

**COUNCIL MEETING  
SUMMONS**

Members of Fareham Borough Council are hereby summoned to attend the annual meeting of the Council to be held on Thursday 29 May 2014. The meeting will commence at 10.30am in Ferneham Hall, Osborn Road, Fareham and will adjourn for lunch. It is intended to re-convene the meeting at 2.30pm in the Council Chamber, Civic Offices, Fareham

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The Mayor: Councillor Susan Bayford

The Deputy Mayor: Councillor David Norris

Councillor John Bryant

Councillor Marian Ellerton

Councillor Keith Evans

Councillor Michael Ford, JP

Councillor Nick Gregory

Councillor Tiffany Harper

Councillor Trevor Howard

Councillor Tim Knight

Councillor Kay Mandry

Councillor Sarah Pankhurst

Councillor David Swanbrow

Councillor Katrina Trott

Councillor Nick Walker

Councillor David Whittingham

**Those Councillors newly elected at the Borough Election on 22 May 2014**



## CITIZENS OF HONOUR

Prior to commencement of the meeting there will be a short service of prayers followed by the presentation of awards.

Citizen of Honour awards will go to Maria Lennan, Vicky Hollins, Les Ballard and Linda Phear. The Young Citizen of Honour award will go to Callum Ashworth, Brandon Draper and Harvey Young. The HMS Collingwood award will go to Leading Physical Trainer Vicky Jarvis.

**1. Apologies for Absence - morning session**

**2. Election of Mayor**

To elect the Mayor of Fareham for the municipal year 2014/15. (The order of proceedings to be observed is set out in the programme, which will be available at the meeting).

**3. Election of Deputy Mayor**

To elect the Deputy Mayor for the municipal year 2014/15 in accordance with Standing Order 2.2.

**4. Mayor's Cadet**

To present the Mayor's Cadet for 2014/15 with the badge of service.

**5. Adjournment until 2:30pm**

The meeting will re-convene in the Council Chamber, Civic Offices, Fareham.

**6. Apologies for Absence - afternoon session**

**7. Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the Council Meeting held on 24 April 2014.

**8. Mayor's Announcements**

**9. Declarations of Interest**

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

**10. Appointment of the Executive**

(1) Executive Leader

At the annual meeting in May 2012, Councillor S D T Woodward was elected to be the Executive Leader for a term of 4 years. In accordance with Standing Order 3.1, members are asked to confirm the appointment for this next municipal year.

(2) Number of Other Executive Members

Members are reminded that following the resolution of the Council on 16 December 2010, the Executive Leader is invited to advise the Council of his appointment of two or more (but no more than nine) members to form the Executive.

(3) Election of Other Executive Members

Members are reminded that the Executive Leader is responsible for determining the areas of Executive responsibility and for allocating the portfolios to the Executive members appointed. The Executive Leader is invited to advise the Council of his appointments.

(4) Areas of Executive Responsibility

In accordance with Standing Order 5.1, the Executive Leader is invited to determine the separate areas of responsibility to be allocated to the Executive Members for the forthcoming year. Members are reminded that Appendix 5 to Part 1 of the Council's Constitution currently provides for the following areas of responsibility:-

- Leisure and Community;
- Planning and Development;
- Policy and Resources;
- Public Protection;
- Health and Housing; and
- Streetscene.

The Executive Leader is invited to confirm the areas of responsibility for 2014/15. Members are reminded that the allocation of these portfolios to the Executive Members is a matter for the Executive Leader.

**11. Appointments of Committees and Allocation of Seats** (Pages 9 - 14)

In accordance with its Standing Orders, the Council is invited to consider a report on the appointment of committees and the allocation of seats following the nominations of political groups.

**12. Community Action Teams**

The Council is reminded that it has established Community Action Teams throughout the Borough and has determined that a ward Councillor shall be appointed as Chairman of each of the CATs, except where the Mayor is appointed to be Chairman for his/her own ward area CAT. The Council is therefore invited to appoint a Chairman for each of the following:-

- Western Wards Community Action Team (comprising Locks Heath, Park Gate, Sarisbury and Warsash wards);
- Crofton Community Action Team (comprising Stubbington and Hill Head wards);

- Titchfield Community Action Team (comprising Titchfield and Titchfield Common wards); and
- Fareham Town Community Action Team (comprising Fareham East, Fareham North, Fareham North-West, Fareham South and Fareham West wards)

Having determined at item 2 to elect the Mayor of Fareham, the Council is now asked to confirm that the Chairman for Portchester Community Action Team (comprising the Portchester East and Portchester West wards) will be Councillor D J Norris for 2014/15.

### **13. Standards Arrangements - Appointment of Designated Independent Persons**

The Council is reminded that the Localism Act 2011 implemented significant changes to the Standards regime which required the Council to put in place new arrangements to deal with matters of ethics, probity and Members conduct.

At its meeting in June 2012, the Council appointed Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for the purposes of consideration, investigation and hearing of complaints under the Members Code of Conduct as required under section 28(7) of the Localism Act 2011.

The Council is recommended to confirm Mr David Basson and Mrs Mary Kilbride as the Council's two Designated Independent Persons for this next municipal year.

### **14. Appointments to Outside Bodies (Pages 15 - 40)**

Standing Order 10 requires the Council to make appointments to outside bodies, other than appointments which are required by law to be made by the Executive. Appended to this agenda is a report scheduling the appointments to be made.

### **15. Executive Leader's Announcements**

### **16. Executive Members' Announcements**

### **17. Presentation of Petitions**

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

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

### **18. Deputations**

To receive any deputations of which notice has been given.

### **19. Reports of the Executive**

To receive, consider and answer questions on reports and recommendations of the Executive.

(1) Minutes of meeting Monday, 7 April 2014 of Executive (Pages 41 - 46)

(2) Minutes of meeting Monday, 12 May 2014 of Executive (Pages 47 - 52)

*Note : the following recommendations are to be determined:*

Minute 11(1) – Community Safety Strategy – the Council is recommended to approve the Strategy.

Minute 11(2) – Food Safety Plan – the Council is recommended to approve the Plan.

## **20. Reports of Other Committees**

To receive the minutes of the following Committees and to consider and answer questions on any reports and recommendations made.

- (1) Minutes of meeting Wednesday, 23 April 2014 of Planning Committee (Pages 53 - 66)

## **21. Questions under Standing Order 17.2**

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

## **22. Motions under Standing Order 15**

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

- (1) Notice of motion received 16 May 2014 by Councillor N Gregory:

I, Councillor Nick Gregory, would like this council to give consideration to this motion; my motion is to request that all members support a change in the format of the "Fareham Today" booklet that this Council finances.

I am requesting that support is given to the allocation of one page or half page in this booklet to be used to pass information on about Police activities / crime within the Borough, contact details etc.

We as a council invite local Police sergeants to our CATs meetings to feed this information across; however we also have many residents who do not attend these meetings due to illness, being housebound or disabled.

Ensuring that this council is fully meeting its commitments to equality and diversity, I feel that essential information of this sort should be promoted by us through our "Fareham Today" booklet.

This is not about money and who is paying for it, it's about our moral obligation as a council and elected Council members to do whatever we can, using whatever resources we have to ensure that our residents are empowered with good quality information to make all our communities safer.

## **23. Policy Framework**

Standing Order 9 requires the Council to establish or confirm the plans and

strategies which are to comprise the Council's overall policy framework within which the Executive will operate during the coming year. The Council's Constitution sets out the major plans and strategies reserved to the Council for approval. The Council is therefore invited to confirm the policy framework for 2014/15 as comprising those plans and strategies identified in the table below:

<b>Policy / Strategy</b>	<b>Last adopted or approved by</b>	<b>Date</b>
Sustainable Community Strategy	Council	1 February 2010
Housing Strategy	Council	22 April 2010
Food Safety Service Plan	Council	29 May 2014
Licensing Policy	Council	16 December 2010
Development Plan: <ul style="list-style-type: none"><li>• Fareham Core Strategy</li><li>• Fareham Borough Local Plan Review 2000</li></ul>	Council Planning and Transportation Committee	4 August 2011 23 March 2000
Community Safety Strategy	Council	29 May 2014
Corporate Strategy	Council	10 October 2013

#### **24. Change of date for Housing Tenancy Board meeting**

The Council is asked to approve the change of the scheduled meeting of the Housing Tenancy Board from 14<sup>th</sup> July to 28<sup>th</sup> July.

P GRIMWOOD  
Chief Executive Officer

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

20 May 2014

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

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Council

**Date:** Thursday, 24 April 2014

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

Mrs S M Bayford  
(Mayor)

D J Norris  
(Deputy Mayor)

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



## **1. PRAYERS**

The meeting opened with prayers led by the Mayor's Chaplain, Reverend Ian Meredith of St Mary's Church in Portchester.

