough requiring help and support due to the high level of deprivation and skill deprivation. Following the demise of the LSP in 2010, the Council adopted the project as a Corporate Priority in order to continue this important project. The Fareham Park Project aims to work with the community to develop a multi -agency approach to tackling some of the key issues for the residents living in Fareham Park.

Community Development Strategic Objectives

- Review the use of community centres, youth centres and sports pavilions; rationalise provision and then modernise the buildings as appropriate.
- Tackle issues of deprivation by working in partnership with local agencies to support to the community in the Fareham Park area.

To attract external funding opportunities to the Fareham Park area, to support and continue to build on development of opportunities to tackle the effects of deprivation in the area.

- Work in partnership with voluntary organisations and statutory agencies to address the emerging community development needs in the Borough of Fareham.
- Provide grant aid for local community projects via the Community Fund and Matched Funding grants programme.

Play Opportunities

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

The Council also commissions the services of Y Services for Young People, to offer the Play Ranger Service on behalf of the Council. This initiative seeks to utilise the many parks and open spaces across the Borough, by leading interactive, adventurous and accessible play sessions during school holidays which are free for children and young people to access.

Safeguarding children, young people and vulnerable adults

The Council's Corporate Safeguarding Policy was revised in 2012 and updated to reflect additional safeguarding arrangements to support and protect some of the more vulnerable adults in the Borough.

Children and Young Peoples Play and Recreation - Strategic Objectives

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

How is the service financed?

Revenue Budget

The revenue budget for all of the services covered by this strategy for 2014-15 is £3.5million. The major areas of expenditure within this are:

Service	2014/15 Budget
Community Parks and Open Spaces	£991,900
Outdoor Sport and Recreation	£485,100
Ferneham Hall	£386,900
Grants and Contributions	£363,700
Fareham Leisure Centre	£316,000
Community Centres	£246,900
Cemeteries and Churchyards	£211,800
Countryside Recreation and Management	£171,900

Capital Budget

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

Year	Amount £000s
2014/15	5,408
2015/16	5,836
2016/17	1,170
Total	12,414

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

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

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

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

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

What were the main achievements in 2013/14?

The following provides a list of the achievements of Fareham Borough Council in support of the corporate objective, Leisure for Health and for Fun, in 2013/14.

- **Lockwood Community Centre** - The management of the Lockwood Community Centre at Centre Way, Locks Heath, transferred from Fareham Borough Council to the newly formed Lockwood Sports and Community Association on 1 August 2013.
- **Genesis Young People's Centre** - The management of the Genesis Young Peoples Centre, Centre Way, Locks Heath, transferred from a joint arrangement with Hampshire County Council and Fareham Borough Council to a newly formed partnership between Fareham Borough Council and Y Services, who now manage the facility on behalf of the Borough.
- **Review of Community Buildings** - The review of community buildings is a corporate priority and the fourth and fifth phases of the process, the Titchfield and Western Wards CATs areas needs assessment were completed and an action plan prepared in July 2014
- **Play Area Improvements** - New play areas were installed at Swanwick Lane and Sarisbury Green.
- **Tennis Court Improvements** - Improvements to the court surface and fencing at the Stubbington Recreation Ground Tennis Courts.
- **Fareham Park Project** - A funding stream was created with a grant from Hampshire County Council (£17,500) for residents in the Fareham Park area to tackle the lack of recreational opportunities in the area. This

provided funding support for nine new initiatives in the Fareham Park area through the development of the 'Fareham Park Purse', a free fun day was offered to the local community, attracting over 500 local residents.

- **'Clued Up 2 Go'** -Additionally, other external funding was secured for a new initiative aimed at improving advice, access and information for young people (15 -25 years) in the Fareham Park neighbourhood. This initiative, called 'Clued Up 2 Go' has secured £32,995 for this project over the course of the next 18 months.
- **Broadlaw Walk Youth Project** - a grant was secured from the Local Childrens Partnership (£6,000) to develop a youth project in the Broadlaw Walk area (Fareham South Ward). This area is poorly served by youth activities and the weekly youth club is attracting a regular membership of approximately 20 young people per evening.
- **Play Ranger Service** – The Play Ranger Service continues to see high numbers of local children and young people accessing the free, interactive play sessions at various locations around the Borough. Feedback from parents and children clearly demonstrates the value that local residents place in this free, fun service and the opportunities it provides for encouraging younger members to get out and about during school holidays, rather than more sedentary activities.
- **Matched Funding Grants** - The Council awarded matched funding grants to the following groups to provide new and improved sport and community facilities in the Borough;
 - Fareham Bowls Club for new changing rooms (£25,000)
 - Sarisbury Green Community Centre for a new heating system (£7,500)
 - The Salmiakki Group for an indoor multi sports rink (£21,500)
 - Portchester Bowls Club for a new bowling green (£22,500)
 - Titchfield Bowls Club for a new club house (£20,000)
 - Fareham Hockey Club for floodlighting improvements (£11,000)
 - St Margaret Mary Church for an outside play area (£7,500)
- **Bath Lane Pavilion** – The construction contract was awarded for the refurbishment and extension of the existing changing rooms at Bath Lane Recreation ground which include the provision of a new club house for Fareham and Crofton Cricket Club. The old dilapidated clubhouse will be demolished and a new grounds maintenance store provided.
- **A new cricket square** has been constructed at Bath Lane Recreation Ground in advance of the works to extend the changing accommodation. This allows the cricket outfield to continue to meet the grading requirements of the local cricket leagues.
- **A drainage system** has been installed on the football pitch at Burr ridge Recreation Ground. This allows the pitch to be used throughout the

football season rather than the occasional use it received during dry weather.

- **Parks and Countryside Events** - Successful programme of events organised across the Borough.
- **Wild Flower Meadows** - Introduction of new wild flower meadows on the QE11 sites as part of the WW1 and D Day commemorations.
- **Trinity Church open space** - Improvements to open space by the introduction of rose beds, tree planting and new seating.
- **South and South East in Britain –**
 - Gold Award and category winner for South and South East region
 - The Hampshire Life Award
 - Gold Awards for Holly Hill, Warsash Common, Sensory Garden and Civic Gardens

What is the plan of action for 2014 and beyond?

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

Action/Improvement	Target
Complete construction of community facilities at the Coldeast site to include a new swimming pool, cemetery, allotments, parkland, play area, sports pavilion and sports pitches.	May 2016
Agree new Service Level Agreement with Community Action Fareham, taking account of new funding arrangements resulting from HCC review of funding for Support to the Community and Voluntary Sector.	March 2015
Secure funding for the Fareham Park Project through the 'Our Place' initiative, to review and improve employment and training opportunities for young people in Fareham Park, in order to raise aspiration and improve employability.	January 2015
Relocation of and improvements to the play area at Park Lane Recreation Ground	April 2015
Provision of a new skate park at the Park Lane Recreation Ground.	March 2015
Landscaping, tree planting, fencing, new signage and footpath improvements at Park Lane recreation Ground	March 2016
Provision of outdoor gym equipment at the Park Lane Recreation Ground.	March 2015
Play area / open space improvements at Birchen Road. (dependant on consultation outcome)	March 2015
Play area / open space improvements at Hammond Road. (dependant on consultation outcome)	March 2015
Play area improvements at King George V Playing Fields.	March 2015
Landscape improvements at Portchester Park	March 2015
Refurbishment of the cricket pavilion at Bath Lane Recreation Ground and demolition of dilapidated clubhouse in partnership with Fareham and Crofton Cricket Club.	February 2015
Implement programme of new and improved parks, play area and sports facilities using developer contributions and external funding as identified in Open Spaces Improvement Programme.	Ongoing
Implement proposals to provide new allotment provision on the Coldeast site in Sarisbury and Daedalus in Stubbington/Hill Head	Sept 2017

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

Portfolio:	Streetscene
Subject:	Waste Regulations (England and Wales) 2011 – Separate Recycling Collections
Report of:	Director of Environmental Services
Strategy/Policy:	
Corporate Objective:	Protecting and Enhancing the Environment

Purpose:

To consider a recommendation by the Streetscene Policy Development and Review Panel that separate collections of recyclable materials should not be introduced in the borough in response to new waste regulations that come into force from January 2015.

Executive summary:

In October 2013, local authorities were advised of changes to the Waste Regulations (England and Wales) 2011 which come into effect from January 2015. The changes require any organisation that collects waste paper, metal, plastic or glass to do so by way of separate collections if it is necessary to ensure that high quality recycle is provided, and that it is technically, environmentally and economically practicable (TEEP).

The amendment to Regulation 13 does not prohibit the co-mingled collection of these items, but requires councils to demonstrate that separate collection is not necessary or TEEP in their area.

Currently Fareham Borough Council collects co-mingled recycling from residents as part of the alternate weekly collection schedule. Glass is collected separately from a network of bring banks across the borough.

The Department for Environment, Food and Rural Affairs (DEFRA) has not issued any detailed guidance for local authorities when considering the implications of the regulations. However, a group comprising members from the Waste and Resources Action programme (WRAP) and the London Waste and Recycling Board (LWARB) have produced a Waste Regulations Route Map to help local authorities understand their obligations. Streetscene Officers have worked alongside Project Integra and Hampshire County Council Officers to apply the Route Map and ensure each criterion is being met.

External legal guidance has also been sought by all Project Integra authorities to ensure that the vires and Route Map provide a sound framework for the relevant assessments.

The co-mingled recyclate currently produced is independently assessed by DEFRA and is considered to be of a consistently high quality. The market price obtained by the disposal contractor is at the high end of the national price range indicating a good quality of recyclate material is being produced that reprocessors are willing to accept and pay for.

The feasibility of implementing separate collections has been investigated by officers with each of the TEEP criteria analysed separately. The attached briefing paper outlines the findings of the analysis.

Having taken legal advice and considered the legislation and the likely impact, although it is technically feasible to collect recyclate separately, the infrastructure within Hampshire is currently not set up to cope with separate collection and disposal these materials. Collecting the recyclate separately would have a negative effect on the environment, increasing the carbon footprint of the Council due to the increased mileage driven and also increasing the number of vehicles on the road.

Implementing separate collections for recyclate would require significant capital investment and higher revenue costs to the council. It is also likely to lead to a reduction in the amount of recyclate collected which would in turn reduce the income received from the sale of the recyclate.

There are also practical operational issues involved in implementing separate collections, including

- Difficulties in reaching all households across the borough due to size of the vehicles required to collect the recyclate.
- Difficulties for households in being able to store 3 separate boxes for recycling.
- The existing 48,000 blue top recycling bins throughout the borough would need to be collected and disposed of and replaced with stackable boxes.

A report was taken to the Streetscene Policy Development and Review Panel on 23 October 2014 for consideration and for members to make a recommendation to the Council's Executive.

Recommendation

That the Executive endorses the recommendation made by the Streetscene Policy and Development Review Panel at its meeting on 23 October 2014, and agrees:

- a) that no changes are required to the collection of recyclable materials currently co-mingled in the blue top recycling bins; and
- b) that officers will assess any proposed collection policy changes against the new regulations prior to any recommendations being put to Members for decision.

Reason:

Separate collections of recyclable material should not be introduced in the borough at this time because it is not necessary to provide high quality recyclates and would not be technically, environmentally and economically practicable (TEEP).

Cost of proposals:

The proposal can be met within existing Streetscene budgets.

Appendices:

A: Lord de Mauley Letter

B: Waste Regulations Route Map

C: Leading Counsel's Advice (Confidential)

D: Potential Additional Costs

Background papers: Report to Streetscene PDRP 23 October 2014

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: Waste Regulations (England and Wales) 2011

Briefing by: Director of Environmental Services

Portfolio: Streetscene

INTRODUCTION

1. The Waste Regulations (England and Wales) 2011 transposed the EU Waste Framework Directive into English law and imposed duties on waste collection authorities (WCA) and waste disposal authorities (WDA) to follow the waste hierarchy in relation to the collection of waste.
2. In October 2013, Lord de Mauley (Parliamentary Under Secretary for the Department for Environment Food and Rural Affairs) wrote to all local authorities advising of the changes to Regulation 13 of the Waste Regulations (England and Wales) 2011. A copy of this letter can be found at Appendix A. The amended regulation states:
3. From 1st January 2015 an establishment or undertaking which collects waste paper, metal, plastic or glass must do so by way of separate collection. These requirements apply where separate collection;
 - a. is necessary, in effect to provide high quality recyclates; and
 - b. is technically, environmentally and economically practicable (TEEP)
4. The amendment to Regulation 13 does not prohibit the co-mingled collection of these items, but requires councils to demonstrate that separate collection is not necessary or TEEP in their area.

GENERAL GUIDANCE FOR LOCAL AUTHORITIES

5. The Department for Environment, Food and Rural Affairs (DEFRA) do not intend to issue detailed guidance for local authorities when considering the implications of the Regulations. A working group consisting of members from Waste and Resources Action Programme (WRAP), London Waste and Recycling Board (LWARB) and the Waste Network Chairs have produced a document known as the Waste Regulations Route Map. The published Route Map is not legal advice but is designed to help authorities understand their legal obligations. A copy of the Route Map as applied to Fareham Borough Council can be found at Appendix B.

6. Streetscene Officers have worked alongside Project Integra (PI) and Hampshire County Council Officers to apply the Route Map and ensure that each criterion is being met, that evidence is available to ensure that Fareham Borough Council meets the two requirements of providing high quality recyclate and that the current collection methods fit the TEEP criteria.
7. A separate documentation pack has been prepared by PI to support the Council's evidence of compliance with the regulations. The document 'Assessment of compliance with Regulations 12 and 13 of the Waste (England and Wales) Regulations 2011 (as amended 2012) Information for Partners' has been used to provide additional evidence and data to support the Waste Regulations Route Map found at Appendix B.

LEGAL GUIDANCE

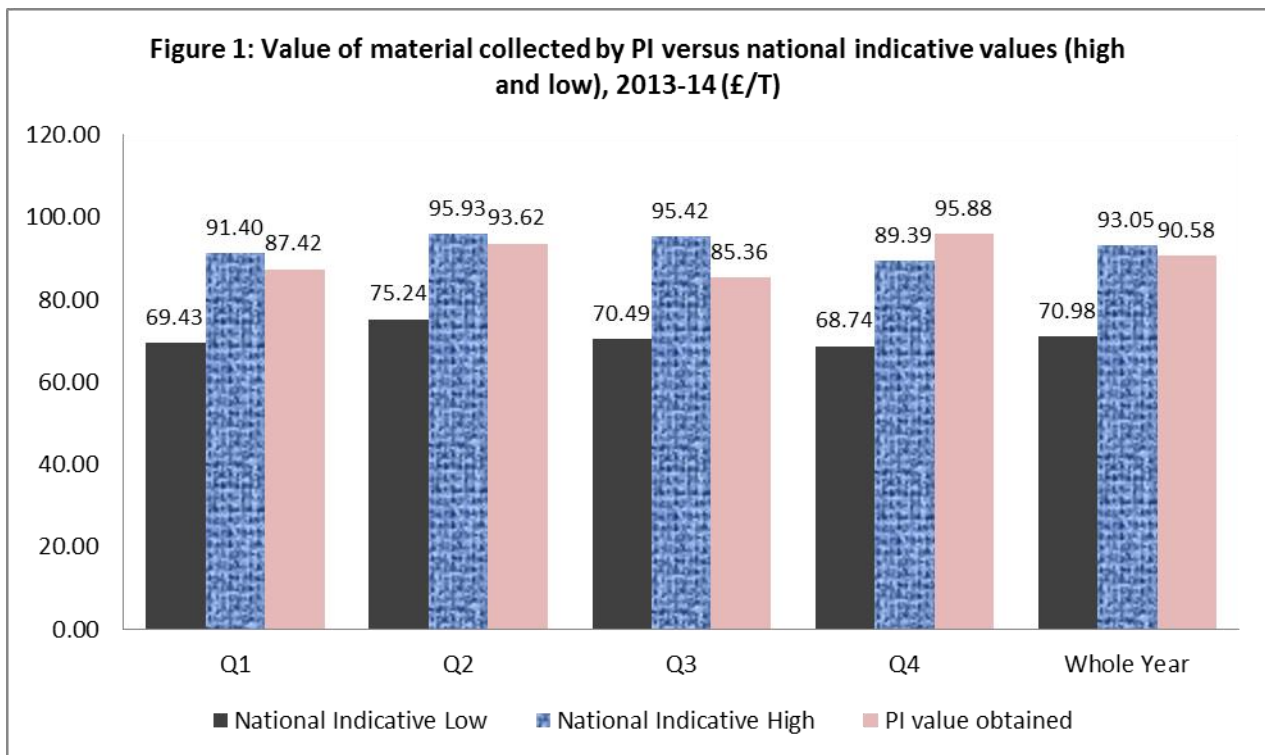
8. On behalf of the PI partnership, Basingstoke and Deane Borough Council appointed Leading Counsel with particular expertise in environmental, public and regulatory law, to review and provide an opinion on the robustness of the Waste Regulations Route Map. The report they produced stated that they were "satisfied that the Route Map provides a sound framework for the relevant assessments". A copy of the full report from Counsel can be found at Confidential Appendix C.
9. The solicitor to Fareham Borough Council concurs with the advice of Leading Counsel and considers the recommendations as detailed in the attached report to be both legal and reasonable in the circumstances.

CURRENT RECYCLING COLLECTIONS

10. Fareham Borough Council currently collects recycling from residents as part of the alternate weekly collection schedule which co-mingles the recyclate. Items that can be recycled via the blue top recycling bin include: paper, card, tins, cans, aerosols and plastic bottles. The recyclate is collected and then sent for sorting and reprocessing at the Materials Recovery Facility (MRF) in Portsmouth.
11. Residents are able to dispose of green waste via the fortnightly garden waste service. Glass can be recycled via glass banks located at 31 locations across the Borough. Textiles are collected at 40 sites across the Borough. Bulky waste and other household waste can be disposed of via Household Waste and Recycling Centre (HWRC) sites or by using the bulky waste collection service provided by the Council.

QUALITY OF RECYCLATE

12. The MRF in Portsmouth is operated by Veolia Environmental Services (VES) and works in Partnership with Hampshire County Council to ensure that the quality of recyclate is maintained at a high standard to ensure good value is obtained for the end product. Each day samples are analysed to ensure that the output of the MRF meets the specifications of the reprocessors. Currently the recyclate is supplied to over 60 reprocessing destinations across the UK, with the price and grade of product continually monitored and updated.
13. Figure 1 below illustrates the value of recyclate material collected by PI authorities compared to national indicative values. It can be seen that the value of the recyclate material is at the high end of the national price range, which indicates a good quality of recyclate material that reprocessors are prepared to accept and pay for.



14. The dry mixed recyclate (DMR) is collected without glass, which improves the grade of paper produced, maximising the value obtained from sorting and reprocessing. Once the recyclate has been sorted it is baled on site at the MRF, which increases the value of the product as it is easier to transport to the buyers.
15. Between July 2012 and July 2014, only 0.07% of PI MRF outputs were rejected by reprocessors because they did not meet the required specification. In instances where material was rejected, it was returned to a PI MRF for further sorting. For Fareham Borough Council this equates to just 4.4 tonnes of rejected material of the 7,363 tonnes collected in 2013-14.

FEASIBILITY OF IMPLEMENTING SEPARATE COLLECTIONS

16. To ensure that the requirements of Regulation 13 are met, the feasibility of implementing separate collections in the Borough has been investigated. This investigation is Step 4 of the Waste Regulations Route Map as referred to in Appendix B and evaluates whether or not such an arrangement would be TEEP.
17. The route map provides a step by step process to analyse waste collection services of a local authority and assess whether the current method is compliant with the regulations.

TECHNICAL REQUIREMENTS

18. The current MRF in Portsmouth where the recyclate is sent for sorting and processing would require technical changes to permit the separate recyclate streams to be processed. Investigations into the feasibility of refitting and adapting the MRF to process the separate recyclate streams are being carried out by VES and currently the timescale and costings of this project are unavailable. Any modifications necessitated by a change to collection arrangements by waste collection authorities would be the responsibility of Hampshire County Council.
19. Hampshire County Council is responsible for the existing infrastructure for waste disposal. To be able to provide for the changes required by the waste regulations, the PI

documentation pack on the Assessment of Compliance with the Regulations states “With regard to recyclate transfer and bulking, it should be assumed that a WCA would need to set this up separate to existing transfer arrangements in Hampshire. This is because existing infrastructure is configured for co-mingled material”. Provision for a transfer and bulking station has been included within the costs of providing separate collections.

ENVIRONMENTAL ISSUES

20. Carbon footprint is defined as the total amount of greenhouse gases (predominantly carbon dioxide CO₂) produced to directly and indirectly support an activity. It is measured in tonnes of carbon per year. The number of vehicles that will collect recycling would remain the same at 4 vehicles, but the number of journeys to the MRF to deposit the material would increase. This is due to the reduced capacity of the side loading vehicles as the recyclate is not compacted. It is estimated that the total mileage driven each year would increase by 17,000 miles which equates to an additional 75 tonnes of carbon produced per year.

ECONOMICAL ISSUES

21. Changing recycling collections from the blue top recycling bin to separate collections of each type of recyclate would require each household to sort the recyclate into three boxes for paper, metals and plastic bottles. To assist in the collection of these items, stackable boxes would be supplied to each household to replace the blue top recycling bin.
22. These recycling boxes would be collected by a side loading recycling collection vehicle instead of the rear loading bin hoist collection vehicle currently in operation. The side loading vehicle is compartmentalised to allow collection of separate materials that can then be deposited separately at the MRF. Presently recycling crews are made up of two loaders and one driver. To facilitate the additional sorting of recyclate into the compartments of the vehicle, an additional loader would be required for each of the 4 crews.
23. Due to the smaller capacity of the split body recycling vehicles, it is anticipated that each vehicle would need to tip up to three times per day; currently recycling vehicles only tip once or twice depending on the load collected. This will increase the length of the working day for the recycling crews and also the Supervisors in the office. It is estimated that 1.5 hours overtime per day would be required for each recycling crew to be able to collect and transport the recyclate to the MRF.
24. Collecting recycling separately across the Borough would require significant operational changes and this message would need to be communicated to residents to assist in the change. It is estimated that 4 Waste and Recycling Officers would need to be employed for 6 months, to help promote the change of collection regime, answer customer enquiries and facilitate the changeover from wheeled bins to stackable boxes. Publicity materials would need to be produced and a co-ordinated communication plan implemented at the same time as changes to the operation occurring.
25. There is evidence from other waste authorities that collecting recyclate separately reduces the amount of recycling collected. This is partly due to the reduced capacity available to residents. The capacity of a blue top recycling wheeled bin is 240 litres, with the total capacity of 3 stackable boxes being 120 litres.

26. In 2007 “Remade Scotland”, a major initiative funded by the Scottish government who are charged with stimulating, developing and strengthening markets for recyclates in Scotland, conducted a review of 29 local authorities’ kerbside recycling schemes. The study revealed that an average of 2.32 kg per household per week of recyclate was collected from co-mingled collections sorted at MRFs, compared to 1.43 kg per household per week for separate collections of recyclate. This equated to a reduction in weight collected of 38%.
27. A reduction of this magnitude in Fareham would result in an additional 2,700 tonnes of recyclable material going to incineration. There would be a consequential loss of revenue income to the council every year based on current prices achieved for the recycled material. In addition, the council’s headline recycling rate would fall by something in the region of 10%.
28. The four existing recycling vehicles used to collect blue top recycling bins which would be replaced by the bespoke recycling vehicles would be disposed of. This would generate a one-off capital receipt.
29. Details of the estimated costs of the implementation described above can be found at Appendix D. Within the documentation pack prepared by PI, comparative costs have been produced for kerbside sorted separate collections and current co-mingled recyclate collections for each local authority. For Fareham Borough Council this equates to £15.37 per household for separate collections compared to £7.60 per household per annum for current co-mingled recyclate collections.

