

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 2 March 2015

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 - 8)

To confirm as a correct record the minutes of the meeting of Executive held on 2 February 2015.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

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

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

(1) Minutes of meeting Monday, 26 January 2015 of Housing Tenancy Board (Pages 9 - 16)

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

(1) Play Area Refurbishment Programme (Pages 17 - 26)

A report by the Director of Community.

(2) Award of Contract - Play Areas: Park Lane Play Area, King George V Play Area and Birchen Road Play Area (Pages 27 - 32)

A report by the Director of Community.

(3) Award of Contract - Pantomime Entertainment and Related Services (Pages 33 - 40)

A report by the Director of Community.

(4) Proposed Funding Arrangements for Community Action Fareham 2015-16 (Pages 41 - 56)

A report by the Director of Community.

9. Public Protection

Non-Key Decision

- (1) **Review of Hackney Carriage Fares** (Pages 57 - 66)

A report by the Director of Community.

10. Planning and Development

Key Decision

- (1) **Closure of Gillies Car Park** (Pages 67 - 82)

A report by the Director of Planning and Development.

11. Policy and Resources

Key Decision

- (1) **Land Transfer at Daedalus** (Pages 83 - 98)

A report by the Director of Policy and Resources.

Non-Key Decision

- (2) **Treasury Management Strategy and Prudential Indicators 2015/16** (Pages 99 - 118)

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

Key Decision

- (1) **Irrecoverable Debts** (Pages 119 - 124)

A report by the Director of Finance and Resources.

14. Leisure and Community

Key Decision

(1) Citizen of Honour Awards 2015 (Pages 125 - 142)

A report by the Director of Policy and Resources.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

20 February 2015

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 2 February 2015

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 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
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
Mrs K K Trott, for item 7(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 5 January 2015 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that the local area had been successful in gaining funding in the second round of the Local Growth Deal with the Fareham area being awarded £15million. These funds will go towards the improvement of roads around the Welborne area and the construction of a new road at Newgate Lane South.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations received at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES**7 (1) Licensing and Regulatory Affairs Committee: 20 January 2015**
Minute 8 – Review of Hackney Carriage Fares

The Committee considered a report by the Director of Community on the review of hackney carriage fares.

RESOLVED that:-

- (a) the Executive be advised of the Committee's views as follows:
 - (i) that there should be no increase in the tariff at the present time (voting: 7 for, 2 against);
 - (ii) that there should be no reference to charges for paying by credit or debit card included on the tariff card at the present time; and that the hackney drivers' association be encouraged to make representations to the companies that supply the in car equipment for processing these transactions in an effort to establish a single uniform charge (voting: unanimous).

RESOLVED that the comments of the Licensing and Regulatory Affairs Committee be noted.

7(2) Scrutiny Board: 22 January 2015**Minute 7 – Motion to Council Under Standing Order 15**

The Board was advised that the following motion was proposed by Councillor Mrs K K Trott at the meeting of the Council on 11 December 2014:

“I propose that Fareham Borough Council resolves to write to the Secretary of State for Communities and Local Government to confirm that the Council believes that the Government’s Right to Buy Policy represents poor value for money and that Local Authorities should be given the option to suspend the Right to Buy Policy in their local areas.”

The Mayor advised that as the subject of the motion comes within the terms of the Executive, then the motion would stand referred without discussion to an appropriate meeting of the Executive. As part of this process, the Executive must consult the Scrutiny Board and so the Scrutiny Board is now required to consider the matter and pass its views to the Executive.

At the invitation of the Chairman, Councillor Mrs Trott addressed the Board on her reasons for submitting the motion. Copies of Councillor Mrs Trott’s intended address to the Council on 11 December and of her question to the Executive Member for Health and Housing and his response at the Council meeting on 9 October 2014 were circulated to those present.

It was AGREED that the Executive be advised that:-

- (a) the Board did not support the motion in its present form;
- (b) it did support the principle of sending a letter to the Secretary of State for Communities and Local Government, with copies to the Local Government Association and the Member of Parliament for Fareham;
- (c) the letter should detail the effects of the right to buy scheme on housing in Fareham, including the level of discounts offered, the length of time people had to remain in a property after purchasing it, the destination of the proceeds from the sale of council properties and the system of replacing the properties sold; and
- (d) the letter should include information from the officers illustrating the problems being experienced, such as that submitted to the Local Government Association in its recent questionnaire.

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

The comments of the Scrutiny Board were taken into account in considering the motion.

Following a debate on the motion, it was proposed that the motion not be supported and that a letter should not be sent but that a training session be arranged for Members to explain the Right to Buy scheme, Affordable Homes and the financial effects of the Council’s property portfolio.

Upon being put to the meeting, the proposal was AGREED, with 5 Executive Members voting for and 1 Executive Member voting against.

7(3) Scrutiny Board: 22 January 2015

Minute 8 – Housing Revenue Account Budget and Capital Plans 2015/16

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2015/16.

The Director of Finance and Resources advised that he would refer any proposals or comments of the Board to the Executive meeting on 2 February 2015.

It was AGREED that the report as shown in Appendix A be commended to the Executive.

A report on this matter is considered at item 11(2).

7(4) Scrutiny Board: 22 January 2015

Minute 9 – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16

The Board considered a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16.

The Director of Finance and Resources advised that he would refer any proposals or comments of the Board to the Executive meeting on 2 February 2015.

It was AGREED that:-

- (a) the Executive be advised that in, in the Board's view, the word 'unallocated' should be replaced with 'non-phased' when describing 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, such as in paragraph 12 of page 29 of the report;
- (b) subject to (a) above, the report as shown in Appendix C be commended to the Executive.

A report on this matter is considered at item 11(1).

8. HEALTH AND HOUSING

- (1) Award of Contract - Construction of a 36 Unit Sheltered Housing Scheme at the Former Coldeast Hospital Site, Park Gate

RESOLVED that the Executive agrees to:

- (a) authorise the Director of Community to enter into contract with and accept the level of grant funding from the Homes and Communities Agency to support delivery of the project; and
 - (b) authorise the Director of Community to enter into contract with Drew Smith Limited to complete the proposed development
- (2) Extension of Existing Gas Boiler Servicing, Repair and Replacement Contract

RESOLVED that the Executive approves that:

- (a) the existing contract with TSG Building Services Ltd be extended for 1 year from its existing expiry date of 1 March 2015; and
- (b) authority be delegated to the Director of Environmental Services and the Section 151 Officer to jointly approve a further year extension of the contract from 1 March 2016, subject to satisfactory performance by the contractor.

9. LEISURE AND COMMUNITY

- (1) Appointment of a Leisure Operator for the Western Wards Leisure Centre

RESOLVED that the Executive:

- (a) approves entering into an agreement with SLM Limited to operate the Western Wards Leisure Centre based on the negotiated heads of terms as set out in the confidential appendices; and
- (b) approves a capital budget of up to £585,000 to fund the procurement of fixtures and fittings, including fitness equipment and swimming pool accessories for the new leisure centre.

10. PUBLIC PROTECTION

- (1) Traffic Management Programme

RESOLVED that the Executive notes the progress on the current 2014/15 programme, considers planned work for 2015/16 identified in Appendices A to D to the report and agrees that:

- (a) the Proposed Traffic Regulation Order Programme for 2015/16, as shown in Appendix B (Table 4) to the report, be approved; and
- (b) the work undertaken on the deployment of the Speed Limit Reminder signs, as detailed at Appendix D to the report, be noted.

11. POLICY AND RESOURCES

- (1) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16

The comments of the Scrutiny Board were taken into account in considering this item (see minute 7(4)).

RESOLVED that the Executive do not support the suggestion made by the Scrutiny Board to change the term 'unallocated' to 'non-phased'.

RESOLVED that the following proposals be approved by the Executive and recommended to the meeting of the Council to be held on 20 February 2015:

- (a) the capital programme and financing of £33,176,000;
 - (b) an overall revised revenue budget for 2014/15 of £9,516,100;
 - (c) a revenue budget for 2015/16 of £9,174,600; and
 - (d) a council tax for Fareham Borough Council for 2015/16 of £140.22 per band D property, which represents no increase when compared to the current year.
- (2) Housing Revenue Account Spending Plans including the Capital Programme for 2015/16

The comments of the Scrutiny Board were taken into account in considering this item (see minute 7(3)).

RESOLVED that the following proposals be approved by the Executive and recommended to the meeting of the Council to be held on 20 February 2015:

- (a) individual rent increases in line with the rent model, be approved for Council Dwellings with effect from 6 April 2015;
- (b) rents for Council garages be increased by 5% with effect from 6 April 2015;
- (c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 6 April 2015;
- (d) the revised budget for 2014/15 be approved;
- (e) the base budget for 2015/16 be approved;
- (f) the capital programme and financing for 2014/15 to 2018/19 be approved; and
- (g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.

(3) Insurance Services Tender

RESOLVED that the Executive:

- (a) agrees to award the contract to the insurers ranked in 1st position (as set out in confidential appendix A, being the most economically advantageous tender received; and
- (b) agrees that authority be delegated to the Director of Finance and Resources to accept the finalised premiums and associated costs or make alternative arrangements in the event that the tender cannot be accepted by other participating local authorities.

(4) Annual Review on Corporate Regulation of Investigatory Powers Act 2000 (RIPA) Policy

RESOLVED that the Executive agrees:

- (a) the revised Regulation of Investigatory Powers Act 2000 (RIPA) - Policy and Procedures attached at Appendix A is approved; and
- (b) the post-holder assigned to the role of Senior Responsible Officer inherits the delegated authority to maintain Appendix 1 of the policy which assigns named officers to the roles covered by the policy.

(5) Quarterly Financial Monitoring Reports 2014/15

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

(6) Treasury Management Monitoring Report 2014/15

RESOLVED that the Executive notes the contents of the Treasury Management Monitoring report.

(The meeting started at 6.00 pm
and ended at 6.44 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Tenancy Board (to be confirmed at the next meeting)

Date: Monday, 26 January 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor P J Davies (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

Councillors: T J Howard, Mrs K K Trott and C J Wood

Co-opted members: Mrs P Weaver, Mr G Wood and Mr S Lovelock

Also Present:



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Mr Brian Lee.

2. MINUTES

It was AGREED that the minutes of the Housing Tenancy Board meeting held on 20 October 2015, be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. HOUSING REVENUE ACCOUNT INCLUDING HOUSING CAPITAL PROGRAMME FOR 2015/16

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account including the housing capital programme for 2015/16.

The report was presented by the Corporate Accountant, who presented each section and took questions from the Board.

Councillor Wood enquired as to why the cost of the proposed 'Passivhaus' scheme in Allotment Road is so high for only 6 properties. The Director of Community explained that the 'Passivhaus' is a specific type of construction to provide energy efficient houses. These houses are being trialled as a pilot scheme for Welborne as 10% of the housing stock will need to be built to his standard. He explained that the estimated cost of the build was a standard cost and is not considered to be excessive. Graham Wood asked if these properties would be subject to 'right to buy'. The Director of Community confirmed that they would be subject to right to buy, however the tenant would still have to pay for the construction cost of the property.

Members discussed the proposed rent increases, and asked how this will affect those who are in receipt of housing benefit. The Director of Community explained that currently 60% of tenants are in receipt of housing benefit and for those tenants the rent increase will be covered by their housing benefit.

Graham Wood addressed the Board and expressed concern over the rent increases for the sheltered tenants who are already on a limited income with their pensions. The Chairman informed the Board that pensions will be increasing by 2.75% in April which is more than the increase in the rent for the

Council properties. Members agreed that whilst some sheltered tenants may find the increase difficult, it is not just limited to them. There are many general purpose tenants who will have a limited income and will find the increase in rent difficult. Members were reminded that whilst the rents are increasing, it is a much lower increase than last year, and still makes the rent a lot cheaper than that which tenants would be expected to pay in the private sector.

The Corporate Accountant drew member's attention to Appendix C of the report and explained that under rechargeable repairs to Council houses, point a) Abortive visit by Officer, Surveyor or Tradesman – Standard charge per visit, should be removed as this has been removed by the Vanguard intervention in Building Services.

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

- (a) individual rent increases be approved for Council Dwellings with effect from 6 April 2015;
- (b) rents for Council garages be increased by 5% with effect from 6 April 2015;
- (c) discretionary fees & charges be increased to provide an increase of 5% where possible, with effect from 6 April 2015;
- (d) the revised budget for 2014/15 be approved;
- (e) the base budget for 2015/16 be approved;
- (f) the capital programme and financing for 2014/15 to 2018/19 be approved; and
- (g) annual budgets and assumptions are set with aim of ensuring sufficient surpluses are held to repay debt on the maturity of each loan.

7. UPDATE ON THE IMPACT OF THE REMOVAL OF THE SPARE ROOM SUBSIDY (RSRS)

The Board considered a report by the Director of Community on the impact of the removal of the spare room subsidy (RSRS) has made to Council Housing tenants.

Paula Weaver asked if the housing benefit of those who are under occupying a property is affected whilst they are waiting to move. The Tenancy Services Manager informed the Board that this would be affected but tenants may be eligible for a discretionary housing payment (DHP) whilst they sort alternative accommodation.

Steve Lovelock asked what happens when the DHP runs out of funds. The Tenancy Services Manager confirmed that the DHP was a fund received from Central Government and once it runs out there will be no more funding for these payments and the tenants who are in receipt of them would need to make up the shortfall in rent.

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

8. QUARTERLY PERFORMANCE REPORT - TENANCY SERVICES

The Board considered a report by the Director of Community on the quarterly performance monitoring data for Tenancy Services.

The report was presented by the Senior Housing Management Officer who presented the report in sections and took questions from members in each section.

Rent Arrears:

It was reported to the Board that the rent arrears figure is down on the last quarter, which was very promising as that particular quarter is normally exceptionally bad for rent arrears as it falls over the Christmas period.

Councillor Wood enquired as to why the rent arrears figure wasn't broke down in each separate ward as then Ward Councillor's would be able to have a clearer idea of the rent arrears in there ward. The Senior Housing Management Officer explained that the figures are shown in the areas of which the Area Housing Estates Officers are responsible for.

Paula Weaver enquired as to whether the new way of working where the housing officers are trying to engage more with tenants to discuss their rent arrears and find a way of moving forward. The Senior Housing Officer confirmed that the decrease in rent arrears and court appearance are good examples of how well it is working.

Graham Wood asked if there was a contingency plan in place for when Universal Credit is rolled out. The Senior Housing Management Officer explained that it is too difficult to have a plan in place as it is unknown how this is going to impact tenants. She explained that their focus is on working and educating people on how to manage their money and how to budget for things effectively.

Empty Homes:

The Directory of Community explained to the Board that the Vanguard intervention has just begun across the whole of the Housing Service, and part of it will be looking at the allocations process to see if the re-letting process can be made quicker and more efficient therefore having less void properties. He also commented on the difficulty they are now having trying to fill some properties as people on the waiting list are having too many specific demands on the type of property that they want.

Estate Management:

It was reported to the Board that the satisfaction figures for cleaning and grounds maintenance are much improved upon the last quarter.

Graham Wood updated the Board on the Sheltered Housing Coffee Mornings that he and the Tenancy Services Manager have recently attended, which have been very successful.

Councillor Trott suggested that the information provided, in the presentation at the tenants forum, on pest control and dog nuisance be included in the tenant newsletter as it was extremely informative and useful. The Tenant Involvement Officer confirmed that this information was to be included into the next tenant newsletter.

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

9. QUARTERLY PERFORMANCE REPORT - BUILDING SERVICES

The Board considered a report by the Director of Environmental Services on the quarterly performance report for Building Services.

The report was presented by the Head of Leisure and Community and The Planned Maintenance Manager.

The Head of Leisure and Community addressed the Board and explained that he has taken over as the Lead Officer for the Vanguard Intervention in Building Services. He explained to the Board that he had noted in the previous minutes that many members of the Board found the graphs showing the performance of the housing repairs intervention team confusing. He handed out to all members a table which he has produced (attached as Appendix B) which sets out the measures more clearly in order to make it easier for the Board to see clearly how they are performing.

He informed the Board that currently 62% of the Borough is currently receiving the new housing repairs service, and they are looking to roll in the new system out to the rest of the Borough by the Spring of this year.

Councillor Wood stated that he would like to see the table and graphs in the next report as he finds both extremely useful.

Paula Weaver raised an issue of contractors waiting around for supplies to be delivered. The Planned Maintenance Manager explained that not all supplies can be kept on the van or collected locally, so there will be occasions when contractors will have to wait for supplies to be delivered. He also stated that van stock would be monitored and if there are improvements that can be made to this then he will ensure that the stock is updated.

Graham Wood enquired as to how the information for the performance measures is collected, and whether the customer satisfaction cards were being reintroduced. The Planned Maintenance Manager informed the Board that customer satisfaction cards will not be reintroduced as they do not give accurate information.

The tenant reps expressed some concern over how the information for each of the performance measures is being collected and how accurate it is. The Head of Leisure and Community explained to the Board that one way of being able to access that the new measures are working is shown by the lack of complaints and repeat calls for the same job. In order to help tenants better understand how the new measures work he offered to give a presentation to a future meeting of the Tenants Forum.