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss S M Bell, Mrs K Mandry, D L Steadman, D M Whittingham, P W Whittle, JP and S D T Woodward.

## **3. MINUTES**

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 21 February 2014.

## **4. MAYOR'S ANNOUNCEMENTS**

The Mayor expressed her personal condolences to Councillor Woodward following the sad loss of his father Derek who passed away earlier in the day.

The Mayor was delighted to report on the successful completion of the London Marathon by the Chief Executive Officer, Peter Grimwood, who was running on behalf of the Rainbow Centre, one of the Mayor's charities. Peter completed the course in a personal best time of 4 hours and 37 minutes.

The Mayor gave her thanks to all who had sponsored Peter and encouraged any further donations to be made via the <http://uk.virginmoneygiving.com/PeterGrimwood> website. The total money raised so far is just over £5,300 and the website will remain open for donations for another few weeks.

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

The Mayor welcomed Leading Cadet Kirsty-Nicolle Wright to the Council meeting. Kirsty had fulfilled her duties as the Mayor's Cadet with great confidence and the Mayor was particularly pleased that Kirsty assisted at the Charity Ball recently. Kirsty was thanked for her service and presented with a certificate to mark the end of her service as the Mayor's Cadet.

## **5. EXECUTIVE LEADER'S ANNOUNCEMENTS**

There were no Executive Leader's announcements made at this meeting.



## 6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

The Executive Member for Public Protection provided an update on the progress of teams working with the Vanguard consultant. There are officers currently working on the new approach in the areas of Benefits, Housing Repairs, Car Parking, Planning Applications and Recruitment. In all of these areas, officers have realised that they can significantly improve customers' experiences. The new way of working focuses on the "purpose" of the service through the eyes of the customer. Systems are then simplified with that purpose in mind.

The Executive Member for Public Protection reported that the Benefits and Housing Repairs experiments are being successfully rolled out to a wider range of customers. Officers are receiving very positive feedback on the new way of working from both customers and the staff involved, who are finding their jobs far more rewarding.

The intervention into planning applications began later than the others, so the team are currently trying to understand the scope of the service and identify the system constraints. They will soon need to speak with members of the planning committee to develop ideas for new ways of working

The recent recruitment exercise to appoint seasonal mowing staff proved far more successful than previous years due to a new approach being adopted.

And finally, we have seen a significant decline in challenges to parking penalty notices as a result of a more pragmatic approach being tried by parking enforcement officers. This is removing a great deal of "waste" and unproductive work from the current system.

All of these initiatives will be summarised and explained in a report to the Executive later in the year.

The Executive Member for Public Protection also provided an update on the progress being made on the Council's £8.3m investment project at Daedalus.

He stated that the most significant element, which is delivering a 25,000 square-foot Innovation Centre, is progressing very well. The land has been acquired, the legal agreements with the Homes and Communities Agency are all in place, and planning permission has been secured. The appointed contractor, Leadbitter Group, will start on site imminently to carry out enabling works and begin with site preparations, ready for the construction phase to commence at the end of May. While the timescales remain very tight, the project remains on track to complete during March 2015.

Separately, good progress is also be made to procure an experienced Operator to run the Centre on the Council's behalf. Expressions of Interest were sought in April and a very positive response was received. A shortlist of bidders will be invited to go through to the next stage, and submit bids to run the Centre for an initial 5 year period. Following the EU Negotiated Procedure, we expect to appoint an operator in the summer, so they are well placed to be

involved in final stages of construction and fitting out, as well as marketing the facility before it opens.

The other elements of the project involve a £1.5m investment in the runway and provision of new hangar space. Working with partners, the outline specification of work for runway and airfield improvements has been defined within the available budget. This is now being used to prepare a detailed schedule of works, and Hampshire County Council will be procuring this on our behalf in July, so that the work can be carried out in September.

Finally, officers are in discussions with the Homes and Communities Agency to identify the most suitable site for the new hangar space. Choosing the location is the most critical part of this element of work, so that the hangars remain attractive to prospective tenants in the long term. Once the location has been agreed, there is a rapid delivery programme, and the team are targeting Spring 2015 for delivery, (although this is dependent on securing the site).

The Executive Member for Public Protection summarised by advising Members that whilst this continues to be a challenging programme for delivery, the project is progressing very well at this time.

The Executive Member for Streetscene announced that the final charity event of the municipal year would be Gandhi's Indian Takeaway at 4 Anjou Crescent on Monday 12 May 2104.

## **7. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

## **8. PRESENTATION OF PETITIONS**

There were no petitions presented at this meeting.

At the invitation of the Mayor, the Head of Democratic Services advised Members that a petition containing approximately 2,128 signatures had been received entitled "Against Newlands Development".

She reminded Members that the Council's petition scheme states that if a "petition contains more than 1,500 valid signatures it will be debated by the Council". However, it also states that if the petition applies to a planning or licensing application, other procedures apply.

In this particular case, a planning application has been received for the development at Newlands and is logged as reference P/14/0222/OA. The petition will therefore be dealt with under the procedures for a planning application and the petitioner will be advised of the date for the Planning Committee meeting once it has been set.

The Head of Democratic Services concluded by reaffirming the importance that the process for considering the planning application by the Planning

Committee remains unfettered and this is why the petition should not be debated at the Council meeting.

## **9. DEPUTATIONS**

There were no deputations given at this meeting.

## **10. REPORTS OF THE EXECUTIVE**

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

RESOLVED that the minutes of the Executive meeting held on 3 March 2014 be received.

- (2) Schedule of Individual Executive Member Decisions

RESOLVED that the Schedule of Individual Executive Member Decisions be received.

## **11. REPORT OF THE SCRUTINY BOARD**

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

RESOLVED that the minutes of the Scrutiny Board meeting held on 20 March 2014 be received.

## **12. REPORTS OF OTHER COMMITTEES**

- (1) Minutes of meeting Monday, 24 February 2014 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 24 February 2014 be received.

- (2) Minutes of meeting Wednesday, 26 February 2014 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 26 February 2014 be received.

- (3) Minutes of meeting Wednesday, 26 March 2014 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 26 March 2014 be received.

- (4) Minutes of meeting Tuesday, 4 March 2014 of Planning and Development Policy Development and Review Panel

RESOLVED that:

- (a) the minutes of the Planning and Development Policy Development and Review Panel held on 4 March 2014 be received; and

(b) the recommendation of the Planning and Development Policy Development and Review Panel contained in minute 7(d) regarding the Panel's proposed work programme for 2014/15 be accepted and accordingly, the work programme for 2014/15 be confirmed.

- (5) Minutes of meeting Wednesday, 5 March 2014 of Leisure and Community Policy Development and Review Panel

RESOLVED that:

(a) the minutes of the Leisure and Community Policy Development and Review Panel held on 5 March 2014 be received; and

(b) the recommendation of the Leisure and Community Policy Development and Review Panel contained in minute 8(d) regarding the Panel's proposed work programme for 2014/15 be accepted and accordingly, the work programme for 2014/15 be confirmed.

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

RESOLVED that:

(a) the minutes of the Streetscene Policy Development and Review Panel held on 6 March 2014 be received; and

(b) the recommendation of the Streetscene Policy Development and Review Panel contained in minute 6(c) regarding the Panel's proposed work programme for 2014/15 be accepted and accordingly, the work programme for 2014/15 be confirmed.

- (7) Minutes of meeting Monday, 10 March 2014 of Audit and Governance Committee

RESOLVED that:

(a) the minutes of the Audit and Governance Committee held on 10 March 2014 be received;

(b) the recommendation of the Audit and Governance Committee contained in minute 6 regarding the changes to the Financial Regulations 1 – Responsibilities of Members and 2 – Responsibilities of Statutory Officers be accepted and accordingly, the changes as set out in Appendices B and D to the report be approved;

(c) the recommendation of the Audit and Governance Committee contained in minute 7(b) regarding the updates to the Functions of the Audit and Governance Committee that relate to the review of Financial Regulations be accepted and accordingly, the changes as highlighted in Appendix A to the report be approved; and

(d) the recommendation of the Audit and Governance Committee contained in minute 14(a) regarding the Committee's proposed work programme for 2014/15 be accepted and accordingly, the work programme for 2014/15 be confirmed.

(8) Minutes of meeting Tuesday, 11 March 2014 of Public Protection Policy Development and Review Panel

RESOLVED that:

(a) the minutes of the Public Protection Policy Development and Review Panel held on 11 March 2014 be received; and

(b) the recommendation of the Public Protection Policy Development and Review Panel contained in minute 6(e) regarding the Panel's proposed work programme for 2014/15 be accepted and accordingly, the work programme for 2014/15 be confirmed.