PRACTICAL ISSUES

30. The bespoke split body recycling vehicles on the market are wider than current refuse collection vehicles; this could result in several areas of the Borough being unable to participate in separate collections of recycling. Further investigations would be required to ensure that all parts of the Borough could be accessed using a narrow access vehicle, which would collect only one stream at a time, increasing the mileage and CO₂ emissions relating to recycling collections and possibly requiring three separate collections per week to collect the recyclate.
31. The introduction of separate collections would require each household to store 3 individual boxes for recycling alongside their existing green wheeled bin for refuse, which could be more difficult to store than current recycling methods.
32. An additional complication to the change of collection method is the collection and disposal of the 48,000 redundant blue top recycling bins currently in use. This would have to occur at the same time as the roll out of the stackable boxes for separate collection. Due to logistical difficulties of this task, it would need a phased roll out of the new collection system, requiring both recycling collection systems to work alongside each other for a period of time. The resale value of the redundant blue top recycling bins would be minimal and there is no indication at present that the revenue would cover more than the disposal cost of the bins.

CONCLUSION

33. The current collection system operating across the Borough provides high quality recyclate which is sent for sorting and reprocessing at a local MRF. The income received from the sale of the recyclate is of a significant value, providing evidence of the high quality of the product. The recyclate is independently assessed periodically by

DEFRA and considered to be of a consistently high quality.

34. The introduction of separate collections of the recyclate across the Borough would not be technically, environmentally and economically practicable (TEEP). This is due to:
- (a) The significant capital and revenue costs and potential loss of income that would be incurred.
 - (b) The practical issues of implementing a new collections system in terms of communication with residents and the significant period of service disruption that would result from the collection of redundant bins and allocation of new boxes. It is estimated that this period would need to be at least six months in order to cope with the logistics of the changeover.
 - (c) Additional vehicle movements increasing the carbon emissions of the vehicle fleet.
35. The review of current collection arrangements contained in this report confirms that changing to separate recycling collections is not necessary to achieve high quality recyclates and is not technically, environmentally and economically practicable (TEEP). As a consequence it is recommended that separate collections of recyclate are not implemented in Fareham at this time.

Reference Papers:

“Remade Scotland” Report “Kerbside Collections – Factors for Success”
<http://www.wrap.org.uk/sites/files/wrap/recyclate%20recovery%20report-%20factorsforsuccess%202004%20to%2006.pdf>

Waste Regulations Route Map April 2014
<http://www.valpak.co.uk/docs/default-source/policy/waste-regulations-route-map-april-2014.pdf?sfvrsn=2>

Project Integra Assessment of Compliance with Regulations 12 and 13 of the Waste (England and Wales) Regulations 2011 (as amended 2012) - Information for Partners



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October 2013

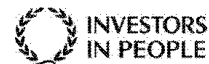
**From Lord de Mauley
Parliamentary Under Secretary**

I understand that many local authorities are currently looking at their arrangements for collecting and disposing of waste.

Since 2000 the national household recycling rate has risen from 11% to 43%. This is a massive increase and local authorities should be proud of the part they have played in achieving it. But there is no time for complacency. The increase in recycling rates has slowed. To reach our EU target, recycling 50% of all household waste by 2020, will require sustained effort and, whilst we have seen the amount of recycling increase, this has not been accompanied by an increase in the quality of recyclates coming through.

So we need to push ahead on all fronts, driving up both quantity and quality whilst driving down costs. To build up our local and rural economies we want our domestic glass and paper industries to be able to rely on a consistent supply of a good standard of recyclates produced here, without resorting to imports. Local authorities have an important role to play in achieving this, but they will need good information about what happens to the recyclates they collect.

It is for that reason that we are hoping to publish new regulations this winter, requiring information about the quality of recyclates that our Material Recovery Facilities produce. It is also the reason why we fully support the new requirements for the separate collection of waste paper, plastic, glass and metal.



The revised Waste Framework Directive (2008/98/EC) in effect requires member states to set up separate collection where necessary and practicable. Supporting European Commission guidance was published in June 2012.

The Government and Welsh Government transposed these requirements through the Waste (England and Wales) Regulations 2011, as amended by the Waste (England and Wales) (Amendment) Regulations 2012.

It appears that some local authorities may be taking the view that co-mingled collections of paper, glass, plastic and metal waste streams will remain permissible in all circumstances after 1st January 2015. I therefore thought it would be helpful now to remind local authorities of the effect of the Regulations.

From 1st January 2015 an establishment or undertaking which collects waste paper, metal, plastic or glass must do so by way of separate collection. These requirements apply where separate collection:

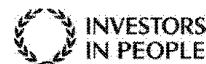
- (a) is necessary, in effect, to provide high quality recyclates, and
- (b) is technically, environmentally and economically practicable.

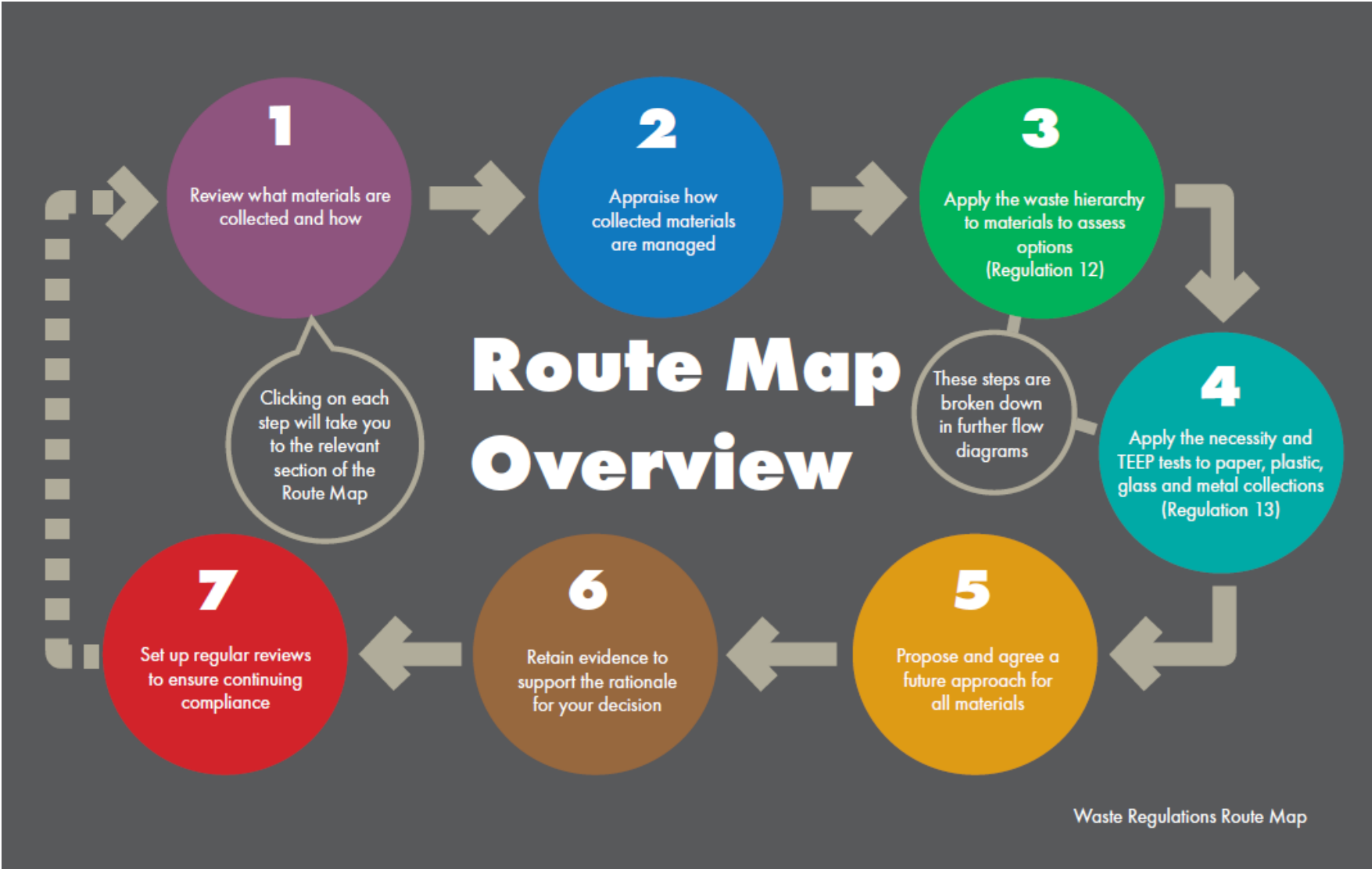
Where waste paper, metal, plastic or glass has been collected separately all reasonable steps must be taken to keep that stream separate from other waste streams wherever this is necessary to provide high quality recyclates.

It is clear that the intention is that these requirements should represent a high hurdle. I am aware that co-mingled metal and plastic are relatively easy to separate at a MRF. However, at present many of our existing MRFs struggle to keep glass shards out of the paper stream. In addition many MRFs produce low quality mixed glass which needs further sorting and can be uneconomic to re-smelt. I look to local authorities actively to address these problems, by the effective implementation of the new regulations and by tackling problems with operating practices.

Separate collection does not of course mean that each household will need more bins. For example, many areas have kerbside sort systems where materials are sorted before being loaded into the waste collection vehicle. The WRAP website is a useful source of help.

Any local authorities considering new collection or disposal plans should take care to ensure that they are placing themselves in a position to fulfil their legal duties from 2015. This is particularly important for local authorities who may be considering moving away from separate collection, or including glass within a co-mingled stream. Local authorities should consult their own lawyers as necessary, and should keep a clear audit trail given the potential for legal challenge.





Step 1 – Determine What Waste is Collected and How

TABLE A - Collection Method for each waste streams and associated Tonnages 2013-14

Collection Method	Targeted Materials	Collection Frequency	Predominant Container Types/Sizes	No. Households offered scheme	Tonnes collected 13-14
Kerbside Co-mingled recycling	Paper & card, metal cans and aerosols, plastic bottles.	Fortnightly	180l/ 240l wheeled bin	48,350	7,362.56
Kerbside Separate collections	Glass	n/a	n/a	48,350	0
	Green garden waste	Fortnightly	reusable sack	48,350	3,796
	Food	n/a	n/a	0	0
	Batteries	n/a	n/a	48,350	0
Kerbside Refuse	Mixed non-recyclable waste	Fortnightly	180l/ 240l wheeled bin	48,350	23,040
Bring sites	Textiles, paper, glass, small WEEE	Variable	Mixed containers	48,350	2,679
Bulky waste collections	Mixed household materials, including WEEE, furniture etc	By appointment	n/a	48,350	130.14
Clinical waste	Offensive/incontinence waste etc	as required	Bags, sharps boxes	48,350	38.37
Street cleaning material	Mixed material from street cleansing operations (litter, flytipping, street sweepings)	n/a	n/a	48,350	2,087
Household Waste Recycling Centres (provided by WDA)	Segregated containers for a range of materials. Including garden waste, WEEE, rubble, soil, wood, and residual waste	n/a	n/a	48,350	16,816
Total					55,948.29

Step 2 – Check How Collected Materials are Treated and Recycled

TABLE B - Application of the Waste Hierarchy			Part I		Part II		
Material	Collection Channel	Tonnes collected 13-14	Separately collected from other recycle?	Sent straight to reprocessor?	Separated from other recyclables in a MRF?	Where on the waste hierarchy does this lie?	Are closed loop processes used for some, all or none of the material?
Material Collected for Recycling or Reuse	Food	Kerbside separate collections	0.00	n/a	n/a	n/a	n/a
	Garden waste	Kerbside separate collections	3,796.49	Y	Y	N	Recycling
		Parks and Gardens	245.94	Y	Y	Y	Recycling
		Total	4,042.43				
	Glass	Bring Site	2,025.03	Y	Y	N	Recycling
		Kerbside separate collections	0.00	n/a	n/a	N	Recycling
	WEEE	Total	2,025.03				
		Bring Site	0.00	n/a	n/a	n/a	n/a
		Bulky waste collections	18.94	Y	Y	N	Reuse/Recycling
	Batteries	Total	18.94				
		Kerbside separate collections	0.00	n/a	n/a	n/a	n/a
	Metal Packaging	Bring Site	0.36	Y	Y	N	Recycling
		Kerbside Co-mingled recycling	350.82	N	N	Y	Recycling
		Total	351.18				
	Books	Bring Site	71.01	Y	Y	N	Reuse
	Bric-a-brac	Bulky waste collections	0.00	n/a	n/a	N	Reuse
	Carpets	Bulky waste collections	0.00	n/a	n/a	N	Reuse
	Textiles	Bring Site	253.33	Y	Y	N	Reuse
	Furniture	Bulky waste collections	0.00	n/a	n/a	N	Reuse
		Bring Site	82.10	Y	Y	N	Recycling
		Kerbside Co-mingled recycling	5,460.79	N	N	Y	Recycling
	Paper and Card	Total	5,542.89				
		Bring Site	0.95	Y	Y	N	Recycling
Kerbside Co-mingled recycling		525.89	N	N	Y	Recycling	
Plastics	Total	526.84					
	Mixed sources	0.00	n/a	n/a	n/a	n/a	
VIDEO TAPES, DVDS AND CDS	Bring Site	0.00	n/a	n/a	n/a	n/a	
Wood	Mixed sources	0.00	n/a	n/a	n/a	n/a	
Cartons	Bring Site	0.00	n/a	n/a	n/a	n/a	
Material collected for disposal or recovery	Clinical	Clinical waste	38.37	n/a	Y	N	Incineration with energy recovery
	Bulky	Bulky waste collections	111.20	n/a	Y	N	Landfill
	Mixed Residual Waste	Kerbside Refuse	23,039.92	n/a	Y	N	Incineration with energy recovery
	Street cleaning material	Street cleaning material	2,086.51	n/a	Y	N	Incineration with energy recovery (16%), Landfill (84%)
	MRF Residue	Kerbside Co-mingled recycling	1,025.06	n/a	N	Y	Incineration with energy recovery (82%), Landfill (18%)
Material collected for reuse/recycling via HWRCs by WDA			10,554.67	Y	N	N	Reuse/Recycling
Material collected for disposal or recovery via HWRCs by WDA			6,260.91	n/a	Y	N	Incineration with energy recovery (58%), Landfill (42%)
Total			55,948.29				

TABLE C - Income received from recyclate

FBC			
Material	Income from material sale	Income from Recycling credit	Total income
Glass	58,227	71,534	129,761
Co-mingled recycling	288,537	0	288,537
Other materials (paper, Textiles)	78,507	8,158	86,665
Total	425,271	79,692	504,963

TABLE D - Breakdown of MRF inputs

Material	Tonnage	% of MRF inputs
Material Collected as DMR	7,362.56	100
Total Targeted materials collected	Paper & Card	75.64
	Metal	4.90
	Plastic bottles	7.64
	Total	88.17
Targeted Material – sent to market	Paper & Card	74.17
	Metal	4.76
	Plastic bottles	7.14
	Total	86.08
Total MRF Residue	1,025.06	13.92
Targeted Material – process loss	Paper & Card	1.47
	Metal	0.13
	Plastic bottles	0.49
	Total	2.10
Non-Targeted material	Other Plastic	5.09
	Beverage Cartons	0.60
	Glass	0.54
	Food waste	0.56
	Undesirable DMR	0.60
	Other	4.44
	Total	11.83
Destination of MRF Residue	Landfill	2.45
	Energy Recovery	11.47
Rejected by reprocessor	4.44	0.06

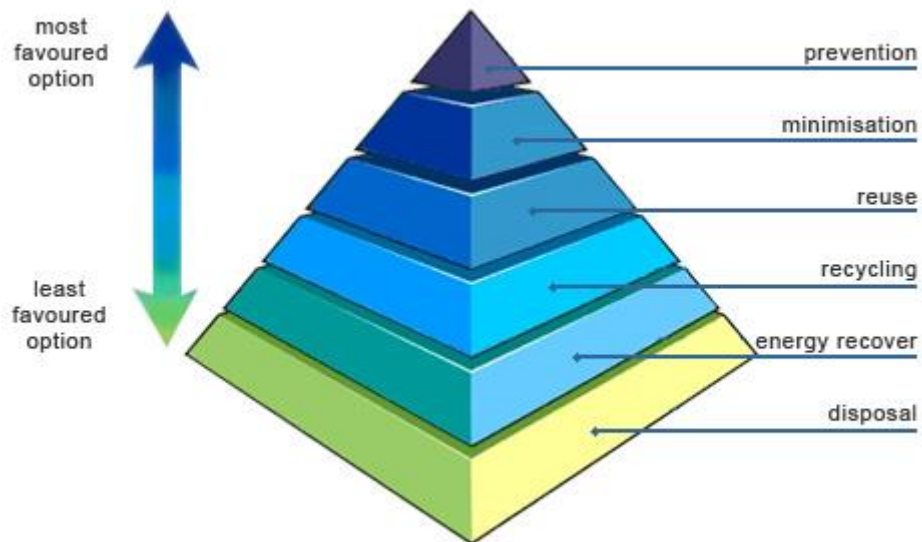
TABLE E - Current Glass Capture Rate 2013-14

Total glass not being recycled - tonnage	Total glass collected for recycling - tonnage	Total glass in overall waste stream - tonnage	Glass capture - %
1067.21	2025.03	2860.21	70.80

TABLE F – Reprocessor Destination Information

Commodity	Notes on reprocessing
Plastic Bottles	In 2013-14, 99.6% of PI plastic bottles were reprocessed by Closed Loop Recycling Limited. They reprocess post-consumer plastic bottles into food grade resin, as well as non-food grades.
News and Pamphlets	In 2013-14, 99% of news and pamphlets was sent to Aylesford Newsprint or UPM Kymmene. Aylesford state that they receive “500,000 tonnes of recovered fibre annually in order to manufacture on average 400,000 tonnes of 100% recycled newsprint.” UPM state that they receive “640,000 tonnes of recovered paper per year. It is the largest newsprint mill in the UK, producing newsprint for the national and the regional press, with capacity to produce 500,000 tonnes a year.”
Aluminium	100% of PI aluminium is recycled by Novelis UK Ltd. Ingots produced have a wide range of uses, including recycling back into beverage cans.
Steel	86% of PI steel is reprocessed by AMG Resources Ltd, into new steel products
Cardboard	Around 75% of PI material may be exported. This is subject to strict controls, and will be recycled back into a cardboard product.
Mixed paper	100% recycled by UK-based Aylesford or UPM (as detailed above) or DS Smith. Material is recycled into paper products

Step 3 – Apply the Waste Hierarchy



The Waste Hierarchy can be applied to Fareham’s waste arisings. The table below shows the proportion of Fareham’s waste according to the treatment of it, for the year 2013-14.

Treatment Option	Percentage of total waste
Re-use (books, shoes and some textiles)	0.6 %
Recycling (includes other textiles, blue top bin, glass, paper and garden waste)	34.84 %
Energy recovery (includes refuse, rejected recycling, bulky waste, street sweepings, fly tipped waste)	56.56 %
Landfill (includes waste from HWRC and bottom ash)	8 %*
Total waste	100 %

(*landfill figure is estimated for Fareham as data is only available for Hampshire)

Step 4 – Decide Whether Separate Collection of the 4 Materials is Required

The current collection system operating across the Borough provides high quality recyclate which is sent for sorting and reprocessing at a local MRF. The income received from the sale of the recyclate is of a significant value, providing evidence of the high quality of the product. The recyclate is independently assessed periodically by DEFRA and considered to be of a consistently high quality.

The introduction of separate collections of the recyclate across the Borough would not be technically, environmentally and economically practicable (TEEP). This is due to:

- a. The significant capital and revenue costs and potential loss of income that would be incurred.
- b. The practical issues of implementing a new collections system in terms of communication with residents and the significant period of service disruption that would result from the collection of redundant bins and allocation of new boxes. It is estimated that this period would need to be at least six months in order to cope with the logistics of the changeover.
- c. Additional vehicle movements increasing the carbon emissions of the vehicle fleet.

The review of current collection arrangements contained in this report confirms that changing to separate recycling collections is not necessary to achieve high quality recyclates and is not technically, environmentally and economically practicable (TEEP) As a consequence it is recommended that separate collections of recyclate are not implemented in Fareham at this time.

Step 5 – Obtain Sign Off

Report to Streetscene Policy Development and Review Panel 23 October 2014

Report to Executive 1 December 2014

Step 6 – Retain Evidence

All research materials and evidence will be retained in the Council's records, along with copies of the Report to the Executive and Streetscene Panel which are available electronically.

Step 7 – Re-evaluation Process

Officers will assess any proposed collection policy changes against the new regulations prior to any recommendations being put to Members for decision.

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

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APPENDIX D

Potential Additional Costs of Separate Collections of 3 Types of Recyclate

Capital Costs

5 bespoke side loading recycling collection vehicles	£660,000
48,000 stackable boxes (3 per household for each recyclate material: paper, metal and plastic)	£432,000
Publicity and communications	£30,000
4 temporary staff for 6 months to help with transition to separate collections (Local Grade 4)	£67,800
Transfer and Bulking Station initial set up costs	£200,000
Total Capital Costs	£1,389,800
One-off capital receipt for disposal of 4 current recycling vehicles	(£40,000)
Total	£1,349,800

Annual Revenue Costs

Additional 4 loaders for recycling crews (Local Grade 2)	£109,600
Overtime costs for 4 recycling crews	£28,400
Potential loss of recycling income	£114,000
Transfer and Bulking Station running costs	£180,000
Total	£432,000

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 1 December 2014

Portfolio:	Policy and Resources
Subject:	Western Wards Leisure Centre - Project Funding
Report of:	Director of Finance and Resources
Strategy/Policy:	Leisure Strategy Asset Management Plan Finance Strategy
Corporate Objectives:	Leisure For Health and Fun A dynamic, prudent and progressive Council

Purpose:

Following the consideration of a report by the Executive on 7 April 2014 which gave approval to the Western Wards Leisure Centre, this report makes proposals for the replenishment of the capital reserves through the sale and/or disposal of Council assets in the Western Wards to assist the financing of the facility.

Executive summary:

On 7 April 2014, the Executive considered a report that sought approval to the development brief and project funding, so that work could commence on the design, procurement and construction of a new Leisure Centre on land at Coldeast. The Executive agreed the report and requested that officers explore the options for replenishing the Council's capital reserves being used for the project, through the sale of existing assets within the Western Wards.

This report therefore advises on assets in the Western Wards which could be considered for disposal. Due to the number and estimated value of the assets identified and having regard to the proposed cost of the leisure facility, the report also outlines other sources of income which could be considered to assist the funding required.

Recommendation:

It is recommended that the Executive;

- a) Consider the list of assets contained in the report, and in confidential Appendix B; and
- b) Agree the funding arrangements for the Western Wards Leisure Centre.

Reason:

To agree the funding arrangements for the Western Wards Leisure Centre.

Cost of proposals:

The estimated cost of the Leisure Centre is £7m inclusive of fees. The estimated values of the assets which could be considered for disposal are shown in the confidential Appendix B.