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

10. GENERAL TENANTS FORUM - CHAIRMAN'S REPORT

At the invitation of the Chairman, Steve Lovelock Chairman of the Tenant's Forum, addressed the Board to give an overview of the matters discussed at the last forum meeting.

Some of the items discussed at the Forum meeting were; Presentation on dog nuisance and pest control, update on rent arrears, TSG performance, cleaning contract, South Coast Training, Sheltered Housing Officer service and the dumping of items in communal bin areas.

It was AGREED that the Chairman of the Tenants Forum be thanked for his update.

11. PRELIMINARY REVIEW OF WORK PROGRAMME FOR 2014/15 AND PRELIMINARY DRAFT WORK PROGRAMME FOR 2015/16

The Board considered a report by the Director of Community which reviewed the Panel's work programme for 2014/15 and draft work programme for 2015/16.

Councillor Davies asked if a report on the changes to supporting people/sheltered housing service could be considered for the 2015/16 work programme.

It was AGREED that the Board:-

- (a) Confirmed the Work Programme for the remainder of the year 2014/15 and endorse any revisions listed within the report;
- (b) Gave an early assessment of progress in 2014/15;
- (c) Gave initial consideration of the work programme for 2015/16; and
- (d) Inform the Executive.

Appendix A

HOUSING TENANCY BOARD –WORK PROGRAMME 2014/2015

Date	Subject
28 July 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Quarterly Performance Report – Tenancy Services • Quarterly Performance Report – Building Services • Appointment of Co-opted Tenant and Leaseholder Representatives and Deputies to the Housing Tenancy Board • Tenant and Leaseholder Satisfaction Survey
20 October 2014	<ul style="list-style-type: none"> • Review of Work Programme 2014/15 • Quarterly Performance Report - Tenancy Services • Quarterly Performance Report - Building Services • Update on Estate Improvement Programme 2014/2015 (including update on mobility scooter storage and parking)

26 January 2015	<ul style="list-style-type: none">• Preliminary review of Work Programme for 2014/15 and preliminary draft Work Programme for 2015/16• Housing Revenue Account including Housing Capital Programme for 2015/16• Update on the impact of the removal of the spare room subsidy (RSRS)• Quarterly Performance Report - Tenancy Services• Quarterly Performance Report - Building Services
21 April 2015	<ul style="list-style-type: none">• Review of Annual Work Programme for 2014/15 and final consideration of draft Work Programme for 2015/16• Annual Performance Report for 2014/15 - Tenancy Services• Annual Performance Report for 2014/15 - Building Services• Estate Improvement Programme for 2015/16• Update on Regulatory Framework for Social Housing

(The meeting started at 6.00 pm
and ended at 7.56 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2015

Portfolio:	Leisure and Community
Subject:	Play Area Refurbishment Programme
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health & For Fun

Purpose:

To agree improvement works and a 3 year refurbishment programme for the Council's play areas in the Borough.

Executive summary:

The Council has 43 play areas located across the Borough that are provided predominantly for young people up to the age of 13.

A strategic review of all the play areas has been undertaken to determine what works needed to be completed to bring all the play areas up to standard and to establish a programme of future priority improvements.

In addition there is a need to determine what financial resources will be required to deliver an ongoing programme of play area improvements in order to maintain current standards.

Ward Councillors were consulted on the results of the evaluation for play areas within their ward and in principle agreement was reached on when future improvements or refurbishments could be implemented.

Appended to the report is the 3 year play area priority improvement programme which can be funded from section 106 developer contributions collected for the provision of play and recreational facilities.

The draft version of the programme was presented to the January meeting of the Leisure & Community Policy Development & Review Panel and members endorsed the programme without any amendment.

Recommendation/Recommended Option:

That the Executive approves;

- (a) the 3 year play area priority improvement programme as detailed in Appendix A, to be funded from Section 106 contributions for the provision of play and recreational facilities; and
- (b) a budget of up to £50,000 for other improvements required to bring all play areas up to standard, funded from Section 106 for the maintenance of play areas.

Reason:

To facilitate the refurbishment of the Borough's play areas in order to maintain a good standard of play provision and to ensure play facilities remain safe, attractive and accessible to all children and young people.

Cost of proposals:

£775,000 funded from available Section 106 contributions for the provision of play and recreational facilities and £50,000 funded from Section 106 for the maintenance of play areas.

Appendices: **A:** 3 Year Play Area Priority Improvement Programme
 B: Complete Schedule of Play Area Improvements

Background papers: Report to Leisure & Community Policy Development &
Review Panel – 3 September 2014 – Open Spaces
Improvement Programme

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 March 2015

Subject: Play Area Refurbishment Programme

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. The Council has 43 play areas located across the Borough that are provided predominantly for young people up to the age of 13. These are managed and maintained by the Council's Streetscene team who also undertake weekly inspections to ensure that the facilities are safe and to address any repairs and maintenance that is required.
2. Every year major refurbishments are undertaken on a number of play areas and on occasions new play areas are provided. Over recent years these works have been funded from Section 106 Contributions collected by the Council for the provision of play and recreational facilities. The programme of improvements is reported to the Executive annually but the decision on which play areas to include has been largely ad-hoc without any strategic consideration.
3. In September 2014 responsibility for delivering the programme of play area improvements was transferred to Leisure & Community. The intention being that a strategic review would be undertaken of all 43 play areas to determine a priority programme of improvements and refurbishment for both the short and long term.
4. The purpose of the review being to determine what works needed to be completed to bring all the play areas up to standard and to establish a programme of future priority improvements. In addition there is a need to determine what financial resources will be required to deliver an ongoing programme of play area improvements in order to maintain current standards.

STRATEGIC REVIEW

5. In order to determine the current condition and suitability of all of the boroughs 43 play areas, an evaluation model was developed and a site visit was made to each play area, which was then assessed in accordance the criteria in the model as follows:

- a) The current condition of the play area and safety surfacing;
 - b) The ancillary features being provided i.e. fencing, benches and bins;
 - c) The number of pieces of equipment being provided, including the age it was suitable for and if any play items were inclusive or suitable for wheelchair users;
 - d) If the play area was accessible to visitors in wheelchairs and buggies;
 - e) Where the play area was located i.e. was it overlooked by houses or buildings and how secure it was.
6. In addition to site assessments, residents were encouraged to take part in a consultation exercise to help identify what was important to them when visiting a play area. 240 residents completed an online questionnaire and the results indicated that a good mix of equipment, suitable for different ages and abilities was the most important consideration.
 7. Ward Councillors were then consulted on the results of the evaluation for play areas within their ward and in principle agreement was reached on when future improvements or refurbishments could be implemented.
 8. This information was then used to produce a 3 year play area priority improvement programme. The draft version of the programme was presented to the January meeting of the Leisure & Community Policy Development & Review Panel and Members endorsed the programme without any amendment.

IMPROVEMENT PROPOSALS

9. Whilst the review determined which play areas have the greatest need for major refurbishment and will therefore require attention over the next 3 years, the review process has also identified some other less extensive improvements required to maintain the standard of provision.
10. As part of the assessment carried out on each play area, officers not only considered the age and condition of the equipment, but also its overall appearance. This identified 20 other play areas that would benefit from a “mini makeover”, i.e. the painting of equipment, fencing and seating to help improve its overall condition until such time it features in the improvement programme for a complete refurbishment. A list of the play areas that will receive such works is set out in Appendix B and all works will be completed by June 2015.
11. In addition to the “mini makeover” improvement works, any missing play equipment items will also be reinstated by June 2015.

SAFETY SURFACING PROGRAMME

12. In spring 2013, a survey was completed to assess the current condition of play area safety surfaces. The survey revealed that the safety surface in some of the Council’s play areas were worn and reaching the end of their useful life, although

the equipment was still providing a good play environment for children.

13. The main issue arising from worn safety surfacing is the increasing risk of a child slipping on the smooth surface and colliding with the equipment and causing an injury.
14. In order to reduce this risk a safety surface replacement programme was introduced and the first phase of safety surfacing repairs and replacements was carried out in autumn 2014.
15. The timetable for delivering future play area refurbishments may on occasion need to be altered slightly to take into account when safety surfacing repairs become urgent, and can instead be addressed as part of the overall play area refurbishment works.

FUTURE CONSIDERATIONS

16. In addition to the 43 play areas, the Council provides play equipment that is predominantly provided for young people aged 13 years and over. This includes skate parks, multi-use games areas (MUGA), teen shelters, football goals and basketball hoops. These have not been considered as part of this play area review and so a further assessment of this provision will be carried out during 2015.
17. The review will assess the condition of the existing provision but also consider the strategic provision in terms of establishing the suitability of current facilities and identifying areas of the Borough where there is a shortfall in provision. As with play areas, the funding for these facilities has come from Section 106 contributions collected by the Council for the provision of play and recreational facilities.
18. A 3 year play area priority improvement programme is set out in this report (Appendix A) and this can be fully funded from available Section 106 contributions for the provision of play and recreational facilities. However, beyond this period it is likely that there will be insufficient contributions available, in some areas of the Borough, to fund new provision or improvements and refurbishments of existing play facilities.
19. This situation has arisen due to the introduction of the Community Infrastructure Levy (CIL) which has largely replaced section 106 contributions as the mechanism for collecting funds from development for infrastructure improvements.
20. There is an opportunity to seek CIL contributions to fund play areas however, unlike with Section 106 contributions, CIL is not collected specifically for play areas. Therefore any bid has to be considered against other infrastructure requirements such as highways, education and health provision.
21. In order to maintain the current standard of play provision in the Borough it's estimated that a minimum of four play areas will require refurbishment every year. Therefore alternative sources of funding will be needed to maintain the standard of existing play area provision and to deliver any new facilities required.

22. The Council's adopted Core Strategy states that for new residential development the Council will expect provision of children's play equipment where existing provision is inadequate. The standard set is 14 pieces of equipment per 1,000 1-12 year olds.
23. However, applying this standard causes an issue in terms of inadequate provision of play facilities for new development. Therefore, in consultation with officers in Strategic Planning consideration will be given to establishing new standards for the provision of play and recreational facilities.

CONCLUSION

24. A comprehensive review of the Council's 43 play areas has been undertaken and has identified both a short and long term play area improvement programme, which has involved consultation with residents and feedback from every Fareham Borough Councillor.
25. The short term 3 year play area priority improvement programme and other minor repairs that have been highlighted can be funded from section 106 developer contributions collected by the Council for the provision of play and recreational facilities.
26. However, beyond this period there are insufficient S106 contributions available to fund longer term play area refurbishment programme and therefore consideration needs to be given to how the current standard of provision can be maintained.

3 Year Play Area Priority Improvement Programme

Year 1 (2015/16)	Year 2 (2016/17)	Year 3 (2017/18)
Segensworth Play Area	Coldeast Play Area	Newtown Play Area
Stubbington Rec Play Area	Drake Close Play Area	Sarisbury Green Play Area
Course Park Play Area	Fareham Park Play Area	Howerts Close Play Area
Blackbrook Park Skate Park	Priory Park Play Area	Warsash Rec Play Area

Proposed Play Area Improvement Programme

	Play Area	Works required	Ward	Mini Makeover	No. missing items
Year 1 2015/16	Segensworth Play Area	Refurbishment	Titchfield		
	Stubbington Rec Play Area	Refurbishment	Stubbington		
	Course Park Play Area	Addition equipment	Titchfield Common		
	Blackbrook Park Play Area	Reinstate skate park facility	Fareham West		
Year 2 2016/17	Coldeast Play Area	New play area	Park Gate		
	Drake Close Play Area	Refurbishment	Locks Heath		
	Fareham North West Play Area	Refurbishment	Fareham North West		
	Priory Park Play Area	Refurbishment	Park Gate		
Year 3 2017/18	Newtown Play Area	Additional equipment	Portchester East	Yes	
	Sarisbury Green Play Area	Additional equipment	Sarisbury	Yes	
	Howerts Close Play Area	Remove/refurbishment	Warsash		
	Warsash Recreation Ground Play Area	Additional equipment	Warsash	Yes	
	Funtley Rec Play Area	Refurbishment	Fareham North	Yes	
Year 4 2018/19	Portchester Park	Refurbishment	Portchester East	Yes	
	Sweethills Crescent	Refurbishment	Sarisbury	Yes	
	Castle Street Play Area	Refurbishment	Portchester East	Yes	
	Bath Lane Play Area	Refurbishment	Fareham East	Yes	2 springy animals
Year 5 2019/20	Barry's Meadow	Refurbishment	Titchfield	Yes	
	Harbour view Play Area	Refurbishment	Portchester East	Yes	
	Eastern Parade	Refurbishment	Fareham East	Yes	
	Swanwick Play Area	Refurbishment	Sarisbury		

	Play Area	Works required	Ward	Mini Makeover	No. missing items
Year 6 2020/21	Dore Ave Play Area	Refurbishment	Portchester West	Yes	1flat swing
	Locks Heath House Park (St Johns)	Refurbishment	Locks Heath	Yes	
	Longacres Play Area	Refurbishment	Titchfield Common	Yes	1 roundabout 1 springy animal
	Clydesdale Play Area	Refurbishment	Sarisbury	Yes	
Year 7 2021/22	Blackbrook Park Play Area	Refurbishment	Fareham West	Yes	
	Metcalfe Ave Play Area	Refurbishment	Stubbington	Yes	
	Salterns Play Area	Refurbishment	Hillhead	Yes	
	Newtown Play Area	Refurbishment	Portchester East	Yes	
Year 8 2022/23	Course Park Crescent Play Area	Refurbishment	Titchfield Common	Yes	
	Burridge Rec play Area	Refurbishment	Sarisbury	Yes	
	Badgers Copse Play Area	Refurbishment	Park Gate		
	Warsash Rec Play Area	Refurbishment	Warsash	Yes	
Year 9 2023/24	Bellfield Play Area	Refurbishment	Titchfield		
	Kenwood Road Play Area	Refurbishment	Portchester East		
	Kites Croft Play Area	Refurbishment	Titchfield Common		
	West Street Play Area	Refurbishment	Fareham East		
Year 10 2024/25	Fielding Road Play Area	Refurbishment	Sarisbury		
	Bird Estate Play Area	Proposed new play area	Portchester West		
	Hollybrook Gardens Play Area	Refurbishment	Locks Heath		
	St Michaels Road Play Area	Refurbishment	Locks Heath		

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2015

Portfolio:	Leisure and Community
Subject:	Award of Contract - Play Areas: Park Lane Play Area; King George V Play Area and Birchen Road Play Area
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and Fun

Purpose:

This report considers the tenders received for the design, supply and installation of new play equipment at Park Lane Play Area, King George V Play Area and Birchen Road Play Area and recommends an award of contract for all three improvement projects to one contractor.

Executive summary:

In November 2013 the Executive approved a five year improvement programme for the Council's outdoor sports facilities, play spaces and other recreational facilities utilising section 106 developer contributions.

The play areas identified for improvement in years 2014/15 of the Open Space Improvement Programme are; Park Lane, King George V and Birchen Road play areas.

This report provides the Executive with information regarding the tenders received for these proposed play area improvements and seeks an award of contract decision.

Recommendation/Recommended Option:

That the Executive agrees that the tender submitted by the contractor ranked 1 (as set out in the confidential appendix A) being the most advantageous tender received, be accepted and the contract to refurbish all three play areas be awarded to that company.

Reason:

To refurbish existing play areas, to provide new and improved play facilities for local children and young people.

Cost of proposals:

The total cost of refurbishing the three play areas is £205,000. This can be met from section 106 developer contributions as detailed in the Council's Open Space Improvement Programme, subject to the Executive decision to award the contract.

Appendices: A: Tender Prices and Evaluation Table

Background papers: September 2014, Leisure and Community Policy Development and Review Panel, Open Spaces Improvement Programme – Play Areas and other (non-sport) Recreational Facilities

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 March 2015

Subject: Award of Contract - Play Areas: Park Lane Play Area; King George V Play Area and Birchen Road Play Area

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. As part of the Open Space Improvement Programme for 2014/15 the Council will be refurbishing Park Lane Play Area, King George V Play Area and Birchen Road Play Area.
2. The total cost to undertake these improvement works at all three sites is £205,000 and can be funded from the existing Open Space Improvement Programme, using section 106 developer contributions.
3. A series of consultation exercises have been undertaken with local residents, schools and groups to help identify how best to improve the play facilities to help ensure the needs of the local community are met.
4. An invitation to tender for this project was issued on 8th December 2014 via the South East Business Portal to the nine (9) suppliers listed on ESPO framework agreement (Ref no. ESP0115)

PROPOSAL

5. On the 26 January 2015, 7 (seven) tenders were received and opened by Democratic Services and the Procurement Officer. The tender price details are presented in the confidential appendix A.

EVALUATION PROCESS

6. The contract documents defined a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality including play value.
7. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all 7 (seven) tenders received are represented in the confidential appendix A.

8. Tenderers were required to complete a 'Tenderers Compliance and Response' pro-forma. This enabled officers to score the quality and service elements of their submission, assessing their method of approach to delivering the service.
9. Based on the evaluation of the tenders received, the 7 (seven) bids have been ranked in order of economic advantage to the Council. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract.