(9) Minutes of meeting Thursday, 13 March 2014 of Health and Housing Policy Development and Review Panel

RESOLVED that:

(a) the minutes of the Health and Housing Policy Development and Review Panel held on 13 March 2014 be received; and

(b) the recommendation of the Health and Housing Policy Development and Review Panel contained in minute 10(c) regarding the Panel's proposed work programme for 2014/15 be accepted and accordingly, the work programme for 2014/15 be confirmed.

(10) Minutes of meeting Tuesday, 18 March 2014 of Licensing and Regulatory Affairs Committee

RESOLVED that:

(a) the minutes of the Licensing and Regulatory Affairs Committee held on 18 March 2014 be received; and

(b) the recommendation of the Licensing and Regulatory Affairs Committee contained in minute 5 regarding the adoption of Section 120 of the Local Government Act 2003 to enable the existing by-laws made under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 to be extended to apply to cosmetic piercing and semi-permanent skin colouring, be accepted and accordingly, approved.

### **13. QUESTIONS UNDER STANDING ORDER 17.2**

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

**14. MOTIONS UNDER STANDING ORDER 15**

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

**15. APPOINTMENTS TO COMMITTEES**

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

**16. CHANGES TO PLANNING COMMITTEE MEETING DATE**

RESOLVED that the date for the meeting of the Planning Committee in September be changed from Wednesday 10 September 2014 to Wednesday 24 September 2014.

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

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

Date: **29 May 2014**

Report of: **Chief Executive Officer**

Subject: **APPOINTMENTS OF COMMITTEES AND ALLOCATION OF SEATS**

#### SUMMARY

This report provides details of the calculations for political balance relating to the allocation of seats on committees and panels, as required to be determined by the Council at its Annual meeting.

The report asks the Council to appoint the nominations of the political groups to committees and also to appoint the role of Chairman and Vice-Chairman for each committee.

#### RECOMMENDATION

That the Council approves:

- (a) the committee functions and number of seats on each committee for the municipal year 2014/15, as listed at paragraphs 5, 6 and 7 of the report;
- (b) the allocation of seats to political groups, as set out in Appendix A for the municipal year 2014/15 (to be tabled following the results of the Local Government Elections);
- (c) the nominations of the political groups to seats on committees, deputies and spokesmen, for the municipal year 2014/15, as set out in Appendix B (to be tabled following the receipt of nominations); and
- (d) the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2014/15, as set out in Appendix B (to be tabled following the receipt of nominations).

## INTRODUCTION

1. The Council is required by its Standing Orders to agree the functions and number of seats for its committees as well as the members to be appointed and the Chairman and Vice-Chairman for each committee.
2. Accordingly, the Council is now invited to agree the allocation of seats to its committees along with the nomination of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the municipal year 2014/15. Such appointments will take effect from 30 May 2014.

## FUNCTIONS AND NUMBER OF SEATS

### **Overview and Scrutiny Committees**

3. The Council is required by Standing Order 6.1 to appoint such committee or committees to undertake the function of overview and scrutiny as provided for in the Council's Constitution. Standing Order 6.3 similarly requires the Council to determine the number of members and standing deputies to be appointed.
4. The Council is reminded that the Constitution provides for the appointment of a Scrutiny Board to undertake the scrutiny function and for five Policy Development and Review Panels to assist the Council and Executive in reviewing and developing policy.
5. The Council is therefore invited to confirm that the committees to be appointed for 2014/15 will be as set out below and that the number of members to be appointed is as also shown:
  - Scrutiny Board: 9 members + deputies;
  - Leisure and Community Policy Development and Review Panel: 7 members + deputies;
  - Planning and Development Policy Development and Review Panel: 7 members + deputies;
  - Public Protection Policy Development and Review Panel: 7 members + deputies;
  - Health and Housing Policy Development and Review Panel: 7 members + deputies; and
  - Streetscene Policy Development and Review Panel: 7 members + deputies.

### **Appointment of Other Committees**

6. The Council is reminded that it is required by the Licensing Act 2003 to appoint a committee to undertake certain licensing functions and that Standing Order 7.1 further requires the Council to appoint such committees as it considers necessary to carry out the non-executive functions of the Council. In addition, the Council has previously decided to appoint a Housing Tenancy Board. The Council is therefore invited to confirm the following committees to be appointed, the number of members and standing deputies and to allocate to those Committees such terms of reference and delegated powers as are contained in Part Two of the Council's Constitution:



- Licensing and Regulatory Affairs Committee: 12 members;
  - Planning Committee: 9 members;
  - Appeals Committee: 5 members;
  - Audit and Governance Committee: 7 members; and
  - Housing Tenancy Board: 5 members plus 3 co-opted tenant representatives and one co-opted lease-holder representative.
7. Each political group shall appoint 2 deputy members to the Planning Committee and 1 deputy member to each of the remaining committees for which a seat has been allocated.
8. Members are reminded that at its meeting on 26 April 2012, the Council agreed that the Audit and Governance Committee would be formed from which a Standards Sub Committee could be called if necessary, to deal with any standards issues referred to it by the Monitoring Officer.

### **ALLOCATION OF SEATS**

9. Section 5 of the Local Government and Housing Act 1989 provides the following principles which apply to the allocation of seats:
- (a) that not all the seats on the body to which appointments are being made are allocated to the same political group;
  - (b) that the majority of seats on each Committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
  - (c) that, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
  - (d) subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
10. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of Committee places between the political groups, the Council must then appoint the nominees of the political groups to the Committees.

### **POLITICAL PROPORTIONALITY**

11. The political balance of the Council for municipal year 2014/15 will be tabled in Appendix A following the results of the Local Government Elections.
12. The allocation of seats between the political groups for each committee shall be in accordance with the figures tabled in Appendix A to this report.

### **ADJUSTMENTS FOLLOWING CALCULATIONS**

13. Each of the political groups is entitled to a certain number of seats on committees. This is based upon their percentage representation on the Council as a whole, as detailed in the tabled Appendix A.
14. There are a total of 82 seats to be allocated and the strict entitlement to seats on

committees for each political group will be tabled in Appendix A.

15. Each of the political groups is only entitled to their proportion of seats and once this entitlement has been reached, a manual adjustment may be necessary.
16. Appendix A shows a rounded allocation of seats to each political group. This is then required to be manually adjusted to ensure that the number of seats allocated to a particular political group matches and does not exceed their strict entitlement.
17. The manual adjustments required will be confirmed as a note to Appendix A, to be tabled at the meeting.
18. To assist the Council in this matter and in exercise of powers delegated to him, the Chief Executive Officer will be consulting the leaders of the political groups prior to the meeting, with a view to agreeing the allocation of seats for 2014/15. Group Leaders have been requested to provide nominations to the places on committees to which their respective groups are entitled. The nominations of political groups to seats on committees will be set out in Appendix B, to be tabled at the meeting.
19. The Council is invited to confirm the allocation of seats for the next municipal year. However, if the Council is asked to consider alternative arrangements in appointing the committees and those arrangements do not comply with the provisions requiring political balance, members are reminded that such alternative arrangements would require the support of the Council with no member voting against.

#### **CHAIRMEN AND VICE-CHAIRMEN**

20. The Council is required by Standing Order 7.3 to appoint a Chairman and Vice-Chairman for each committee appointed.
21. The nominations will be set out in Appendix B (indicated by the letters Ch and VC), to be tabled at the meeting.

#### **OPPOSITION SPOKESMEN**

22. The minority group Leader(s) may nominate a spokesman for each Executive portfolio area on which a seat is held by that group. The nominations of political groups to seats on committees will be set out in Appendix B (marked as Xs), to be tabled at the meeting.

**Background Papers:** None

**Reference Papers:**

Local Government (Committees and Political Groups) Regulations 1990  
Local Government and Housing Act 1989

**Enquiries:**

For further information on this report please contact Leigh Usher. (Ext 4553)

**To be tabled at the meeting**

**To be tabled at the meeting**

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

Date: **29 May 2014**

Report of: **Director of Finance and Resources**

Subject: **APPOINTMENTS TO OUTSIDE BODIES AND OTHER MISCELLANEOUS APPOINTMENTS**

#### SUMMARY

In accordance with the terms of the Council's constitution, the Council is required to make the majority of the authority's appointments to outside bodies and other miscellaneous appointments. The details of appointments which need to be made for 2014/15 are set out in the schedule to this report. The report also provides members with guidance on appointments to outside bodies.

#### RECOMMENDATION

That the Council:

- (a) appoints representatives for 2014/15 onwards to those organisations set out in the attached schedule;
- (b) notes those outside bodies that have not met within the municipal year and agrees that these are deleted. (Nos. 7, 51 and 52.); and
- (c) notes the guidance to members on their duties and responsibilities as appointees to outside bodies.