Appendices:

A: Plans

B: Confidential Appendix detailing assets which can be considered for disposal in the Western Wards, (Exempt By virtue of paragraph(s)1 & 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

Background papers:

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BOROUGH COUNCIL

Executive Briefing Paper

Date: 1 December 2014

Subject: Western Wards Leisure Centre - Project Funding

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Executive on 7 April 2014 considered a report that sought approval to the development brief and project funding to enable work to commence on the design, procurement and construction of a new Leisure Centre on the land at Coldeast transferred to the Council from the Homes and Communities Agency. The Executive accepted the recommendations in the report which included that officers be requested to bring forward a further report exploring the options for replenishing the Council's capital reserves through the sale of existing assets within the Western Wards.
2. This report therefore advises on assets in the Western Wards which could be considered for disposal. Due to the number and estimated value of the assets identified and having regard to the proposed cost of the leisure facility, the report also outlines other sources of funding which could be considered to assist the funding required.

DISPOSAL OF ASSETS

3. A review of the Council's property interests in the Western Wards was carried out, with a view to identifying those which could generate value for the Council, and therefore be used to replenish the capital funds. While the Council owns many parcels of land, (for example, public open spaces, verges, coastline, etc.), the majority of these interests are protected through covenants which restrict their uses. In these cases, it is not possible to release any value from the sites, and were therefore ignored in this exercise.
4. A number of sites are also owned by the Council for commercial purposes. Sites such as Clifton House, Segensworth, which was acquired under the Commercial Property Investment Acquisition Strategy is an example. Clearly these sites have a tangible value, but have not been recommended for disposal, as this would directly undermine the General Fund revenue position.
5. Having completed the review, 4 sites have been identified, which could be considered for disposal. These are:-

- the site of the Genesis Centre (subject to the re-provision of the youth facility within the District Centre site),
 - an area of land to the rear of the Queen’s Head Titchfield,
 - the Lockwood Day Care Centre ground lease, and
 - an area of land at Garston’s Close Titchfield.
6. Appendix A contains plans of these assets and Confidential Appendix B gives further information in respect of each site including details of other assets which are not recommended for disposal.
7. If the Executive is minded to support the disposal of these sites, further detailed work will be carried out to assess the likely potential uses of the sites, the most appropriate method of disposal, and the appropriate consultations that would be required before disposal can take place.

FINANCIAL RESOURCES

8. At the April Executive, Members approved a provisional budget of £7m to fund the Western Wards Leisure Centre to be partly funded from the Council’s capital reserves and topped up with £1.5m funded from prudential borrowing.
9. The principle of using prudential borrowing was based on loan repayments being met from surplus revenues generated from the leisure facility. At this early stage of the development, however, the financial operating position is unknown so there is a risk that the loan repayments would fall upon the General Fund if they cannot be met in full by the Leisure operation.
10. Also in the current economic climate, borrowing rates greatly exceed the lending rates achieved by keeping the money in reserves. For these reasons, the proposals below enable the Leisure Centre project to be funded in full without relying upon prudential borrowing.
11. The value of the asset disposals and other opportunities to replenish the capital fund have been identified as follows:

Funding Source	£
Asset Disposals	600,000
Use of Unallocated Enabling Fund	2,500,000
Community Infrastructure Levy	2,400,000
New Homes Bonus	1,500,000
Total	7,000,000

12. There is currently £2.5m unallocated in the capital programme for Enabling. The Enabling fund was set up a number of years ago following the sale of part of the Council’s interest in the Fareham Shopping Centre. In previous years, this budget has been utilised, but by securing alternative external grants, affordable housing schemes have progressed without the need to use this funding, and it has remained unallocated for a number of years. It is therefore proposed that this budget is now returned to the capital fund, and alternative mechanisms (such as directly building council housing via the Housing Revenue Account, and working with the Council’s Joint Venture housing company) are pursued for the delivery of affordable housing rather than grant giving.

13. Since the Community Infrastructure Levy (CIL) was introduced in May 2013, £2.3m of demand notices have been issued. The Council's Regulation 123 list outlines the infrastructure projects or types of infrastructure that will be, or may be, wholly or partly funded by CIL. The provision of the Western Wards Leisure Centre is included in this list.
14. £2.2m of demand notices have been issued for developments in the Western Wards with a large proportion of this from the Peters Road development in Locks Heath. There is also £200,000 in the pipeline from potential developments in the Western Wards. It is therefore recommended that the first call on these CIL receipts, totalling £2.4m, is for purposes of funding the Western Wards Leisure Centre.
15. The Council has received £1.9m of New Homes Bonus since its introduction in 2011/12. In line with the Council's Finance Strategy, this amount has been earmarked for capital schemes that meet the Council's corporate priorities. It is recommended that the remaining balance for the Leisure Centre is funded from the New Homes Bonus.
16. If the capital receipts generated from the disposal of the assets in Appendix B are more or less than estimated, then the use of New Homes Bonus would be adjusted accordingly.
17. The April report also highlighted that additional funding will need to be identified and allocated at a future date for the access road, the setting out of the cemetery, allotments and construction of a new community building. The costs of these are still unknown and will therefore be subject to a future report to the Executive.

CONCLUSION

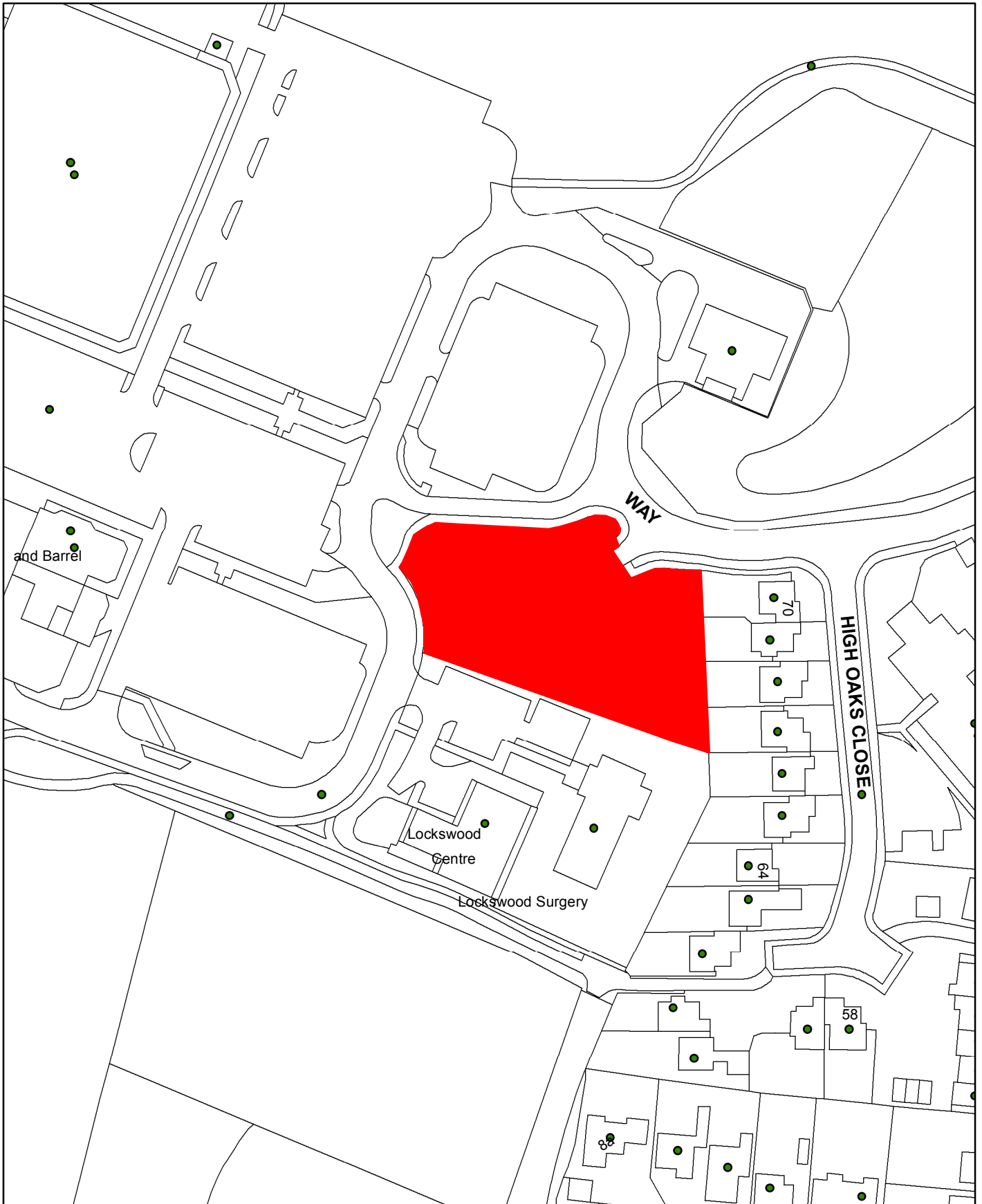
18. This report proposes a replenishment strategy through the sale of assets in the Western Wards to fund the Western Wards Leisure Centre.
19. It also identifies other funding sources without the need make use of prudential borrowing and therefore de-risking the funding arrangements for the Western Wards Leisure Centre.

Reference Papers:

Strategic Leisure: Revised Western Wards Swimming Pool Feasibility Study: July 2013
7 April 2014 Executive – Western Wards Pool – Project Approval

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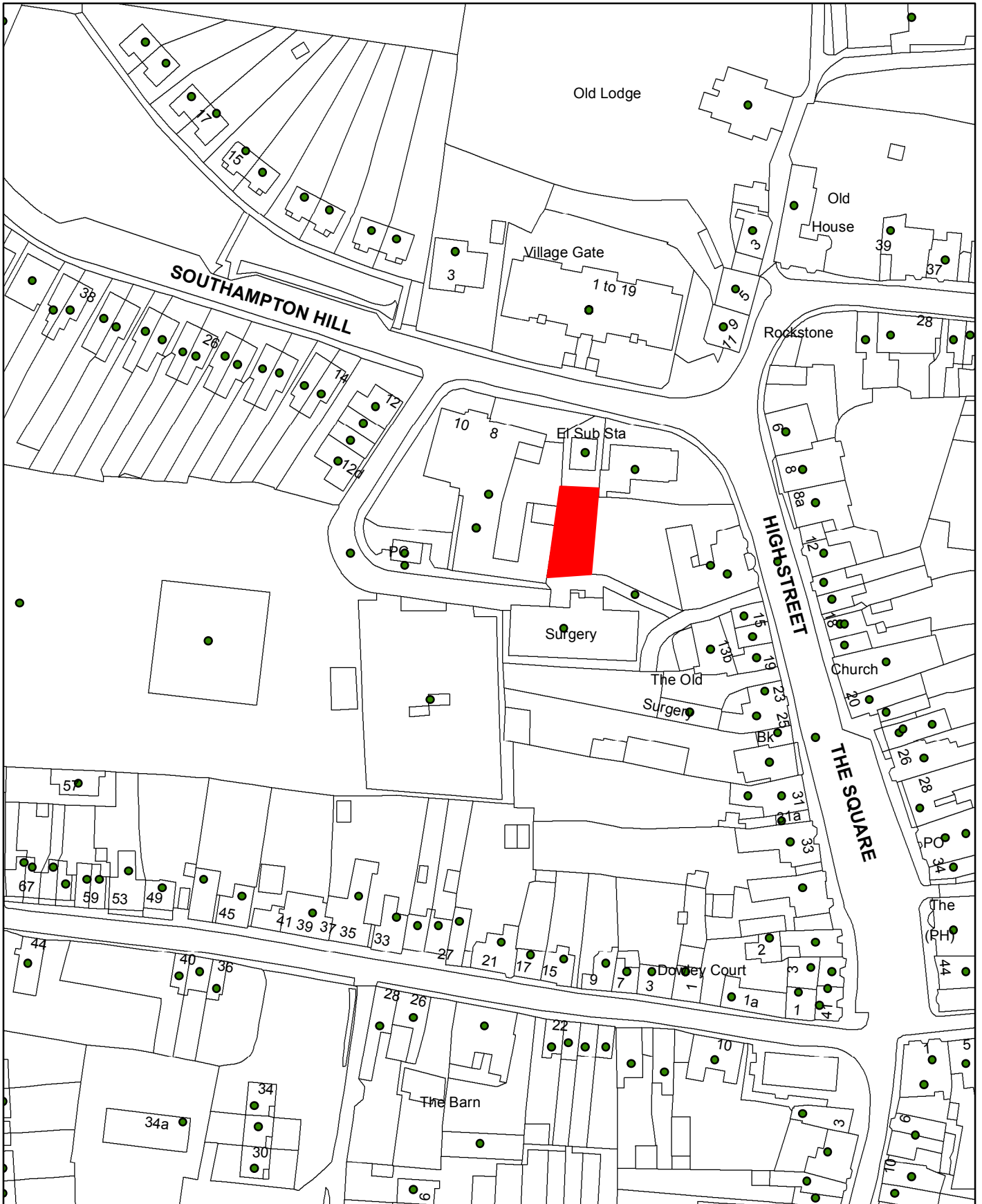
Genesis Centre, Centre Way
Locks Heath
Scale 1:1250

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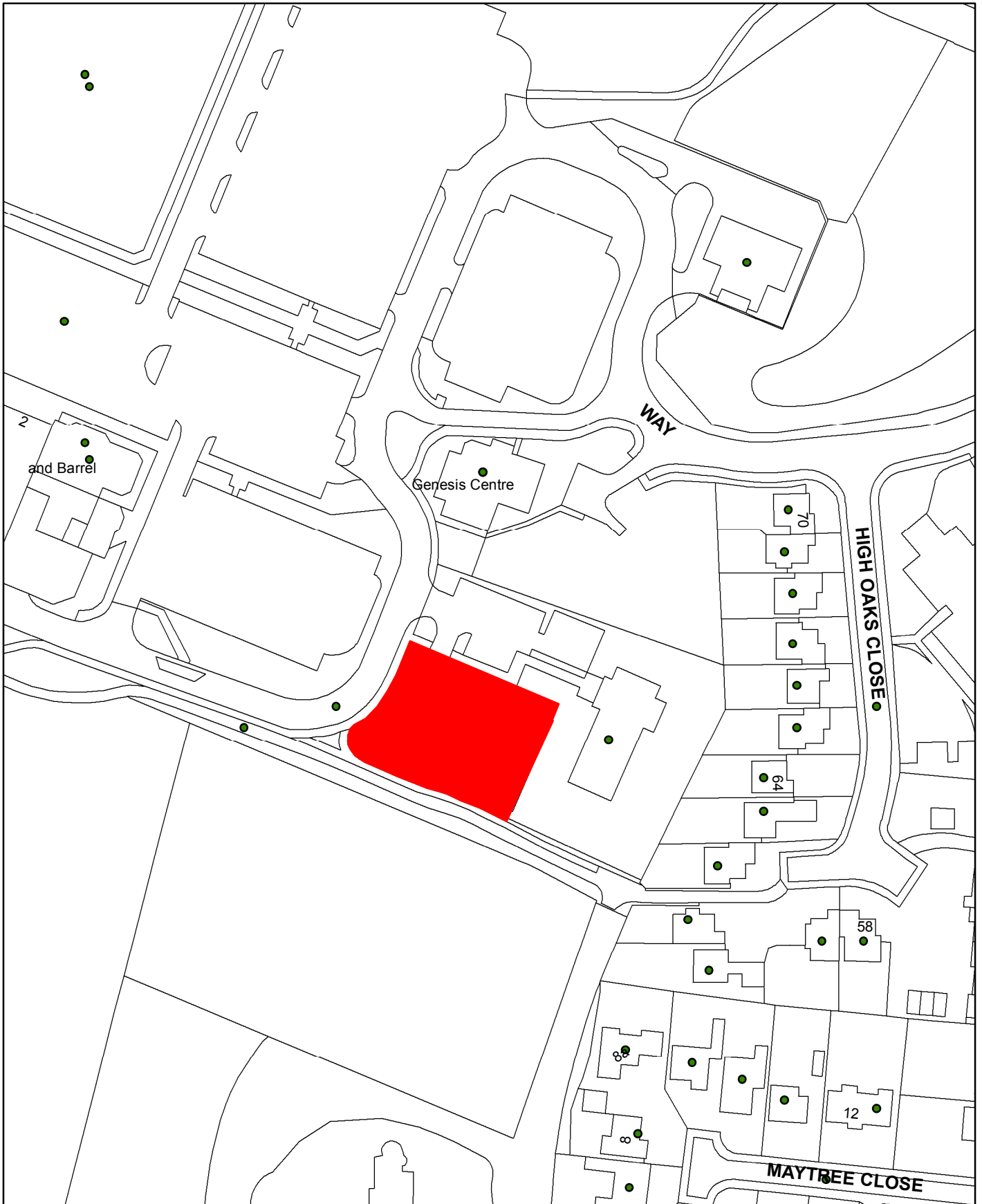
Land rear of Queens Head,
Titchfield
Scale 1:1250

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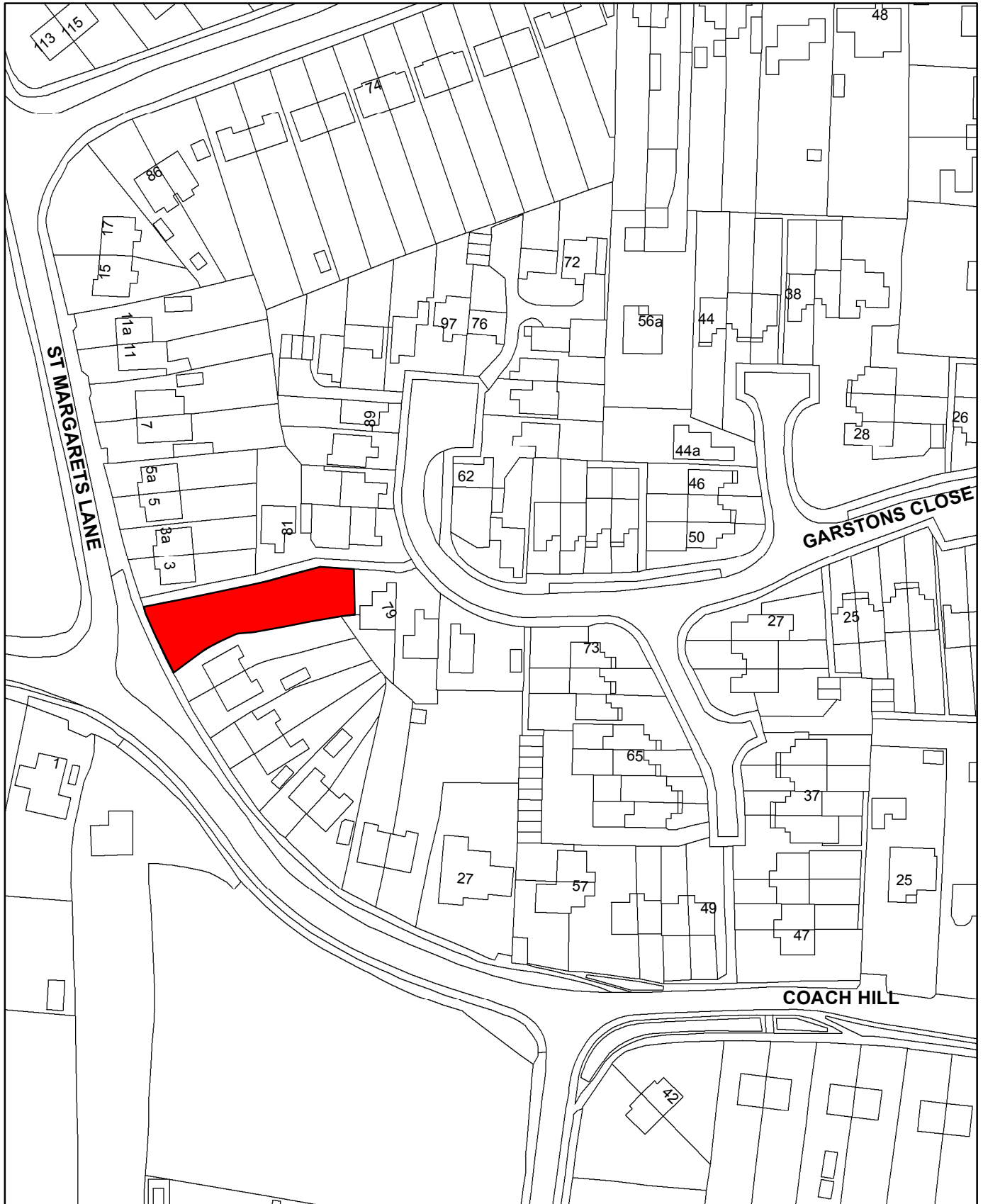
Lockswood Day Care Centre,
Centre Way, Locks Heath
Scale 1:1250

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Land at Garstons Close

Scale 1:1250

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BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

Portfolio:	Policy and Resources
Subject:	2015/16 Draft Spending Plans
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy 2015/16
Corporate Objective:	Dynamic, prudent and progressive Council

Purpose:

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2014/15 and the proposed fees and charges, and revenue budgets for 2015/16.

Executive summary:

The capital programme, which has been updated to reflect the slippage in 2013/14 and new schemes that have been added to the programme during the year, now totals £33,176,000 for the years 2014/15 to 2018/19, as set out in Appendix A to this report.

The 2014/15 base revenue budget for Executive and non-Executive services of £13,027,400, was finally approved by the Executive on 10 February 2014.

The revised revenue budget for 2014/15 is £13,009,700, a reduction of £17,700 or 0.1%. The briefing paper contained in the report provides details of the budgets for each of the portfolios, together with an explanation of all of the significant variations in each area.

The Executive reviewed the Council's finance strategy on 6 October 2014, taking account of significant budget issues and the future level of general government support.

Against this background of uncertainty, the Executive approved strict budget guidelines for 2015/16 and these are also set out in the briefing paper. The Finance Strategy also recognised the requirement for action to be taken to reduce service expenditure through a range of actions (for example efficient ways of working, savings through procurement and business transformation/value for money reviews and maximising income generating opportunities).

The base revenue budget for 2015/16 is £11,616,200, a decrease of £1,411,200 or -10.8%. The budgets for the individual services are set out in the briefing paper, together with an explanation of the variations.

The existing fees and charges have been reviewed and the proposed fees and charges for 2015/16 are set out in Appendix D to this report.

Recommendations:

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2014/15 and the proposed revenue budget for 2015/16, as set out in Appendix B to the report, be approved;
- (c) That the proposed fees and charges for 2015/16, as set out in Appendix D to the report, be approved;
- (d) That the Executive agrees the use of Section 13A to provide a Council Tax discount to flooded properties in accordance with guidance issued by Government as set out in paragraphs 23 – 29 of the report; and
- (e) That the Executive recommend to Full Council an unchanged Local Council Tax Scheme for 2015/16, as set out in Appendix E.

Reason:

The Council has a co-ordinated strategic, service and financial planning process and this report brings together the spending plans for the Council's services for 2015/16.

The overall revenue budget will be presented to the Executive for approval on 5 January 2015 and will form a major element of the council tax for 2015/16 that will be approved at a special meeting of the Council in February 2015.