RISK ASSESSMENT

10. Many of the usual and identifiable risks initially present in this type of project have been negated through the Council's rigorous and structured procurement process.
11. All suppliers have undergone all of the checks associated in order to be part of the ESPO framework agreement (No. ESPO 115) for the provision of this type of work/supply.
12. Regular monitoring will take place and a series of project progress meetings will be held during the course of the implementation to reduce potential risks.

FINANCIAL IMPLICATIONS

13. The works and charges associated with this contract can be financed from section 106 developer contributions as detailed in the Open Space Improvement Programme.

CONCLUSION

14. Seven (7) valid tenders were received for the improvement works required to be undertaken at Park Lane Play Area, King George V Play Area and Birchen Road Play Area. It is recommended that the most advantageous tender received, ranked 1st in the confidential appendix to this report, be accepted and a contract award accordingly.

Reference Papers:

September 2014, Leisure and Community Policy Development and Review Panel, Open Spaces Improvement Programme – Play Areas and other (non-sport) Recreational Facilities

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

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2015

Portfolio:	Leisure and Community
Subject:	Award of Contract - Pantomime Entertainment and Related Services (2015/16, 2016/17 and optional 2017/18)
Report of:	Director of Community
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose:

This report considers the tenders received for the production of Ferneham Hall's annual Christmas Pantomime for 2015/16 & 2016/17 with the mutually agreed option to produce the 2017/18 pantomime.

Executive summary:

The previous Pantomime and Related Services contract was completed with the production of the 2014/15 pantomime 'Snow White & The Seven Dwarfs'.

The Executive is asked to consider the tenders received for the production of Ferneham Hall's pantomime for the next 3 years and to award a contract to the most financially competitive tender with recognised high qualities of production.

Recommendation/Recommended Option:

That the tender submitted by the company ranked first (as set out in the confidential Appendix A), being the most advantageous tender received, be accepted and the contract awarded to that company.

Reason:

To seek approval in accordance with Contract Procedure Rules to award a contract to the Company providing the most economically advantageous tender and recognised high qualities of production.

Cost of proposals:

Costs associated with hosting these annual pantomimes to Ferneham Hall to be covered from agreed % split on net income generated through ticket sales, 100% (income generated less purchase costs) from sales of merchandise, 100% (income generated less purchase costs) from sales of confectionary, ice creams, beverages purchased through the bar and vending facilities. Income generated to cover these

costs will be subject to the popularity of the Pantomime and the numbers of people attending the performances.

Appendix: **A:** Executive Briefing Paper Tender Prices and Evaluation
(*Exempt By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*)

Background papers: N/A

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 March 2015

Subject: Award of Contract - Pantomime Entertainment and Related Services

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. Ferneham Hall was opened in February 1982 and has for a number of years hosted a popular and well attended annual family Pantomime for the residents of Fareham and surrounding towns.
2. A previous 3 year contract has seen Jordan Productions Limited produce 3 popular and well received pantomimes, Cinderella 2012/13, Jack & The Beanstalk 2013/14, Snow White and the Seven Dwarfs 2014/15. This contract has now been completed.
3. To ensure Ferneham Hall provides financially competitive pantomimes with recognised high qualities of production for the next 3 years retendering has been carried out to achieve this.

TENDER

4. Expressions of interest were sought by advertising on the South East Business Portal. The contract was also advertised through national advertising in the recognised industry professional publication (Encore magazine).
5. On 26th September 2014, 6 tenders were received and opened by Democratic Services. The tender price details are presented in the confidential appendix A.
6. The contract documents defined a pre-determined scoring mechanism whereby tenders were assessed on cost, quality and service.
7. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all 6 tenders received are represented in the confidential appendix A.
8. Tenderers were required to complete a 'Tenderers Compliance and Response' pro-forma. This enabled officers to score the quality and service elements of

their submission, assessing their method of approach to delivering the service.

9. Based on the evaluation of the tenders received, the 6 bids have been ranked in order of economic advantage to the Council. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract.

PROPOSAL

10. Based on the evaluation of the tenders received, the 6 bids have been ranked in order of economic advantage to the Council. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract. See Appendix A attached.
11. These proposals were submitted for subsequent years with titles to be agreed by November 2015 for the 2016/17 Pantomime and November 2016 for the optional year 2017/18. By early agreement tickets can be put on sale for the following years pantomime in order to maximise on public awareness and advance ticket sales.

FINANCIAL IMPLICATIONS

12. Costs to Ferneham Hall associated with hosting these annual pantomimes to be covered from agreed % split on net income generated through ticket sales, 100% (income generated less purchase costs) from sales of merchandise, 100% (income generated less purchase costs) from sales of confectionary, ice creams, beverages purchased through the bar and vending facilities. Income generated to cover these costs will be subject to the popularity of the Pantomimes and the numbers of people attending their performances.
13. Termination clauses are included within the contract terms to reduce financial risks to both the Council and the proposed supplier.

CONSULTATIONS

14. The Council's objectives were to obtain assurances that future productions would be of a similar or higher standard than in recent years and maximise revenue share for Ferneham Hall.
15. Feedback gathered over the last 3 years from the Public, Fareham Borough Councillors, Employees, Ferneham Hall Employees, other Venue Managers, Local and National Press strongly support the award of contract to the proposed supplier.

CONCLUSION

16. It is recommended that the contract to produce the Pantomime and Related Services to Ferneham Hall for the next 2 years with a mutually agreed optional 3rd year be awarded to first placed tenderer as set out in Appendix A being the most economically advantageous tender with recognised high qualities of production.

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

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2015

Portfolio:	Leisure and Community
Subject:	Proposed Funding Arrangements for Community Action Fareham (CAF) - 2015-16
Report of:	Director of Community
Strategy/Policy:	
Corporate Objective:	Strong and Inclusive Communities

Purpose:

To consider the future funding arrangements for Community Action Fareham which are due to take effect from 1 April 2015.

Executive summary:

Community Action Fareham (CAF) is the local Council for Voluntary Services (CVS). CAF offers support to a range of community organisations providing services and activities to meet the needs of local residents.

The current Service Level Agreement (SLA) with Community Action Fareham expires on 31 March 2015, having been renewed on a six-monthly basis since September 2013. New arrangements have been pending the outcome of Hampshire County Council's Review of Support to the Community Sector which has now been completed.

This report proposes changes in the funding arrangements for Community Action Fareham and sets out proposals for a new grant funding arrangement, to be effective from April 2015.

Recommendation/Recommended Option:

The Executive is requested to consider the options available and agree the most effective option for supporting community and voluntary groups in Fareham.

Reason:

In order to sustain the range of local community and voluntary groups, the Council provides funding to CAF to assist in supporting a robust and active community and voluntary sector in the Borough.

Cost of proposals:

The total cost of the proposal can be met from available revenue budgets.

Appendices: **A: Table showing current level of funding available to CAF for 2014/15**

B: Proposals by CAF in response to the priorities outlined by FBC

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 March 2015

Subject: Proposed Funding Arrangements for Community Action Fareham 2015-16

Briefing by: Director of Community

Portfolio: Leisure and Community

INTRODUCTION

1. Community Action Fareham (CAF) is a Council for Voluntary Services (CVS); as Fareham's local CVS, CAF works for the benefit of Fareham-based residents, community groups and organisations. They offer support to a range of community organisations across a raft of issues, this includes the provision of services and activities to meet the recreational and social needs of local residents.
2. Support is provided to help assist the network of community and voluntary groups operating across Fareham, helping them with things such as achieving good governance and management arrangements, development opportunities, attracting volunteers, grants and fund-raising.
3. In Fareham, CAF has held a service level agreement (SLA) with the Council for the delivery of core services since 1995. In addition to the core services, Community Action Fareham also operates a range of other services such as Community Transport, Dial a Ride, Home Help Service and Shopmobility, as well as hosting a number of smaller organisations at their local offices.

ADDITIONAL SUPPORT FROM FAREHAM BOROUGH COUNCIL

4. A table showing the current level of funding that CAF receives from Fareham Borough Council and Hampshire County Council is contained in Appendix A.
5. CAF also holds a lease with the Council for office accommodation which was newly built and opened in 2009. The lease was due for renewal on 24 February 2015. For their offices they pay below-market rent of £13,000 per annum. Their rent is reduced by approximately £9,000 per year (It is estimated that the current market rent would be in the region of £11 per square foot). Their office accommodation and the future of the lease is being reviewed separately by the Council's Estates Service.
6. To assist with their operation, CAF have also been allocated four free car parking spaces for the use of their staff and volunteers. The value of each season ticket is £520.00, meaning that further support of £2,080 is provided by the Borough Council.

CURRENT FUNDING FOR CORE SERVICES

7. Under the current arrangements, a budget of £41,000 per annum is available to CAF for 'core services'. The sum of **£31,000** is allocated for the provision of five activities which are classed as 'core' functions, these are as follows:
 - (a) Proactively identifying needs in the local community and facilitating improvement in service provision to meet those needs;
 - (b) Assisting local voluntary and community organisations to function more effectively and deliver quality services to their users, members or constituents;
 - (c) Facilitating effective communication or networking and collaboration amongst local voluntary and community groups;
 - (d) enabling the diverse views of the local voluntary and community sector to be represented to external bodies, developing and facilitating structures which promote effective working relationships and two-way communication; and
 - (e) Enhancing the voluntary and community sector's role as an integral part of local planning and policy-making.
8. In addition to the SLA 'core' payment, a further £10,000 is available for CAF to access as an 'Enabling Fund'. This funding has been set aside to help and assist the organisation with transition; for instance, helping to reconfigure working practices in order to reduce duplication, accommodate priorities and to address new and emerging community needs.
9. CAF can bring forward proposals at any time to utilise this funding for such purposes and the award of funding is made at the discretion of the Executive Member for Leisure & Community. To date, CAF has been awarded £1,000 from this fund to assist with undertaking a survey of local community need; the results of the survey were anticipated at the end of January but are still being collated.

ISSUES WITH THE CURRENT FUNDING ARRANGEMENTS

10. The existing arrangement of providing a 'block' of funding for a broad range of "core" activities has proved challenging in terms of both:
 - accountability; in particular, how the funding provided is being utilised, and
 - the identification of meaningful measures, in order to demonstrate how the activities (and the use of the Council's funding) are meeting our community needs.
11. Monitoring meetings for the current SLA are held quarterly. However, performance measures have been a regular, on-going topic for discussion. This has also been a concern for Hampshire County Council (HCC) which has incorporated this consideration into their recent review and have subsequently reflected a new approach in their arrangements for future funding.
12. The current SLA has been an interim arrangement to allow HCC time to complete a review of the funding they provide for CVS's in Hampshire. Having commenced the review in 2012, this review is now complete and the outcome provides a very different focus for the funding to be awarded from April 2015.

13. HCC have now decided to award funding to specific 'clusters' in future. Consequently resources will be awarded to CAF and Gosport Voluntary Action (GVA) jointly, to form a Fareham and Gosport cluster. Gosport Voluntary Action is proposing to be the lead organisation in the new cluster arrangements.
14. To support work across Fareham and Gosport, HCC is proposing that the new, combined award will be £83,644 in 2015/16, decreasing to £80,717 in 2016/17. Overall this represents a reduction of 7% in funding, based on the current level, over the proposed two-year agreement which is being offered.
15. However, under the new arrangements, grant objectives will be very specific; in a move away from core funded activities, HCC priorities will now be focussed on the following functions:
 - a. *To help build community resilience and capacity of the voluntary and community sector to improve outcomes for vulnerable residents and to help reduce/delay demand on high cost services.*
 - b. *To agree with co funders, (FBC) a specific development plan for working with the sector on HCC recognised key priorities:*
 - *Support the independence of vulnerable older people*
 - *Support for vulnerable children and families*
 - *Any additional agreed priorities which meet local need (According to the local Development Plan)*

PROPOSED WAY FORWARD - A GRANT FUNDING APPROACH

16. Fareham Borough Council provides funding to support and maintain a vibrant community and voluntary sector in the Borough. The aim is to ensure the voluntary sector is prepared and able to respond to change. As such the Council is keen to strengthen the focus on developing resilience to build stability, sustainability and capacity within the local community.
17. As preliminary research in the review, a survey of voluntary and community groups across Hampshire (including responses from Fareham) was undertaken by HCC in 2013. This identified the following top two priority areas, where help and support was most required:
 - a. Grants, fundraising and assistance with submitting bids
 - b. Recruiting new or more volunteers
18. There is still an indication from community and voluntary groups and organisations in Fareham that these are critical areas where on-going help and support is required to ensure the effective management and operation of voluntary and community based activities and services.
19. CAF is currently undertaking its own survey of community and voluntary groups in the borough to determine their needs and priorities. The Council has awarded £1,000 from the £10,000 Enabling Fund to help fund the survey. The results of the survey will be available shortly and shared with the Council to ensure that the information can be used to inform future service and funding priorities.

20. Fareham Borough Council wants to ensure that the funding provided is targeted effectively and used efficiently to meet the needs of the community and voluntary organisations in the borough. In consideration of these priorities and in light of the change in funding from HCC for CVSSs, the Council is proposing to award a grant to Community Action Fareham for delivering the following three specific activities:

A. VOLUNTEERING & SKILL EXCHANGE:

- Enabling the community (groups, organisations & individuals) to meet their mutual volunteering aspirations.
- Facilitating people to independently 'match' with available volunteering opportunities.
- Where there is an identified need, develop 'skill exchange' initiatives; which seek to address local community needs in Fareham and involve local people in finding and sustaining solutions.

Suggested initial priority areas for FBC could include:

- *The Fareham Park area – 'Fareham Park Project'*
- *Helping all Older People - particularly around befriending & reducing isolation*
- *Positive youth opportunities (peer led or intergenerational)*

B. FUNDING ADVICE AND SUPPORT:

- With a thorough knowledge of the funding opportunities to support the community; work proactively with groups and organisations to identify and secure external (of the Council) funding opportunities, maximising income for the voluntary and community sector in the Borough.
- Raising awareness about how CAF can support groups and organisations to access external funding.

C. GOVERNANCE AND COMMUNITY RESILIENCE:

- Helping community groups maintain a high level of familiarity with their legal, operational and management requirements, including charities, constitutions and trustee responsibilities.
- Interpret and advise the community and voluntary groups on emerging and existing government policy and initiatives, encouraging local response accordingly.

21. It is suggested that the Enabling and Efficiency Fund of £10,000 should remain available as a separate fund to support the transition of the organisation. This could be used to support things such as reconfiguring CAF's working practices in order to reduce duplication, accommodate priorities and to address new and emerging community needs.

CAF's RESPONSE TO DELIVERING NEW ARRANGEMENTS FOR FAREHAM

22. During December 2014, CAF was given a draft copy of the Council's new priorities and was encouraged to consider how it proposed to respond to the new arrangements.

23. As part of this process, CAF attended the meeting of the Leisure & Community Policy Development and Review Panel on 15 January to present its proposals. Members supported the proposal from Officers to move towards a grant funding approach.
24. A further discussion took place on 6 February between CAF and Officers, to try and determine a further understanding of the activities that CAF is proposing to provide in response to the Council's specification. The submission from CAF is attached at Appendix B.

OPTIONS FOR FUTURE SUPPORT

25. The Executive is requested to review the proposals from CAF, as contained in appendix B, and consider whether these meet the objectives of the proposed grant that the Council is seeking to award. Furthermore, in order to ensure that Council resources are targeted and used effectively to meet the needs of the community and voluntary organisations, the Executive is asked to consider the following options and agree the way forward;
26. **Option A:** Award CAF a grant of £30,000 for the year from 1 April 2015 – 31 March 2016 in accordance with the proposals submitted by CAF services in response to the Council's priorities, as detailed in appendix B. The Executive Member for Leisure & Community will continue to have delegated authority to approve the award of the £10,000 Enabling Funding for any initiative brought forward by CAF, which meets the criteria of the fund.
27. **Option B:** The existing funding arrangement for "core services" with CAF is not extended and no further grant funding is made available for this purpose. Instead, it is proposed that the Council reviews the level of demand for help and support from the community and voluntary sector and considers the impact of their needs, with a formal review in twelve months' time.
28. **Option C:** As detailed in Option B, but with an opportunity for a new external voluntary or community organisation to provide some support to the sector. It is recognised that the opportunity could be widely advertised on the Council's Business Portal and submissions from interested parties to deliver the work, be invited and considered. An interim arrangement could be negotiated with CAF to assist with the transitional arrangements, until the commissioning process is complete. HCC would need to separately determine the outcome of this option, on the cluster arrangements for Fareham and Gosport.

BUDGET IMPLICATIONS

29. It is proposed that in total, there will be a grant of £40,000 available to CAF, £30,000 for the priority areas and £10,000 for the Enabling Fund. This represents a reduction of £1,000, approximately 2.5% on the current level of funding available.

CONCLUSION

30. The Council recognises the importance of well-supported and effective community and voluntary activities and support services for local residents. In light of the significant change in funding arrangements for CVS's in Hampshire, the Council has set out what it considers to be the priorities that local voluntary and community groups require in the Borough of Fareham.

31. The proposals outlined in this report suggest a number of options to offer targeted support and assistance to the local community, whilst promoting and exploring new, emerging opportunities for greater efficiency and new collaboration.