## **MAKING APPOINTMENTS TO OUTSIDE BODIES**

1. The Council is required or has agreed to make a number of appointments to outside bodies and many of the appointments are made annually. The schedule appended to this report at Appendix A lists the organisations and representatives appointed for or during 2013/14. It should be noted that some appointments are made for a longer term and may therefore have already been dealt with for the next municipal year.
2. The schedule contains a commentary on the nature and purpose of each organisation and, if known, the status of the Council's appointee. This should assist the Council in determining its nominee.

## **CHANGES FOR 2014/15**

3. Changes to appointments for 2014/15 onwards should be made to those organisations set out in the schedule at Appendix A.
4. The schedule at Appendix A shows the appointments as made at the Annual Meeting of 9<sup>th</sup> May 2013 and any subsequent amendments or appointments made during the municipal year. Outside bodies that have not met within the municipal year are highlighted within the schedule and it is recommended that these are deleted. (Nos. 7, 51 and 52.)

## **GUIDANCE FOR MEMBERS ON OUTSIDE BODIES**

5. Members are reminded that Council has approved guidance for members on their duties and responsibilities when acting as an appointee to an outside body; this was updated and approved by the Council in December 2011. Members are provided with the guidance, which is attached at Appendix B.

## **RISK ASSESSMENT**

6. There are no significant risks or opportunities that need to be addressed, but appointments to outside bodies will support the Council in its community leadership role and may assist in achieving the Council's aims and objectives.

## **CONCLUSION**

7. The Council is invited to proceed with the making of appointments to outside bodies.

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Appendix A: Schedule of appointments made for, or during, 2013/14.

Appendix B: Guidance to members on their duties and responsibilities as appointees to outside bodies.

**Background Papers:** None

**Reference Papers:** None

**Enquiries:** For further information please contact Lesley Winter (Ext. 4594).

APPENDIX A

No	Name of Organisation	Representative(s) for last municipal year	Period of current appoint- ment	Comments on appointment	Purpose of organisation
1.	Citizens' Advice Bureau	Cllr T Howard  <i>Deputy:</i> Cllr L Keeble	2013/14		Provides a free, impartial and independent service of generalist advice, information, support and representation in a confidential manner to all people of the Fareham area who require it, including business and voluntary agencies, as far as it is able. Meets quarterly (with monthly sub-group meetings). Status: Representative (non-voting)
2.  Page 17	Community Action Fareham	Cllr L Keeble	2013/14		Provides support for voluntary organisations in Fareham so that relief of distress resulting from poverty is achieved with on-going development of community spirit and identity. Meets 8 to 10 times per year. Status: Representative (non-voting)
3.	Consultation with Businesses	Executive Leader - Cllr SDT Woodward Deputy Leader - Cllr T Cartwright	2013/14		This is a consultation arrangement with representatives of local businesses, Federation of Small Businesses and Institute of Directors. Meets once annually. Status – representatives
4.	Earl of Southampton Trust	Ms Annette Devoil Mrs S Wise	2011/15	4 year term ending Sept 2015	The charitable trust exists for the benefit of inhabitants of the ancient parish of Titchfield, in particular for the provision and upkeep of almshouses and a day centre for the elderly and for the relief of poverty and hardship. Meets monthly. Status: Trustee
Cllr Mrs C Hockley Mrs F C Knight		2010/14	4 year term ending Sept 2014		

5.	Fareham Fairtrade Borough Working Group	Cllr Mrs P M Bryant	2013/14		This is the steering group for Fairtrade in the Borough. Its efforts are directed towards maintaining the Borough's Fairtrade status by promoting Fairtrade, encouraging its wider availability throughout the Borough and convincing people who live and work in the Borough of the benefits and importance of Fairtrade. The working group meets four times per year and additionally organises events to promote Fairtrade. Status : Representative (voting)
6.	Fareham/Pulheim Twinning Association	Cllr T J Howard Cllr R H Price	2013/14		Promotes and fosters friendship and understanding between the peoples of Fareham and Pulheim, including the encouragement of visits, fund raising and financial assistance. Meets monthly. Status: Representatives (voting) on management committee
7.	Fareham Technology Forum	Executive Leader	2013/14		This is a business networking event with a membership of approximately 180 local businesses. It is organised by the Borough Council. Meetings to be arranged as and when necessary. Status: Representative



8.	Fareham/Vannes Twinning Committee	Cllr T M Howard Cllr Mrs K Trott	2013/14		The Committee exists to progress the “entente cordiale” between Fareham and Vannes. Main groups are sporting exchanges, cultural exchanges and family exchanges. Council to Council formal exchanges are arranged directly between the Borough Council and the Marie. Committee currently meets 4 times per annum plus 1 major exchange visit. (Several social and fund raising events also.) Status: Representatives (voting)
9.	Fareham Welfare Trust	Cllr J V Bryant	2012/16	4 year term ending June 2016.	This charitable trust exists for the relief of need, hardship or distress of persons living in the Fareham area; preference being given to widows. Meets twice annually plus an Annual General Meeting. Status: Trustees.
		Cllr Mrs S Pankhurst	2010/14	4 year term ending June 2014.	
10.	Hammond Memorial Hall Trust	Ex officio : the ward councillors for Stubbington and Hill Head John Guest Rev <sup>d</sup> Stephen Girling Mrs Sarah Coles	2013/14		The ward councillors for Stubbington and Hill Head are ex officio trustees. Council appoints three additional trustees to administer the charitable scheme. Meets as and when required. Status : trustees.
11.	Hampshire and Isle of Wight Local Government Association	Executive Leader <i>Deputies:</i> Cllr T Cartwright; Cllr Mrs C L A Hockley	2013/14		Leading Members and Chief Executives of Hampshire and Isle of Wight local authorities meet to discuss matters of mutual interest. Meets 6 times per year. Status: Directors

12.	Hampshire Superannuation Scheme (AGM)	Cllr T M Cartwright Cllr L Keeble	2013/14		This is the Annual General Meeting of the pension fund, administered by Hampshire County Council, to which officers and members of the Borough Council may contribute under the Local Government Pension Scheme. Status: Representatives.
13.	Local Government Association – General Assembly and Annual Meeting	Executive Leader Leader of largest opposition group	Indefinite		This is the General Assembly and the Annual Meeting of the Local Government Association which is the national association for local authorities in England and Wales. It also represents police, fire and passenger transport authorities. Status: Representatives
14.	Local Government Association – Group Leaders’ Briefings	All group leaders of a registered political party <i>(or their nominated group representative)</i>	Indefinite		Briefing meetings organised by the Local Government Association for local leaders of political groups, on a national basis. Meet 2 or 3 times a year. Status: Representative
15.	Children and Young People's Partnership	Executive Member for Leisure and Community	Indefinite		This Partnership was originally established to underpin the Local Strategic Partnership. Whilst the LSP has now ceased, this partnership continues to operate. Meets quarterly. Status – representative
16.	Partnership for Urban South Hampshire (PUSH) Overview and Scrutiny Committee	Cllr A Mandry <i>Deputy :</i> Cllr D Swanbrow	2013/14		Established to scrutinise and call-in decisions of the PUSH Joint Committee and to review delivery of the PUSH business plan. The Committee meets twice per year, when decisions are called-in or as the committee determines. Status : Representative.

17.	Randal Cremer Trust	Cllr A Mandry	2011/15		This charitable trust exists for the provision of almshouses for the poor or for persons who are permanently disabled from being able to earn a livelihood. Meets 2 times per year. Status: Trustee (voting)
18.	South East Employers' Local Democracy and Accountability Network for Councillors	Cllr T M Cartwright <i>Deputy:</i> Cllr L Keeble	2013/14	Representatives should not be employees of another local authority or employees or officers of any of the local government unions	Councillor networks will meet to consider key localist issues affecting local authorities in the south east region e.g. Localism Bill, new governance arrangements, opportunities for shared services and Local Enterprise Partnerships Meets twice per year. Status: Representative but would also be a Trustee if elected as Chairman.
19 Page 21	South East Employers	Cllr T M Cartwright  Deputy: Cllr K D Evans	2013/14	Representatives should not be employees of another local authority or employees or officers of any of the local government unions	Represents the interests of authorities within the region, providing comprehensive employment and industrial relations advise, consultancy, training and information services. Meets 3 times per year. Status: Representative but would also be a Trustee if elected as Chairman
20.	Town Centre Management Steering Group	Cllr A Mandry  <i>Deputy :</i> Cllr J V Bryant	2013/14		A public/private partnership to support the vitality and viability of the town centre through management initiatives. Supported financially by the Council and the private sector. Meets monthly. Status: Representative.