Cost of proposals:

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2014/15 to 2018/19
B: Revenue Budget - Revised 2014/15 and Proposed 2015/16
C: Service Narrative & Responsibilities
D: Executive Portfolio Fees and Charges 2015/16
E: Local Council Tax Support Scheme 2015/16

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: 2015/16 Draft Spending Plans

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees & charges for 2015/16, allowing members to consider in detail these plans for the provision of services.
2. This report has five main sections covering:-
 - The finance strategy and budget setting principles for 2015/16 and beyond;
 - The capital programme 2014/15 to 2018/19;
 - The revised revenue budget for 2014/15;
 - The proposed budget for 2015/16; and
 - Fees and charges for 2015/16

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2015/16

3. On 6 October 2014 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2015/16 and later years.
4. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 2.4% (October 2014) and headline RPI was slightly lower at 2.3%.
5. The Government has indicated in previous financial years that it expects councils to freeze council tax. It is likely that this will continue through to the 2015/16 Council Tax Setting and councils that achieve it will be rewarded with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver another council tax freeze such that by the end of 2015/16 the council tax will have remained frozen for seven years.
6. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

7. Against this background, the following budget setting principles have been approved by the Executive for 2015/16:
- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or that the Council is legally obliged to pay;
 - Revenue budgets to be cash-limited to the current level and to be reviewed to ensure that all on-going savings that have accrued in previous years and the current year are reflected in future budgets;
 - Fees and charges to be increased to achieve a 5% increase in income wherever possible and desirable and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers;
 - New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities; and
 - Full weight to be given to the Council's overall position and future council tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

CONSULTATION WITH RESIDENTS

8. When seeking residents' opinions concerning service costs and the council tax in previous years, it has been very clear that the main preference for residents is for the Council to strike a balance between raising service charges and small increases in council tax. This has been taken into account when fees and charges are reviewed and the council tax for 2015/16 is approved next February.
9. The views of the business community will also be sought regarding the Council's Finance Strategy and any comments will be submitted to the Executive before the budget is finalised.

CAPITAL PROGRAMME

10. The capital programme of £34,601,000 approved in February 2014 has now been updated to take account of new schemes, slippage from the 2013/14 programme and the continuation of rolling programmes in 2018/19.
11. The latest programme now totals £33,176,000. The programme takes into account the proposals for funding the Western Wards Leisure Centre report that is elsewhere on this agenda. The programme is summarised in the following table with the details set out in Appendix A:-

	2014/15	2015/16	2016/17	2017/18	2018/19	Un-allocated	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Public Protection	0	0	0	0	0	429	429
Streetscene	185	135	0	0	0	309	629
Leisure and Community	3,864	7,147	974	0	0	513	12,498
Health and Housing	722	560	480	480	480	60	2,782
Planning and Development	74	83	15	15	15	720	922
Policy and Resources	10,817	3,303	655	540	540	61	15,916
TOTAL	15,662	11,228	2,124	1,035	1,035	2,092	33,176

12. The programme has identified those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed. In these cases, the budget has been shown as “unallocated” but can be called upon within the programme period as individual schemes are developed.

REVENUE BUDGET

13. The base budget for 2014/15 was considered by the Executive at its meetings on 2 December 2013 and 6 January 2014. It was finally confirmed by the Executive on 10 February 2014 and by Full Council on 21 February 2014.
14. The base budget for services in 2014/15 amounted to £13,027,400. The breakdown between Committees and Portfolios is shown below and reflects changes made to the portfolios in March 2014:-

	Base budget 2014/15 £
Committees	
Planning Committee	793,400
Licensing and Regulatory Affairs Committee	503,400
Executive - Portfolio Budgets	
- Leisure and Community	2,278,700
- Health and Housing	1,210,300
- Planning and Development	-537,600
- Policy and Resources	1,950,100
- Public Protection	2,455,400
- Streetscene	4,373,700
SERVICE BUDGETS	13,027,400
Other budgets	-3,511,300
NET BUDGET	9,516,100

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc. the approved net budget for 2014/15 was £9,516,100.

Revised Budget 2014/15 and Proposed budget 2015/16

16. The overall revised service budget for 2014/15 is £13,009,700; an increase of £17,700 or 0.1% from the base budget. The proposed base budget for 2015/16 amounts to £11,616,200, a decrease of £1,411,200 or 10.8% when compared to the base budget in 2014/15.

	Variation				
	Base 2014/15	Revised 2014/15	Base 2015/16	Base to Revised	Base to Base
	£'000s	£'000s	£'000s	£'000s	£'000s
Committee					
Planning	793	802	717	9	-76
Licensing and Regulatory Affairs	503	497	474	-6	-29
Executive Portfolios					
Leisure and Community	2,279	2,234	2,049	-45	-230
Health and Housing	1,210	1,188	1,169	-22	-41
Planning and Development	-538	-429	-847	109	-309
Policy and Resources	1,950	1,795	1,406	-155	-544
Public Protection	2,456	2,493	2,391	37	-65
Streetscene	4,374	4,430	4,257	56	-117
SERVICE BUDGETS	13,027	13,010	11,616	-17	1,411

17. A summary of the budgets for the services within each Committee and Executive Portfolio is shown in Appendix B, and the reasons for the budget variations are set out below.

Efficiency Savings and Budget Changes

18. In preparing the budget there have been a number of changes that reflect efficiency saving opportunities that were identified in the reports to the Executive in March and July 2014. While some of these were service specific others affected support services that feed through to all front line services.
19. Also, in order to streamline some Support Services there have been changes to the way the services have been allocated over frontline services. As a result there will be movement between services that will not affect the overall position of the service budgets.

Other Budget Considerations

20. There are some elements to the budget which are determined by accounting rules and can cause fluctuations to the reported budgets for each service. These are explained below, and it is important to note that changes do not affect the "spending power" of the service.
21. Work programmes carried forward from 2013/14 (£397,900 revised): On 7 July 2014, the Executive approved a number of work programmes to be carried forward into the 2014/15 revised budget. These programmes are fully funded

from the General Fund under spend in 2013/14 so also have no overall effect on the Council's net budget.

22. Local Council Tax Support Scheme: From 1 April 2013 the Government abolished Council Tax Benefit and all billing authorities had to develop their own schemes called Local Council Tax Support Schemes to replace it. For the 2015/16 scheme it is proposed to retain the principles agreed for the 2014/15 scheme. Appendix E details the 2015/16 scheme recommending to Full Council an unchanged scheme.
23. Local Council Tax Discount Scheme:
24. Following the extreme weather conditions which occurred between December 2013 and March 2014, the Prime Minister announced that funding of £4m would be available to support Council Tax discounts for homes that suffered from flooding.
25. The Government asked local authorities to use their powers under section 13A of the Local Government Finance Act 1992, to grant discounts to affected properties. The Government issued advice by way of a Guidance Note which suggested that relief should be granted on an individual basis or for a specific class of Council Tax payer.
26. There were 18 domestic properties affected by flooding and 5 of those remain unoccupied.

Address	Number Flooded	Number still empty
Swanwick Shore Road	7	4
Hill Head Road	8	
The Avenue	1	
Hook	1	
Meon Shore	1	1

27. The total cost of council tax discounts awarded to date is £12,517.82. This sum will be fully reimbursed by the Government via a specific flood compensation scheme grant claim.
28. The Government initially considered that the national budget of £4m would provide for discounts of up to 3 months to properties that have been flooded, but in April 2014, revised guidance stated that the discount should be given to all flood victims, for as long as they were unable to return to their homes.
29. Council Tax Discounts have been granted taking account of the guidance issued.

Planning Committee

30. The detailed budget was considered by the Planning Committee on 19 November 2014, and the main reason for the reduction in net costs for 2015/16 for these services is due to changes in the allocation of Support Services.

Licensing and Regulatory Affairs Committee

31. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 18 November 2014 and the main reason for the reduction in net costs for 2015/16 for these services is due to changes in the allocation of Support Services and in respect of the Environmental Health Partnership.

Leisure and Community Portfolio

32. The major changes for this portfolio are detailed in the following paragraphs.
33. Leisure Centre: (-£32,600 revised, -£103,300 Base 2015/16). The main reduction in respect of this service is an increase in the income due from the contractor after a review of their agreement in light of additional capital works funded by the Council.
34. Ferneham Hall: (+£22,900 revised, +£14,800 Base 2015/16). The main increase in respect of this service is an increase in support services which will show a reduction in other services.
35. Community Grants, Tourist Information and Westbury Manor: The main change in these three services is due to reductions in grant payments which were identified as part of the Efficiency Savings reports approved by the Executive earlier in the year.

Health and Housing Portfolio

36. The major changes for this portfolio are detailed in the following paragraphs.
37. Homelessness: (+£45,100 revised, +£25,900 Base 2015/16). This variation is due to increased demand within the service as a result of changes to the welfare system.
38. Other Housing and Health Services: The variations for other services within this portfolio are due to time allocation changes or changes in support services costs.

Planning and Development Portfolio

39. The major changes for this portfolio are shown below
40. Parking Strategy: (+£59,100 revised, +£51,600 Base 2015/16). The main variation on this service relates to an increase in the support services allocation which has been offset by a reduction in employee costs.
41. Local Plan: (+£75,800 revised, -£317,100 Base 2015/16). The main variation on this service relates to a reduction of staff resources in this service as the Welborne project moves into the next phase. There has also been a reduction in the level of work by consultants. The work to support the Welborne Plan has been funded from external sources, such as Housing and Planning Delivery grant and Capacity Funding in order to limit any impact on the Council Tax.

Policy and Resources Portfolio

36. The major changes for this portfolio are detailed in the following paragraphs.
37. Commercial Estates: (+£307,500 revised, -£72,600 Base 2015/16). The main variation on this service relates to changes in rental income at various sites due to vacant units, and also due to a reduction in the income from the Council's interest in the Fareham shopping centre. These have been offset by additional income that will be received as the £8million Commercial Property Investment Acquisition Strategy is implemented. There have also been changes showing an increase in support services costs.
38. Democratic Representation and Management; (-£81,100 revised, -£98,200 Base 2015/16). The budget reduction in this area is due to changes in employee costs as a result of efficiency changes and also changes to support service costs.
39. Corporate Management; (-£183,400 revised, -£32,800 Base 2015/16). The main change within this heading is due to the reductions in budget as a result of efficiency savings and changes to support service costs.
40. Local Tax Collection; (-£288,800 revised, -£306,400 Base 2015/16). The main change for this service is due to changes to employee and support service costs. There is also a change in a reduction from rate reliefs that are now included as part of the collection fund.

Public Protection Portfolio

41. The main changes in this portfolio are detailed in the following paragraphs.
42. Environmental Health Services: (-£33,800 revised, -£38,900 Base 2015/16). The main change for this service reflect the efficiency savings made as a result of the Environmental Health Partnership with Gosport BC and also changes within support service costs.
43. Off-Street and On-Street Parking: (+£25,800 revised, +£17,800 Base 2015/16). The main changes in this service is due to a reduction in the income due from Penalty Charge Notices which has been partly offset by changes in support service and employee costs.

Streetscene Portfolio

44. The major changes for this portfolio are detailed in the following paragraphs.
45. Community Parks and Open Spaces: (+£15,200 revised, -£22,800 Base 2015/16). The reduction in the budget is due primarily to an increase in income from sponsorship.
46. Street Cleansing: (-£22,600 revised, -£56,300 Base 2015/16). This service has seen a reduction in employee costs mainly relating to agency staff and also a slight reduction in support service costs.
47. Trade Waste: (+£26,200 revised, +£10,400 Base 2015/16). The overall position for this budget shows an increase mainly due to an increase in tipping charges

relating to the service. This has been slightly offset by increased income from new businesses.

FEES AND CHARGES

48. Each year, the Council reviews the fees and charges levied for the services it provides. The current fees and charges for each Committee and Executive portfolio and the proposed charges for 2015/16 are set out in Appendix D.
49. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least a 5% increase in income with the reasons for major variations from this policy set out below.
50. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
51. Others will have no increase where it is considered that it will not be beneficial to raise these charges mainly due to the current economic climate. One example of this is the market rents where income is currently below the level received for last financial year due to less stall holders using the facility.
52. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy and the charges have not been increased.
53. There are three charges within the cemeteries service that show increase in excess of the recommended 5%. The reason for this increase is reflective of the officer time involved in dealing with these areas.
54. Some of the charges for the Environmental Health Services have been changed in order to streamline charges for the new working arrangements for the partnership with Gosport Borough Council.
55. The Finance Strategy also states that opportunities for new sources of income should be sought where possible. Currently no new streams of income have been included within the 2015/16 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

SPENDING PRESSURES

56. The Finance Strategy identified a number of spending pressures facing the Council. Where these are deemed "unavoidable" they have been built into the proposed budgets within this report. These include:-

SPENDING PRESSURES	2015/16 £
Tipping Fees	40,000
Homelessness	26,000
Increased pension costs	55,000
Loss of car parking income	50,000
Loss of Commercial Rental income	100,000
TOTAL	271,000

RISK ASSESSMENT

58. The budget reflects the implications of the current economic climate. However, there remains a high degree of uncertainty regarding the speed of the economic recovery of the UK, and the available funding for public services. There are particular risks surrounding the growing costs in certain demand led services, such as housing, homelessness and benefits.
59. The localised Council Tax Support Scheme needs to be highlighted as a risk to council finances. The scheme will impact on a large number of residents and this will continue to be monitored very closely.
60. Finally, fundamental changes to the way in which local government services are funded, effective from April 2013, also transfer risks in the collection of business rates directly to the Council.

CONCLUSION

61. The base budgets for the Council's two committees and six portfolios are detailed in this report. However, there remains uncertainty over the level of funding that will be received from central Government. This will be kept under review and will be incorporated in the reports that will be presented to the Executive in January and February 2015.
62. A number of Council services are partly funded from fees & charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by Council Tax payers:
 - Investment Income;
 - General Government Grant; and
 - The Council's share of business rate income.
63. These sources of income are generally outside of the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that unless it can be matched by increased service income, additional spending on services has to be fully funded by Council Tax payers.
64. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2015/16 are considered.
65. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.
66. That the Executive agrees to use Section 13A of the Local Government Finance Act (1992) to confirm the award of Council Tax Discounts to flooded properties in Fareham as detailed in paragraphs 23-29. Each discount has been granted based on the individual circumstance and in accordance with relevant guidance issued by Government.

Reference Papers:

Report of the Director of Finance & Resources to the Executive on 6 October 2014
'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 3 March 2014 'Efficiency Savings'

Report of the Director of Finance & Resources to the Executive on 7 July 2014
'Efficiency Savings'

CAPITAL PROGRAMME 2014/15 to 2018/19

	2014/15	2015/16	2016/17	2017/18	2018/19	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
PUBLIC PROTECTION							
CCTV Refurbishment Programme						429	429
PUBLIC PROTECTION TOTAL	0	0	0	0	0	429	429
STREETSCENE							
Health and Safety in Cemeteries		116					116
Public Convenience Improvement Programme		19					19
Waste Management Glass Recycling Bins and Skips Replacement	14						14
Play Area Safety Surface Replacement	41					309	350
Street Lighting Maintenance	130						130
STREETSCENE TOTAL	185	135	0	0	0	309	629
LEISURE AND COMMUNITY							
Buildings							
Community Buildings Health & Safety Fund	9						9
Portchester Community Centre	149						149
Ferneham Hall Major Repairs Programme	50					513	563
Community Buildings Review	50	250	124				424
Fareham Leisure Centre Swimming Pool	1,500						1,500
Western Wards Leisure Centre	463	5,694	850				7,007
	2,221	5,944	974	0	0	513	9,652
Play and Parks Schemes							
Swanwick Lane Play Area	8						8
Abshot Road Youth Facility	80						80
King George V	75						75
Park Lane		50					50
Hammond Road Youth Facility	45						45
Birchen Road Youth Facility	50						50
	258	50	0	0	0	0	308
Outdoor Recreation Schemes							
Portchester Community Centre Tennis Courts	60						60
Wicor Rec Sports Changing Facilities	110						110
Burridge - Drainage Improvements	8						8
Bath Lane - Replacement Cricket Square	9						9
Relocation of Play Area at Park Lane	80						80

	2014/15	2015/16	2016/17	2017/18	2018/19	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Bath Lane Cricket Pavilion / GM Store	490						490
Park Lane Concrete Skate Park	120						120
Park Lane Outdoor Gym	50						50
Stubbington Recreation Ground Outdoor Gym	10						10
Hook Recreation Ground Feasibility Study	25						25
Seafield Park Changing Accommodation	50						50
Burridge Changing Rooms Improvements	15						15
Crofton Bowls Club Fencing Improvements	15						15
Salisbury Green Cricket Protection		30					30
Coldeast Sports Pitch and Facilities		986					986
Salisbury Green Pitch Upgrade		26					26
Locks Heath Recreation Ground Changing Rooms		30					30
Stubbington Tennis Courts- Refurbishment	30	5					35
	1,072	1,077	0	0	0	0	2,149
Grants to Community Groups							
Holy Rood Church Kitchen Upgrade	25						25
Portchester Community School Gym Equipment	10						10
Catisfield Memorial Hall	8						8
Fareham School of Gymnastics		30					30
	43	30	0	0	0	0	73
Other Community Schemes							
Footpath Improvements		36					36
Allotment Improvements	17	10					27
Salterns Promenade	253						253
	270	46	0	0	0	0	316
LEISURE AND COMMUNITY TOTAL	3,864	7,147	974	0	0	513	12,498
HEALTH AND HOUSING							
Private Sector Housing							
Home Improvement Loans	78	60	60	60	60		318
Disabled Facilities Grants	520	500	420	420	420		2,280
Flood Resilience Grants from DEFRA	55						55
	653	560	480	480	480	0	2,653
Enabling/Social Housing							
Feasibility Studies	29						29
Empty Homes Strategy	40					60	100
	69	0	0	0	0	60	129
HEALTH AND HOUSING TOTAL	722	560	480	480	480	60	2,782

	2014/15 £000s	2015/16 £000s	2016/17 £000s	2017/18 £000s	2018/19 £000s	Un- allocated £000s	Total £000s
PLANNING AND DEVELOPMENT							
Environmental Improvements							
Future Programme						300	300
	0	0	0	0	0	300	300
Car Parks							
Car Parks Surface Improvements	60	69				420	549
Osborn Road 5 Year Programme	14	14	15	15	15		73
	74	83	15	15	15	420	622
PLANNING AND DEVELOPMENT TOTAL	74	83	15	15	15	720	922
POLICY AND RESOURCES							
Vehicles and Plant							
Replacement Programme	109	366	360	360	360		1,555
ICT							
Rolling Programme	278	180	180	180	180		998
Civic Offices and Depot							
Civic Offices 10 Year Improvement Plan	148	825	115				1,088
Depot Refurbishment Works	11	47					58
Depot Boundary Wall and River Bank Repairs	87						87
	246	872	115	0	0	0	1,233
Daedalus Project							
Innovation Centre	4,576	400					4,976
Hangar		1,485					1,485
Runway	1,480						1,480
Project Administration	4						4
	6,060	1,885	0	0	0	0	7,945
Other Schemes							
Countywide Superfast Broadband	14						14
Commercial Property Investment Acquisitions Strategy	4,110						4,110
	4,124	0	0	0	0	0	4,124
Matched Funding Balance Available for Allocation						61	61
POLICY AND RESOURCES TOTAL	10,817	3,303	655	540	540	61	15,916
GENERAL FUND TOTAL	15,662	11,228	2,124	1,035	1,035	2,092	33,176

APPENDIX B

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Committees				
Planning Committee	622,748	793,400	801,800	716,900
Licensing and Regulatory Affairs Committee	185,806	503,400	497,200	474,300
Executive - Portfolio Budgets				
Leisure and Community	2,261,110	2,278,700	2,234,400	2,048,700
Health and Housing	1,559,031	1,210,300	1,188,200	1,169,000
Planning and Development	-279,653	-537,600	-428,600	-847,300
Policy and Resources	2,886,784	1,950,100	1,794,400	1,406,300
Public Protection	2,374,680	2,455,400	2,492,400	2,391,000
Streetscene	4,600,157	4,373,700	4,429,900	4,257,300
NET EXPENDITURE	14,210,663	13,027,400	13,009,700	11,616,200

SUBJECTIVE ANALYSIS

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Employees	10,065,458	9,496,800	8,945,900	8,578,000
Premises-Related Expenditure	3,242,188	2,677,700	2,971,500	2,814,500
Transport-Related Expenditure	861,714	834,200	856,100	823,000
Supplies and Services	3,863,045	3,524,000	4,547,500	3,907,400
Third Party Payments	385,802	402,500	1,472,700	1,437,100
Transfer Payments	18,749,988	20,289,600	20,004,300	20,004,300
Support Services	3,811,157	3,663,300	3,018,800	2,985,800
Capital Charges	3,244,146	2,386,800	2,386,800	2,386,800
GROSS EXPENDITURE	44,223,500	43,274,900	44,203,600	42,936,900
Government Grants	-19,938,260	-20,671,400	-20,722,800	-20,590,000
Other Grants & Reimbursements	-1,640,079	-1,328,100	-1,454,200	-1,447,000
Customer & Client Receipts	-5,456,445	-4,914,000	-5,825,400	-5,783,500
Rents	-2,975,323	-3,331,000	-3,188,500	-3,497,200
Recharges to other Accounts	-2,728	-3,000	-3,000	-3,000
GROSS INCOME	-30,012,837	-30,247,500	-31,193,900	-31,320,700
NET EXPENDITURE	14,210,663	13,027,400	13,009,700	11,616,200

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

PLANNING COMMITTEE

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Planning Advice	282,013	318,500	302,200	297,300
Enforcement of Planning Control	104,757	135,100	129,400	127,300
Appeals	69,424	72,100	136,600	67,500
Processing Applications	166,554	267,700	233,600	224,800
	<u>622,748</u>	<u>793,400</u>	<u>801,800</u>	<u>716,900</u>

LICENSING AND REGULATORY AFFAIRS COMMITTEE

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
		£	£	£
Hackney Carriage and Private Hire Vehicles	-5,603	-3,900	-2,300	-2,900
Licensing	4,736	-7,200	-10,100	-10,500
Health and Safety	173,149	147,600	146,200	144,400
Election Services	186,673	366,900	363,400	343,300
	<u>358,955</u>	<u>503,400</u>	<u>497,200</u>	<u>474,300</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

LEISURE AND COMMUNITY

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	£	£	£
Community Grants	276,742	363,700	353,600	332,400
Tourist Information	47,626	43,600	40,000	100
Community Development	174,752	150,400	166,700	137,900
Outdoor Sport and Recreation	610,846	485,100	482,700	473,200
Countryside Management	159,248	183,500	160,000	156,200
Ferneham Hall	285,555	386,900	409,800	401,700
Fareham Leisure Centre	332,389	316,000	283,400	212,700
Community Centres	287,973	246,900	264,700	251,500
Westbury Manor Museum	85,979	102,600	73,500	83,000
	<u>2,261,110</u>	<u>2,278,700</u>	<u>2,234,400</u>	<u>2,048,700</u>

HEALTH AND HOUSING

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	£	£	£
Housing Grants and Home Improvements	475,711	346,900	314,700	327,700
Housing Options	96,152	66,900	85,000	82,700
Homelessness	398,140	311,600	356,700	337,500
Housing Advice	315,589	292,700	269,600	263,800
Housing Strategy	125,983	95,400	78,500	74,800
Home Energy Conservation	19,927	22,000	22,400	22,300
Registered Providers	127,529	74,800	61,300	60,200
	<u>1,559,031</u>	<u>1,210,300</u>	<u>1,188,200</u>	<u>1,169,000</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