Enquiries:

For further information on this report please contact Janie Millerchip. (Ext 4597)

Table showing current level of funding available to CAF for 2014/15

Service	Fareham BC	Hampshire CC	Combined total of FBC & HCC £ only for each service
CVS Core Funding	£41,000	£43,340	£84,340
Community Transport	0	£10,015	£10,015
Dial a Ride Contract	£27,734	£27,734	£55,468
Dial a Ride Half Fare Subsidy	0	£11,036	£11,036
Shopmobility	£14,700	0	£14,700
Subsidy on accommodation costs	£9,000	0	£9,000
Courtesy Parking tickets for staff at the main office	£2,080	0	£2,080
Total	£94,514	£92,125	£186,639

Proposals by CAF in response to the priorities outlined by FBC

2015-16 Community Groups Support Strategy: Focussed Support Strengthening Communities

Summary

This strategy presents three plans to meet the defined areas of service specified by Fareham Borough Council in order to achieve the mutual aims of enabling communities, supporting groups so that they are responsive to changing demand, resilient and able to achieve the service outcomes their members and beneficiaries need. The 3 plans demonstrate a new approach to the way Community Action Fareham works with groups. There will be some re-structuring, investment in a new management system and more collaborative working with others. A critically important aspect is to facilitate individuals and groups to support each other through channels prepared by Community Action Fareham.

The Intended Benefit in Our Communities

- People enabled to help themselves
- More people helping each other
- People feeling safer
- Being happier
- Having a sense of independence, inclusion, identity, and satisfaction

Issues in communities that voluntary organisations address

- Isolation and loneliness
- Wellbeing and fitness could be better
- Need to feel safer in neighbourhoods
- Young Person disaffection occurs with some
- Debt issues
- Substance misuse, domestic violence and homelessness issues are hidden but universal.
- Some child protection issues

Issues in the voluntary / community sector

- Challenging volunteer availability
- Advancing age of leaders / activists in many groups; often a skills gap with modern ways of working.
- Long established community & self-help groups at risk because of volunteers and funding.
- Increasing interest in voluntary sector supporting wellbeing for prevention of move to acute care.

People and Communities

The link between Community Action Fareham and people in their own communities is through small community groups or charities with specific purposes. There are also intermediaries such as Community Associations and some churches that act as centres for local activity; the focus of this strategy is to achieve change by building resilience and the ongoing capacity of local groups to continue to serve their changing communities. We aim to provide the support in the most efficient way and, in order to future proof it, to continually review and improve it. Links through the Ward structure will be important too.

Fareham's Voluntary Sector Identity

Fareham's 108k population has 86k adults between 18 and 85. Home office statistics over many years shows that 28 percent of the adult population is engaged in regular voluntary work. A further similar number 'lend a hand' informally. A Mori poll across Hampshire showed that 22 percent of the adult population is engaged in regular voluntary work for local organisations. Although a little lower, this shows reasonable consistency with the national statistic. When Fareham's statistic is multiplied with average time spent and with a notional value of £8 per hour the value of voluntary work in Fareham is about £42m per year. This work is expressed in nearly 600 local community groups, charities and public sector organisations. The analysis of groups in 21 categories is below.

Welfare groups	89
Welfare - focused on	
Children and Families	13
Sports	82
Youth	55
Children's group	50
Churches	49
Hobby Club	38
Health conditions	33
Older Person's Groups	28
History, Heritage, Civic	
Society, Campaigning	24
Community Association	
or hall	23
Music	19
Dance and Drama	13
Fundraising	12
Friends of Schools	12
Social	10
Media related	9
Conservation	8
Residents Association	8
WI	3
Advice - CAB	1

Outline Plan

Promotion and Support for Volunteering and Skill Exchange

Aim

- Increase participation in volunteering to build capacity and skill base in the sector
- Increase voluntary activity to connect local people within their communities to give them voice, ownership and value

Process

- Develop existing and new marketing opportunities: national advertising platforms (do-it); county-wide promotion (tie-in with HVC network and HCC promotions e.g. driver recruitment); local campaigns including targeted ward-based events to meet specific needs and local loyalties.
- Work with groups to help them make best use of local volunteers in the face of a changing demographic: assistance developing roles to add flexibility; mentoring/skill exchange between groups; training; networking
- Encourage more feedback from groups about volunteering success/failure: good news stories for publicity; problems for training/networking topics

Targets

- Increase publicity: More press and other media stories
- Organise the annual awards presentations and themed promotions.
- Investigate funding for supported volunteering opportunities: training; mentoring; buddy system to help support introduction of hard to place volunteers
- Investigate opportunities for intergenerational skill exchange: young people; home-makers returning to work; early-retired; older people
- Investigate other options for rewarding and recognising volunteering: Business and FBC partners for Fareham-focussed or branded advantage scheme for volunteers.

Enabling activity through Funding Advice and Support

Aim

- Ensure that groups are confident to use an “outcomes” approach when considering new projects
- Funding advice is provided in the simplest possible way

Process

- Rewriting and continual updating of members funding pages
- Access and support in using TrustFunding
- Assistance with Bid Writing
- Providing funding references after development of the proposal
- Facilitate examination of needs in localities, working with Community Associations, similar organisations and partners so that evidence is available to justify funding applications

- Provide Training needs templates so that groups' skills gaps can be met in proactive way. Affordable training opportunities can then be presented.
- Obtain commitment to providing funding / support advice feedback

Targets

- Online fund finding support to 50 groups
- In person support for bids to 25 groups

Encouraging good governance that will lead to organisational resilience

Aim

- Increase involvement and ownership in the Borough of Fareham's Voluntary Community Sector (VCS)
- Build a strong mutually supportive network of VCS organisations.
- Groups are "fit for purpose" and would not fail funding because they require organisational improvement
- VCS organisations are trusted, respected and valued

Process

Starting with the larger organisations, to promote the benefit of involvement in the VCS network. This is based on the fact that 150 organisations are members and their involvement is already 'good'.

- New website with member log-in (so be able to access restricted pages and a training course discount)
- Use concept of "Gold Membership" of Community Action Fareham
 - Commitment to undertaking "Got it Right" (GiR) simple quality audit.
 - Access to update own public details
 - Work towards participation in sector development network
 - Give self-assessment of their impact
 - Give assessment of value of Community Action Fareham
- Launch strategy with Community Associations and Churches
 - In each locality (or ward if applicable) to work with Community Associations or similar (eg large churches) as local community centres to undertake needs analysis as a method of community engagement. Then to respond with very local projects; to provide assistance with funding bids.
- Hold engagement meeting with all groups
- Briefings or information for local individuals including ward councillors so that they know of the group support (and community services) that are available for groups and people in their wards. Such people would be able to spread the information through their personal networks. The new literature and website will enable this.
- Provide access to "knowhownonprofit" training videos for Gold members

Targets

- Undertake 50 GiR Audits
 - Provide online solutions for improvement through training and fact sheets
- Ongoing programmes of short course training, especially for governance, policy development, volunteering good practice and safety.
- Provision of one-to-one / mentoring support when needed
- Encouragement through the presentation of GiR Gold Awards in prestigious venue
- Recruitment of “Business Partners” – through Chamber of Commerce. This would be for recruitment of volunteers, time-limited pro bono support and consultancy as appropriate.
- Feedback from 100 groups (total with funding programme)

Internal organisational change using the Enabling Fund

- Restructure staff support to meet the requirements of this strategy.
- Development of the log-in capable / tracking website
- Use specialist training for funding advice and re-development of online funding pages and support.
- Development and improvement of the Got it Right award simple quality audit, through a customer feedback approach including endorsement from statutory sector partners.
- Development of an integrated contact relationship management system (CRM) for groups and volunteer centre
 - Exportable to searchable directory type database and website
 - Annual owner update required
- To test meetings with groups / VCS at different / additional times of day
- Development of a communications plan that will meet the needs of this strategy.

Aspirational developments

To use the analysis of our internal process review to find joint solutions with others. Eg jointly undertaking more backroom functions. While such development is aspirational, it is helpful to have the additional targets in the strategy to enable a quick response as additional opportunities arise.

Investigate use of county-wide specialist trainers / supporters that would be organised with partner CVSs or other providers.

- Health and Safety / Environment
- Website Development for Community groups, including social media and communications strategy
- Internal CRM / databases / communications support person.

Syndication of the Got it Right award to other areas

Streamlining of short course training provision across Hampshire so that all groups see one coherent offer.

Provision of change management consultancy through the “Big Assist”

Complete investigations of opportunities for integration of activities with neighbouring CVSs that could improve efficiencies. These could include: news content, Joint press releases, Joint Information sheets, Jointly organised contact with groups in clusters, routine way of “capturing emerging needs” Joint specialist forums; Community Association, youth, wellbeing, older person’s, HR – employed staff expertise, negotiated central support from Action Hampshire.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 20 April 2015

Portfolio: Public Protection
Subject: **Review of Hackney Carriage Fares**
Report of: Director of Community
Strategy/Policy:

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

Purpose:
To set the level of the Hackney Carriage Tariff for the Borough for 2015/16.

Executive summary:

The Fareham Hackney Carriage Association is consulted each year to ascertain if they wish to revise the tariff and this is carried out through the Taxi and Private Hire News Letter that the Council produce on a regular basis. Any request is reported to the Licensing and Regulatory Affairs Committee for recommendation to the Executive.

This year, as well as considering a request from some representatives of the taxi trade to increase the tariff, the Committee were asked to consider adding a line to the tariff to allow drivers to charge a fee for credit/debit card transactions.

Recommendation/Recommended Option:

That the Executive:

- (a) agrees to freeze the Hackney Carriage Tariff for 2015/16 (as set out in Appendix B); and
- (b) does not agree to the introduction of a line to the Hackney Carriage Tariff permitting drivers to charge a fee for credit/debit card transactions.

Reason:

To consider the recommendation made by the Licensing and Regulatory Affairs Committee at its meeting of 20th January 2015.

Cost of proposals:

There are no costs associated with this decision.

Appendices:

A: Taxi Newsletter. 41 - July 2014

B: Current Taxi Tariff

C: Responses from the Trade

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 20 April 2015

Subject: Review of Hackney Carriage Fares

Briefing by: Director of Community

Portfolio: Public Protection

INTRODUCTION

1. This Council is the licensing authority for hackney carriage operations within the Borough. In order to carry out this function the Council is permitted to fix rates or fares within the Borough that relate to the time and distance travelled. This also extends to other charges in connection with the hire of a Hackney Carriage.
2. The ability to fix the tariff or fares within the Borough is contained within the Local Government (Miscellaneous Provisions) Act 1976.
3. This Council reviews the Hackney Carriage tariff on an annual basis following consultation with the Trade. The objective is to set a maximum tariff that reflects any variation in operating costs.
4. A regular newsletter is sent to the Trade informing them of current issues and matters of interest. An article was included in the Newsletter 41 of July 2014, which reminded the Trade of the need to inform the Council if they wanted a tariff alteration to be considered. (Appendix A of the report).
5. There were 4 individual responses from the trade that indicated that they wanted the tariff increased; these responses can be seen as Appendix C of the report. Response 2 represents 75 licensed vehicles.
6. The Licensing and Regulatory Affairs Committee discussed the option of increasing the tariff, but concluded that the tariff should not be increased due to recent reductions in fuel costs. The Committee felt that any increase in the Tariff would not be received well by customers when fuel costs had recently been reduced significantly.
7. One of the trade responses raised the issue of charges for credit card payments, as the payment provider passes on a charge to the driver/vehicle owner in each case. The charges may vary from provider to provider. Legally the payment recipient cannot charge an additional fee higher than that charged to them. Some drivers add this charge to their fare, although this isn't currently allowed as it is not covered by the tariff.

8. The Licensing and Regulatory Affairs Committee discussed the option of amending the tariff to allow drivers to charge an additional fee for credit and or debit card payments. Members expressed concern that there is a lack of clarity surrounding the fee charged by each of the payment providers with each provider charging a different fee. Members felt that the lack of clarity surrounding the additional fee could cause confusion for customers, it could cause annoyance and frustration for some customers and possibly result in confrontation between the customer and driver. Members also expressed concern that the additional fee is not easily regulated. The Committee concluded that the Tariff should not include provision to charge an additional fee for credit/debit card payments.

PROPOSAL

9. The consultation results were discussed and debated by the Licensing and Regulatory Affairs Committee at its meeting of 20th January 2015, in the presence of Trade representatives.
10. The Licensing and Regulatory Affairs Committee concluded that the Executive be requested to freeze the Hackney Carriage Tariff for 2015/16 as set out in Appendix B of the report and that the Tariff should not include provision to charge an additional fee for credit/debit card payments.

Reference Papers:

None

July 2014
Issue: 41

Taxi & Private Hire News

Equality and Human Rights Commission

If you feel you are being discriminated against for any reason the Equality and Human Rights Commission is there to help you. They can be contacted for advice and guidance. The number for the helpline is **0845 604 6610**.

Contact Us

If you have any comments regarding this newsletter, ideas for subjects to be covered or any other issue regarding taxis, private hire or related matters please contact us by email at regulatory@fareham.gov.uk or by phone on 01329 236100.

Further information regarding Taxi and Private Hire can be found on our website at www.fareham.gov.uk

Tariff

We have not received any requests for a tariff change this year. Please contact us within one week of receiving this newsletter if you would like the Members to consider a change to the tariff.

Rank Etiquette

Please remember that when you are on the rank passengers should be directed to the front of the rank. Whilst the public can choose which vehicle/driver they want to use, casual people who turn up at the back or middle of the rank should be told where the front of the rank is. We have had reports recently that drivers are not doing this and it is causing bad feeling. If we get repeated complaints about particular drivers we will consider taking them to Panel.

Passenger Numbers

Just a reminder, the number of passengers you are licensed for is the number you can take. It does not matter if an additional passenger is a baby in arms, they cannot be carried. A good way to remember this is heartbeats, ie if it is human and has a heartbeat it counts as a passenger.

Abolition of the Tax Disc

From 1 October 2014, the paper tax disc will no longer be issued and required to be displayed on a vehicle windscreen. Vehicle tax will still need to be paid but with DVLA having a digital record of who has and has not paid, a paper tax disc is no longer necessary as proof that vehicle tax is paid. The vast majority of motorists pay their vehicle tax with latest figures confirming that over 99% of motorists' tax their vehicles on time. Most on-road enforcement action is now based on using Automatic Number Plate Readers. These cameras use the number plate rather than a visual inspection of the tax disc. The police also have access to DVLA records via the police national computer. There are significant savings for fleet operators and other businesses from not having to handle the administration of tax discs.

You can check the tax status of any vehicle including those abandoned at www.gov.uk/check-vehicle-tax For further information go to www.gov.uk/dvla/nomoretaxdisc

Parking on the Rank

Please do not park on the rank. If you need the toilet you are permitted to leave your vehicle on the Library rank for a maximum of 10 minutes to use the facilities. You are not permitted to leave your vehicle on any rank for any other reason.

Osborn Road South

Carriageway resurfacing works on Osborn Road South from the junction with Osborn Road to the junction with West Street, Fareham.

The works are programmed to start in August 2014 and are expected to last for 2 nights, during which time the road will be closed to through traffic from approximately 20:00 to 06:00hrs. The road will be open during the daytime.

Please note these timescales are weather dependant. Any changes to the scheduled date will be made clear on the yellow sign boards where the work is taking place, and on <http://www3.hants.gov.uk/transport> and you can also call 0845 603 5633 to check when work is being carried out.



True Vision launches free Hate Crime App for smartphones

The free downloadable app works alongside the full web facility at www.report-it.org.uk.

The App can give basic information about what a hate crime is and can link directly to an online facility to report hate crime and incidents directly to the police force where the crime took place.

Users can also share the app with friends by email and sms

FAREHAM

BOROUGH COUNCIL

TAXI FARES (INCLUSIVE OF VAT)

DISTANCE		23.30-06.00 hours	Christmas Day,
		Christmas Eve, Boxing Day (6am-midnight) & New Years Eve 18.00-24.00 All other Bank Holidays	Boxing Day (midnight - 6am only) & New Years Day
For the first 190 metres or part thereof minimum charge	£2.20	+50%	+100%
For each succeeding 190 metres or part	20p	+50%	+100%
WAITING TIME			
For each period of 60 seconds or part	20p		
EXTRA CHARGES			
Passengers picked-up at Fareham Station:	60p surcharge		
For each article of luggage carried outside passenger compartment	10p		
For each dog (except assistance dog)	10p		
For each person in excess of two	10p		
A MAXIMUM CHARGE OF £45 MAY BE MADE AGAINST ANY PERSON FOULING THE VEHICLE			
All complaints must be made in writing to:			
The Licensing Officer, Regulatory Services, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ or email Licensing@fareham.gov.uk			
HACKNEY CARRIAGE NO. 000 TO CARRY 4 PERSONS			
SEAT BELTS ARE PROVIDED FOR ALL PASSENGERS IN THIS VEHICLE YOU ARE REQUIRED BY LAW TO WEAR THEM			

Response 1

A number of Council Licencing Departments throughout England have made a statement on their tariff card concerning the payment that Hackney Carriage Drivers or Companies will add to the fare to cover additional expenses incurred by accepting card payments. Locally Southampton, Portsmouth and the Isle of Wight have adjusted their tariff card. The problem is that the cost to the driver or company varies so to put a specific amount or percentage on the tariff card might not cover the costs for everyone.