21.	William Price Charitable Trust	Cllr Mrs P Bryant	2011/15	4 year term ending August 2015	This charitable trust exists to provide special and educational benefits for schools in Fareham; to promote education by the provision of financial assistance such as bursaries and grants; and to promote education in the doctrines of the Church of England among the under-25s. Meets 6 times per year (2 x general meeting, 2 x grants committee meeting, 2 x finance committee meeting). Status: Trustees (voting) (to fulfil the role of trustees, both reps sit as members of the Finance committee)
		Cllr T Howard	2013/17	Current term ends August 2017	
22.	Abshot Community Association Management Committee	Cllr S Pankhurst <i>Deputy:</i> Cllr K Evans	2013/14		The Community Association is a voluntary organisation set up to provide facilities for local community groups and also a venue for other groups to use. Meets - Monthly. Status: Representative
23.	Burridge Community Association Management Cttee	Cllr D C S Swanbrow	2013/14		To maintain and support the use of Burridge Village Hall for the benefit of the local community. Meets – 6 to 7 times per year. Status: Trustee (voting)
24.	Crofton Community Association Management Committee	Cllr T G Knight <i>Deputy:</i> Cllr A Mandry	2013/14		Promotes benefits for the inhabitants of the Stubbington and Hill Head wards by providing recreation and leisure time facilities. Meets monthly. Status: Managing Trustee (voting)
25.	Strategic Partnering Board (Hampshire)	Cllr B Bayford <i>Deputy :</i> Cllr S D T Woodward	2013/14		Responsible for the delivery of the LIFT project, procurement of a private sector partner and the establishment of LIFTCo. Meets Monthly. Status: Representative

26.	Fareham and Gosport MIND	Cllr Mrs S M Bayford	2013/14		Determines policy and strategy, takes major financial decisions and generally supervises and directs the operation of the organisation. Meets on a six - eight week cycle. Status : Trustee
27.	Fareham North West Community Association Management Cttee	Cllr P Davies Cllr D Whittingham	2013/14		Supports the local community by maintaining the centre, maximising its occupancy and making it accessible for local residents. Meets 4 times per year. Status: Representative (voting)
28.	Genesis Centre Executive Committee	Cllr Mrs S Bayford Cllr Mrs M E Ellerton	2013/14		Operates as part of Hampshire County Council Youth Service working closely with the Borough Council to provide services for young people. Meets 6 times per year. Status: Representatives
29.	Hampshire Health and Well-being Partnership Board	Cllr B Bayford	2013/14		Established at county level to be accountable to the Local Area Agreement (LAA) Executive for meeting the health improvement and wellbeing targets in Hampshire's LAA and to act as a programme board for joint health improvement projects and services. Meets quarterly. Status: Representative
30.	District Forum Health and Well-being Partnership Board	Cllr B Bayford	2013/14		

31.	Fareham and Gosport Clinical Commissioning Group	Cllr B Bayford	2013/14	13/12/12	Meetings are held bi-monthly and cover both the required governance and assurance business and the emerging commissioning strategies for health in Fareham and Gosport.
32.	Health Review Panel (Portsmouth City Council)	Cllr K D Evans <i>Deputy:</i> Cllr M J Ford	2013/14		Scrutinises and comments on any proposed significant changes in health service provision. Meets bi-monthly. Status: Representative
33.	Home-Start Gosport and Fareham	Cllr Mrs M E Ellerton  <i>Deputy:</i> Cllr Mrs S M Bayford	2013/14		Gives practical support and friendship to families in their own homes. Home-Start provides trained, parent volunteers to help any parent, with at least one child under five, who is finding it hard to cope. Meets bi-monthly. Status: Representative (voting)
34.	Locks Heath Day Centre Group	Cllr Mrs S M Bayford	2013/14		Provides day care for the frail and elderly and elderly mentally infirm. Board meets quarterly. Management Committee monthly. Status: Trustee
35.	Locks Heath Community and Sports Association Management Cttee	Cllr Mrs S Bayford	2013/14		Provides sports and social facilities to its members who are in the main local to the club. Meets quarterly. Status: Representative
36.	Portchester Community Centre Ltd	Cllr N Walker Cllr R H Price, JP	2013/14		This charity body was set up to manage and run the new Portchester Community Centre following the award of the lease to Portchester Community School.
37.	Portchester Parish Hall Board of Trustees	Cllr Miss S M Bell Cllr D J Norris	2013/14		Provides facilities for user groups of all ages and a wide variety of other functions. Meets quarterly. Status: Trustees (voting)

38.	Priory Park Community Association Management Committee	Cllr B Bayford Cllr Mrs M E Ellerton	2013/14		Provides a service to the local community by maintaining and managing facilities for various groups to run activities to improve condition of life, health and leisure. Meets 6 times per year. Status: Representatives
39.	Ranvilles Community Association Management Committee	Cllr Miss T Harper	2013/14		The community association is a voluntary organisation set up to maintain and run the centre and serve the local community by making various activities accessible to local people. Meets 4 to 6 times per year. Status: Representative
40.	RELATE Portsmouth and District	Cllr T Howard	2013/14		Relationship counselling and related matters including education and training. Meets quarterly. Status: Representative.
41.	RELATE Solent	Cllr T Howard	2013/14		Relationship counselling and related matters including education and training. Meets every 3 months Status: representative (non-voting)
42.	River Hamble Harbour Management Committee	Cllr T M Cartwright  <i>Deputy:</i> Cllr D C S Swanbrow	2013/14		Considers policy and regulatory functions; prepares and maintains a strategic plan for management of the river; delegates day to day decision making to the (County) Executive Member for Environment. Meets 4 times per year. Status: Representative (voting)
43.	Solent Sea Rescue Organisation	Cllr T Knight	2013/14		Saving of life at sea and rescuing people in danger in the Solent area. Meets 8 times per year. Status: Representative

44.	The Louisa Seymour Charity Management Committee	Cllr D C S Swanbrow	2013/14		The charity is for provision and upkeep of Sarisbury Parish Rooms. The appointee is as a member of the Management Committee. Meets bi-monthly. Status: Trustee (non-voting)
45.	Titchfield Community Association –	Cllr Miss Harper	2013/14		Liason between FBC and Titchfield Community Association on matters other than routine/administration. Meets 5 times per year. Status: Representative (non-voting)
46.	Victory Hall Management Committee	Cllr M Ford	2013/14		Provides and maintains a village hall for use of the inhabitants of Hook and Warsash for recreation and leisure use with the object of improving conditions of life. Meets monthly. Status: Trustee
47.	Wallington Village Community Association Executive Committee	Cllr Mrs K K Trott <i>Deputy:</i> Cllr P W Whittle, JP	2013/14		Provides leisure/educational facilities for Wallington residents; maintains and manages the village hall and seeks to maintain and improve the built and natural environment within the village. Meets monthly. Status: Representative (non-voting)
48.	West Paulsgrove Scout and Community Association	Cllr Miss Bell	2013/14	Added - Council 21/10/10	



49.	Whiteley Community Association – General and Executive Cttees	Cllr S D T Woodward	2013/14		Seeks to work together for the benefit of local residents by association with local authorities, voluntary and other organisations to advance education, to provide facilities for recreational and leisure use for local people and to maintain and manage the community centre. General Cttee: Meets not less than 4 times per year. Executive Cttee: Meets not less than 6 times per year. Status: Trustee
50.	Daedalus Strategy Group	Cllr A Mandry <i>Deputy:</i> Cllr T Knight	2013/14		To consider issues relating to the future use of the Daedalus site. Meetings: To be determined. Status: Representative
51.	Design Champions Club – South East England Development Agency	Cllr N J Walker <i>Deputy:</i> Cllr A Mandry	2013/14		Promotes and encourages good design within each representative’s organisation. Meets approx 3 - 4 times per year. Status: Representative
52.	Fareham Town Access Plan Steering Group	Cllr P Davies Cllr Mrs Trott	2013/14		A Partnership with Hampshire County Council to develop a Town Access Plan, designed to improve movement in and around town and to make the best use of roads and public spaces. Status: Representatives

53.	Hampshire Buildings Preservation Trust	Cllr N J Walker  <i>Non-voting representative :</i> Cllr Mrs M E Ellerton	2013/14		The Trust seeks to preserve, for the benefit of the people of Hampshire and of the nation at large, whatever English historical and constructional heritage may exist in Hampshire. The Borough's representative is entitled to attend the Annual General Meeting of the Trust and to vote at the meeting. Meets 4 times per year plus the AGM. Status : Representative (voting)
54.	Historic Environment Champion (English Heritage)	Cllr N J Walker	2013/14		Promotion of the historic environment and ensuring that the historic environment is "at the heart of the Council agenda". The Government sees the historic environment as a catalyst for regeneration, learning, community cohesion and economic development. Status: Representative/Heritage Champion (non-voting)
55.	Local Government Association Coastal Issues Special Interest Group	Cllr T G Knight  <i>Deputy:</i> Cllr J V Bryant	2013/14		The Group's purpose is to:- (i) increase awareness of issues affecting coastal, estuarine, and maritime communities; (ii) act as a focus for liaison between local authorities and other bodies; (iii) secure improved cross-departmental co-ordination within central government on coastal issues.  Meets 3-4 times per year. Status: Representative