PLANNING AND DEVELOPMENT

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
	£	£	£	£
Parking Strategy	-2,395,092	-2,332,100	-2,273,000	-2,280,500
Flooding and Coastal Management	132,895	123,000	131,300	120,800
Public Transport	44,218	46,800	46,200	46,200
Transportation Liaison	-14,734	-26,500	-33,600	-31,200
Building Control	241,940	231,500	221,200	221,100
Environmental Improvement Schemes	151,578	297,600	292,500	292,200
Tree Management	54,685	45,000	41,000	40,900
Sustainability	67,733	48,300	50,800	51,000
Conservation & Listed Building Policy	72,869	57,800	48,200	47,200
Local Plan	1,364,255	971,000	1,046,800	645,000
	-279,653	-537,600	-428,600	-847,300

POLICY AND RESOURCES

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	2014/15	2014/15	2015/16
	£	£	£	£
Housing Benefit Payments	-400,269	0	0	0
Housing Benefit Administration	467,135	421,600	409,300	418,000
Democratic Representation and Management	1,256,039	1,161,000	1,079,900	1,062,800
Commercial Estates	-766,073	-2,438,300	-2,130,800	-2,510,900
Henry Cort	86,597	137,200	120,200	119,800
Neighbourhood Working	134,481	140,300	122,800	120,800
Public Relations and Consultation	238,127	229,200	266,300	251,400
Unapportionable Central Overheads	8,786	177,600	177,600	177,600
Corporate Management	1,011,655	930,100	746,700	897,300
Economic Development	339,436	190,500	299,200	184,600
Local Land Charges	-202,097	-162,000	-170,900	-171,600
Local Tax Collection	712,967	1,162,900	874,100	856,500
	2,886,784	1,950,100	1,794,400	1,406,300

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

PUBLIC PROTECTION

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	£	£	£
Pest Control	38,759	39,350	54,300	53,500
Dog Control	36,131	36,650	27,800	27,400
Food Safety	135,318	136,700	139,700	138,200
Air Quality and Pollution	272,941	245,900	203,000	200,600
Community Safety	361,846	438,400	499,000	427,700
Emergency Planning	88,678	59,900	50,400	50,400
Clean Borough Enforcement	100,224	105,200	106,700	89,400
On-Street Parking	24,979	46,600	66,300	62,400
Off-Street Parking	1,058,245	1,258,900	1,265,000	1,260,900
Traffic Management	84,410	87,800	80,200	80,500
	2,201,531	2,455,400	2,492,400	2,391,000

STREETSCENE

	Actual	Base	Revised	Base
	2013/14	Estimate	Estimate	Estimate
	£	£	£	£
Cemeteries & Closed Churchyards	196,007	211,800	219,200	211,000
Community Parks and Open Spaces	1,155,914	1,086,500	1,101,700	1,063,700
Allotments	23,470	22,500	22,100	22,200
Street Cleansing	961,865	970,300	947,700	914,000
Public Conveniences	220,608	223,200	223,500	219,200
Household Waste Collection	963,292	942,900	949,000	924,300
Trade Refuse	-6,584	-68,600	-42,400	-58,200
Recycling	612,185	593,200	597,400	578,400
Garden Waste Collection	377,413	327,900	320,100	319,900
Street Furniture	95,987	64,000	91,600	62,800
	4,600,157	4,373,700	4,429,900	4,257,300
TOTAL	14,210,663	13,027,400	13,009,700	11,616,200

PLANNING COMMITTEE**PLANNING ADVICE****Budget Manager – Head of Development Management – Ext. 4427****Description of Service**

To improve the quality of development in the Borough in accordance with government advice, by advising people about the merits of their proposals before applications are submitted:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

ENFORCEMENT OF PLANNING CONTROL**Budget Manager – Head of Development Management – Ext. 4427****Description of Service**

Protect the quality of the Borough's environment by ensuring the planning control process is effective in promoting the Council's planning policies:-

- To protect those living and working in the Borough from adverse effects of development
- To help protect individual members of the community from inappropriate or unacceptable development
- To benefit the community as a whole
- To maintain the Council's standards by monitoring random development sites

APPEALS**Budget Manager – Head of Development Management – Ext. 4427****Description of Service**

To defend the Council's decisions and broader policies in the public interest:-

- By putting the Council's case at appeals relating to development within Fareham or adjoining Districts when the Council considers it will have an adverse impact on the Borough;
- Protect those living and working in the Borough from adverse effects of development;
- Protect individual members of the community from inappropriate or unacceptable development;
- Contribute to the achievement of the Council's adopted planning policies.

PROCESSING APPLICATIONS

Budget Manager – Head of Development Management – Ext. 4427

Description of Service

To determine applications cost effectively in accordance with statutory requirements and the Council's policies and guidelines:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

LICENSING AND REGULATORY AFFAIRS COMMITTEE

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The vehicle operators and the individual drivers are licensed following a series of checks (which include a criminal records check in the case of drivers). Fees are charged for these licences.

Each vehicle is inspected at the time of licensing. Other checks are made to verify mechanical condition and insurance provision.

The Council Byelaws are enforced and this includes the testing, checking and sealing of the meters installed in the vehicles.

Complaints are investigated usually in co-operation with the local Police and regular enforcement checks are carried out.

The Licensing and Regulatory Affairs Committee sets the level of taxi fares subject to advertisement and consideration of objections.

LICENSING

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The service is provided to ensure public safety and the maintenance of animal welfare through the licensing of relevant activities to ensure that they are undertaken in accordance with their licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced previous licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. The Council deals with applications for premises and personal licences. The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

HEALTH AND SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Local Authority has a duty under the Health and Safety at Work etc Act 1974 to make adequate arrangements for the enforcement within their area of all relevant health and safety statutory provisions as described by prevailing "enforcing authority" regulations. The provision of this service is to be in accordance with all relevant legal requirements, all guidance notes and codes of practice issued by the Health and Safety Executive and with Council Policy. The service is both pro-active and reactive as circumstances necessitate, meeting the demands of the customer and the Borough Council.

Out of hours inspections are occasionally carried out to assess conditions during actual hours of operation.

Inspections of premises are risk based in accordance with the guidance issued by the Health & Safety Executive.

ELECTIONS SERVICES

Budget Manager – Head of Democratic Services- Ext. 4553

Description of Service

Elections services include the following:

- (a) Ensuring that every eligible resident is registered to vote by:
 - Undertaking an annual audit and canvass of electors to verify elector details prior to publishing new registers of electors on 1 December or other date as specified by the Secretary of State;
 - Maintaining rolling registration of electors throughout the remainder of the year and maintaining the associated lists required by statute;
- (b) Ensuring that every eligible resident is enabled to participate fully in the democratic process by:
 - Conducting Local Government, Parliamentary and European Parliamentary elections, referendums and other ballots as required.
 - Undertaking a review of polling districts and places every four years to ensure that voting arrangements are convenient and accessible
- (c) Undertaking ballots associated with business improvement districts
- (d) Undertaking periodic reviews of electoral arrangements to achieve or maintain equality of representation and community governance reviews
- (e) Participating in occasional reviews of boundaries of constituencies and the administrative area.

EXECUTIVE

LEISURE AND COMMUNITY PORTFOLIO

COMMUNITY GRANTS

Budget Manager - Head of Leisure and Community - Ext 4420

Description of Service

The financial support to voluntary organisations to include:

- General grants to community groups via applications for community funding
- Grants to Fareham Citizens Advice Bureau and Community Action Fareham via Service Level Agreements
- Management and coordination of matched funding awards

TOURIST INFORMATION

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

Located in Westbury Manor Museum the centre provides an information service for local residents and visitors to the Borough, Tuesday to Saturday.

COMMUNITY DEVELOPMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides advice and support to local community groups and associations and is the strategic lead in the Fareham Park Gateway Project. The aim of the service is to be responsive to the needs and concerns of local residents, working in partnership with local statutory and voluntary organisations including, Children's & Young Persons Partnership, Community Action Fareham, Citizens Advice Bureau and Relate.

OUTDOOR SPORT & RECREATION

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 22 football pitches, 13 cricket tables, 2 rugby pitches. In addition there are 20 tennis courts, 2 turf and 2 artificial bowling greens. Changing facilities are provided at most of the recreation sites.

COUNTRYSIDE MANAGEMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces.

- The Council manages 134 hectares of land for nature conservation. This is divided into 18 varied sites which are spread across the Borough.
- It is the role of the Council's Countryside Service to maintain, manage and develop these sites for public recreation and nature conservation;
- develop opportunities for active participation by all members of the community;
- offer specialist advice to any organisation, group or individual who is interested in the well being and future of Fareham's countryside. Advice includes habitat management, landscape enhancement, arboriculture and practical conservation skills.
- The service creates opportunities for and undertakes educational and interpretation activities to enable people to gain a greater understanding of the countryside and the issues affecting it.

FERNEHAM HALL

Budget Manager – Ferneham Hall Manager - Ext. 4868

Description of Service

Ferneham Hall is a 732 seat multi-purpose arts and entertainments venue offering a varied programme of concerts, shows an annual family pantomime and light entertainment. The Hall provides a civic venue for ceremonial purposes and elections.

FAREHAM LEISURE CENTRE

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The operation of the Leisure Centre has been transferred to SLM Ltd, a company which operates many Leisure sites, from 1 May 2005. The Leisure Centre offers an extensive programme of sports activities. The venue has a 25 metre swimming pool, a learner pool, double sports hall, health & fitness suite, squash courts and dance studio.

COMMUNITY CENTRES

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 37 community buildings. These include community halls, youth centres and scout buildings that are managed by local groups and Community Associations.

WESTBURY MANOR MUSEUM

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

Westbury Manor Museum displays, records and stores local artefacts reflecting the history of the local area.

The museum hosts a number of touring exhibitions to offer new items of interest to the local community.

EXECUTIVE

HOUSING AND HEALTH PORTFOLIO

HOUSING GRANTS AND HOME IMPROVEMENTS

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

- Administration of Disabled Facilities Grants and Home Improvement Loans
- Reactive service to complaints of disrepair and or overcrowding etc in privately owned accommodation
- Use of enforcement action to improve housing conditions in the private sector (owner occupied and or privately rented accommodation)
- To annually inspect all licensed caravan sites and issue new licences where necessary
- To ensure overcrowding in properties does not exceed statutory levels
- Encouraging owners of empty properties to bring them back into use
- Provision of a Handy person and Homecheck Service

HOUSING OPTIONS

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Budget Manager – Tenancy Services Manager - Ext. 4540

Description of Service

This service provides an emergency call system to support vulnerable people living in private sector accommodation, and allows them to stay in their own homes.

The Council has installed a limited number of alarms in non-council owned homes, and is responsible for their maintenance and monitoring via Chichester Community Alarm.

Following legislative changes, the Council aims to increase the number of social alarms in the private sector to meet demand

HOMELESSNESS

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

- Prepare and implement a Homelessness strategy.
- Provide housing options advice – offering a range of solutions for applicants who are homeless or threatened with homelessness.
- Receive and investigate homelessness applications, issue decisions, and conduct reviews.
- Provide welfare benefits advice
- Secure and provide temporary accommodation.
- Secure and provide suitable settled accommodation.
- Make arrangements for the protection of personal property.
- Investigate harassment and illegal eviction.
- Liaise with Health, Social Services & Voluntary Housing Organisations
- Influence the development and implementation of the Supporting People Strategy
- Maintain a Housing Register
- Publish and maintain Housing Allocations Policy

HOUSING ADVICE

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

The Housing Act 1996 makes the delivery of a free to the user, housing advice service a statutory obligation. The service is a preventative one and makes use of an appointment system and a “drop in” service for clients. The service works with a range of statutory, voluntary agencies as well as private landlords and Housing Associations to offer a wide range of housing advice options for anyone in the community with a housing problem. The Housing Department also provides a housing register service which is used to control the allocation of social housing in Fareham.

HOUSING STRATEGY

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

- To research housing need
- To research local housing conditions
- To understand the local housing market
- To prepare a strategic housing plan which identifies the priorities for action, the available resources and sets realistic objectives for working towards a balanced housing market.
- To understand and respond to national and sub regional housing priorities.
- The strategy sets the direction for the future of the service and has a direct influence on the Council’s ability to attract external funding for the service and the provision of affordable housing.
- To inform local planning policy and secure the provision of affordable housing.

HOME ENERGY CONSERVATION

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

- Promote measures to improve energy efficiency in the domestic sector.
- Promote the benefits of investing in energy efficiency measures.
- Target measures to low income households to reduce fuel poverty
- Target measures to the fuel rich to reduce environmental damage.
- To monitor energy efficiency levels within the domestic sector
- To secure partnership funding to deliver energy efficiency grant programmes locally.

REGISTERED PROVIDERS

Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645

Description of Service

- The housing enabling service contributes towards the Council helping to achieve a balanced housing market. It delivers a comprehensive package of initiatives designed to enable the provision of affordable homes throughout the Borough.
- To work with the Homes and Communities Agency to maximise the investment of Government funding into the Borough, including accessing funding for the Council to build new homes

EXECUTIVE

PLANNING AND DEVELOPMENT PORTFOLIO

PARKING STRATEGIC MANAGEMENT & TRANSPORT LIAISON

Budget Manager – Head of Planning Strategy and Regeneration Ext. 4330

Description of Service

- Parking Strategic Management: to provide a strategic basis for the implementation of parking policy, including supply of spaces (on-street and off-street), location of spaces and assignment as long-stay or short-stay, charges and residents parking schemes. Also to ensure that adequate parking is provided and that this supports the town economically.
- Transport Liaison & Initiatives: to represent the Borough's interests on transportation issues, including responses to County Council transportation strategies and major studies and to seek ways of improving public transport by co-ordinating with bus and rail companies, the County Council and user groups.

FLOODING AND COASTAL MANAGEMENT

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of Service

- To monitor private and public coastal and flood defences to protect the land and buildings from erosion and flooding. Coastline monitoring is carried out to establish changes in condition and minor routine maintenance of coastal defences is carried out. Coastal defence strategies are prepared to inform projects for longer term coast protection work which relies on external funding
- To minimise flooding as a result of land drainage problems and provide an advisory service to the public.

PUBLIC TRANSPORT

Support to Operators

Budget Manager – Director of Finance and Resources - Ext. 4620

To fund jointly with the County Council a Dial-a-Ride transport scheme administered by Community Action Fareham.

Shopmobility

Budget Manager – Director of Finance and Resources - Ext. 4620

To provide a combined Shopmobility and Disability information centre.

TRANSPORT LIAISON

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of Service

- This service is provided under an agency agreement with the County Council and provides advice on the highway implications and requirements of planning applications and planning proposals. Provide advice on the highway implications and requirements of the Borough Council's plans, policies, strategies and development proposals.

BUILDING CONTROL

Budget Manager – Head of Building Control- Ext. 4450

Description of Service

This service ensures:

- that all new and altered buildings and structures meet the procedural and technical requirements of the Building Regulations and The Building Act 1984. The Building Regulations impose minimum construction standards that have to be achieved in areas such as structural stability, fire safety, access in and about buildings and the energy efficiency of structures.
- that contravention of the building regulations and unauthorised work are the subject of appropriate action including investigation, recording, prosecution, removal and/or alteration and advice in respect of Land charge entries and regularisation
- It covers various statutory and discretionary tasks. The former include the Council's duties in respect of fee exempt applications, dangerous structures, demolition work and regulating the insulation of cavity walls, Approved inspectors and competent person's schemes. Discretionary work includes advice on building and construction and the work of the Access Officer. The latter keeps in touch with groups representing disabled people, carries out access audits, promotes awareness of Disability legislation, advises on access issues and legislation for development and highway proposals and considers and co-ordinates access improvements.

ENVIRONMENTAL IMPROVEMENT SCHEMES

Budget Manager – Head of Planning Strategy and Regeneration – Ext. 4330

Description of Service

This service aims to protect and enhance the environment within the Borough by:

- Enhancing the built environment of our towns and villages by developing proposals, consulting the public and carrying out improvement schemes and by tree planting
- Developing proposals, consulting the public and carrying out improvement schemes within Conservation Areas in accordance with the duty on Local Planning Authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990
- Continuing partnership working and where possible securing other sources of funding
- Fostering an interest in the regeneration of older urban areas. Preparing and advising on schemes to preserve and enhance Conservation Areas, in consultation with local residents and businesses

TREE MANAGEMENT

Budget Manager – Head of Development Management - Ext. 4427

Description of service

This service aims to protect and enhance the environment within the Borough by:

- Advising the Council on the protection and retention of trees that are the subject of Tree Preservation Orders, within Conservation Areas or affected by development.
- Maintaining up-to-date GIS based records of trees that are the subject of Tree Preservation Orders and advising on the making of new Tree Preservation Orders.
- Managing trees on Council owned land in the public interest and meeting current risk management protocols.

SUSTAINABLE DEVELOPMENT STRATEGIES

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of service

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces by:

- advising the Council on the nature conservation implications of development in the context of national and international wildlife legislation, including the Council's own activities.
- ensuring that adequate data is available to the Council in its role as Local Planning Authority
- developing policy and projects and engaging in partnerships to enable the Council to meet its Corporate Aims and Objectives

CONSERVATION AREAS & LISTED BUILDING POLICY

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of service

The service aims to maintain and enhance the historic environment of the Borough by:

- advising the Council on proposed works for the alteration or extension of listed buildings;
- maintaining up-to-date records of statutorily and locally listed buildings and advising the Council on potential additions to the lists
- offering advice to owners of listed buildings on appropriate repairs or alterations,
- reviewing the Conservation Area Character Appraisals for each of the 13 Conservation Areas, preparing management strategies, making Article 4 directions where agreed and consulting the public on the documents

LOCAL PLAN

Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330

Description of Service

To prepare and maintain an up to date Development Plan to ensure that: development is guided to appropriate sites, is well designed and provides the necessary infrastructure; and locations and environments of acknowledged importance are protected from inappropriate development.

EXECUTIVE

POLICY AND RESOURCES PORTFOLIO

HOUSING BENEFITS PAYMENTS & ADMINISTRATION

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

The Housing Benefit Service administers the assessment and payment of Housing Benefit to assist claimants on low incomes with their housing costs.

- Housing Revenue Account Housing Benefit
- Private Sector Housing Benefit

The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

DEMOCRATIC REPRESENTATION & MANAGEMENT

Budget Manager – Head of Democratic Services - Ext. 4553

Description of Service

Democratic Core

Services consist of:

- Support for the Council's committees, facilitating the formal decision-making process to ensure that decisions are made in accordance with the law and the Council's Constitution.
- Support for elected and co-opted members of the council, ensuring that they are informed and supported in their decision-making and scrutiny roles; that they have access to the training and development they need and that they are supported in carrying out their community leadership and other roles. Allowances paid to members are included in this budget.
- Support to the Executive Leader, Mayor and Deputy Mayor.

Civic Ceremonials

Services consist of:

- Town twinning with twin towns of Vannes in France and Pulheim in Germany
- Civic ceremonials including corporate events
- Support to the Mayor and Deputy Mayor

COMMERCIAL ESTATES

Budget Manager – Head of Estates - Ext. 4320

Description of Service

The management of the Council's commercial property portfolio:

- Shopping centre and redevelopment area
- Industrial and commercial estates
- Market Quay development
- Beach Huts
- Other land and property.

HENRY CORT

Budget Manager – Head of Planning Strategy and Regeneration – Ext. 4330

Description of Service

To maintain the Council's prestigious Millennium project.

NEIGHBOURHOOD WORKING

Budget Manager – Head of Corporate Services - Ext. 4567

Description of Service

The service widens the involvement of local people, neighbourhoods and community groups in shaping services.

It also includes the area of consultation providing both advice and support for key consultation exercises internally and externally in various forms, including the preparation of consultation plans.

PUBLIC RELATIONS AND CONSULTATION

Budget Manager – Head of Corporate Services - Ext. 4567

Description of Service

The service includes the production of "Fareham Today" and other publicity material to promote the Borough and the Council's various activities. Measures used include the Council's website, maps, guides, leaflets, press releases, exhibitions and displays. There are also activities to publicise specific projects or events.

The service also provides advice and guidance regarding publicity to other services and assists with the compilation of publicity plans.

UNAPPORTIONABLE CENTRAL OVERHEADS

Budget Manager – Director of Finance and Resources - Ext. 4620

Description of Service

The budget includes costs associated with the following activity:

- Where staff are permitted to retire early when it is in the interests of the efficient exercise of the Council's functions for them to do so, the costs associated with the Pensions Increase Act are reported under this budget.
- Interest is received from car loans which may be provided where a vehicle is essential to the proper performance of an officer's duties.
- The Hampshire Pension Fund is periodically valued by an actuary to ensure that there are sufficient funds to meet its future commitments. These valuations determine the level of employers' contributions to be paid. Back funding arises if part of the contribution goes towards the cost of increases in the pensions earned by past service. In order to avoid a charge to current trading accounts, any back funding contributions will be charged to this service heading.

CORPORATE MANAGEMENT

Budget Manager – Director of Finance and Resources - Ext. 4620

Description of Service

There are some costs which are incurred, because of the multi-purpose nature of the Council. Rather than spread the costs of these activities to individual services, they are reported separately in the Council's accounts. Services included within this heading are;

- Youth Training Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

ECONOMIC DEVELOPMENT

Budget Manager – Head of Planning Strategy and Regeneration – Ext. 4330

Description of Service

The Economic Development service implements the strategy and programmes set out in the annual Economic Development Strategy Statement which responds to needs and seeks to identify and exploit opportunities as they arise. The activities of the service are concerned with the promotion, marketing and development of the Borough and seek to improve the operation of the economy and to encourage employment opportunities for residents. There is a substantial commitment in terms of subscriptions, employee time and working budget to collaborative projects, which fulfil the objectives of the strategy.

Also included within this heading are the services of Town Centre Management and Market Management for both Fareham and Portchester markets.

LOCAL LAND CHARGES

Budget Manager - Head of Leisure and Community - Ext. 4420

Description of Service

The Local Land Charges service comprises three main elements described as follows:-

- (1) Maintenance of the Statutory Register - To register and maintain local land charges in a register in statutory form, the purpose being to ensure that intending purchasers of property are not caught unawares by obligations enforceable against successive owners.
- (2) Searches of the Statutory Register - A service is provided, as required by statute, to enable purchasers of property to search the register, either personally or by written requisition.
- (3) Enquiries of Local Authorities - An additional service is provided, by agreement between the local authority associations and the Law Society to provide, in standard form, responses to enquiries from intending purchasers about particular parcels of land.

LOCAL TAX COLLECTION

Budget Manager – Head of Housing, Revenues and Benefits - Ext. 4645

Description of Service

The Borough Council is responsible for all aspects of the collection of local taxes including the determination of liability, collecting payments and taking recovery action relating to arrears.

The Council Tax

The Council Tax collected by this Council provides essential revenue for its own services and those of Hampshire County Council, Hampshire Fire and Rescue Authority and Hampshire Police (non-constabulary costs).

Non-Domestic (or Business) Rates

Non-Domestic Rates are determined nationally. From April 2013, these rates will be partly retained by the Borough Council, and partly distributed to Central Government, Hampshire County Council and Hampshire Fire and Rescue Authority.

Benefits

The Council administers all applications received for Council Tax Benefit according to the national scheme. This national scheme will be replaced by a local scheme from April 2013. The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

EXECUTIVE

PUBLIC PROTECTION PORTFOLIO

PEST CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

A free service is provided for the treatment of rats in domestic premises and a chargeable service is also available to carry and control treatments for insect infestations and mice. Discounts to the charges are currently given for persons in receipt of certain benefits (income based) (100%). A chargeable service is provided for treatments undertaken in commercial premises.