Would you be kind enough to confirm the need for an additional statement on the Tariff Card?

If needed could the statement be generalised rather than specific, for example, the same statement as Southampton City Council, which is

‘CARD PAYMENT – If payment is made by credit or debit card, a sum not exceeding that permitted by law shall be added to the fare’ **or**

‘CARD PAYMENT - Additional charges may be made in accordance with The Consumer Rights (Payment Surcharge) Regulations 2012’.

Some of the Associations members are convinced that a statement is required to keep the trade acting legally.

Response 2

As per your recent newsletter I request the following alterations to the tariff :-

1. Pull off Charge to be increased to £2.40 for 1st 190 meters.
2. Scrapping of the 10p charge for dogs other than assistance dogs.
3. Additional Charge for pick-ups from Fareham Station to be increased to £1.00.
4. Charge for extra passengers over 2 increase to 50p for each additional person.
5. Charge for items of luggage (not shopping bags) carried outside the passenger area to be increased to 50p per item.
6. Additional item added to Tariff - "**Card payment** – If payment is made by credit or debit card, a sum not exceeding that permitted by law shall be added to the fare"
7. Soiling Charge - Maximum of £50.

All other charges to remain the same.

In order to justify the above & in my capacity as Managing Director of Radio Taxis (Fareham) who operate in excess of 75 Hackney Carriages in Fareham I would like to make the following observations.

When we had the last large tariff increase in 2008 Radio Taxis suffered a significant loss of business in 2009. Part of this could be put down to the start of the recession, however we believe the major detrimental effect on our business was due to the large tariff increase in 2008. Smaller annual or every other year increases would be more acceptable to customers and have less effect on your business. (nobody notices 2/3p on a loaf of bread/pint of milk but a large 20p increase would be noticed by a large number of people)

Contact: Ian Rickman

A 20p increase on the pull off charge would take account of inflation over the last six years and would bring us in to line with both Gosport and Portsmouth at £5.60 for 2 miles. (we are at present at £5.40 as detailed in the July issue of PHTM, which I can supply you a copy if you wish, this lists all Hackney Tariffs in England and Wales)

Very few taxis charge 10p for dogs - if they indeed take them. (We are bound by law to take assistance dogs for which there is no charge) it seems a rather trivial amount to bother with and should be removed. Note neither Portsmouth or Southampton have this charge.

Fareham Station Pass was £239 in 2010 (was around £200 in 2008) - for 2014 it was £311 !! So has increased by 55% - 60p to £1 would just cover this.

10p per extra passenger over two, it has been this for donkeys years - with the extra wear & tear carrying 4 people on Saloon Cars 50p is justified - this would also help the multi-seaters out with their significantly higher running costs.

10p per item of luggage - same as above in terms of time it has existed - but 50p per item only to be charged for items of luggage in the boot/hatch area.

No Charge for shopping bags. (Note 50p is only a half a cup of tea these days or a third of a cup of coffee!)

More and more customers want to pay by credit/debit card this wording covers any Government laws that may be passed in the future.

Soiling Charge increase takes account of inflation between 2008-2014.

These are obviously the maximum fares allowable - if certain parts of the taxi trade in Fareham do not want increases they are quite at liberty to continue charging the old tariff as it is would be less than the new charges.

Response 3

I would like the trade to consider a tariff increase for this year!

Response 4

We would like to confirm in writing that we believe there should be an increase in taxi fares this year.

Our reasons for this are twofold. Firstly the cost of fuel and living has gone up since fares were last raised, and secondly we are concerned that there will be a repeat of what happened last time - namely that we held off for so long that when rates were finally raised it was by such a large amount that it came as a shock to customers and hit them hard and therefore use of taxis was reduced as a result. In our opinion it would be preferable to raise rates regularly but by small amounts. We believe the ideal amount to raise fares at the moment would be between 2 and 3 per cent to match the increase in the cost of living over the last year.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2015

Portfolio:	Planning and Development
Subject:	Parking Order - Closure of The Gillies Car Park, Fareham
Report of:	Director of Planning and Development
Strategy/Policy:	Fareham Town Centre Parking Strategy 2012-2017 Local Plan: Adopted Core Strategy (August 2011) & Submission Development Sites and Policies Plan (June 2014)
Corporate Objective:	Protect and Enhance the Environment Maintain and Extend Prosperity

Purpose:

To seek approval to confirm the Parking Order for enabling the closure of The Gillies Car Park, as one of a number of Outer Car Parks in Fareham Town Centre.

Executive summary:

The Fareham Town Centre Parking Strategy (2012-2017), which is designed to assist in supporting the Town Centre in terms of an efficient parking offer, identified the under-utilisation of The Gillies Car Park compared with other car parks in the Town Centre. As a consequence The Gillies does not represent good value for money for the Council in terms of operation and maintenance of the car park and the Strategy would not be undermined if the site were to be allocated to other uses.

There are a number of alternative car parks in close proximity to The Gillies including Holy Trinity Church Car Park which are within easy walking distance of West Street, whilst on-street parking spaces are also available on West Street.

A recommendation was therefore made to the Executive by the Director of Finance and Resources that, following an approach from Aldi Stores UK, the Council should proceed with the disposal of the site, and the Executive Decision to proceed with the sale of the car park to Aldi was taken at the Council Executive Meeting on 3 November 2014.

A Parking Order to formally close The Gillies as a public car park has been advertised and a number of objections received. Proposed Council responses to the objections are included in this Report to enable closure of the Car Park in due course.

Recommendation:

That the Executive:

- (a) confirms the (Off Street Parking Places) Order to enable the closure of The Gillies Car Park in due course; and
- (b) agrees the Council's response to objections to the Parking Order as set out in Appendix A.

Reason:

To enable the closure of the Car Park, since the car park is under-used and alternative parking spaces convenient to West Street are available elsewhere.

Cost of proposals:

Over each of the last 4 financial years there has been a shortfall of revenue from parking charges in The Gillies Car Park compared with identifiable operating costs of between £10,000 and £20,000. Therefore, this closure would result in a potential annual saving to the Council of between £10,000 and £20,000.

Appendices:

- A: Summary of Objections Received and Proposed Council Response**
- B: Large-Scale Car Park Plans**
- C: Photographs**

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 March 2015

Subject: Parking Order - Closure of The Gillies Car Park, Fareham

Briefing by: Director of Planning and Development

Portfolio: Planning and Development

INTRODUCTION

1. The Gillies Car Park is one of seven outer car parks serving Fareham Town Centre. The car park is accessible directly from West Street and is located a short distance from the A27 Station Roundabout and bounded to the south by Western Way.
2. The under-utilisation of The Gillies Car Park compared to other car parks in the Town Centre was highlighted in the Fareham Town Centre Parking Strategy (2012-2017), which also referred to the possibility of reallocating the site for other uses.
3. Following an approach from Aldi Stores UK, the decision was taken at the Council's Executive Meeting on 3 November 2014 to sell the car park to Aldi, who operate a retail store on a West Street site immediately to the east of The Gillies Car Park.
4. This sale is subject to the implementation of an order to close the car park and obtaining planning consent for a change of use. The access road linking the car park to West Street does not form part of the proposed sale of land to Aldi. To comply with a condition for the sale agreed, Aldi will be required to submit a planning application for a change of use from public car park to commercial parking and the revised access arrangement to support the Aldi retail use at 208-228 West Street.
5. This report seeks approval for implementing a parking order to formally close The Gillies as a public car park. The effect of the (Off Street Parking Places) (Amendment 6) Order 2014 will be to revoke all previous orders relating to the Car Park.
6. A summary of the objections received by Fareham Borough Council in response to the formal advertisement of the proposal in November 2014 and related officer comments is given in the Appendix A, together with large-scale plans (Appendix B) and photographs of The Gillies Car Park (Appendix C).

DESCRIPTION OF THE GILLIES AND ADJACENT CAR PARKS

7. The Gillies has 34 spaces and is designated as an Outer Car Park in accordance with the Fareham Town Centre Parking Strategy. Outer car parks have lower hourly tariffs than Inner car parks and are intended to encourage longer stays in the Town Centre.
8. A short access road provides connectivity with West Street close to the junction with Grove Road (see Appendix B, Plan 1 and Appendix C, Photograph 1).
9. There are 4 other car parks in close proximity to The Gillies that serve the western side of the Town Centre and are also designated as 'Outer' car parks with the same charging tariff structure applicable. These are Holy Trinity Church, Trinity Street, Osborn Road West/Youth Centre and Malthouse Lane, with a total capacity of 335 spaces.
10. Trinity Street Car Park the closest alternative to The Gillies in terms of driving distance (530m). Although further to drive from The Gillies, the closest in 'crow-fly' distance is Holy Trinity Church Car Park which provides a direct pedestrian link onto West Street (see Appendix C, Photograph 3). The locations of these car parks are shown in Plan 2 of Appendix B).
11. In addition, a number of on-street parking spaces are located in bays on West Street in the vicinity of the Aldi store. These are intended for short-term parking and are also available for use by Blue Badge holders (see Appendix C, Photograph 2).
12. Spaces are also available in car parks at Fareham Railway Station to the west of The Gillies. These are intended for both commuter rail parking and off-peak visits (see Appendix B, Plan 2).

FAREHAM TOWN CENTRE PARKING STRATEGY

13. The Fareham Town Centre Parking Strategy (2012-2017) identified the under-utilisation of The Gillies Car Park compared with other car parks in the Town Centre, and refers to the possibility of reallocating the site to other uses. Policy 1a of this document states that:

“The Gillies long stay car park is the least used and least accessible of the car parks and is consistently under-occupied. This is due to its poor network presence, poor quality environment and problematic access arrangements.

This car park is therefore not presenting good value for money in terms of enforcement, maintenance and payment machine collection costs. Therefore the strategy would not be undermined if this site were to be allocated to other uses, potentially in accordance with the proposals outlined in the Development Sites and Policies Plan.”

14. The Implementation Plan for the Strategy includes the following relating to Policy 1a: *“Enable the decommissioning and sale of the Gillies car park when the opportunity arises for disposal via Estates.”*
15. The recommendation that The Gillies public car park should be closed is therefore consistent with the policy statement set out in the Town Centre Parking Strategy.
16. The Parking Strategy is designed to support the Town Centre in terms of the parking offer by maintaining and enhancing the existing businesses and amenities.

ALTERNATIVE PARKING SPACES IN THE VICINITY OF WEST STREET

17. On- and off-street parking spaces are both available within relatively close proximity to The Gillies site to cater for any displaced parking, and provide a facility for local businesses. Data collected on occupancy levels to inform the preparation of the Town Centre Parking Strategy indicates that these car parks have sufficient space capacity to accommodate the additional demand transferring from The Gillies Car Park.
18. Although details of the alternative car parks are available on the Council's Website, there appears to be a general lack of awareness of the accessibility of these car parks to businesses and their customers in West Street. If car park closure proceeds upon sale of the site, Council will provide appropriate publicity material (including to the businesses most affected) to inform customers of alternatives.
19. As stated above, the 4 closest Town Centre public car parks have a combined capacity of 335 spaces, with the capacity of The Gillies Car Park (34 spaces) representing only 10% of the total capacity of these 4 car parks.
20. Aldi's current parking policy allows visits of up to 90 minutes in duration for their customers, which also allows for multiple shopping trips, particularly to businesses located at the western end of West Street. In this respect Aldi can be seen as anchoring the west end of West Street in a similar way to that of the larger department stores in Fareham Shopping Centre, bringing extra trade to retailers and service providers located in the surrounding area.

FINANCIAL IMPLICATIONS

21. Income and expenditure relating to The Gillies Car Park are set out in the table below for the last 4 financial years. Maintenance costs would typically be charged to the general maintenance account and not allocated to individual car parks, and hence the figures in the table only include costs directly charged to The Gillies.

THE GILLIES CAR PARK	FY	2010/11 (£)	2011/12 (£)	2012/13 (£)	2013/14 (£)
INCOME					
Revenues from Parking Charges		12,300	13,200	10,900	5,800
EXPENDITURE					
Business rates		1,900	1,900	2,000	2,000
Maintenance (directly charged to Gillies)		0	2,200	700	0
Other operational costs		20,800	22,200	27,300	23,300
Cost to taxpayer		-10,400	-13,100	-19,100	-19,500

22. It should be noted that reduction in income for 2013/14 compared to previous years is attributable to the effect of local road works restricting access to the Car Park. The figures for the earlier years are therefore considered to represent a more typical pattern

of annual revenues from parking charges.

23. Car park expenditure includes an item for business rates, representing the non-domestic rates that are payable by Fareham Borough Council. The table also includes operating costs for Off-Street parking services. This includes the costs for cash collection and monitoring of the car park, along with other operational expenditure.
24. It can be seen from the table above that over this reporting period there has been an annual deficit of between £10,000 and £20,000 on car park operations.

LOCAL PLAN SITE ALLOCATION

25. The site is part of a proposed allocation in the Submitted Local Plan Part 2 (LP2) (Development Sites & Policies Plan) for residential development. The allocation covers the former Fortnum Cars showroom and The Gillies Car Park, and was proposed for 20 residential units. This capacity was based on the delivery of town houses, but identifies that a flatted scheme could deliver a greater number of units.
26. The closure and subsequent sale of the Car Park would be likely to remove the car park from any future development scheme which would, in turn, reduce the overall capacity of the allocated site. Initial design work has shown that 13 townhouses can be located on the remaining allocation, with a higher figure for a flatted scheme. The number of flatted units would be in the region of 32 based on an unimplemented 2004 planning permission on the Fortnum Cars site only and subject to parking levels and the dwelling mix. This revised figure has been subjected to a viability assessment which demonstrates that the smaller site is deliverable.

RISK ASSESSMENT

27. There are no significant risks associated with this proposal.

CONCLUSIONS

28. The closure of The Gillies Car Park would be consistent with the Town Centre Parking Strategy which states that closure would not undermine the strategy. and a number of alternatives are available with capacity to absorb any displacement of parking that may result from the closure.
29. Evidence from the income data shows that this car park is the least used of the Town Centre car parks, and currently there is a shortfall of revenue from parking charges on identifiable operating costs of between £10k and £20k according to figures for the last 4 years. This excludes maintenance costs not directly charged to The Gillies, which are accounted for under a different budget.

Reference Papers: None

Appendix A – Table of Objections Received and Proposed Council Response

Ref. No.	Objection	Proposed Council Response
1	<p>I am contacting you regarding the proposed closure of the Gillies public car park. Although little known it is essential for local businesses so their customers have somewhere to park. I use many of the local businesses such as Hair Envy, Prails Opticians and also Cartridge World all of which require being able to park close for a decent amount of time.</p> <p>Please do not close this car park and kill this thriving community part of Fareham by forcing customers to go elsewhere as they can't park closer enough. Particularly customers who are less mobile and cannot physically park their car further away. Thank you for your time.</p>	<p>As stated in the Briefing Paper alternative parking is available within easy reach of West Street.</p>
2	<p>I would like to lodge my objection to the closure of the Gillies Public Car Park on behalf of our business.</p> <p>We are one of the oldest independent small family businesses left in Fareham. All the others are large corporate chains and franchises.</p> <p>We regularly use the car park for some of our staff, visiting consultants, trades carrying out servicing and repairs to business equipment and the property. This car park enables them to park all day when working in the practice without having to keep moving their vehicle to a new location.</p> <p>We have found it useful to be able to recommend this car park to all our patients including Disabled patients or carers who can use it whilst attending the practice. A visit to our practice for an eye examination, subsequent advice and care usually takes in excess of one hour and the street parking outside the business only allows for 40 minutes, whilst the two hour parking along the residential road opposite is usually full.</p> <p>Life for small businesses is difficult enough without the local authority taking away a much valued facility with no plan for the provision of an alternative. Besides this there has been no consultation with those affected.</p> <p>The poor provision of parking in this area of the town has an adverse effect on our ability to recruit staff and attract customers who are more often than not drawn to businesses that offer convenience.</p>	<p>Holy Trinity Church Car Park is a reasonably close alternative public car park providing easy access to West Street.</p>