56.	North Whiteley Development Forum	Cllr D C S Swanbrow <i>Deputy:</i> Cllr K D Evans	2013/14		Informal advisory body to Winchester City Council, advising on the major development north of Whiteley. Meets approximately 4 times per year Status : Representative(voting)
57.	Public Transport Representative	Cllr P J Davies <i>Deputy:</i> Cllr T Howard	2013/14		Enables interested parties to keep up to date with progress on passenger transport issues. Includes meetings of the National Federation of Bus Users – Portsmouth Bus Action Group. Status: Representative
58.	Solent Forum (incorporating the Solent Water Quality Group/Conference)	Cllr T G Knight <i>Deputy:</i> Cllr T M Cartwright	2013/14		Since 1992, the Solent Forum has provided a platform to deliver Integrated Coastal Zone Management in the Solent sub-region of the South East. It operates at a strategic coastal management level, providing a network for closer working relationships, information dissemination and discussion of topical coastal issues. The Solent Forum website ( <a href="http://www.solentforum.org">www.solentforum.org</a> ) contains information on the nature and work on the Solent Forum. From it you can find details of the Forum's members, learn about the Forum's current work and view news and events from around the Solent and the UK. You can also download the bi-annual newsletter. . Meets 2 times per year, plus the conference. Status: Representative (non-voting)

59.	Transport for South Hampshire Joint Committee	Observer : Cllr K Evans	2013/14		The committee is responsible for providing enhanced transport delivery arrangements for the South Hampshire area and maximising investment and infrastructure provision in accordance with the South Hampshire sub-regional strategy. Meets 4 times per year. Status : Observer representative
60.	Community Safety Partnership	Cllr A Mandry Cllr T M Cartwright	2013/14		Conducts and publishes an audit of crime and disorder problems in the Borough; identifies local crime and disorder priorities and formulates a three-year strategy to assist in tackling them, including objectives and targets; monitors progress and reviews strategies as required. Partnership meets bi-monthly. Status : Representatives.
61.	Sub-group meetings : Community Tasking and Coordinating Group	Cllr A Mandry	2013/14		
62.	Joint Authorities Gypsies and Travellers' Panel	Cllr T Cartwright Cllr Mrs K Mandry	2013/14		The purpose of the Panel is to investigate joint co-operation between all authorities, including unitary and parish councils, so that a combined strategy can be developed to overcome the problems associated with unauthorised camping. Meets quarterly. Status: Representative
63.	PATROL - Parking and Traffic Regulations Outside London <i>(formerly National Parking Adjudication Service Joint Committee)</i>	Cllr Cartwright  Cllr K Evans	2013/14		The joint committee provides an opportunity for local member input into the national parking adjudication service. Meets annually. Status: Representative

64.	Hampshire County council South Area Road Safety Council	Cllr Mrs K Mandry	2013/14		To promote and encourage road safety education, training and publicity in the local area. To encourage activities of local groups on road safety matters. To seek involvement of local community to support road safety programmes. To support initiatives and promotions of local campaigns designed to improve awareness of road safety. Meets 3 times per year. Status: Representative (non-voting)
65.	Project Integra (i) Management Board	Cllr L Keeble  <i>Deputy:</i> Cllr B Bayford	2013/14		(i) Portfolio holders representing partner organisations. Meets 3 times per year plus conference. Status: Representative; Deputy also an "Observer". (voting) (Representative must be an Executive Member)  Project Integra is a mature partnership of the all Local Authorities in Hampshire plus Hampshire Waste Services. It has achieved an integrated approach to municipal waste management. Current mission is to manage waste generated by households in Hampshire, gaining benefits from integration, scale, synergy and influence.

68	Fareham Housing Market Partnership	Cllr K D Evans Cllr B Bayford	2013/14	Appointed at 05/09/11 Exec	The purpose of the HMP is to provide input and advice to the development of Fareham Borough Council's planning and housing policies, strategies and evidence base for housing in the Borough. The key documents the HMP is involved with are the Council's Housing Strategy, the Strategic Housing Land Availability Assessment (SHLAA) and other Local Development Documents (LDDs) as required. The HMP is made up of representatives from public private and not-for-profit organisations involved in the delivery of housing in the Borough.
69. Page 32	Police and Crime Panel	Cllr A Mandry  <i>Deputy</i> Cllr T Cartwright	2012-16	Four Year Term	Section 28(1) of the Police Reform and Social Responsibility Act 2011 ("the Act") provides that each police area is to have a police and crime panel established and maintained in accordance with Schedule 6 to the Act. Paragraph 3(2) of Schedule 6 to the Act provides that the local authorities for a police area must (a) establish and maintain a police and crime panel for their police area, and (b) make the panel arrangements for the police and crime panel. Paragraph 3(3) provides that in the case of a multi-authority police area, all the relevant local authorities must agree to the making or modification of the panel arrangements. (Council 10/05/12 item 17)

70	Highlands Hub Management Committee	Cllr D Whittingham  <i>Deputy</i> Cllr P Davies	2013/14	18/02/12	The Management Committee steers the work of the Highlands Hub facility within the local community, linking its role to the parish churches of St Columba and Holy Trinity with local partners. The Council was asked to review the Council's appointment of a representative to the Highlands Hub Management Committee.
71	Joint Member Shared Coastal Management Service Board	Cllr K Evans  <i>Deputy</i> Cllr T G Knight	2013/14	21/06/12  18/10/12	<p>The Coastal Partnership is between four local authorities: Havant Borough Council, Portsmouth City Council, Gosport Borough Council and Fareham Borough Council. The Partnership Agreement allows for a “one team” approach or shared service that is designed to maximise benefit and efficiencies to each authority by sharing resources. The vision is “To provide an effective and efficient coastal flood and erosion risk management service across partnering authorities, through co-ownership of objectives and an equitable fee structure.”</p> <p>The shared Coastal Defence Management Team provide an effective and co-ordinated coastal defence management service to the Councils that reduces the risks to people and the developed and natural environment from flooding and coastal erosion by encouraging the provision of technically, environmentally and economically sound and sustainable defence measures within the respective local authority areas.</p>

72	Standing Conference on Problems Associated with Coastline (SCOPAC)	Cllr T Knight Deputy Cllr K Evans	2013/14		The primary aims of SCOPAC are: To provide a strong political forum for coastal local authorities and other organisations with an interest in coastal risk management along the south coast of England; and To raise and sanction funding for the successful operation of SCOPAC and for the development and implementation of its research programme.
73	Fareham College CEMAST Curriculum Development Group	Cllr T Cartwright	2013/14	10/03/14	This group is comprised of employers and stakeholders to discuss curriculum, marketing, course design, bespoke employer requirements and continuing and strengthening links between the Fareham Colleges Group's CEMAST project and local employers. Meetings: Quarterly Status: Representative
74	Hampshire Partnership	Cllr T Cartwright Deputy Cllr SDT Woodward	2013/14	Made at Council on 12/12/13	The role previously undertaken by the Hampshire Senate has been reviewed and refreshed and the Senate will now be replaced by the Hampshire Partnership; the Partnership will drive forward a new agenda for partnership working that recognises the important role of the County Council and District and Borough Council's working together with other organisations on matters of interest and service delivery within the county of Hampshire Meetings: Quarterly Status: Representative



## **GUIDANCE ON THE DUTIES AND RESPONSIBILITIES OF MEMBERS APPOINTED TO OUTSIDE BODIES**

1. This guidance gives an outline of the duties and responsibilities of members appointed to “outside bodies” on the nomination of Fareham Borough Council.
2. It is not intended to provide definitive answers to every question which could be raised in relation to each of the outside bodies to which members of the Council are nominated or appointed. Rather it is intended to alert members to issues of which they should be aware and prompt the seeking of advice from the body itself or from officers of the Council where necessary.

## **SUITABILITY OF OUTSIDE BODIES**

3. Appointment of Members to serve on outside bodies shall be dependent on one or more of the following conditions applying:
  - (a) where it is considered necessary to supplement existing communication channels established by members and/or officers;
  - (b) where the Council has a significant interest in the business dealt with by the body in question, e.g. by virtue of owning relevant premises; providing significant resource contributions; being a key partner; or the fact that the work of the Body is of strategic significance to the Council;
  - (c) where Council appointees are legally required;
  - (d) where the boards of registered charities are required to include Council appointed trustees in order to comply with their Articles of Association or Trust Deeds; and
  - (e) in other cases, where such representation would bring clearly defined mutual benefits to both the authority and the body in question.