DOG CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council has introduced Byelaws in many recreational areas requiring dog owners to clear mess, keep their dogs on leads (3 areas only) and banning dogs from a section of Hill Head beach during the summer months. The service includes the collection of stray dogs, enforcement of the byelaws, investigation of complaints and the promotion of responsible pet ownership. Stray dogs are kennelled locally and effort made to find their owners or to find new owners. No dogs are destroyed unless it is on veterinary advice to avoid unnecessary suffering. A traffic order requiring all dogs to be on leads alongside roads has been made. Bins for the disposal of dog faeces are provided in recreational areas. The bins are emptied according to need.

FOOD SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council as a food authority is charged with the responsibility of enforcing the provisions of legislation relating to food hygiene, microbiological and other contamination of food, food which is unfit for human consumption, inspection of premises where food is prepared, stored or sold, training of food handlers and sampling of food. The Government has and is continuing to issue Codes of Practices to guide food authorities in their enforcement work. Authorities must have regard to these Codes and comply with the directions of Ministers on how they should be enforced.

Inspections of premises are risk based in accordance with guidance issued by the Food Standards Agency (FSA).

Other work allocated to this service includes water supply monitoring, infectious disease investigations with the Consultant in Communicable Disease Control, building regulation consultations, licensing consultations, shellfish and flavourings certification for EEC export, unsound food condemnation, food sampling (in conjunction with S.W. Hampshire Local Authorities and also in the EU regional programme), microwave testing in commercial premises, investigation of food hygiene and workplace complaints and allegations and investigation of food complaints.

AIR QUALITY AND POLLUTION

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

Neighbour and industrial nuisance complaints are investigated. Industrial processes emitting discharges to air have to apply for authorisation and permitting. Some monitoring is carried out to record radiation, nitrogen dioxide, water quality and occasionally benzene toluene ozone and carbon monoxide.

An out of hours service is in operation. Fifteen authorisations / permits under the Environmental Protection Act 1990 have been issued. The authorisations / permits are subject to programmed upgrade and annual subsistence reviewing compliance and achievement of best available technology not entailing excessive cost (BATNEEC).

COMMUNITY SAFETY

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

Fareham's Community Safety Partnership was established in 1998 in response to the Crime and Disorder Act 1998. The Partnership is made up of a number agencies and organisations that work in partnership to tackle crime across the Borough of Fareham by undertaking a strategic assessment in relation to crime and disorder, identifying key local priorities and developing strategies to effectively reduce crimes, anti-social behaviour and criminal damage that have been highlighted.

CCTV

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

Over the years considerable work has been undertaken to develop a programme of CCTV installation. This has involved partnership working with Gosport Borough Council. A Fareham and Gosport CCTV strategy has been developed to ensure the best use of the system it also looks at improvements that can be made to the existing system. Other promotional and enabling work is undertaken with other agencies especially the police and provision is made for other complimentary work to achieve the benefits of CCTV as part of an overall crime reduction strategy.

EMERGENCY PLANNING

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

The Civil Contingencies Act requires the Council to have arrangements in place in order for it to be prepared to deal effectively with emergency situations. The Council would play a supporting and co-ordinating role working with the emergency services and other key agencies in responding to an emergency and would take more of a leading role in any recovery phase of an emergency. To this end the officers who would be involved, are trained for the purpose, so that all the necessary arrangements can be made promptly should the need arise.

CLEAN BOROUGH ENFORCEMENT

Budget Manager - Head of Parking and Enforcement - Ext. 4359

Description of Service

The Enforcement Officers deal with the enforcement of issues relating to litter, dog fouling, fly tipping, graffiti and abandoned vehicles. Enforcement action is taken under the appropriate legislation which includes issuing Fixed Penalty Notices, cautions and where necessary compiling reports for prosecution. The Enforcement Officers patrol the borough concentrating on high profile areas, shopping precincts, open space areas and district centres. This will be in addition to the hot spots that have been identified as problem areas where a more targeted approach is adopted.

The officers work closely with other departments of the Council as well as external agencies in order to achieve a clean and tidy borough.

Officers investigate reports of motor vehicles unlawfully abandoned on any land in the open air or on any other land forming part of the highway, where vehicles have been abandoned the appropriate Notice shall be served, arrange for the removal of the vehicles as necessary to a secure place or a scrap yard, notify the appropriate Authorities of the vehicle and to seek information as to all parties who may have an interest in the vehicle and to contact as appropriate. If the vehicle is not claimed by the registered keeper, it may be scrapped or sold.

ON STREET PARKING

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

To undertake on-street parking enforcement to ensure traffic flows as freely as possible whilst ensuring highway and pedestrian safety and access for emergency services.

Carry out regular patrols of on street areas within the Borough of Fareham where there are parking restrictions in place in accordance with the relevant Traffic Regulation Order in place at the time and to serve Penalty Charge Notices to vehicles which are contravening any Traffic Regulation Order which is in place at the time.

The management of enquiries, complaints, appeals and non payment of Penalty Charge Notices.

To manage and administer the residents parking scheme and to assist motorists and members of the public where required.

OFF STREET PARKING

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

Fareham Borough Council provides for the benefit of the general public, surface and multi-storey car parks within the Borough. This also includes patrolling the car parks by Civil Enforcement Officers to give assistance and some security to users. The service also includes the management and maintenance of the condition of the Council's off street car parks.

Regular patrols are undertaken to enforce the Borough's "Off Street parking Places" order and to serve vehicles with Penalty Charge Notices for infringement of the Order. This also extends to the management of enquiries, complaints, appeals and the recovery of non-payment of Penalty Charge Notices.

TRAFFIC MANAGEMENT

Budget Manager – Head of Parking and Enforcement - Ext. 4359

Description of Service

This service is provided under an agency agreement with the County Council and involves the preparation of traffic regulation orders and traffic investigations. The service also extends to representing the Borough's interests on traffic management issues and the provision of highway advice to the Fareham Road Safety Council

EXECUTIVE

STREETSCENE PORTFOLIO

CEMETERIES AND CLOSED CHURCHYARDS

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Local Authorities are required to provide this service under the Local Government Act 1972, Section 214, Schedule 26, Part II. There are eight cemeteries and a number of churchyards that are the responsibility of the Council together with the provision of a sympathetic and efficient burial service. Cemeteries include:

- Fareham Cemetery - Crofton Cemetery and Churchyard
- Roman Grove Cemetery -Titchfield Cemetery
- Titchfield Churchyard (cremated remains only)
- St Paul's Churchyard and Cemetery - St John's Cemetery
- Holly Hill Cemetery

COMMUNITY PARKS AND OPEN SPACES

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

The Council provides and maintains 45 equipped play areas on open space located throughout the borough.

This service covers the ongoing maintenance of public parks, gardens and open spaces.

This includes grass cutting, shrub bed maintenance, landscaping, tree planting.

The 'Fareham in Bloom' initiative.

ALLOTMENTS

Budget Manager – Parks & Open Spaces Manager - Ext. 4546

Description of Service

There are three Allotment Associations that administer 11 Council owned allotments located in Fareham, Portchester and the Western Wards. There are two other allotment sites, one at Titchfield and another at Segensworth which are privately managed by the Titchfield Allotment Association.

STREET CLEANSING

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

All pavements and roads are cleansed to a schedule intended to keep all parts of the Borough in a clean and tidy condition. Street litterbins are emptied regularly.

The service also provides for the cleansing of coastal foreshores, car parks, recycling sites and the clearance of fly tipping.

PUBLIC CONVENIENCES

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

The service broadly comprises the opening and closing of the public conveniences, cleaning of all installations and facilities, the clearing of blockages, stocking up of consumables including toilet paper, minor repair work and replacement of broken fittings.

Public toilets are provided, cleaned and maintained as follows:-

Portchester Castle	Holly Hill, Sarisbury	Monks Hill, Hill Head
Trinity Street, Fareham	Stubbington Green	Castle Street, Portchester
Cliff Road, Hill Head	Meon Shore	Fareham Cemetery
Barry's Meadow	Warsash Road	Passage Lane, Warsash
Middle Road, Park Gate	Lockswood Centre	Salterns Car Park, Hill Head

HOUSEHOLD WASTE COLLECTION

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

The service provides wheeled refuse bins for all domestic properties, which are emptied fortnightly. Clinical waste is collected free of charge from domestic properties.

All waste is transported to a recognised disposal points provided by Hampshire County Council's waste disposal contractor Hampshire Waste Services.

A chargeable service for the collection of bulky household items is also provided.

TRADE REFUSE

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

A chargeable service for the collection of trade waste.

RECYCLING

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of recyclable materials from domestic properties.

The provision of 35 recycling banks throughout the Borough.

To continue the promotion of minimising waste and maximising recycling.

GARDEN WASTE COLLECTION

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of garden waste materials from domestic properties

FBC STREET FURNITURE

Budget Manager – Director of Environmental Services - Ext. 4572

Description of Service

Community Lighting

This service provides lighting in dark or poorly lit streets and footpaths where the Highways Authority (Hampshire County Council) does not have the responsibility to meet those demands.

Street Name Plates

This service is provided for the conveniences of businesses, visitors and residents.

Bus Shelters

The maintenance, repair and provision of Bus Shelters owned by FBC. (Please note that not all Bus Shelters are owned or maintained by FBC).

FEES AND CHARGES**EXECUTIVE PORTFOLIO****HEALTH & HOUSING SERVICES****DISCRETIONARY CHARGES****OTHER HOUSING****Storage of furniture for the homeless**

Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.

Bed & Breakfast Charges for the Homeless

100% cost recovery from the homeless of Hotel/Bed & Breakfast charges made straight to the Council.

Other Housing	Current Fee £	Proposed Fee £	% increase
Housing Advances Second mortgage enquiry forms (Note 1)	60.00	63.00	5.0
Care Line Service Telephone link for assistance (private sector) (Note 2)			

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Tariff available on application to Sheltered Housing Manager

EXECUTIVE PORTFOLIO

PLANNING AND DEVELOPMENT

PARKING CHARGES

Multi-Storey Shopping Centre Car Parks This includes the following car parks: Osborn Road and Fareham Shopping Centre	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours
Inner Shopping Centre Car Parks This includes the following car parks: Ferneham Hall; Civic Way North & South; Palmerston Avenue; Civic Offices (Sat/Sun Only)	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours
Market Quay	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.50 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.50 per hour to a maximum of 6 hours
Outer Shopping Centre Car Parks This includes the following car parks: Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses; Holy Trinity Church, Malthouse Lane, Trinity Street	Current Fee £
Monday to Saturday Standard hourly rates apply between 8am and 6pm	£0.70 per hour with a maximum charge of £3.50 per day
Sunday & Bank Holiday	No Charge
<u>SEASON TICKETS -</u>	
Quarterly	170.00
Annual	520.00

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
Full Day					
One Month	13.00	30.00	50.00	60.00	70.00
Quarterly	35.00	80.00	110.00	150.00	170.00
Half Yearly	65.00	140.00	200.00	270.00	300.00
Annual	110.00	230.00	340.00	470.00	520.00

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
Half Day (up to 5 hours)					
One Month	10.00	20.00	30.00	40.00	45.00
Quarterly	20.00	50.00	70.00	90.00	100.00
Half Yearly	40.00	80.00	120.00	160.00	180.00
Annual	70.00	140.00	200.00	280.00	310.00

Penalty Charge Notices	Current Fee £
Higher Level Charge - (Note 1 and 3)	70.00
Lower Level Charge - (Note 2 and 3)	50.00

Notes

1. Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
2. Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off street location without displaying a valid pay and display ticket / permit.
3. The charges are reduced by 50% to provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner

HIGHWAYS

Damage to Street Furniture

Offender charged at cost plus a 10% administration charge

EXECUTIVE PORTFOLIO

POLICY AND RESOURCES

LAND CHARGES

	Current Fee £	Proposed Fee £	% increase
<u>DISCRETIONARY CHARGES</u>			
Search Fees (Not subject to VAT)			
Official Certificate of Search			
In the whole or any part of the register			
First parcel of land – paper search	32.00	32.00	0.00
First parcel of land – electronic search	32.00	32.00	0.00
Each additional parcel	10.50	10.50	0.00
Other Local Land Charges Fees			
Registration of a light obstruction notice	70.00	70.00	0.00
Filing Lands Tribunal certificate	2.50	2.50	0.00
Filing light obstruction judgement etc	7.00	7.00	0.00
Inspection of rule 10 documents	2.50	2.50	0.00
Office copy register entry	1.50	1.50	0.00
Office copy plan or document	Discretionary	Discretionary	
Official Enquiries – Part I			
First parcel of land	132.00	132.00	0.00
Each additional parcel	30.50	30.50	0.00
Official Enquiries – Part II			
First parcel of land	23.00	23.00	0.00
Each additional parcel	41.00	41.00	0.00
Common Registration Searches	23.00	23.00	0.00

PRINTING & COPYING

Charges are available on application to the Head of Personnel and ICT.

LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS

Lettings - (Notes 1 - 4)(Not subject to VAT)	Current Fee £	Proposed Fee £	% increase
Collingwood Room – per hour	55.00	58.00	5.45
Pulheim Room – per hour	21.00	22.00	4.76
Vannes Room – per hour	21.00	22.00	4.76
Council Chamber – per hour	90.30	95.00	5.20

Notes

1. Commercial Organisations only
2. The above charges apply when the building is already in use for Council business.
3. Additional charges may be levied to recover the cost of preparing rooms, moving furniture etc.
4. The following additional charges, to be added when the building is not being used for Council business. After 6.30 pm - per hour £70.00

MARKET PITCH RENTS

Fareham (including VAT)	Current Fee £	Proposed Fee £	% increase
Regular			
10ft	30.00	30.00	0.00
20ft	60.00	60.00	0.00
30ft	83.00	83.00	0.00
40ft	105.00	105.00	0.00
Casual			
10ft	35.00	35.00	0.00
20ft	70.00	70.00	0.00

Portchester (Non-Vatable)	Current Fee £	Proposed Fee £	% increase
Regular			
10ft	21.00	21.00	0.00
20ft	42.00	42.00	0.00
Casual			
10ft	26.00	26.00	0.00
20ft	52.00	52.00	0.00

EXECUTIVE PORTFOLIO

PUBLIC PROTECTION

DOG CONTROL

	Current Fee	Proposed Fee £	% increase
Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period)	25.00	25.00	0.00
Statutory Dog Kennelling - For first 24 hours or part thereof	65.00	65.00	0.00
Dog Kennelling - For any subsequent 24 hours or part thereof	35.00	35.00	0.00
Micro-chipping of dogs - Note 1	14.00	10.00	-28.57
Private home check visit - Note 1	30.00	30.00	0.00
<u>Notes:</u> 1. Fee inclusive of VAT at the prevailing rate.			

POLLUTION REDUCTION

Environmental Protection Act 1990 - Charges available on application to the Director of Regulatory and Democratic Services

	Current Fee £	Proposed Fee £	% increase
Pollution Technical Advice charge per hour	45.00	45.00	0.00
Out of hours service charges based on cost to the council.			

POLLUTION & PRIVATE SECTOR HOUSING

	Current Fee £	Proposed Fee £	% increase
Immigration requests (VAT to be added)	92.50	92.50	0.00
Private Sector Housing - Immigration Visit	Charge to be actual cost to the Council		
Private Sector Housing - Housing Act 2004 Enforcement Notices	Charge to be actual cost to the Council up to and including service of Notice		
Inspection and / or sampling of private water supplies / distribution networks	Charge to be actual cost to the Council		
Out of Hours Service	Charge to be actual cost to the Council		

ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978

Abandoned Vehicles	Current Fee £	Proposed Fee £	% increase
Removal of vehicle from motorway - Statutory Charge	150.00	150.00	0.00
Removal of vehicle from elsewhere - Statutory Charge	150.00	150.00	0.00
Storage (per 24 hours or part)	23.00	24.00	4.35
Disposal	56.00	59.00	5.36

CLEAN BOROUGH ENFORCEMENT

Litter and Fouling	Current Fee £	Proposed Fee £	% increase
Dropped litter – fixed penalty	75.00	75.00	0.00
Fouling of land act – fixed penalty	75.00	75.00	0.00

FOOD SAFETY

Charges for training courses available on application to the Head of Environmental Health.

	Current Fee £	Proposed Fee £	% increase
Export Health Certificates	74.00	74.00	0.00
Issue of Certificate for Unsound Food - (Notes 2)	188.00	188.00	0.00
Transportation of Unsound Food:			
- First hour (min 1 hour) - (Notes 1 & 3)	138.00	138.00	0.00
- Subsequent whole hours - (Notes 1 & 3)	70.00	70.00	0.00
- Transport and disposal - (Note 4)			
Food Safety technical advice for businesses charge per hour	45.00	45.00	0.00
Notes:			
1. Fee inclusive of VAT at the prevailing rate.			
2. Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.			
3. Plus disposal of unsound food.			
4. Charged at cost to Council			

RODENT AND PEST CONTROL

	Current Fee £	Proposed Fee £	% increase
All premises: Charge per hour (min of 1 hour) plus materials - (Notes 1 & 2)	68.00	See change as per domestic premises below	
Treatment of Mice in Domestic Premises - (Notes 1 & 2)	34.00		
Treatment of Rats in Domestic Premises	FREE		
Missed appointment	34.00		
Pest Control Advice Visits to commercial premises charge per hour (Note 1)	45.00		
<u>Change of charge structure for Environmental Health Partnership</u>			
<u>DOMESTIC PREMISES (Notes 1 & 2)</u>			
Fleas, Carpet Beetles and Carpet Moths			
1, 2 or 3-bedroomed property		64.00	
4-bedroomed property		70.00	
5-bedroomed property		80.00	
over 5 bedrooms		On request	
Bedbugs - All properties		109.00	
All other insects (including wasps)		64.00	

Rodent control treatment and advice		No charge	
Missed appointment fee (applies when customer is not present for a prearranged appointment but does not cancel in advance).		11.50	
<u>PEST CONTROL: COMMERCIAL PREMISES</u>			
<u>(Note 1)</u>			
Rodents and insects for up to the first 15 minutes		70.00	
Charge for each additional 15 minutes or part thereof		15.00	
<u>Notes</u>			
1. Fee inclusive of VAT at the prevailing rate.			
2. Persons in receipt of certain benefits - Free.			

COMMUNITY SAFETY - CCTV

	Current Fee £	Proposed Fee £	% increase
Access to CCTV Footage (VAT Inclusive)	64.00	67.00	4.69

GENERAL CHARGES

Other items	Current Fee £	Proposed Fee £	% increase
Responding to solicitors/consultants enquiries (per question)	64.00	67.00	4.69
Responding to other detailed enquiries - (Note 1)			
Copies of statutory register	64.00	67.00	4.69
Attendance at court as a witness – Charge based on cost to the Council			

Notes

- At the discretion of the Director of Community

EXECUTIVE PORTFOLIO

STREETSCENE SERVICES

DISCRETIONARY SERVICES

STREET CLEANSING

	Current Fee £	Proposed Fee £	% increase
Shopping trolley collection	75.00	79.00	5.33

REFUSE COLLECTION

Domestic Bulk Waste	Current Fee £	Proposed Fee £	% increase
Single Item	29.50	31.00	5.08
Half Load	67.00	70.00	4.48
Full Load	118.00	124.00	5.08
Collection of fridges/freezers	15.00	16.00	6.67

TRADE WASTE

Trade waste charges for both residual and recycling are available on application to the Refuse and Recycling Manager.

REFUSE AND RECYCLING SERVICES

	Current Fee £	Proposed Fee £	% increase
Fixed Penalty Notice - Enforcement Policy Charge discounted to £40 if paid within 14 days	75.00	75.00	0.00

GARDEN WASTE COLLECTION

Domestic Garden Waste	Current Fee £	Proposed Fee £	% increase
First Sack			
Subsequent sacks - Roll of 25 single use sacks	22.50	23.50	4.44
Subsequent sacks - Roll of 5 single use sacks	5.50	5.75	4.55

CEMETERIES AND BURIAL GROUNDS

Charges stated exclusive of VAT unless stated

Cremated Remains in Garden of Remembrance	Current Fee £	Proposed Fee £	% increase
Interment in a plot (max 2 interments)	150.00	160.00	6.67
Grant of Exclusive Right of Burial: plot selected by Council	165.00	175.00	6.06
Grant of Exclusive Right of Burial: plot selected by Purchaser	245.00	260.00	6.12
Right to place flat memorial tablet	40.00	42.00	5.00
Permit for additional inscription on tablets	27.00	29.00	7.41

Interment in Graves	Current Fee £	Proposed Fee £	% increase
<i>Interment of a person whose age at the time of death exceeded 16 years and interment of cremated remains</i>			
Interment in a new grave (max 2 interments)	643.00	675.00	4.98
Re-open existing grave for second burial	490.00	515.00	5.10
Re-open existing grave for cremated remains interment – at cremation depth	150.00	160.00	6.67
Re-open existing grave for cremated remains interment – at burial depth	-	300.00	New Charge
Grant of Exclusive Right of Burial: plot selected by Council	490.00	515.00	5.10
Grant of Exclusive Right of Burial: plot selected by Purchaser	685.00	720.00	5.11
<i>Interment of a child whose age at the time of death did not exceed 16 years</i>			
Interment in a grave	No charge		
Grant of Exclusive Right of Burial, grave selected by Council	237.00	245.00	3.38
<i>Fees for memorials</i>			
Right to erect and to replace headstone (including licence for 10 years)	138.00	145.00	5.07
Right to erect and to replace headstone in children section (including licence for 10 years)	138.00	145.00	5.07

Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding period of Exclusive Right of Burial)	26.00	27.00	3.85
Permit for additional inscription on headstone and re-erection	105.00	110.00	4.76
Permit to place vase in memorial border	40.00	42.00	5.00
Permit for additional inscription on vases	27.00	29.00	7.41

Miscellaneous Fees	Current Fee £	Proposed Fee £	% increase
Hire of chapel at Wickham Road Cemetery	85.00	90.00	5.88
Exhumation – Charge at cost to the Council			
Right to scatter cremated remains of any person	45.00	55.00	22.22
Administration Fee for arrangements made directly with the Council	55.00	55.00	0.00
Funeral arrangements under the Public Health Act administration Fee	220.00	350.00	59.09
Transferring of Exclusive Rights of Burial Ownership	50.00	55.00	10.00
Burial out of hours – Charge at cost to the Council			
Donating bench including supply of evergreen seat, commemorative plaque characters and installation.	1,215.00	1275.00	4.94

Notes

- (a) The **Charge for Interment** will be doubled in all cases in which the person to be interred was not an inhabitant of the Borough of Fareham at the date of death with the exception of (1) persons residing in Old People's Homes, Nursing Homes and Hospitals outside the Borough who were, prior to their removal thereto, inhabitants of the Borough of Fareham and children under the age of 16 years.
- (b) Subject to the exception set out in (a)(1) above, the **Charge for Exclusive Right of Burial** will be doubled in all cases where:-
- (i) the person acquiring the Exclusive Right of Burial as a result of an application made prior to the death of the person to be interred, is not an inhabitant of the Borough of Fareham at the time application is made, and
 - (ii) the Exclusive Right of Burial is applied for after the date of death of the person to be interred, and the deceased person was not an inhabitant of the Borough of Fareham at the date of death.
- (c) The interment of cremated remains in grave spaces will take place at full burial depth when burial space is available in the grave.
- (d) Only memorial vases will be allowed on common grave spaces where the Exclusive Right of Burial has not been purchased.
- (e) A grave space or cremated remains plot may not be re-opened unless the Exclusive Right of Burial has been granted.