	<p>Convenient car parking is a major reason for the success or failure of a business today and the provision of this is sadly lacking at our end of the town.</p> <p>Please consider our objection and I look forward to hearing from you.</p>	
3	<p>I would like to formally log an objection to the proposed closure of the Gillies Public Car Park under (amendment 6) Order 2014.</p>	<p>No reason is given for the objection</p>
4	<p>I have today read the notice at the entrance to the Gillies car park and the proposal to close it and I wish to register my protest.</p> <p>Although Aldi is close by, as you are probably aware, there is a time limit of one and a half hours.</p> <p>The shops at the top end of West Street are specialist shops and when visiting them it is not a case of 'in and out' - the hairdressers is a case in point.</p> <p>Even with the recently extended car park at Aldi, it is now very busy and it is not always possible to park there. If the Gillies is closed, car parking at the top end of Fareham will be difficult to find especially for Blue Badge holders.</p> <p>I hope these views will be taken into consideration before a final decision is made.</p>	<p>Alternative parking spaces are available within easy reach of West Street.</p> <p>Should the sale of the car park proceed, the congestion experienced in the existing Aldi car park will be alleviated with an equivalent increase in the extended car park to the current capacity of The Gillies.</p>
5	<p>My husband and I would like to object to the closure and sale of Gillies car park in West Street, Fareham.</p> <p>We contacted the Council in February (2014) to try to gain more awareness for the public of the cheap parking at that end of the street but since the road works took place the sign for the car park has been covered up.</p> <p>Most of the shops have signs, made by the shop keepers, to show where the parking is in the area. Lack of parking is a major issue for the speciality shopping area and again is another example of the smaller shops being disregarded.</p> <p>Please reconsider for the sake of independent business owners in the area.</p>	<p>The Fareham Town Centre Parking Strategy is designed to support the Town Centre in terms of the parking offer. With only finite resources the Council has to determine the most cost effective solutions without unreasonably dis-benefiting particular businesses.</p>
6	<p>I have just taken a 10 yr lease on premises in West Street Fareham and have found out you are selling the car park to Aldi. I understood the lease with the understanding that the car park would be available for my customers to use. Looking through the report I notice that it was not put up for sale in the open market. My new store would give me the same rights as Aldi as</p>	<p>The objection relates to the sale of the Car park to Aldi, which has already been confirmed by Executive Decision.</p>

	special purchasers position? Please could you inform me of what can be done.	
7	Closing this car park will be the death knell for that end of West Street. I use this car park when I go to Fareham to get my hair cut and shopping. I do not want to have a long walk from the car parks further up. This sounds like money before people.	The Council does not share this view – alternative car parks are available that are within easy reach of this section of West Street.
8	<p>I wish to submit an objection to the above mentioned public notice.</p> <p>I have looked at the attached Public Notice and reviewed it against the map of Fareham car parks (as is available via the Fareham Council website http://www.fareham.gov.uk/images/parking/last-car-park.jpg).</p> <p>As you will note from the car parks map there are no other public car parks available in the vicinity to service this area of West Street other than the Gillies car park, and therefore it is my belief that the closure of the Gillies car park will have a huge impact and detrimental effect on the businesses of West Street. It is not fair to the business owners or to the people who wish to visit the businesses in West Street that they will not be able to park close to their intended destination, especially unfair to those with impaired mobility due to disability or age.</p> <p>I urge the Fareham Borough Council to review this proposal and consider the wider impact of such a decision.</p>	<p>Alternative car parks are available, particularly Holy Trinity Church Car Park, with the equivalent level of access to West Street.</p> <p>The map referred to is not to scale and therefore somewhat misleading in not accurately representing true distances between the car parks and other destinations.</p> <p>The car park is under-used and it is not economic for the Council to continue to operate the facility for the current number of users.</p>
9	We object strongly to the closure of this car park. We feel that the car park has never been sign posted correctly or efficiently so the survey that it had which stated it was under used is wholly misleading. We feel that money was the sole reason it was insufficiently sign posted so it could be used as reason to sell ... Our businesses this end need a car park and the needs of Aldis should not be to the detriment of the other shops!	<p>A standard 'car park' direction sign is located at the entrance to the access road leading to The Gillies Car Park.</p> <p>The Car Park is also represented on the Fareham Town Centre car park map available of the Council's Website.</p>
10	<p>I am writing to you to make an objection to the closure of Gillies Public Car park.</p> <p>I use this car park on a daily basis, and I've purchased a pass for over a year to allow me park my car to enable me to go to work. I work at an address in West Street and by closing this car park would severely disadvantage me from getting to work, which in turn</p>	The pass should be transferable to the nearest equivalent car park (Holy Trinity Church Car Park).

	would impact on my business. I therefore strongly object to the closure of this car park.	
11	<p>I strongly object to the closure of the Gillies car park, it is vital for the life of businesses at the west end of West Street, Fareham. Businesses at this end of town don't have the footfall of customers that the precinct has, easy and accessible parking is essential for their survival. Shops frequently change hands this end of town, without easily available parking many more businesses with 'go to the wall'.</p> <p>I work for one of the businesses on West Street and much of our client base are elderly with health conditions who find walking a terrible struggle. We do not have on-site parking and recommend this car park to our customers, the Trinity Street Car Park is too far away. I have worked here and used this car park for 14 years. I have heavy bags to carry and it is important to be able to park as close as possible to my workplace.</p> <p>Sometimes the car park has empty spaces, this I feel is due to very poor signage. The car park is down an alley and the sign is so poorly visible that most people have not known of its existence - if the car park can remain, a more visible sign would clearly improve its usage.</p> <p>If Aldi is likely to purchase this car park, it seems that one business may benefit to the demise of others this end of town.</p> <p>To reiterate, the loss of this car park will be a major challenge to the businesses of the west end of West St.</p>	<p>Alternative parking spaces (both on- and off-street) are available which serve the west end of West Street.</p> <p>Holy Trinity Church Car Park is closer in walking distance than Trinity Street Car Park.</p> <p>There is a direction sign for The Gillies at the junction of West Street and the access road to the car park, and the car park is clearly depicted on the car park map available on the Fareham Borough Council website.</p> <p>Aldi are anchoring this area of the Town Centre, potentially bringing increased trade for other local businesses.</p>

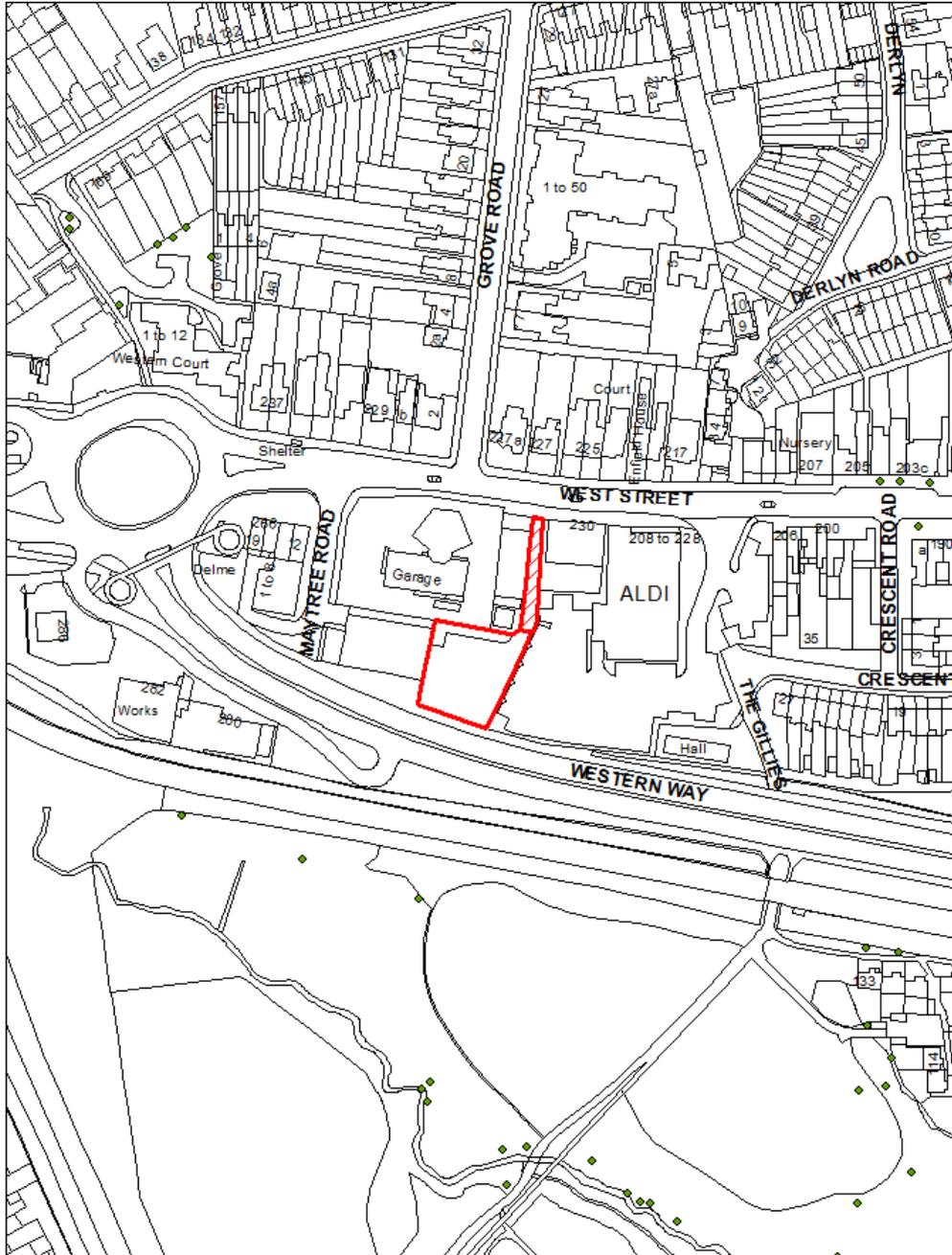
Objection received after the end of the Consultation Period

Ref No	Objection	Proposed Council Response
12	<p>I am writing to you to object to your proposed closure of the above.</p> <p>I note the date of the notice. However, the disposal of such a key public asset requires more effort on the part of the council to make all those which it affects aware of their plans.</p> <p>My employer purchased a property in summer 2014 on West Street. The offices have undergone extensive refurbishment and have been occupied since 2nd February 2015. Our management team carried out a</p>	<p>The proposal to close the car park was formally advertised in November 2014.</p> <p>Any increase in traffic congestion resulting from the closure of The Gillies and transfer to adjacent car</p>

<p>full feasibility study before acquiring the property. As part of that study the Gillies car park was identified as a key car parking facility for staff and visitors. As well as being extremely conveniently located close to our offices there were other factors, which we feel are highly pertinent in relation to the traffic management of West Street. West Street is a highly congested road in week day afternoons. The use of Gillies car park rather than Trinity street car park helps relieve that congestion. Trinity street is where I and our visitors shall have to park if the planned closure of the car park is to go ahead.</p> <p>Indeed, on the basis that I and my colleagues would use the car park. I have purchased an annual parking permit.</p> <p>It is unclear to me why the Council feel that Aldi will make better landlords of the Gillies car park. Perhaps the council could explain to me the detailed rationale for their reasoning on this matter. Aldi want the car park one presumes to provide parking for their shoppers. Therefore, that Aldi require such a car park indicates without any doubt there is a high demand for car parking at Gillies. Why else would they want more car parking? However, if they are not to use the Gillies of car parking it is very unclear why the council feel Fareham requires less not more car parking.</p>	<p>parks would depend upon the precise origin of trips and choice of route through the Town Centre.</p> <p>Alternatives to The Gillies include Holy Trinity Church Car Park with a short pedestrian link to West Street.</p> <p>Season tickets can be used to park in any Outer Car Park.</p> <p>The sale of the car park has already been agreed by Council Executive Decision.</p>
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Appendix B – Large-Scale Car Park Plans

FAREHAM BOROUGH COUNCIL

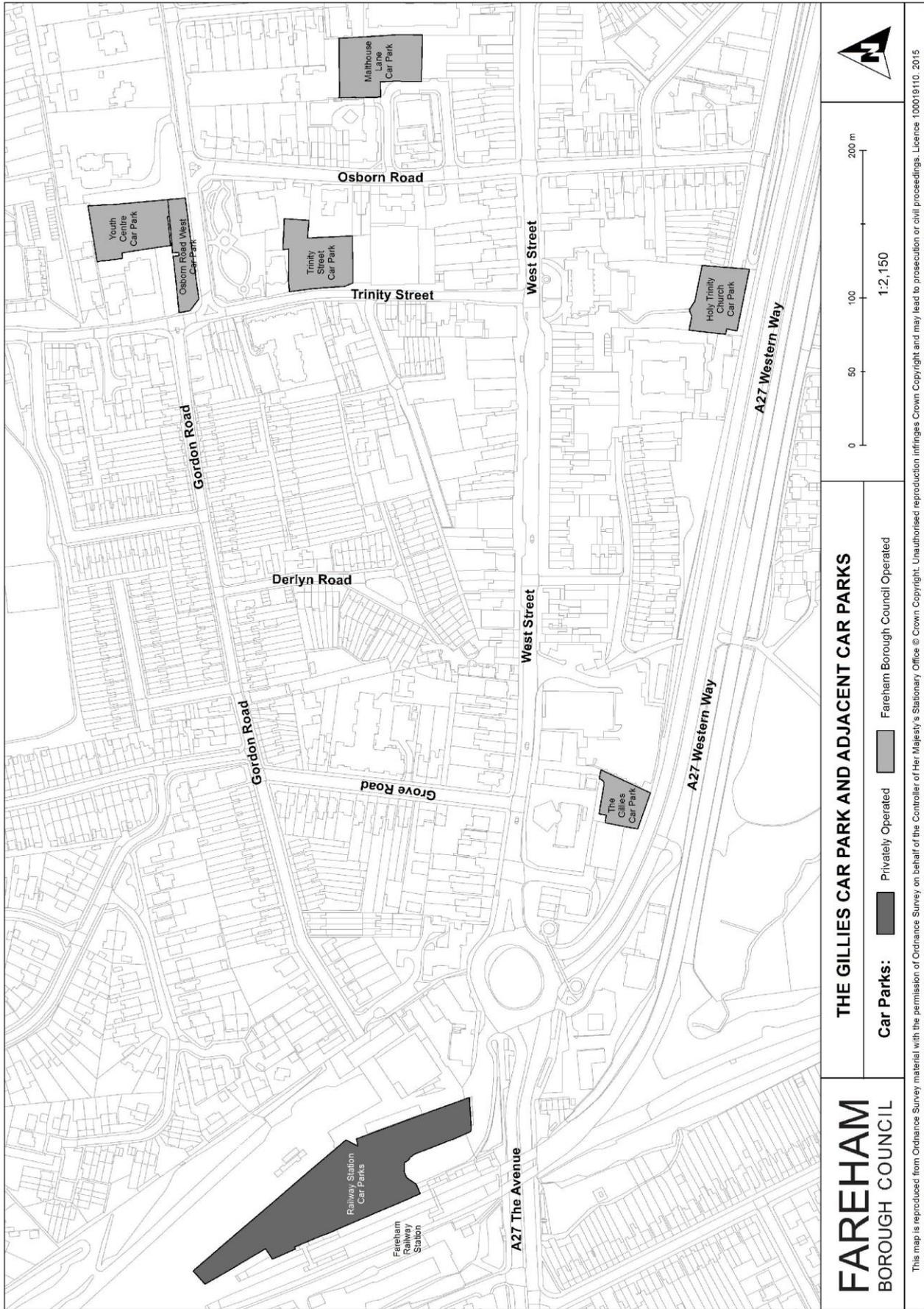


The Gillies car park
Scale 1:1250

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1. Plan of The Gillies Car Park showing the Site Boundary and Access Road



2. Location of The Gillies Car Park and adjacent car parks

Appendix C – Photographs (taken 1300 hours, Monday 2 February 2015)

1. View of The Gillies Car Park from the access road



2. On-street parking spaces in West Street



3. Pedestrian access from West Street to Holy Trinity Church Car Park



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2015

Portfolio:	Policy and Resources
Subject:	Land Transfer at Daedalus
Report of:	Director of Finance and Resources
Strategy/Policy:	Corporate Strategy
Corporate Objective:	To Maintain and Extend Prosperity A Dynamic, Prudent and Progressive Council

Purpose:
To update the Executive on progress made to secure the transfer of land at Daedalus, and seek approval to complete the acquisition.

Executive summary:
On 6th October, the Executive considered one option for the future ownership of land at Daedalus. Recognising the importance of the Daedalus site to prosperity and economic vitality of the Borough, the Executive agreed in principle to pursue the acquisition of the land at Daedalus which comprised the airfield and East/West Enterprise Zone development areas. The Waterfront was not included in the transfer proposal.

Officers have continued discussions with the current landowner, and the Solent LEP, to progress the potential land transfer. At the same time, approvals to proceed with the transfer and investment proposal have been sought by the HCA and Solent LEP.

The report outlines revised Heads of Terms which have been agreed in light of the approvals obtained, which (if supported) would enable transfer to be concluded in the spring 2015. Assuming that this is concluded, a capital and revenue budget will be required, as set out in the paper.

Recommendations
That the Executive:-

- (a) supports the revised terms of the transfer, enabling the Director of Finance and Resources to conclude the arrangements for the transfer of ownership;
- (b) notes the financial arrangements and next steps, as set out in the report; and
- (c) approves the establishment of a revenue and capital budget as shown in appendix B.

Reason:

To enable the land transfer at Daedalus to be concluded.

Cost of proposals:

The costs of the proposal are shown in the appendix to this report.