## **BASIS FOR APPOINTMENT**

4. Members will be appointed to outside bodies to:
  - (a) represent the Council on joint local authority bodies/consortia
  - (b) represent the Council by attending meetings of other organisations in a purely advisory capacity to:
    - observe proceedings; and/or
    - facilitate information exchange whilst promoting the interests of the Council as opposed to the body; or
  - (c) act as executive members of other organisations (e.g. a director/trustee/voting member of a Management Committee) with an obligation to act in the best interests of the body concerned whilst conducting its business.
5. Where the Council makes appointments/nomination on the basis of sub-paragraph (b) and (c) above, officers shall assist, when requested, in seeking to verify whether the organisations concerned have adequate insurance cover in place to protect the Council’s appointees.

6. Each organisation shall be requested to provide the Council with a clear statement of what is expected of Council appointees, e.g. in terms of the number of meetings to be attended and responsibilities associated with the appointment.
7. It would be inappropriate for a member to hold the position of a Fareham Borough Council appointed representative or trustee at the same time as holding a position that is directly elected or appointed by the same external organisation. An individual member should hold only one position or the other (as once elected as a member they must always act in that capacity and cannot choose when to do so or not). Being appointed as a representative or trustee by two bodies in different capacities may cause conflicts of interest which may not be in the Council's best interests.

## THE ROLE OF COUNCIL APPOINTEES

8. The role of Council appointees on outside bodies will vary, but, essentially, will be to:
  - (a) help to secure any objectives of the Council in participating in the organisation;
  - (b) help the organisation to achieve its aims and objectives, legally, properly and effectively;
  - (c) meet any specific legal responsibilities attached to the membership of the organisation;
  - (d) safeguard the Council's interests on those organisations which are funded from or through the Council; and
  - (e) encourage the organisation to adopt sustainable and ethical policies.
9. The three main types of appointee are:

**Observer** - non-voting role with the main task of viewing the business undertaken and reporting issues back to Council;

**Representative** - formally appointed to vote on business conducted by the outside body but with no statutory responsibilities; and

**Trustee** - formally appointed to vote. Must follow legislative responsibilities, as per the Charity Commission guidance (see paragraph 13 below).
10. All outside bodies will have requirements placed on them either by statute or by their constitutions. Members should ensure, where possible, that those bodies comply with the requirements thereon.
11. Members are advised to:
  - (a) ask about any specific legal responsibilities attached to membership of the organisation;
  - (b) read the constitution of the organisation and be aware of its powers, duties and objectives;
  - (c) attend meetings regularly;

- (d) ensure that they receive regular reports on the activities of the organisation and its financial position;
- (e) where the organisation is funded by or through the Council, to obtain a copy of the Annual Report and Accounts to see that the funds have been spent on the agreed objectives; and
- (f) seek advice from the appropriate Council officers in the event of any doubts or concerns about the operation of the organisation.

## **THE RELATIONSHIP WITH THE COUNCIL'S CODE OF CONDUCT FOR MEMBERS**

- 12. Under the Council's Code of Conduct, a member is required to include in his register of interests his membership of any "body to which he has been appointed or nominated by the authority as its representative."
- 13. Such membership of an outside body is at least a personal interest which a member must declare under the Code. The interest may be a prejudicial interest in certain circumstances where the member is not appointed by the Council but is involved in that organisation in a private capacity.
- 14. The Code further provides that when a member acts as a representative of the authority on any other body, he must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject. Where this arises advice should be taken from the Monitoring Officer.
- 15. The latter provision will apply when the member has been appointed or nominated to the membership of the other body by Fareham Borough Council but not otherwise.

## **PERSONAL RESPONSIBILITY**

- 16. Members appointed to outside bodies by the Council should note that although the nomination is made by the Council, once appointed the member is personally responsible for the carrying out of any obligations to the body concerned. The Council does indemnify certain acts under the Council's Officials Indemnity Policy (details of which can be provided by the Finance Department). However, in the event of any default, the individual member will be responsible unless the act is covered by the policy. For this reason it is important that members make sure that they understand the nature of the obligations they are undertaking when they accept nomination or appointment to an outside body by the Council.
- 17. The bodies concerned should be able to provide this information but in case of any unresolved query or potential conflict of interest, a member should seek advice from the Monitoring Officer (Director of Regulatory and Democratic Services).
- 18. The principal types of outside bodies are Charitable Trusts, Unincorporated Associations and Companies, and the significance of each of these for members is set out below.

## **CHARITABLE TRUSTS**

- 19. Guidance is available on the Charity Commission's website:  
[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). Document CC3 – Responsibility of Charity

Trustees is particularly useful as is the Councillors Guide produced by the LGA and Charity Commission

<http://www.charitycommission.gov.uk/Publications/cc3.aspx>].

20. Trustees will be appointed under the Trust Deed or Scheme. This will set out the objects of the charity which govern how the charity's assets may be used.
21. Trustees must take care to act in accordance with the Trust Deed to protect the Charity's assets. They are also personally responsible for compliance with the Charities' Acts and the Trustee Act 2000.
22. Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary prudent business person would show. Higher standards are required of professionals and in relation to investment matters.
23. Charitable Trustees must ensure that the information relating to the trust and trustees is registered with the Charity Commission and that annual accounts and returns are completed and sent.
24. If charitable income exceeds £5000, then letters advertisements and cheques etc. must bear a statement that the organisation is a registered charity.
25. Trustees are under a duty to ensure compliance with all relevant legislation for example in relation to tax and health and safety.

## **UNINCORPORATED ASSOCIATIONS**

26. An unincorporated association does not have a separate legal identity. It consists of a group of people (its members) acting together for a common purpose. The rules governing the members' duties and liabilities will (or should) be set out in a constitution.
27. In most cases an unincorporated association cannot sue or be sued. The individual members of the association may be liable on contracts entered into 'on behalf of' the association either because of the way the contract is worded or because they are exceeding their authority. There is no limit on liability as exists for directors of a limited company. It is important that members of such an association should ensure that no financial commitment is entered into unless it is properly authorised and the association holds sufficient funds to cover the liability.
28. Such associations are usually advisory or consultative bodies and do not become involved in financial transactions of any kind. In such cases the question of personal liability is less likely to arise.

## **LIMITED COMPANIES**

29. In some cases an appointment to an outside body will mean becoming a director of a limited company.
30. The objects of a company and the roles of directors will be set out in its Memorandum and Articles of Association and any director should be familiar with these documents.

31. A director has a fiduciary duty to the company to act honestly and in good faith in the best interests of the company as a whole. (This may conflict with the interests of the Council in which case advice should be sought.)
32. A director owes a general duty of care and skill to the company commensurate with his level of skills knowledge and experience.
33. A director must exercise independent judgement. He may take into account the interests of a third party whom he represents but must disclose the position to the company. It would be a breach of duty to vote simply in accordance with a Council mandate or on party political grounds, for example.
34. A director may not make a secret profit from his position and must therefore disclose all interests in contracts or dealings with the company.
35. A director must ensure compliance with the Companies Acts in relation to keeping accounts and making returns to the registrar of Companies, and also with other relevant legislation for example in relation to employment or health and safety.
36. A director must ensure that the company is able to meet its current liabilities.
37. Provided a director acts within his powers and within the powers of the company, and is not negligent or in breach of his fiduciary duty he will not incur personal liability.
38. In some cases an outside body may be both a company limited by guarantee and a charity so the provisions relating to charities set out above will also apply.

## **INDEMNITY FOR LOSS**

39. Fareham Borough Council does not indemnify members of outside bodies for any personal losses or liabilities they may incur, other than under the Officials Indemnity Policy referred to in paragraph 11 above. Members should ensure that the body carries appropriate insurance to cover personal liabilities to the extent that the law allows.

March 2004  
*updated 15 December 2011*



# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Executive

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

**Date:** Monday, 7 April 2014

**Venue:** Collingwood Room - Civic Offices

**Present:**

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

**Also in attendance:**

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

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

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

M J Ford, JP, Chairman of Appeals Committee

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

D C S Swanbrow, Chairman of Scrutiny Board

Mrs K K Trott, for item 8(1)

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



**1. APOLOGIES FOR ABSENCE**

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

**2. MINUTES**

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

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

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

**4. DECLARATIONS OF INTEREST**

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

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

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

**5. PETITIONS**

There were no petitions presented at this meeting.

**6. DEPUTATIONS**

There were no deputations made at this meeting.