Sponsorship of Roundabouts

Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.

FORESHORE

Beach Huts - (Including VAT)	Current Fee £	Proposed Fee £	% increase
Residents	379.00	411.00	8.4
Non-residents	758.00	822.00	8.4

EXECUTIVE PORTFOLIO

COMMUNITY & LEISURE

SPORTS PITCHES, FACILITIES, RECREATION GROUNDS AND OPEN SPACES – no increases proposed

Football, Rugby & Hockey - (Notes 1, 2, 3, 4 & 5)	Current Fee £	Proposed Fee £	% increase
Casual games: per match			
- Senior	66.00	69.00	4.55
- Junior (under 18)	27.50	29.00	5.45
- Mini Soccer per match	17.50	18.50	5.71
- Mini Soccer per half day per pitch	36.00	38.00	5.56
Training Sessions			
- 2 hours (juniors - half charge)	38.00	40.00	5.26
Seasonal charges (note 5)			
Senior	1,485.00	1,555.00	4.71
- Junior (under 18)	660.00	690.00	4.55
- Mini soccer per match	430.00	450.00	4.65

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. If changing facilities are not available the above prices will be decreased by 10%
3. Clubs not resident in Borough pay double casual rate.
4. For VAT Exemption see General Notes on page 1.
5. Based on 30 games (3 * 10 block bookings) and discounted

Cricket (Notes 1 & 2)	Current Fee £	Proposed Fee £	% increase
Casual games: per match			
- Senior	70.00	73.50	5.00
- Junior (under 18)	26.50	28.00	5.66
- Evening games: Senior	56.50	59.50	5.31
- Evening games: Junior	24.50	25.50	4.08

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Clubs not resident in Borough pay double casual rate.

Tennis (Notes 1 & 2)	Current Fee £	Proposed Fee £	% increase
Courts – per court per hour			
- Senior	7.90	8.30	5.06
- Junior (under 18)	3.65	3.80	4.11
Seasonal charges Stubbington, Sarisbury & Locks Heath courts	1,544.00	1,621.00	4.99
Notes			
1. Fee inclusive of VAT at the prevailing rate.			
2. Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs.			

Bowls	Current Fee £	Proposed Fee £	% increase
Seasonal Charges - (Note 1)			
Fareham Bowling Club (6 rinks & clubhouse)	5,270.00	5,530.00	4.93
Crofton Community Association (6 rinks)	5,270.00	5,530.00	4.93
Fees - (Note 2)			
Green Fees	4.20	4.40	4.76
Hire of Woods	1.50	1.60	6.67
Hire of shoes (not applicable at Portchester or Priory Park)	1.50	1.60	6.67
Notes			
1. Public to have use of at least one rink at each green			
2. Retained by clubs. Max charge per player per hour			

Miscellaneous	Current Fee £	Proposed Fee £	% increase
Releasing of pigeons - (Note 1)	37.00	39.00	5.41
Use of recreation grounds by Schools			
Hampshire County Council Schools – per match - (Note 1)	51.50	54.00	4.85
Meoncross School – per match - (Note 1)	51.50	54.00	4.85
Wykeham House – per annum - (Notes 1 & 2)	11,040.00	11,600.00	5.07
Hire of open space of land for local shows etc - (Note 3)			
Hire of recreation grounds for local shows etc – (Note 1 & 3)			
Commercial hiring - (Note 4)			
Charitable hiring - (Note 5)	73.00	77.00	5.48
Use of changing facilities - (Note 1)	37.50	39.50	5.33
Rounders			
Bath Lane Recreation Ground - (Note 1)	64.50	68.00	5.43
Stubbington Recreation Ground - (Note 1)	64.50	68.00	5.43

Notes

1. Fee inclusive of VAT at the prevailing rate, unless exemption conditions as set out on page 1 are met
2. 12 x 30 min sessions per week. Additional sessions to be charged at casual rate
3. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring
4. At a rate to be determined by the Director of Community on an individual basis proportionate to the estimated income derived from the event.
5. Charge can be waived at the discretion of the Director of Community

APPENDIX E

From 1 April 2013 the Government abolished Council Tax Benefit and all billing authorities had to develop their own schemes, called Local Council Tax Support Schemes, to replace it.

For 2013-14 Fareham Borough Council agreed, following public consultation, the following principles:

- Every Working Age claimant should pay something towards their Council Tax – maximum support was reduced from 100% to 91.5%
- The scheme should protect the most vulnerable claimants therefore providing the same level of assistance as the previous Council Tax Benefit Scheme
- Make work pay by increasing the amount of income that working age customers can earn before it affects their level of Council Tax Support
- Provide extra financial support to those suffering genuine hardship as a result of the changes
- Provide funding to Fareham Citizens Advice Bureau to employ a Budgeting Advisor for a period of 3 years to assist claimants affected by the changes

For 2014-15 the Council agreed, following public consultation, the following principles:

- Every Working Age claimant should continue to pay something towards their Council Tax – maximum support was reduced from 91.5% to 80%
- The amount of Council Tax Support to be capped to a Band C for those claimants living in larger properties
- All non-dependents (such as adult sons or daughters) should pay something towards the household's Council Tax bill
- Continue to incentivise work by keeping the amount of income that working age customers can earn before it affects their Council Tax Support at the levels agreed for 2013/14
- The scheme should continue to protect the most vulnerable claimants therefore providing the same level of assistance as the previous Council Tax Benefit Scheme
- Continue to provide extra financial support to those suffering genuine hardship as a result of the changes

For 2015-16 it is proposed to retain the principles agreed in the 2014-15 scheme. A public consultation exercise ran from 22 September 2014 to 19 October 2014 seeking views on these proposals. A total of 101 responses were received and the results indicate that the proposed scheme is supported by the majority of respondents. 82% of respondents agreed that the current scheme is fair and 91% agreed that those with severe disabilities or in receipt of war pensions should continue to receive full council tax support. An impact assessment has been carried out and it confirms that we continue to comply with requirements.

The proposed scheme for 2015-16 will provide the same level of assistance & protections as in the previously agreed Council Tax Support Scheme (with some increases in the components of the calculation to allow for rises in the cost of living in line with the Government's annual increases to other welfare benefits). This will enable the Council to contain the cost within available resources.

Members are invited to consider this proposal and recommend to Full Council an unchanged Local Council Tax Support Scheme for 2015-16.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 1 December 2014

Portfolio:	Policy and Resources
Subject:	Community Action Team (CAT) Review
Report of:	Director of Finance and Resources
Strategy/Policy:	Communications
Corporate Objective:	Strong and Inclusive Communities

Purpose:

This report sets out the results of the recent Community Action Team (CAT) review and seeks approval for a number of changes to the way the Council undertakes public engagement.

Executive summary:

Community Action Teams (CATs) were set up in 2007 with the aim of increasing engagement with Fareham Borough residents. The 2013 Residents' Survey indicated that residents would be more likely to attend meetings if the content was different and it was therefore agreed at the 6 January 2014 meeting of the Executive, that a review of Community Action Teams would take place and a report would be presented at a future date.

CAT officers, CAT Chairmen, the Executive Leader, the Deputy Leader, the Leader of the Opposition, the Deputy Opposition Leader and the Police took part in the review. Whilst some aspects of the meetings were considered successful, there were a number of issues with the current arrangements that participants felt needed to change.

This report outlines the main feedback from the CAT review and outlines a number of proposals which could make them more responsive to both the needs of Fareham residents and the Council.

Recommendations:

That the Executive agrees that;

- a) the five CAT areas be replaced with ten smaller neighbourhood areas;
- b) the majority of CAT meetings be replaced with single agenda item meetings, that take place only when there is a 'hot topic' occurring in a neighbourhood at a relevant critical time;
- c) regular "meet the Leader" summer meetings to be held in five of the

neighbourhood areas in one year and then in the remaining five areas the following year; and

- d) the most appropriate Chairman for individual meetings will be nominated by the Executive Leader on a meeting by meeting basis.

Reason:

To ensure that community engagement is carried out with Fareham residents in the most effective way.

Cost of proposals:

There would be some redundancy costs associated with the termination of five CAT Officer posts but these can be contained within existing budgets.

Appendices: **None**

Background papers: Resident's Survey results

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: Community Action Team (CAT) Review

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The purpose of this report is to review the use of Community Action Teams (CATs) and CAT Meetings and to analyse whether, in their current format, they are an effective way of engaging with Fareham residents.
2. The report then proposes a number of changes to the way the Council engages with residents, which are designed to increase participation in the decision making process.

BACKGROUND

3. The Local Government White Paper – Strong and Prosperous Communities was published in 2006. The paper required Councils to place a greater emphasis on neighbourhood working. To achieve this, the Executive agreed at the November 2006 meeting, to develop a Community Engagement Strategy, based around the development of five neighbourhood fora at Portchester, Crofton, Titchfield, Fareham Town and the Western Wards.
4. At the April 2007 meeting of the Executive, the creation of five CAT areas, and the nomination of Chairmen, was agreed. Two Community Engagement Officers, supported by a Community Assistant were recruited to run the CAT areas and support the Chairmen at CAT meetings which were held quarterly in each area.
5. At the time, the 2006 Community Engagement and Consultation Joint Strategy for the Hampshire Police Authority and Hampshire Constabulary emphasised the police's commitment to informing and engaging with local residents. CAT meetings were identified by both the Police and the Council as a useful tool for supporting this. The Police were therefore invited to present at every CAT meeting.
6. The original aims of Community Action Teams can be distilled into the following:
 - Inform residents of Council decisions, changes and activities.
 - Get more residents engaged and involved in influencing decisions.

- Help residents talk about, work together and take responsibility to tackle local issues.
7. It was hoped that CAT meetings would achieve these aims and allow people to feel more engaged with the Council and their communities, and open up a two way conversation. It was agreed that the meetings would be structured, with a designated ward Councillor as Chairman running the meeting, supported by a Community Engagement Officer.
 8. Each meeting would follow the same format:
 - a) Chairman's Introduction.
 - b) Police Update – talk about local crime statistics and issues.
 - c) CAT Officer update – talk about community funding, consultations and other Council activities of interest.
 - d) Main agenda items – presentations by the Council or a partner organisation.
 - e) Questions from the floor.
 - f) Walkabout – an opportunity for residents to speak directly to ward Councillors attending the meeting.

CATs change over time

9. In 2008 a review of CATs was carried out and a report put to the December Executive meeting, where the Executive agreed to:
 - Split the Fareham Town CAT area into Fareham North-East and Fareham South-West.
 - Replace the existing officer structures with a dedicated officer for each CATs area (by giving additional responsibilities to existing Council Officers), working for an average of 20 hours per month in addition to their normal substantive role within the Council.
 - Reduce the frequency of meetings from 4 to 3 times per year.
 - The Executive Leader to present on the direction the Council is taking at one cycle of meetings per year.
 - Allow ward members in attendance to answer questions if requested by the Chairman, but not to raise them.
10. The above changes came into place in April 2009. A further review took place in April 2010 and the Executive agreed to combine the Fareham North-East and Fareham South-West areas into a single Fareham Town area, due to low attendances at meetings. This change also resulted in the number of CAT officers reducing from six to five.

The changing face of engagement

11. The world has changed considerably since CATs were started in 2007. The emergence

and growth of social media over the last five to ten years (Twitter only began in 2006) has had a big impact on public engagement and consultation, enabling far more people to take part in meaningful dialogues in a timely and open way.

12. The amount of communication and engagement taking place online has risen rapidly. More and more residents are using the Council's Facebook (over 3000 followers) and Twitter (nearly 3000 followers) accounts for functions associated with CAT Meetings e.g. to keep up to date with Council initiatives, get issues resolved and find out what is happening across the Borough.
13. Social Media is also growing as an effective tool in consulting with young people. For example, just under 23,000 people found out about the recent Park Lane voting exercise mainly via young people sharing the information among their friends on Facebook. Of these, just under 1000 voted online for their favourite design.

Residents' views on CATs

14. The results of the 2013 Residents' Survey showed that 90% of our residents had never attended a CAT meeting. Of the 10% that had been to a meeting, most only went to one if there was something on the agenda they found interesting.
15. Residents were asked about the types of agenda item that would make them attend a CAT meeting. The majority stated that they would only be interested in attending if there was an issue that directly impacted them e.g. plans for a large development locally or the closing down of a service e.g. doctor's surgery. Far fewer, were interested in hearing about the work of the Council or our partners e.g. Police.

The need for a review

16. In light of the Residents' Survey results, it was agreed at the 6 January 2014 meeting of the Executive, that a review of Community Action Teams would take place, with a report being presented at a future meeting of the Executive.

Review methodology

17. Evidence from the 2013 Residents' Survey was supported by separate group discussions with all the CAT Officers and CAT Chairmen. This was followed by discussions with the Executive Leader, Deputy Leader as well as the Leader and Deputy Leader of the opposition.
18. During these discussions, there was a look back at previous meetings with an initial focus on successful ones, particularly those where there was a high attendance and good level of engagement. Participants discussed what it was about them that worked and meant they were engaging to residents.
19. This led on to discussions about meetings that were poorly attended with little participation. Talks then focused on the factors that contributed to the relative lack of success of these meetings.
20. Finally, participants talked about the ways that CATs could be improved in the future so that they were more engaging to residents.
21. In addition to Councillors and officers, the Police fed into the process by providing their

opinion on how effective CATs were as an engagement tool.

22. The feedback that was gained from these discussions forms the basis of the recommendations made in the review.

Results of the Review

What works?

23. The review found that a number of meetings had been successful, judged by the numbers of people attending and getting involved during and after the meetings. These meetings tended to be focused on a 'hot topic' e.g. the recent Newlands Farm Planning Application, taking place at a 'crunch time' and the Locks Road Surgery closure consultation.
24. The 'walk about' time when residents have a chance to talk directly to Councillors and Officers at the end of meetings was also considered a positive aspect of the meetings.
25. The Leader's annual summer presentations have regularly proved to be a popular topic with residents, particularly the question and answer session that follows the presentation.
26. The Police felt that the meetings were a valuable tool for community engagement and complemented their beat surgeries. However, they stated that they could reduce in frequency.

What should change?

27. Whilst there were some positives, the overall feedback focused on the need to change CATs. The following were the main themes that emerged from discussions:
 - Too many CAT agenda items are not engaging to residents.
 - The set timings of meetings (booked a year in advance) means that many engaging local issues are not included on CAT agendas because they don't coincide with when CAT meetings take place.
 - The content of CAT meetings often duplicates information given in other local meetings e.g. residents' associations, making them less attractive to potential attendees.
 - The quality of Chairmanship of CAT meetings is inconsistent.
 - The amount of CAT Officer's time spent on both processing community funding bids and organising agenda items stops them from getting out and engaging with residents face-to-face.
 - The current format of the meetings needs to be more flexible. Some topics don't benefit from the traditional model of presenting and chairing of meetings.
28. As well as the main themes identified above, other comments such as the need to reduce the size of some of the CAT areas and share the Chairmanship of meetings amongst more Councillors were mentioned by some of the participants. The possibility of supporting local priority setting by residents and allocating funding towards this was also raised.

29. Overall, there was a belief that CATs were not always working in their current format. From experience, everyone agreed that the agenda was critical to the success of a CAT Meeting, and that it should be the emergence of an issue that residents feel strongly about that drives the need for a meeting, as opposed to the current format where the meeting drives the need to find an agenda item to fill it.
30. This is supported by the Residents' Survey results, where respondents said that the most important agenda topics were issues that impacted on them and their local area directly. "There are plans for a large development near my home" (38%) and "a service in my community is changing or closing" e.g. local surgery closing (31%) were the two most motivating topics to inspire residents to attend a CAT meeting.

What next?

31. Taking into account the results of the feedback from the Residents' Survey, the views of Officers and Councillors it is clear that a number of changes need to be made to CATs. The following proposals aim to focus resources towards more effective engagement with residents on issues that matter to them.

Place a greater focus on engaging with smaller communities on issues that matter to them locally

32. In order to ensure that meetings are of relevance to local communities, we should focus on geographically smaller areas. To support this, the five current CAT areas should be increased to the following 10 neighbourhood areas across the Borough:
- Crofton
 - Fareham East and Wallington
 - Fareham North, North-West and Funtley
 - Fareham South
 - Locks Heath and Titchfield Common
 - Sarisbury and Park Gate
 - Portchester
 - Fareham West and Titchfield
 - Warsash
 - Whiteley



A map showing the proposed CAT areas

Replace the majority of the regular CAT meetings with meetings that only take place when there is a 'hot topic' at a 'crunch time'.

33. This is the current arrangement in place for Special CAT meetings. A good example of how engaging for residents these meetings are is the fact that more than 400 people attended the two recent CAT meetings about the Newlands planning application.

Still have a summer meeting in each of the ten areas

34. In order to be kept up to date with developments in the Borough, and offer residents an opportunity to quiz the Leader, each area should play host to their own summer meeting every other year. There would be meetings in 5 areas one year and in the other 5 areas the following year.

Make the meetings more focused, with a single main agenda item.

35. Residents are motivated to attend meetings by an agenda topic that is of interest to them, not by hearing about the work of the Council or our partners. A single agenda item also allows more time to be spent on the agenda item that residents care about.

The most appropriate Chairman will be nominated on a meeting by meeting basis

36. In order to help ensure the smooth running of meetings, it would be beneficial to appoint an experienced chairman with detailed knowledge of the topic being discussed. For example, if the agenda item relates to a specific service area, then it would be beneficial to have the Executive Member whose portfolio it falls within to act as Chairman. Alternatively, it might be more appropriate for a Ward Councillor to Chair. This would be done on a meeting by meeting basis with the Executive Leader having responsibility for nominating a Chairman.

Consider which method of public engagement to use depending on the issue e.g. public meeting or exhibition.

37. Different topics may benefit from different approaches to engaging with residents. For example, discussing plans for a large development may benefit from having a public exhibition or combination of meeting and exhibition. By adopting a more flexible approach on a topic by topic basis, we should be able to engage more effectively with residents.

Combine the 5 CAT Officer roles into a single Engagement Officer role

38. The five hours per week currently allocated to each of the five CAT Officers could be combined into a part time (25hrs per week) post. The officer would focus on arranging and actively promoting the meetings, supporting Members and engaging with local residents and organisations on 'hot topics' that might require a meeting. They will also get out across the Borough, with Councillors as appropriate, to engage face-to-face with residents with the aim of getting them involved in consultations and engagement events.
39. The processing of Community Funding bids i.e. checking applications, getting comments and writing reports could be transferred to the Customer Services Manager. The majority of the face-to-face promotion of the fund amongst local community groups, charities and residents could be carried out by officers from the Leisure and Community team, as they have most direct contact with potential applicants. The Engagement Officer could also promote the fund face-to-face when appropriate.

Budgets

40. CATs currently falls within the Neighbourhood Working Budget. The employment cost for CATs in 2014/15 is £21,900. The cost for the new proposals would be £21,900 per annum, so no additional budget would be required.
41. There would be minor redundancy costs associated with the recommended changes and these can be covered within existing budgets.

What Next

42. If the above changes are adopted then it is recommended that the changes are introduced from the end of this calendar year. Currently, there are only the regular autumn meetings booked. In addition to this, there is likely to be demand for ad hoc public meetings linked to issues as they crop up e.g. high profile planning applications. Existing CAT Chairmen would continue to chair any ad hoc meetings until the end of this municipal year.
43. Recruitment for the Engagement Officer post would commence in the New Year, with the aim of having an officer in post by the end of February.

Conclusion

44. The engagement landscape has changed in recent years and our approach to engaging with residents needs to reflect this. The review of CATs takes into account the views of a broad range of Councillors, officers and young people.
45. It emerged from the review that whilst there have been examples of effective engagement through CATs, its limitation as a tool for building an effective dialogue with residents was clear. A new approach is needed which focuses more on going out directly to our residents and talking about the issues that matter to them. It is hoped that the proposals in this report will facilitate this change.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

Portfolio:	Policy and Resources
Subject:	Matched Funding - Quarterly Report
Report of:	Director of Finance and Resources
Strategy/Policy:	Grants Policy
Corporate Objective:	All corporate objectives apply

Purpose:

To provide details of matched funding requests received by the Council during the third quarter of the 2014/15 financial year.

Executive summary:

During this quarter, the Council has received three matched funding requests as follows:

Lee-on-the-Solent Golf Club has requested £12,000 towards creating a five hole short golf course to help develop its golf academy. Full details are set out in Appendix A.

Titchfield Amateur Boxing Club has requested £25,000 towards a project to improve the layout of the sports changing rooms and to extend the boxing club. Full details are set out in Appendix B.

The Catisfield Scout Group has requested £30,000 towards a full refurbishment of the main scout hut following a structural survey. Full details are set out in Appendix C.

Recommendation/Recommended Option:

That the Executive agrees the following matched funding awards:

- a) £5,000 to Lee-on-the-Solent Golf Club;
- b) £25,000 to Titchfield Amateur Boxing Club; and
- c) £27,600 to the Catisfield Scout Group.

Reason:

To act as an enabler, assisting the local community in making improvements to local community facilities, and introducing new facilities for the benefit of all age groups within the community.

Cost of proposals:

£57,600 (the matched funding budget currently has funds of approximately £60,583).

Appendices: A: Matched Funding Application - Lee-on-the-Solent Golf Club.
B: Matched Funding Application – Titchfield Amateur Boxing Club
C: Matched Funding Application – Catisfield Scout Group.

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: Matched Funding - Quarterly Report

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The purpose of this report is to provide details of any matched funding requests received by the Council during the third quarter of the 2014/15 financial year.

BACKGROUND

2. On 8 March 2010, the Executive considered a report on the various discretionary grants provided by the Council. The report included details on each category of grant and the level of funding available. Members agreed to combine a number of grants into a single pot for the 2010/11 financial year onwards.
3. The report also highlighted the need for the Council to take a more coordinated approach in assessing matched funding requests in the future.
4. It was agreed that the procedure for applying for matched funding be changed so that bids would be considered by the Executive on a quarterly basis, by predefined dates, in order that applications could be prioritised.
5. It was also suggested that as matched funding requests are received, those "in the pipeline" are identified, as well as those submitted for formal consideration.

CRITERIA

6. The criteria for matched funding awards have been deliberately kept simple. The Council will consider any project which benefits the local community and/or improves the local environment.
7. Awards will only be made for capital projects and will not include on-going revenue funding.
8. The important fact about a matched funding application is that the sum being requested from the Council needs to be matched by the applicant and/or other agencies. This helps to ensure that there is a definite commitment and sense of ownership from the local community in both delivering the project and maintaining the facilities thereafter.

FINANCIAL IMPLICATIONS

9. The current balance of the matched funding budget is approximately £90,583.

MATCHED FUNDING BIDS RECEIVED

Lee-on-the Solent Golf Club

10. A matched funding bid has been received from Lee-on-the Solent Golf Club for a sum up to £12,000 towards creating a practice area consisting of five small holes for their Junior Golf Academy.
11. The proposal will provide younger members of the community the opportunity to learn the skills of golf and thereby encourage them to get into the sport without any previous experience. The proposal will also benefit the older community by enabling them to continue to play golf on a smaller less demanding course.
12. The proposed junior golf area would be available to members only, but the club have significantly reduced their junior membership fees to encourage membership with fees starting at £10 per annum for Under 12's rising to £100 for the age group 15 – 17. The annual fee allows for unlimited access to the course. The details of the bid are set out in Appendix A.