Appendices:

- A: Revised Heads of Terms**
- B: Draft capital and revenue budget**
- C: Site plan**

Background papers:

1. GVA Consultancy – Market Analysis Report
2. FBC Financial business model

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 March 2015

Subject: Land Transfer at Daedalus

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. It is a Council priority to maintain and extend prosperity by working with others to continue to support and promote the economic vitality of the Borough. And in support of this priority, the Council has committed to work with partners to deliver a thriving aviation-led employment area at the Solent Enterprise Zone at Daedalus, which is supported by a viable airfield.
2. There has already been a significant investment at Daedalus, which has kick-started the regeneration of the airfield site. Within 3 years of EZ status being achieved, a new £12m college has opened, a multi-million pound road and servicing infrastructure scheme is underway to unlock Daedalus East for development, the runway and taxiways have undergone a £1.5m refurbishment and the construction of Fareham Innovation Centre by the Council, is nearing completion.
3. In October 2014, the Executive supported a proposal which would seek to unlock Daedalus West through the provision of infrastructure, and secure the long term future of the airfield through investment and continued development of the site.
4. This paper sets out the progress made since October and seeks approval to conclude the transfer of land at Daedalus.

PROGRESS UPDATE

5. Since agreeing the principle of the land transfer, extensive discussions have been on-going with the Homes and Communities Agency (HCA), which have resulted in a number of changes to the terms of the proposal. The HCA have, however, secured approval to dispose of the site to the Council and the terms of their approval are reflected in the revised Heads of Terms.
6. The Council, with the HCA, has approached the Solent LEP, seeking to secure the growth in business rates at Daedalus West to fund the investment in infrastructure on the site, thereby bringing it forward more quickly for development. The LEP Board was supportive of the principle and the terms of the arrangement are now being finalised.

7. In order to maintain a rapid pace, legal teams have been appointed and work is underway to formulate a legal framework which allows the transfer to take place. At the same time, arrangements are being made to establish an operational team that will ensure a smooth transition for tenants and users at Daedalus post-transfer.
8. Finally, the progress has been reported to the Daedalus Members Working Group on a regular basis.

REVISED TERMS OF THE TRANSFER

9. The revised Heads of Terms for the transfer are shown in Appendix A. The broad principles of the proposal remain the same, with an over-riding objective being to unlock (through investment) the development areas at Daedalus West and take steps to secure the financial viability of the airfield for the long term. The approach to doing this, however, has changed in a number of ways.
10. Firstly, the area of land for transfer has been revised to only take account of the site within the airfield boundary, while previously it also took account of 4 parcels of land to the west of Stubbington Lane (see plan at Appendix C). The Council is still working with the HCA to secure ownership of these parcels of land, but in order to minimise the risk of delays to the wider site transfer, these will be dealt with as a separate acquisition.
11. Secondly, the arrangements for retaining rates from Daedalus West have been disaggregated from the transfer proposal. Again, this is to ensure that the proposal can proceed without delay, allowing the Council to agree detailed terms with the Solent LEP separately. The consequence of this is that the Council will no longer be obliged to deliver infrastructure at Daedalus (under the transfer agreement), although the HCA will have rights to re-acquire the site from the Council after certain trigger dates, if infrastructure work at Daedalus West has not commenced.
12. Thirdly, the Council's liability for costs associated with the Growing Places Fund investment at Daedalus East has changed. This is primarily linked to meeting the cost of the LEP's administration fee (up to £200,000), and has now been taken into account in the business plan.
13. Finally, the most significant change is regarding the "value sharing", as the site is developed. The previous Heads of Terms assumed a clean transfer with no on-going risk/reward sharing with the HCA post-transfer, except in circumstances where development exceeded a certain threshold (linked to the planning consent). The proposal now allows the value derived from the site to be shared between the Council and the HCA, based on a priority returns basis.
14. Recognising that the Council will be making the on-going investment in the site and carries all of the risks associated with it, the new arrangement allows the Council priority over the first element of value extracted from the site, as follows.
 - i. The first £3.2m will be available to FBC to meet its Growing Places Fund loan repayments;
 - ii. The next c.£7.3m will be available to FBC to offset the net capital investment in the site;
 - iii. The Council will then have priority over land receipts, equivalent to the cost of holding the asset (including costs such as estate management, repair and maintenance, void service charges, debt interest, etc.)

- iv. Once the investment and holding costs are recovered, then the next priority returns will be to the HCA, up to £4.25m, reflecting their investment in the site upon transfer.
 - v. Thereafter, receipts will be shared equally, (after deducting eligible costs).
15. The value sharing arrangement supersedes the “overage” clause for Daedalus East and West that were previously proposed, and they will operate for a limited time period (ending on 31st March 2037 or sooner if the site has been fully developed before that date).
16. Monitoring arrangements will be put in place to demonstrate the value generated and costs incurred, and this will be reported to the HCA periodically.

DUE DILIGENCE

17. The report in October identified a series of risks, together with mitigating actions and due diligence activity that would be necessary to proceed to transfer. This work is still underway, however a number of notable actions have been completed.
18. Key to the success of the site will be interest from companies wishing to locate and develop their businesses at Daedalus. A Market Analysis study was undertaken by the GVA consultancy to consider the appetite in the target sectors for development space at Daedalus, and specifically to consider whether the pace of development that had been assumed in the Council’s business model was reasonable. The results of the study were positive, and supported both the assumptions made and the presumption that a market for the scale of development at Daedalus existed.
19. Validating the cost assumptions within the business plan was also a key test to undertake. Having gathered data from the HCA, and also applying the Council’s own knowledge in relation to operational expenditure, the financial model is deemed to be sound. Clearly, however, the true cost will not be known until the Council takes control, but the assumptions in the model are felt to be realistic, and are now based on actual data rather than a series of assumptions.
20. Work continues on matters related to the land title, the leases and licenses granted upon the land, the planning considerations that are associated with the land and the contracts being novated to the Council.
21. Work is also continuing to identify and mitigate the potential state aid issues arising from both the investment strategy and transfer itself, to ensure that the Council does not breach these regulations.

REVISED FINANCIAL IMPLICATIONS

22. As cost plans and budgets have been shared with the Council, the outline business model has been updated to reflect the most realistic data available to it. In October, the transfer was predicated on the site being effectively self-financing over the life of the enterprise zone. As officers have gained greater clarity around the costs and revenues, this position has deteriorated, resulting in an anticipated overall deficit of c£2m by 2037. Clearly this is undesirable, but it is felt it best reflects the arrangements as they currently stand.
23. Members will, however, note that the revised arrangements allow the Council to meet the equivalent of these costs through increased land receipts (which could be secured

by reviewing the nature of the commercial development taking place, the quantum of space developed or the value per acre of land sold), none of which have been factored into the business model at present. Officers therefore remain content that opportunities exist to mitigate the deficit, and that in any event, the site is forecast to overcome the accumulated deficit over an extended period of time.

POST TRANSFER ARRANGEMENTS

24. To date there has been a clear focus on the immediate priority of securing the land, and for expedience, the assumptions made in evaluating the proposal have been based on the strategy for the airfield and enterprise zone as developed by the HCA. However, as the new landowner, it would be appropriate for the Council to take stock and consider its aspirations for the airfield and development sites at Daedalus. By doing so, a strategy would then be developed to clearly articulate the Council's vision for the site and how it intends to work towards delivering it. It is envisaged that this will be done at an early stage, reporting back to the Executive in the summer 2015, and would take account of the views of key interested parties (such as current/prospective airfield users, business interests, the Solent LEP, local residents, etc.).
25. Operational management of the airfield will also be an immediate consideration post transfer. In order to maintain a high degree of stability for tenants and users, the proposal is to continue with the current arrangements for managing airfield activity for the immediate future. Having developed a strategy for the airfield and gained a good understanding of the issues, the procurement of new airfield management arrangements can then commence (which is anticipated later during 2015).
26. Estate management will also continue using current arrangements which will be novated to the Council from HCA, with tenancy issues handled by FBC Estates and day to day operational issues managed under contract under the guidance and direction of the Council's in-house Estates team. Resourcing appropriate technical expertise to guide the Council in its strategic decision-making will be very important going forward. Consequently, officers are reviewing the arrangements currently in place with HCA, which should be assigned to the Council upon transfer, and determine what future arrangements are required during the course of 2015.
27. Separately, officers are preparing implementation plans for the capital works with a view to expediting delivery for the benefit of the local communities.

DRAFT BUDGETS

28. Using information provided by the HCA, the Council's Finance team have prepared a draft capital and revenue budget for 2015/16 which, if approved, will be incorporated into the revised budget. These are set out in appendix B.
29. The capital budget reflects the Council's assumed obligations to complete planning (S106) related works, and the construction of new modular hangars. These elements will be financed by HCA funding (amounting to £2.75m). It also includes estimated costs for the services to Daedalus West (funded by retained business rates), the repayment of the loan to support investment at Daedalus East (funded from land receipts) and an indicative cost of further investment in the airfield (subject to a future business case).
30. The revenue budget is a broad indicative estimate, based on information made available to the Council, and will be monitored very closely throughout the year. It

reflects the cost of legal and technical work to achieve the transfer, although much of this will be incurred in 2014/15. The net cost of £0.6m in 2015/16 will be met from an HCA grant (amounting to £1.5m), leaving £900,000 available for the net costs incurred in the following 2 years.

31. Thereafter, the business case assumes that the budget will be self-sustaining over the long term, but recognises that there may be fluctuations year on year. It is therefore proposed to manage the financial arrangements for Daedalus such that early year net costs are held on the Council's balance sheet, to be offset against future surpluses as they arise. In order to protect the financial standing of the Council, an earmarked revenue reserve would also be established to offset the accrued deficits, in the event that future years' surpluses never materialise.

CONCLUSION

32. The report sets out the progress made in taking forward the opportunity to secure ownership of the site at Daedalus. Whilst the financial arrangements have appeared to worsen, there remains opportunities to offset these costs over time from the value that can be unlocked within the site, which will be explored.

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

Document is Restricted

DRAFT CAPITAL AND REVENUE BUDGET 2015/16

Draft Capital Budget	2015/16	Future Years	Total scheme budget
Site-wide investment			
Completion of S.106 works, (to include landscaping, open space, allotment provision, SANGS)	£300,000	£800,000	£1,100,000
Refurbishment of assets	£200,000	£200,000	£400,000
Daedalus East			
Repayment of Growing Places Loan		£3,200,000	£3,200,000
Daedalus West*			
Highways and Services Infrastructure	£155,000	£3,800,000	£3,955,000
Other costs (incl. demolitions, fencing, ecology, etc) (* subject to LEP agreement for retaining business rates)	£200,000	£200,000	£400,000
Airfield			
6 x Modular Hangars	£1,250,000		£1,250,000
Phase 2 Airfield Upgrades (subject to further business case)		£1,500,000	£1,500,000
Total Cost			£11,805,000
Financed By:-			
HCA cash investment			£2,750,000
Prudential borrowing (repaid with retained business rates)			£4,355,000
Land receipts			£3,200,000
Airfield (surplus revenues)			£1,500,000
Total Financing			£11,805,000

DRAFT REVENUE BUDGET (15/16)	£	£
Expenditure:		
Acquisition-related costs	£200,000	
FBC operational costs	£50,000	
Estates service costs	£304,000	
Aviation Service costs	£489,000	
		£1,043,000
Income:		
Estates service charges	-£106,000	
Aviation service charges	-£98,000	
Aeronautical income	-£97,000	
Rental income	-£77,000	
Other income	-£61,000	
		-£439,000
Net Cost of Service		£604,000
Financed by HCA grant income (up to £1.5m available)		-£604,000

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 February 2015

Portfolio: Policy and Resources
Subject: **Treasury Management Strategy and Prudential Indicators 2015/16**
Report of: Director of Finance and Resources
Strategy/Policy: Finance and Treasury Management Strategies
Corporate Objective: A dynamic, prudent, progressive and best practice Council

Purpose:

This report considers the draft Treasury Management Strategy Statement and Prudential Indicators for 2015/16, prior to its submission to the Council for approval.

Executive summary:

Regulations require the Council to prepare and formally approve both an annual treasury management strategy and Prudential Indicators. The document for 2015/16 is attached as Appendix A for consideration by the Executive before being submitted to Council for approval.

Recommendation:

That the draft Treasury Management Strategy and Prudential Indicators for 2015/16, attached as Appendix A to this report, be endorsed and submitted to the Council for approval.

Reason:

In accordance with the Code of Practice for Treasury Management in the Public Services and guidance from the Department of Communities and Local Government (DCLG), the Treasury Management Strategy and Prudential Indicators have to be approved by full Council.

Cost of proposals:

Not applicable.

Appendix A: Treasury Management Strategy and Prudential Indicators 2015/16
Background papers: None

TREASURY MANAGEMENT STRATEGY 2015/16**SECTION 1 - INTRODUCTION****BACKGROUND**

1. The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management service is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
2. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
3. The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

REPORTING REQUIREMENTS

4. The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of polices, estimates and actuals. The responsibility for the implementation and monitoring of these reports is the Executive with the Audit and Governance Committee responsible for the effective scrutiny of the treasury management strategy and policies.
5. The three reports are:
 - (1) Treasury Management Strategy and Prudential Indicators, covering:
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy;
 - the Treasury Management Strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - the investment strategy (the parameters on how investments are to be managed).
 - (2) Mid-Year Treasury Management Report - updating members with the progress of the capital position and investment activity, amending prudential and treasury indicators as necessary and whether the treasury strategy is being met or requires revision.

- (3) Annual Treasury Report - This provides details of the actual prudential and treasury indicators and actual treasury activity compared to the estimates within the strategy.

TREASURY MANAGEMENT STRATEGY FOR 2015/16

6. The strategy for 2015/16 covers two main areas:
 - (1) Capital Issues
 - capital plans and the prudential indicators;
 - the minimum revenue provision (MRP) policy.
 - (2) Treasury Management Issues
 - current treasury position;
 - treasury indicators which will limit the treasury risk and activities of the Council;
 - prospects for interest rates;
 - borrowing strategy;
 - policy on borrowing in advance of need;
 - investment strategy;
 - investment counterparty selection criteria; and
 - policy on use of external service providers.
7. These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CIPFA Treasury Management Code and the DCLG Investment Guidance.

TRAINING

8. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.
9. The training needs of treasury management officers are periodically reviewed.

TREASURY MANAGEMENT CONSULTANTS

10. The Council uses Capita Asset Services as its external treasury management advisors. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.
11. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

SECTION 2 - CAPITAL PRUDENTIAL INDICATORS 2014/15 - 2017/18

12. The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist member's overview and confirm capital expenditure plans.
13. A summary of all prudential and treasury indicators can be found in Annex A.

Capital Expenditure (Aff.3)

14. This prudential indicator is a summary of the Council's capital expenditure plans forming part of this budget cycle.

Capital Expenditure £'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	Un- allocated
Public Protection	0	0	0	0	429
Streetscene	185	134	0	0	309
Leisure & Community	3,921	7,147	974	0	513
Health & Housing	722	560	480	480	60
Planning & Development	74	84	15	15	720
Policy & Resources	10,818	3,303	655	540	3
Total General Fund	15,720	11,228	2,124	1,035	2,034
HRA	7,351	11,232	3,207	2,240	0
Total	23,071	22,460	5,331	3,275	2,034

15. The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Capital Expenditure £'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	Un- allocated
General Fund	15,720	11,228	2,124	1,035	2,034
HRA	7,351	11,232	3,207	2,240	0
Total	23,071	22,460	5,331	3,275	2,034
Financed by:					
Capital receipts	5,307	2,255	1,080	230	60
Capital grants	6,850	6,927	250	250	309
Capital reserves	2,176	1,200	254	15	516
Revenue	8,738	9,113	3,747	2,780	1,149
Net financing need for the year	0	2,965	0	0	0

The Council's Borrowing Need (Capital Financing Requirement) (Aff.5)

16. The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure in the table above, which has not immediately been paid for, will increase the CFR.

17. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charges which broadly reduces the borrowing in line with the assets life.
18. The CFR projections are as follows:

£'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
General Fund	-2,754	211	211	211
HRA	53,805	53,805	53,805	53,805
Total CFR	51,051	54,016	54,016	54,016

Minimum revenue provision (MRP) policy statement

19. The Council is required to set an annual policy on the way it calculates the prudent provision for the repayment of General Fund borrowing. Local Authorities are required to 'have regard' to guidance on Minimum Revenue Provision (MRP) issued by the Secretary of State. This guidance suggests a number of options for calculating MRP but does not preclude other prudent methods that the Council may wish to adopt.
20. The Council does not currently have an MRP policy statement as it does not have any long term General Fund borrowing. Any decisions on borrowing will be reported to the Executive and at this stage an MRP policy statement will be set based on the nature of the borrowing and the capital scheme the borrowing is for.

Affordability Prudential Indicators

21. The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

Financing costs as a percentage of net revenue stream (Aff.1)

22. This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.
23. The positive percentage for the HRA for 2014/15 to 2017/18 reflects the net borrowing costs for the HRA settlement.

	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
General Fund	-12%	-11%	-11%	-12%
HRA	14%	14%	14%	14%
Total	3%	3%	3%	3%

Incremental impact of capital investment decisions on council tax and housing rents (Aff.2)

24. This indicator identifies the revenue costs associated with proposed changes to the capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

25. Similar to the council tax calculation, the housing rents indicator identifies the trend in the cost of proposed changes in the HRA capital programme compared to the Council's existing commitments and current plans, expressed as a discrete impact on weekly rent levels.

	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Council tax band D	£2.70	£2.24	£0.43	£0.83
Weekly housing rent levels	£0.56	£0.77	£0.22	£0.15

26. **HRA Ratios**

	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
HRA debt £'000	49,268	49,268	49,268	49,268
HRA revenues £'000	12,120	12,268	13,277	13,222
Number of HRA dwellings	2,389	2,389	2,443	2,439
Ratio of debt to revenues %	4.06:1	4.02:1	3.71:1	3.72:1
Debt per dwelling £	£20,622	£20,622	£20,167	£20,200

SECTION 3 - TREASURY MANAGEMENT STRATEGY 2015/16

27. The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.

CURRENT PORTFOLIO POSITION

28. The Council's treasury portfolio position at 31 March 2014, with forward projections are summarised below. The table shows the actual external borrowing (the treasury management operations), against the capital borrowing need (the Capital Financing Requirement - CFR), highlighting any under or over borrowing.

£'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Borrowing at 1 April	41,830	41,630	44,395	44,195
Expected change in borrowing	(200)	2,765	(200)	0
Other long term liabilities	0	0	0	0
Borrowing at 31 March	41,630	44,395	44,195	44,195
The Capital Financing Requirement	51,051	54,016	54,016	54,016
Under/(over) borrowing	9,421	9,621	9,821	9,821

29. Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2015/16 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.
30. The Director of Finance and Resources reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

TREASURY INDICATORS: LIMITS TO BORROWING ACTIVITY

The Operational Boundary (Aff.4)

31. This is the limit beyond which external borrowing is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual borrowing.

Operational Boundary £'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Borrowing	48,000	48,000	46,000	45,000
Other long term liabilities	2,000	4,000	4,000	4,000
Total	50,000	52,000	50,000	49,000

The Authorised Limit for External Borrowing

32. A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external borrowing is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
33. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
34. The Council is asked to approve the following Authorised Limit:

Authorised Limit £'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Borrowing	69,000	73,000	73,000	77,000
Other long term liabilities	4,000	6,000	6,000	6,000
Total	73,000	79,000	79,000	83,000

35. Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime. This limit is currently:

HRA Debt Limit £'000	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
HRA debt cap	56,851	56,851	56,851	56,851
HRA CFR	53,805	53,805	53,805	53,805
HRA headroom	3,046	3,046	3,046	3,046

PROSPECTS FOR INTEREST RATES

36. The Council has appointed Capita Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table and commentary gives the Capita Asset Services central view on interest rates and economic update.

Annual Average %	Bank Rate	PWLB Borrowing Rates		
		5 year	25 year	50 year
March 2015	0.50	2.20	3.40	3.40
June 2015	0.50	2.20	3.50	3.50
Sept 2015	0.50	2.30	3.70	3.70
Dec 2015	0.75	2.50	3.80	3.80
March 2016	0.75	2.60	4.00	4.00
June 2016	1.00	2.80	4.20	4.20
Sept 2016	1.00	2.90	4.30	4.30
Dec 2016	1.25	3.00	4.40	4.40
March 2017	1.25	3.20	4.50	4.50
June 2017	1.50	3.30	4.60	4.60
Sept 2017	1.75	3.40	4.70	4.70
Dec 2017	1.75	3.50	4.70	4.70
March 2018	2.00	3.60	4.80	4.80

37. UK GDP growth surged during 2013 and the first half of 2014. Since then it appears to have subsided somewhat but still remains strong by UK standards and is expected to continue likewise into 2015 and 2016. There needs to be a significant rebalancing of the economy away from consumer spending to manufacturing, business investment and exporting in order for this recovery to become more firmly established.
38. One drag on the economy has been that wage inflation has only recently started to exceed CPI inflation, so enabling disposable income and living standards to start improving. The plunge in the price of oil brought CPI inflation down to a low of 1.0% in November, the lowest rate since September 2002. Inflation is expected to stay around or below 1.0% for the best part of a year; this will help improve consumer disposable income and so underpin economic growth during 2015.
39. However, labour productivity needs to improve substantially to enable wage rates to increase and further support consumer disposable income and economic growth. In addition, the encouraging rate at which unemployment has been falling must eventually feed through into pressure for wage increases, though current views on the amount of hidden slack in the labour market probably means that this is unlikely to happen early in 2015.
40. The US, the biggest world economy, has generated stunning growth rates of 4.6% (annualised) in Q2 2014 and 5.0% in Q3. This is hugely promising for the outlook for strong growth going forwards and it very much looks as if the US is now firmly on the path of full recovery from the financial crisis of 2008. Consequently, it is now confidently expected that the US will be the first major western economy to start on central rate increases by mid 2015.
41. The current economic outlook and structure of market interest rates and government debt yields have several key treasury management implications:
- Greece: the general election on 25 January 2015 brought an anti EU and anti austerity political party to power. If this eventually results in Greece leaving the

Euro, it is unlikely that this will directly destabilise the Eurozone as the EU has put in place adequate firewalls to contain the immediate fallout to just Greece. However, the indirect effects of the likely strengthening of anti EU and anti austerity political parties throughout the EU is much more difficult to quantify;

- As for the Eurozone in general, concerns in respect of a major crisis subsided considerably in 2013. However, the downturn in growth and inflation during the second half of 2014, and worries over the Ukraine situation, Middle East and Ebola, have led to a resurgence of those concerns as risks increase that it could be heading into deflation and prolonged very weak growth. Sovereign debt difficulties have not gone away and major concerns could return in respect of individual countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy (as Ireland has done). It is, therefore, possible over the next few years that levels of government debt to GDP ratios could continue to rise to levels that could result in a loss of investor confidence in the financial viability of such countries. Counterparty risks therefore remain elevated. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2015/16 and beyond;
- Borrowing interest rates have been volatile during 2014 as alternating bouts of good and bad news have promoted optimism, and then pessimism, in financial markets. The closing weeks of 2014 saw gilt yields dip to historically remarkably low levels after inflation plunged, a flight to quality from equities (especially in the oil sector), and from the debt and equities of oil producing emerging market countries, and an increase in the likelihood that the ECB will commence quantitative easing (purchase of EZ government debt) in early 2015.
- The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in later times, when authorities will not be able to avoid new borrowing to finance new capital expenditure and/or to refinance maturing debt;
- There will remain a cost of carry to any new borrowing which causes an increase in investments as this will incur a revenue loss between borrowing costs and investment returns.

BORROWING STRATEGY

42. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is relatively high.
43. Against this background and the risks within the economic forecast, caution will be adopted with the 2015/16 treasury operations. The Director of Finance and Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
 - *if it was felt that there was a significant risk of a sharp FALL in long and short term rates* (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.

- *if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in the anticipated rate to US tapering of asset purchases, or in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years.*

44. Any decisions will be reported to the Executive at the next available opportunity.

Treasury Management Limits on Activity (Pru.3 and 4)

45. There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

46. The Council is asked to approve the following treasury indicators and limits:

Upper limits on interest rate exposures	2014/15	2015/16	2016/17	2017/18
	%	%	%	%
- Upper limit on variable interest rate exposures	25	25	25	25
- Upper limit on fixed interest rate exposures	100	100	100	100
Maturity structure of borrowing	Upper Limit			
	%	%	%	%
- Loans maturing within 1 year	25	25	25	25
- Loans maturing within 1 - 2 years	25	25	25	25
- Loans maturing within 2 - 5 years	25	25	25	25
- Loans maturing within 5 - 10 years	50	50	50	50
- Loans maturing in over 10 years	100	100	100	100

POLICY ON BORROWING IN ADVANCE OF NEED

47. The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

48. Risks associated with any borrowing in advance of activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

DEBT RESCHEDULING

49. As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).
50. The reasons for any rescheduling to take place will include:
- the generation of cash savings and / or discounted cash flow savings;
 - helping to fulfil the treasury strategy;
 - enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).
51. Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.
52. All rescheduling will be reported to the Council at the earliest meeting following its action.

SECTION 4 - ANNUAL INVESTMENT STRATEGY 2015/16

INVESTMENT POLICY

53. The Council's investment policy has regard to DCLG's Guidance on Local Government and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes.
54. The Council's investment priorities will be security of capital first, liquidity second and then the return.
55. In accordance with the above guidance from DCLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of these reflect in the eyes of each agency. Using the Capita Asset Services ratings service, potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.
56. Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.
57. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
58. The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.
59. The intention of the strategy is to provide security of investment and minimisation of risk.

INVESTMENT COUNTERPARTY SELECTION CRITERIA

60. The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle the Council will ensure that:
 - It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the sections below; and

- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.
61. The Director of Finance and Resources will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.
62. Credit rating information is supplied by Capita Asset Services, our treasury consultants, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing.
63. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Capita Asset Services creditworthiness service.
- if a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
 - in addition to the use of credit ratings, the Council will be advised of information in movements in Credit Default Swap and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
64. Sole reliance will not be placed on the use of this external service. In addition the Council will also use market data and market information (for example Credit Default Swaps, negative rating watches/outlooks). This additional information will be applied to compare relative security of differing investment counterparties.
65. The following internal measures are also in place:
- Investment decisions formally recorded and endorsed using a Counterparty Decision Document; and
 - Monthly officer reviews of the investment portfolio and quarterly reviews with the Chief Executive Officer.
66. The criteria for providing a pool of high quality investment counterparties (both specified and non-specified investments) is:
- Banks 1 - good credit quality. The Council will use banks which are UK banks and/or are non-UK and domiciled in a country which has a minimum

sovereign rating of AA and have as a minimum, the following Fitch, Moody's and Standard and Poor's credit ratings (where rated):

	Fitch	Moody's	Standard and Poor's
Short Term	F1	P-1	A-1
Long Term	A	A2	A

- Banks 2 - Part nationalised UK banks (Lloyds Banking Group and Royal Bank of Scotland). These banks can be included if they continue to be part nationalised or they meet the ratings in Banks 1 above.
- Bank 3 - The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.
- Bank subsidiary and treasury operation - The Council will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
- Building Societies - Building societies have formed the basis of the UK's savings culture and are under strict FSA directives in regard to their borrowing and lending criteria. The Council will use all societies which meet the ratings for banks outlined above and/or have assets in excess of £5bn.
- Other investment counterparties:
 - i. UK Government (including gilts and the Debt Management Account Deposit Facility)
 - ii. Local authorities
 - iii. Money market funds
 - iv. Enhanced cash funds

COUNTRY AND SECTOR CONSIDERATIONS

67. The Council will only use approved counterparties from countries with a minimum sovereign credit rating of AA from Fitch. This list will be added to, or deducted from by officers should ratings change in accordance with this policy.
68. The Council will limit the amount of investments with building societies to 25% of the portfolio.
69. As far as possible, the Council will aim to maintain at least 25% of investments maturing within 1 year, and have no more than 50% of investments that have a maturity date of more than 1 year.

TIME AND MONETARY LIMITS APPLYING TO INVESTMENTS

70. The time and monetary limits for institutions on the Council's counterparty list are as follows (these will cover both specified and non-specified investments):

	Fitch Long Term Rating	Money Limit	Time Limit
Banks 1 - good credit quality	A	£6m	5 years
Banks 2 - part-nationalised	N/A	£8m	3 years
Building societies - Assets over £5bn	N/A	£2m	1 year
Debt Management Account Deposit Facility	AAA	Unlimited	6 months
Local Authorities	N/A	Unlimited	5 years
Money Market Funds	AAA	£6m per fund	Liquid
Enhanced Cash Funds	AAA	£6m per fund	Liquid

INVESTMENT STRATEGY

71. The Council's in-house managed funds are mainly existing resources earmarked to finance future capital expenditure and resources derived from favourable cash flow with a core balance of £10 - £15 million available for investment over a year.
72. Investments will accordingly be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).
73. The Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from quarter 4 of 2015. The Bank Rate forecasts for financial year ends (March) are:

Year	Bank Rate
2015/16	0.75%
2016/17	1.25%
2017/18	2.00%

74. There are upside risks to these forecasts (i.e. start of increases in Bank Rate occurs sooner) if economic growth remains strong and unemployment falls faster than expected. However, should the pace of growth fall back, there could be downside risk, particularly if Bank of England inflation forecasts for the rate of fall of unemployment were to prove to be too optimistic.

Investment Treasury Indicator and Limit (Pru.5)

75. Total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

£M	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Principal sums invested > 364 days	16	15	11	11

76. For its cash flow generated balances, the Council will seek to utilise its call accounts, money market funds and short-dated deposits (overnight to three months) in order to benefit from the compounding of interest.

External Fund Managers

77. Up to £13 million of the Council's investments are externally managed on a discretionary basis by Tradition. This level is based on the core balance of £10-15 million and is reviewed periodically as the core balance changes.
78. Tradition will comply with the Annual Investment Strategy and their performance is reviewed quarterly by the Director of Finance and Resources.
79. The agreement between the Council and Tradition additionally stipulate guidelines and duration and other limits in order to contain and control risk.

OTHER ISSUES

80. Where cash flows determine it necessary, the Council's bankers - NatWest (part of the RBS group) will be used on an unlimited basis. If their credit quality is reduced, the Council will continue to use their banking services but no investments will be placed with them.
81. The unprecedented changes in the economy and the financial sector are such that this Strategy Statement provides a framework within which Officers will operate. The Director of Finance and Resources will take further precautionary steps to manage the investment portfolio within the framework, responding to the economic conditions as they evolve throughout the year.

SCHEME OF DELEGATION

(i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities approval of annual strategy.

(ii) Responsible body - Executive

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices
- budget consideration and approval
- approval of the division of responsibilities
- receiving and reviewing regular monitoring reports and acting on recommendations
- approving the selection of external service providers and agreeing terms of appointment.

(iii) Responsibility for scrutiny - Audit and Governance Committee

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

SUMMARY OF PRUDENTIAL AND TREASURY INDICATORS

Indicator	Description	2014/15	2015/16	2016/17	2017/18
<u>Aff.1</u>	Affordability Measure: Financing Costs as a percentage of net revenue stream				
	Overall Position	3%	3%	3%	3%
1a	General Fund	-12%	-11%	-11%	-11%
1b	Housing Revenue Account	14%	14%	14%	14%
<u>Aff.2</u>	Affordability Measure: Incremental impact of capital investment on Council Tax and Housing Rents				
2a	Council Tax increases, borrowing costs only	£2.70	£2.24	£0.43	£0.83
2b	Housing Rent increases, borrowing costs only	£0.56	£0.77	£0.22	£0.15
<u>Aff.3</u>	Affordability Measure: Capital Expenditure (£'000s)	Estimate	Estimate	Estimate	Estimate
	General Fund	£15,720	£11,228	£2,124	£1,036
	Housing Revenue Account	£7,351	£11,232	£3,207	£2,240
	Total Capital Expenditure	£23,071	£22,460	£5,331	£3,276
<u>Aff.4</u>	Affordability Measure: External Debt Level (£'000s)				
	Authorised limit, comprising	£73,000	£76,000	£79,000	£83,000
	- borrowing	£69,000	£70,000	£73,000	£77,000
	- other long term liabilities	£4,000	£6,000	£6,000	£6,000
	Operational boundary, comprising	£50,000	£49,000	£50,000	£49,000
	- borrowing	£48,000	£45,000	£46,000	£45,000
	- other long term liabilities	£2,000	£4,000	£4,000	£4,000
<u>Aff.5</u>	Affordability Measure: Capital Financing Requirement (CFR) (£'000s)				
	General Fund CFR closing balance in the year	£51,051	£54,016	£54,016	£54,016
		-£2,754	£211	£211	£211
	HRA CFR closing balance in the year	£53,805	£53,805	£53,805	£53,805
<u>Pru.1</u>	Prudence Measure: Gross Debt and Capital Financing Requirement (CFR) (£'000s)				
	Gross Debt	£41,630	£44,395	£41,230	£41,230
	CFR (for last, current and next 2 years)	£210,134	£213,099	£216,064	£216,064
	Has measure been achieved?	Achieved	Achieved	Achieved	Achieved
	Memorandum Item : Prudence margin	£165,530	£168,504	£174,834	£174,834
<u>Pru.2</u>	Prudence Measure: Adoption of the CIPFA Treasury Management Code of Practice				
	Has the Code been adopted in its entirety?	Yes	Yes	Yes	Yes
<u>Pru.3</u>	Prudence Measure: Upper Limits to fixed and variable interest rate exposure				
	Upper limit to variable interest rate exposures	25%	25%	25%	25%
	Upper limit to fixed interest rate exposures	100%	100%	100%	100%
<u>Pru.4</u>	Prudence Measure: Maturity structure of borrowing	<u>Upper Limit</u>	<u>Upper Limit</u>	<u>Upper Limit</u>	<u>Upper Limit</u>
	Loans maturing within 1 year	25%	25%	25%	25%
	Loans maturing within 1 - 2 years	25%	25%	25%	25%
	Loans maturing within 2 - 5 years	25%	25%	25%	25%
	Loans maturing within 5 - 10 years	50%	50%	50%	50%
	Loans maturing in over 10 years	100%	100%	100%	100%
<u>Pru.5</u>	Prudence Measure: Total Principal sums invested for periods of more than 364 days (£'000s)				
	Upper Investment Limit for the year	£16,000	£15,000	£11,000	£10,000

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

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