Councillor Consultation

13. Both Councillor Kay Mandry and Councillor Christopher Wood are supportive of the application.

Titchfield Amateur Boxing Club

14. A matched funding bid has been received from Titchfield Amateur Boxing Club for a sum up to £25,000 towards the construction of a small extension to the rear of the building and to improving the layout of the sports changing rooms to provide a more efficient use of the space and an additional training area for the boxing club.
15. The proposal will allow the club to provide an area for fitness training in addition to the boxing specific area and provide the potential to provide boxing shows at this location. The details are set out in Appendix B.

Councillor Consultation

16. Both Councillor Tiffany Harper and Councillor Connie Hockley are supportive of the application.

Catisfield Scout Group

17. A matched funding bid has been received from Catisfield Scout Group for a sum up to £30,000 towards the demolition of one scout hut and a major refurbishment of a second one.
18. The proposal will provide a fit for purpose community facility in the Fareham West ward available both to local community groups along with improved facilities for the local children attending the scout group.
19. In august 2014, the scout group received a community grant of £2,400 towards the clearance of trees and the creation of an off road parking area. This formed phase one

of the project. Based on the agreed protocols for the Community Fund a second application should not be considered within 12 months of the first. The Executive are requested to consider waiving this requirement in this case as there has been some misunderstanding over the process and the works already carried out are part of this project. On this basis the requested amount should be reduced by £2,400 to £27,600.

Councillor Consultation

20. Both Councillor Nick Gregory and Councillor Leslie Keeble are supportive of the application.

MATCHED FUNDING BIDS “IN THE PIPELINE”

21. The Portchester Sea Scouts are considering a matched funding application for repairs to the floor of the premises at White Hart Lane, Portchester.

RISK ASSESSMENT

22. The risks and opportunities associated with each funding bid are considered on an individual basis and details are included in each assessment document.

CONCLUSION

23. This report sets out details for the matched funding bids received by the Council for the first quarter of the 2014/15 financial year.

Reference Papers:

- Report to the Executive on 8 March 2010 – Review of Discretionary Grants
- Report to the Executive on 17 May 2010 – Grants Review Update

MATCHED FUNDING REQUEST	
APPLICANT	Lee-on-the-Solent Golf Club
PROJECT DESCRIPTION	<p>The Lee-on-the-Solent Golf Club is a members only golf club located off Broom Way, Fareham.</p> <p>Approximately 80% of the land occupied by the club is in the Borough of Fareham with the remaining 20% within Gosport.</p> <p>The club is seeking to develop a dedicated playing area for the Junior Golf Academy which would consist of 5 short holes suitable for junior golfers starting out in the sport. It would provide opportunity juniors to experience golf and learn the basic techniques required before having to negotiate the 18 hole challenging course.</p> <p>When not in use by juniors, the short five hole course could be used by those older golfers who are still keen on the sport but can no longer manage to play a full round.</p> <p>The trustees aim to complete the work in autumn 2015.</p>
PROJECT COSTS	The total project cost is £32,000
PROJECT FUNDING	<p>The Management Committee have secured funding of £5,000 from the Hammond Memorial Trust and committed £12,900 of the clubs own funds to the first phase of the project.</p> <p>The club propose to fund the balance of the costs from applications to the Community Fund, the Veolia Trust and the Hampshire Playing Fields Association.</p> <p>Should there remain a shortfall then the club would hold Extraordinary General Meeting to seek to draw on the clubs reserves.</p> <p>The club and officers of Fareham Borough Council have approached Gosport Borough Council to seek funding support, but they have not responded positively.</p>

<p>COMMUNITY BENEFITS</p>	<p>The proposed junior golf area would be available to members only, but the club have significantly reduced their junior membership fees to encourage membership with fees starting at £10 per annum for Under 12's rising to £100 for the age group 15 – 17. The annual fee allows for unlimited access to the course.</p> <p>The proposal will provide younger members of the community the opportunity to learn the skills of golf and thereby encourage them to get into the sport without any previous experience.</p> <p>The proposal will also benefit the older community by enabling them to continue to play golf on a smaller less demanding course.</p>
<p>ENVIRONMENTAL BENEFITS</p>	<p>There are no significant environmental benefits arising from the project.</p>
<p>LINKS TO THE COUNCIL'S CORPORATE PRIORITIES</p>	<p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, to continue, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport.</p> <p>The ward councillors are fully supportive of the application and proposals and the Executive Member for Leisure and Community has given "in principle" support subject to consideration by the Executive.</p>
<p>PROJECT RISKS</p>	<p>The project would be managed by the trustees who would appoint a sole contractor to carry out all of the works.</p>
<p>RECOMMEND</p>	<p>That the Executive gives consideration to making a matched funding award of up to £12,000 to this application, subject to:</p> <ol style="list-style-type: none"> 1. The remainder of funding being in place. 2. Receipt of all Local Authority approvals.

MATCHED FUNDING REQUEST	
APPLICANT	Titchfield Amateur Boxing Club
BACKGROUND TO PROJECT	<p>The Titchfield Amateur Boxing Club has been active for over 50 years and originally operated at Titchfield Community Centre until 2001.</p> <p>At that time the boxing club raised funds and worked in partnership with the Council on a project to replace the dilapidated changing rooms at Mill Lane Titchfield, with a new building comprising two changing rooms, officials changing and accommodation for the boxing club.</p> <p>The changing rooms for the football pitch at this site are operated, managed and maintained by the Council, whilst the boxing club have a full repairing lease for their part of the building.</p> <p>The boxing club has continued to be a success and is now open seven evenings a week and fully trained Amateur Boxing Association coaches are available to train all age groups. In addition the club offer non contact boxercise as a keep fit activity.</p>
PROJECT DESCRIPTION	<p>The boxing club wish to extend to meet the increasing demand for membership of the club both for boxing and fitness sessions.</p> <p>To achieve this the club wish to undertake two improvements:</p> <p>To incorporate the existing “away team” changing room in the sports pavilion into the boxing club and then to reconfigure the existing sports changing rooms so that they make a more efficient use of space with no loss of facilities to the football clubs that use them. This new space would allow the club to create a dedicated fitness area aware from the punch bag training area.</p> <p>To demolish the former public toilets to the rear of the changing rooms and construct a single storey extension to accommodate a dedicated changing room for female users of the club.</p>
PROJECT COSTS	The total project cost is £75,000

<p>PROJECT FUNDING</p>	<p>The total project cost is £75,000</p> <p>The Titchfield Amateur Boxing Club has raised £50,000 and provided evidence that this funding is available.</p> <p>The Titchfield Amateur Boxing Club is seeking a matched funding request of £25,000.</p>
<p>COMMUNITY BENEFITS</p>	<p>The extension and refurbishment of the boxing club will provide:</p> <ul style="list-style-type: none"> • Accommodation for the increasing number of club users. • Facilities to increase membership for non contact boxercise for all ages, male and female and those with a disability. • Facilities for female users of the site.
<p>ENVIRONMENTAL BENEFITS</p>	<p>The provision of a vandal resistant roof covering will provide a more aesthetically pleasing appearance for the building which is in a conservation area.</p>
<p>LINKS TO THE COUNCIL'S CORPORATE PRIORITIES</p>	<p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, continuing, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport and the provision of community facilities.</p>
<p>PROJECT RISKS</p>	<p>No significant risks have been identified for this project.</p>
<p>RECOMMEND</p>	<p>That the Executive gives consideration to making a matched funding award of up to £25,000 to this application.</p>

MATCHED FUNDING REQUEST	
APPLICANT	Catisfield Scout Group
BACKGROUND TO PROJECT	<p>The Catisfield Scout Group has operated from the same location at Blackbrook Road since the 1950's from two former builder's site huts which has seen little maintenance since the 1970's.</p> <p>The facilities are no longer suitable and require significant improvement to address problems with water ingress, poor insulation, inadequate security and limited access for those with a disability.</p>
PROJECT DESCRIPTION	<p>Following a structural survey, the following works have been identified:</p> <ul style="list-style-type: none"> • The creation of a new off road parking area. • The demolition of one of the huts which is no longer structurally sound. • A replacement roof and rainwater goods. • Replacement windows and external doors. • Repairs to the external waterproof cladding. • The creation of new kitchen and WC facilities (currently located in the hut to be demolished.) • Dry lining the interior walls. • Replacing the floor • Demolition of one of the huts.
PROJECT COSTS	The total project cost is £100,000
PROJECT FUNDING	<p>The total project cost is £100,000</p> <p>The Catisfield Scout Group intends to utilise £30,000 of their reserves of (£38,000). This will enable them to commence the project and undertake this as a phased basis as further funds are raised.</p> <p>The Catisfield Scout Group is seeking a matched funding request of up to £30,000.</p> <p>The scout group have accumulated a building fund of £38,000 towards the project which will enable them to commence work on the first phases of the project. The final phase, the demolition of the redundant hut will take once the balance of the funding has been secured.</p>

COMMUNITY BENEFITS	<p>The Scout hut and site is a key community facility in the Fareham West ward where there is a general shortage of community space.</p> <p>In addition to the scouts it is used by a number of community groups but the standard of the facilities is deterring some users in particular the presence of WC's facilities in only one of the buildings (the one to be demolished).</p> <p>On completion of the project, the building will provide a fit for purpose community facility available to local groups along with improved facilities to the local children attending the scout group.</p>
ENVIRONMENTAL BENEFITS	<p>Energy consumption will be significantly reduced by providing a building insulated to current building regulations.</p>
LINKS TO THE COUNCIL'S CORPORATE PRIORITIES	<p>This application is consistent with the Council's role of "a partner", as identified in the Leisure Strategy, continuing, where possible, to actively collaborate with other providers within the local area to maximise potential opportunities for sport and the provision of community facilities.</p>
PROJECT RISKS	<p>No significant risks have been identified for this project.</p>
RECOMMEND	<p>That the Executive gives consideration to making a matched funding award of up to £30,000 to this application.</p>

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 01 December 2014

Portfolio:	Policy and Resources
Subject:	Daedalus Investment Project - Progress Report
Report of:	Director of Finance and Resources
Strategy/Policy:	
Corporate Objective:	To promote the economic success of the Borough

Purpose:

The purpose of this report is to update Members on progress with the Daedalus Investment Project.

Executive summary:

In July 2013, the Executive supported a proposal to develop an Innovation Centre for new start up businesses at the Solent Enterprise Zone, to undertake improvements to the airfield and to develop new hangar space. In October 2013, the Executive agreed revised funding arrangements for the project and in November 2013 agreed a governance and decision-making structure and the establishment of a Member Working Group to oversee the project.

The project contained some very challenging timescales, principally the requirement to complete the Innovation Centre by the end of March 2015. This aspect of the project is progressing extremely well. Construction work on the site commenced on 2 June and the project remains on target for completion in early March 2015. The structure is now weather-tight and the internal fitting out of the building is underway.

Following a competitive procurement process, Oxford Innovation Ltd was appointed to operate the Centre in August 2014. Oxford Innovation is highly experienced in the operation of Innovation Centres and is currently undertaking a comprehensive mobilisation and marketing plan to enable the Centre to open its doors immediately following completion of the construction work.

The work to improve the runway commenced on 20 October 2014 and is scheduled for completion on 2 December 2014. The improvements will enable the airfield operator to obtain a CAA licence which will enhance its commercial potential.

Discussions with the Homes and Communities Agency (HCA) to identify a suitable location on the airfield for the development of new hangar space have been subsumed within wider discussions concerning the proposal to transfer the airfield to the Borough Council. This was agreed in principle by the Executive on 6 October

2014. As a result it is now likely that new hangar space will be located within the Hangars West part of the airfield and will be delivered during the latter half of 2015/16.

Due diligence work on the proposal to transfer the airfield to the Borough Council is proceeding apace. The HCA, as land owner, and the Solent LEP are in the process of obtaining approvals to support the proposal, and these should be in place by early December.

Recommendation/Recommended Option:

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

Reason:

To keep the Executive abreast of the progress on the Daedalus Investment project.

Cost of proposals:

The cost of the proposals can be met within the resources previously agreed by the Executive for the project.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 01 December 2014

Subject: Daedalus Investment Project - Progress Report

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Daedalus Investment Project comprises three distinct but inter-related projects. A new Innovation Centre will provide office and workshop space for emerging small businesses and is being funded by a grant of £5.3m from the HCA. The other elements of the investment project are the provision of improvements to the airfield at an estimated cost of £1.5m and the provision of new hangar space, also costing an estimated £1.5m, both of which will be funded via borrowing by the Borough Council.
2. The following sections update Members on the progress of each individual element of the project.

INNOVATION CENTRE

3. Of the three elements, the Innovation Centre has the most challenging timescale as it is a condition of the funding agreement that it is completed by March 2015. Originally, businesses locating within an Enterprise Zone also needed to be in occupation by that date in order to qualify for Business Rate Relief for a period of 5 years. However, due to changes announced in the Budget in March 2014, this deadline has been extended until March 2018, thus increasing the attractiveness of the Centre.
4. Since the last report to the Executive, very good progress has been made. Construction work commenced on 2 June and the steel frame, roof, external cladding and window installation are all now complete making the building weathertight. The internal partitions to the offices and workshops have been installed and work is proceeding on the mechanical and electrical installations. The project is still on programme for completion on 9 March 2015.
5. A procurement exercise using the OJEU Negotiated Procedure was undertaken during the spring and early summer of this year. As a result, in August, Oxford Innovation was appointed to operate the Centre once it is open. Oxford Innovation has a great deal of experience in operating Innovation Centres and currently manages 21 such Centres throughout the UK, including Portsmouth and Southampton. It provides over 400,000 ft² of space with an average occupancy rate of 87%. Currently, 930 companies use its

services. It emphasises the provision of effective business support and an aspirational working environment for fledgling companies and the provision of commercially sustainable centres which deliver long term financial returns.

6. Oxford Innovation, in partnership with officers of the Council is currently undertaking a mobilisation plan which will enable the Centre to be open for business as soon as building work is complete. This includes developing a unique brand for the Centre and devising a marketing strategy which will include setting up a website, distributing marketing materials, stakeholder presentations, launch events, and seeking out and dealing with enquiries from prospective tenants. The mobilisation work also includes setting up financial, ICT and other systems and the recruitment of staff.
7. Now that an operator is on board, some minor changes have been made to the internal layout of the building, which will make it more attractive from the letting perspective. These changes, which have been endorsed by the Members Working Group, include the installation of additional partitions to provide more smaller offices, the enclosure of two “breakout” spaces to provide additional offices, the provision of internal corridors to enable internal access to the Centre by workshop users, obviating the need for an external canopy and the dedication of a large 6 person office as a business lounge for use as a co-working space.
8. Work will also be starting shortly on the installation of PV panels to the roof of the main building. In May 2014, the Executive agreed to allocate an additional £60,000 to the capital budget for this purpose. This was based on a desk top survey of the building by a supplier which estimated that an array of PV panels could be fitted with a total capacity of 41kWp. In the event, a more detailed survey, once construction was underway, revealed that it would only be possible to install an array with a capacity of 27.75kWp. The total cost of this work will be £53,000 which includes work to the roof of the building to enable the panels to be fitted, fees and contractors on costs. The return on investment does however remain at 13% as previously reported to the Executive.
9. The Members Working Group has also agreed a name for the facility. The Centre will be known as the Fareham Innovation Centre @Daedalus. This is designed to have maximum impact for potential users by describing precisely what the Centre does, enabling it to be found easily on the internet through search engine optimisation whilst still retaining the link with the Enterprise Zone. The building itself will be named Merlin House. This reflects the aviation history of the site as the Merlin was the Rolls Royce built engine which powered the Supermarine Spitfire, Hawker Hurricane, Avro Lancaster, P-51 Mustang and De Havilland Mosquito aircraft. This will be reinforced by naming the meeting rooms and the business lounge after the Spitfire or Seafire, the Seafox, the Swordfish and the Firefly. These names will also reflect the advanced engineering bias of the Centre. Significantly, the merlin engine also had some marine applications.

AIRFIELD IMPROVEMENTS

10. Work on the airfield improvements commenced on 20 October 2014 and is due for completion on 2 December. As reported to the Executive in July, the improvements comprised resurfacing of and drainage improvements to the existing runway, repairs to existing taxiways and aprons to extend their life, the provision of a Runway End Safety Area and the installation of ducting to allow for the future provision of lighting. The latter will avoid having to disrupt the runway again if it is decided to install lighting at a later date. The work also involved remedial measures to enable the secondary runway to be used for take-offs and landings while work to the main runway is being undertaken. The

work is being carried out with minimal disruption to users, although it has been necessary to close the airfield completely on weekdays only for a two week period to enable work to be carried out in the area where the two runways intersect.

11. Once the work is fully complete, the airfield operator will apply for a CAA licence at an appropriate level which will enhance the commercial viability and attractiveness of the airfield.

NEW HANGAR SPACE

12. The final element of the project is to develop a new hangar, the purpose of which would be to provide a catalyst to future commercial investment in the expansion of airfield activity.
13. Provision of the new hangar has been in abeyance pending discussions with the HCA and other interested parties concerning an overall strategy for the airfield and the impact this would have on its location. As Members will be aware, the Executive at its meeting on 6 November 2014 considered a report on the future arrangements for land ownership at Daedalus and approved a proposal which could result in the ownership transferring to the Borough Council. Discussions on the new hangar have now been subsumed within these wider negotiations.
14. It is still likely that the new hangar will be provided in the Council's original preferred location at Hangars West, but it is now likely that the project will be delivered during the latter half of 2015/16.

AIRFIELD TRANSFER

15. At the meeting on 6th October, the Executive agreed, in principle, to pursue the opportunity to take ownership of the northern part of the Daedalus site, including the airfield, Daedalus East and West, and the surrounding open space. This is being pursued with the intention of unlocking Daedalus West for development and jobs creation, and with a view to establishing a long term viable solution for the airside activity.
16. The other parties involved in the transfer proposal (Homes and Communities Agency as land owner, and Solent LEP) are in the process of obtaining similar approvals to support the proposal, and these should be in place by early December. Concurrently, extensive due diligence is continuing to ensure that there is a robust understanding of the commitments, liabilities and opportunities that the Council would be inheriting. Negotiations with the land owner are also continuing over the terms of the transfer.

RISK ASSESSMENT

17. An assessment of the risks of this large and complex project was outlined in the report to the Executive in July 2013 and these remain essentially the same.

FINANCIAL IMPLICATIONS

18. A capital budget of £8.35m has been agreed for the project, £5.35m of which is for the Innovation Centre. This figure was supplemented when the Executive agreed in May 2014 to allocate additional capital funding of £60,000 to enable the provision of Solar PV panels on the whole of the main roof.
19. At the moment, the contract cost for the Innovation Centre is running slightly higher than

the original cost plan and the legal costs are higher than anticipated, particularly during the operator procurement phase. As a result, the scheme is slightly over budget by £77,000, an overspend of 1.44%.

20. The improvements to the airfield have been contained within the capital budget figure of £1.508m and following the completion of the project, it is possible that there may be a slight saving.
21. The capital budget figure of £1.508m for the development of new hangar space is based on estimates for similar work carried out elsewhere and will need to be further tested as part of the design and procurement process.
22. It is possible, however, that all three projects can be contained within the original capital budget figure.

CONSULTATIONS

23. The proposals for all three elements of the project have been the subject of close co-operation and consultation between the Borough Council and its partners, the HCA, the Solent LEP and Hampshire County Council.
24. The planning application for the Innovation Centre was subject to the normal consultation methods as part of the planning process and no objections were received. The plans, including a model of the Centre, were presented to the Crofton CAT meeting on 11 February 2014 and were well received.
25. When a location for the new hangar space has been decided and initial design proposals are ready, this will also be subject to the usual consultation methods under the planning process.
26. The Members Working Group are keeping under review a Communications Plan for the project to ensure that potential new businesses and local residents are kept informed of progress.

Reference Papers:

Previous Executive reports:

- July 2013: Daedalus Investment Opportunity
- October 2013: Daedalus Investment Opportunity – Update
- November 2013: Daedalus Investment Project – Project Appraisal and Governance Arrangements
- March 2014: Daedalus Investment Project – Progress report
- July 2014: Daedalus Investment Project – Progress report
- November 2014: Future arrangements for land ownership at Daedalus

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 1 December 2014

Portfolio:	Policy and Resources / Health and Housing
Subject:	Purchase of Garages - Wynton Way, Fareham
Report of:	Director of Finance and Resources & Director of Community
Strategy/Policy:	Asset Management Plan Housing Strategy
Corporate Objective:	A dynamic, prudent and progressive Council A balanced housing market

Purpose:

To report the terms provisionally agreed for the purchase of two garages located at Wynton Way, Fareham.

Executive summary:

The majority of the site as shown for identification purposes only on Appendix B is owned by the Council and includes 19 garages in two blocks. The garages are in low demand with 7 let to tenants and 10 currently empty. The other 2 garages, as shown shaded on the plan, were sold in 1984 and 1985 under the Right to Buy Scheme, subsequently resold and are therefore in private ownership.

The land in Council ownership is included in the current Strategic Housing Land Availability Assessment and has long been regarded as potentially suitable for a housing redevelopment. An opportunity has arisen to purchase the two garages not in FBC ownership which will facilitate in conjunction with Hampshire County Council (HCC) adjoining land as shown on Appendix B, a future housing scheme. The terms provisionally agreed for the purchase of the two garages are set out in the confidential Appendix A.

Recommendation/Recommended Option:

That the Executive approves the terms provisionally agreed for the purchase of two garages located at Wynton Way, Fareham, as set out in confidential Appendix A.

Reason:

To obtain the approval to the terms provisionally agreed for the purchase of two garages located at Wynton Way, Fareham.

Cost of proposals:

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

Appendices:

A: Confidential appendix setting out the terms provisionally agreed for the purchase of two garages located at Wynton Way, Fareham. (Exempt By virtue of paragraphs (3) of Part 1 of Schedule 12A of the Local Government Act 1972.)

B: Site Plan

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 1 December 2014

Subject: Purchase of Garages - Wynton Way, Fareham

Briefing by: Director of Finance and Resources & Director of Community

Portfolio: Policy and Resources/Health and Housing

INTRODUCTION

1. The majority of the site as shown for identification purposes only on Appendix B is owned by the Council and includes 19 garages in two blocks. The garages are in low demand with only 7 let to tenants and 10 currently empty. Vacant possession of the 7 tenanted garages can be obtained by the Council. However 2 of the garages as shown shaded on the plan were sold to housing tenants in 1984 and 1985 under the Right to Buy Scheme and subsequently purchased by the current owner in 2007 and 2008. The garages are therefore in private ownership.
2. The land in Council ownership is included in the current Strategic Housing Land Availability Assessment and has long been regarded as potentially suitable for a housing redevelopment. An opportunity has arisen to re-purchase the 2 garages which will facilitate in conjunction with Hampshire County Council's (HCC) adjoining land as shown on Appendix B, a future housing scheme of circa 11 properties subject to planning.

TERMS AGREED FOR PURCHASE

3. Negotiations for the purchase of the 2 garages have been undertaken with the owner. This will achieve the entire site coming back under the control of the Council and paves the way for the housing scheme mentioned in paragraph 2. The terms provisionally agreed for the purchase are set out in the confidential Appendix A for the approval of the Executive.

FINANCIAL IMPLICATIONS

4. The cost of the purchase of the garages will be funded from the Housing Revenue Account.

CONCLUSION

5. Terms have been provisionally agreed with the owner of 2 garages located at Wynton Way, Fareham. . 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



Wynton Way, Fareham

Scale 1:1250

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