**7. MINUTES / REFERENCES FROM OTHER COMMITTEES**

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

**8. HEALTH AND HOUSING**

- (1) New Tenancy Agreement



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

RESOLVED that the Executive:

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

(2) Homelessness and Housing Options Strategy 2014-17

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

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

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

(3) Affordable Housing Programme Update

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

RESOLVED that the Executive:

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

(4) Affordable Housing Development Opportunities

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

RESOLVED that the Executive agrees to:

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

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

## **9. LEISURE AND COMMUNITY/POLICY AND RESOURCES**

### **(1) Western Wards Pool - Project Approval**

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

RESOLVED that the Executive:

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

### **(2) Delegated Approval for Community Funding Applications**

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

## **10. STREETSCENE**

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

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

### **(2) Project Integra Action Plan 2014-17**

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

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

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

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

## **11. PLANNING AND DEVELOPMENT**

### **(1) Welborne Quarterly Financial Update**

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

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

## **12. POLICY AND RESOURCES**

### **(1) Broadcut Depot - Boundary Wall**

RESOLVED that the Executive

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

## **13. EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the remainder of the meeting, as the Executive considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt

information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

#### **14. LEISURE AND COMMUNITY**

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

RESOLVED that the Executive approves:

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

#### **15. PLANNING AND DEVELOPMENT**

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

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

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

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Executive

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

**Date:** Monday, 12 May 2014

**Venue:** Collingwood Room - Civic Offices

**Present:**

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

**Also in attendance:**

P J Davies, Chairman of Housing Tenancy Board; for item 9(1)  
M J Ford, JP, Chairman of Appeals Committee  
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel  
Mrs K K Trott, for item 11(1)



**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 7 April 2014 be confirmed and signed as correct record.

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

The Executive Leader noted that the meeting marked not only the end of the municipal year but of the electoral cycle and he offered his thanks to officers for the support they have provided during this two year cycle. He wished good luck to all councillors standing for re-election.

**4. DECLARATIONS OF INTEREST**

Councillor S D T Woodward declared a non-pecuniary interest for item 9(2) as he is appointed as a Hampshire County Council representative to the Management Committee for the Genesis Young People's Centre. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

Councillor K D Evans declared a non-pecuniary interest for item 9(2) as he is appointed as a Hampshire County Council representative to the Management Committee for the Genesis Young People's Centre. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

**5. PETITIONS**

There were no petitions presented at this meeting.

**6. DEPUTATIONS**

There were no deputations made at this meeting.

**7. MINUTES / REFERENCES FROM OTHER COMMITTEES**

There were no references given at this meeting.

**8. HEALTH AND HOUSING**

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

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

## 9. LEISURE AND COMMUNITY

### (1) Fareham Park Project Six Monthly Report

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

RESOLVED that the Executive:

- (a) approves the matched funding of £5,000 from the Fareham Park Development budget, towards the 'Clued Up 2 Go' initiative;
- (b) notes the progress of the Fareham Park Project;
- (c) supports the new priority selected by the Steering Group;
- (d) receives an annual update on the progress of the project, with the next report being April 2015; and
- (e) requests that the Executive Leader sends a strongly worded letter to Hampshire County Council to request that the land owned by the County, at 96 Highlands Road, be developed for community use as a matter of priority.

### (2) Genesis Young People's Centre - Proposed New Management Arrangements

Councillor S D T Woodward declared a non-pecuniary interest for this item as he is appointed as a Hampshire County Council representative to the Management Committee for the Genesis Young People's Centre. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

Councillor K D Evans declared a non-pecuniary interest for this item as he is appointed as a Hampshire County Council representative to the Management Committee for the Genesis Young People's Centre. Councillor Woodward remained present at the meeting and took part in the discussion of the item.

RESOLVED that the Executive:

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

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

## **10. PUBLIC PROTECTION**

- (1) Community Safety Strategy

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

- (2) Food Safety Plan

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

## **11. PLANNING AND DEVELOPMENT**

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

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

RESOLVED that the Executive agrees to:

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



**12. POLICY AND RESOURCES****(1) Business Rate Discretionary Rate Relief**

RESOLVED that the Executive agrees:

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

**(2) Daedalus Innovation Centre - Provision of Solar Panels on Roof**

RESOLVED that the Executive;

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

**13. EXCLUSION OF PUBLIC AND PRESS**

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

**14. POLICY AND RESOURCES****(1) Young Citizen of the Year Award 2014 - 12-18 Year Old Category**

RESOLVED that the Executive approves the selection of two of the candidates nominated, as Young Citizens of the Year (12-18 year olds).

(The meeting started at 6.00 pm  
and ended at 6.31 pm).



# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Planning Committee

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

**Date:** Wednesday, 23 April 2014

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

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

**Also Present:** Councillor J S Forrest (Minute 6(13))



**1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor B Bayford.

**2. MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the Planning Committee meeting held on 26 March 2014 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

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

**4. DECLARATIONS OF INTEREST**

In accordance with Standing Orders and the Council's Code of Conduct Councillor A Mandry declared a non-pecuniary interest in item 13 P/14/0147/CU – Part of Unit B 41-45 Stubbington Green Fareham (see minute 6(13) below).

**5. DEPUTATIONS**

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

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute No/ Application No
<b>ZONE 1</b>				
Ms S Malpass	Mr K Baker and Ms J North	Land at Hook Park Road, Warsash – Provision of storage container, portable toilet and small riding establishment	<b>Opposing</b>	6 (1) P/13/1054/FP
Ms A Hewitt (for Ms R Snowden)		-ditto-	<b>Supporting</b>	-ditto-

Mr S Jordan		2 Jesmond Grove, Locks Heath – fell one Blue Atlas Cedar protected by TPO 557	<b>Supporting</b>	6 (3) P/14/0141/TO	
Mrs H Silsbury		10 Botley Road, Park Gate – fell one oak tree protected by TPO 436	<b>Opposing</b>	6 (4) P/14/0144/TO	
<b>ZONE 2</b>					
Mrs M Sygrove (on behalf of the Fareham Society)		23 The Avenue Fareham – erection of two 4-bed houses with associated access and car parking	<b>Opposing</b>	6 (10) P/14/0203/FP	
<b>ZONE 3</b>					
Les Rosenthal (Agent)		5 Cottess Way East, Fareham - Erection of extension and sub-division of existing dwelling to create an additional semi-detached dwelling with associated parking provision and detached garage for existing dwelling	<b>Supporting</b>	6 (12) P/14/0142/FP	
Mrs P Hayre		Part of Unit B, 41-45 Stubbington Green, Fareham – Change of use of part of 41-45 Stubbington Green to a mixed A1/A3 coffee shop with outside seating	<b>Opposing</b>	6 (13) P/14/0147/CU	
Ms N Jarman (Agent)		-ditto-	<b>Supporting</b>	-ditto-	
Mr D Ballard	Mr J Beard Mr K Clark	3 Haven Crescent, Fareham, PO14	<b>Opposing</b>	6 (14) P/14/1210/FP	

		3JX – Alterations and extensions to dwelling including ground floor rear (north) and side (western) extensions; first floor extensions including new roof; provision of first floor balconies and covered veranda and new garage to replace existing and vehicular access from north-east frontage of site			
Mr J Westcott		-ditto-	<b>Supporting</b>	-ditto-	

**6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS**

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

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

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

A motion was proposed and seconded to approve the officer recommendation to grant temporary planning permission, subject to the conditions in the report, as amended to delete the requirement that the container be removed outside of the season, provided it remains suitably screened with hedgerow. The motion was voted on and CARRIED  
(Voting: 7 in favour; 0 against; 2 abstentions)

RESOLVED that, subject to the conditions in the report, as amended to delete the requirement that the container be removed outside of the season, provided it remains suitably screened with hedgerow, TEMPORARY PLANNING PERMISSION FOR THREE YEARS be granted.

**(2) P/14/0125/FP - 1 MOSS COURT 20 LOCKS ROAD LOCKS HEATH**

Upon being proposed and seconded the officer recommendation to grant planning permission subject to the condition in the report was voted on and CARRIED  
(Voting: 9 in favour; 0 against)

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

**(3) P/14/0141/TO - 269 WARSASH ROAD LOCKS HEATH**

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

The Committee's attention was drawn to the Update Report which provided the following information:- *The site address for the cedar is 2 Jesmond Grove not 269 Warsash Road. The applicant is Mr Jordan of 269 Warsash Road.*

It was proposed and seconded that the application be refused in accordance with the officer recommendation. Upon being put to the vote the motion was LOST (Voting: 3 for refusal; 6 against refusal).

A further motion was proposed and seconded that the application receive consent. Upon being put to the vote the motion was CARRIED (Voting: 6 in favour; 3 against)

RESOLVED that CONSENT be granted to fell one blue atlas cedar protected by Tree Preservation Order No 557.

Reason: Members considered that the proximity of the tree to the house had an impact upon the applicant and their property which outweighed any harm arising from the loss of the tree.

**(4) P/14/0144/TO - 10 BOTLEY ROAD PARK GATE**

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

The Committee's attention was drawn to the Update Report which provided the following information *Please note that the reference to estimated potential repairs will cost £15,000 not £1500.*

Upon being proposed and seconded the officer recommendation to grant consent, subject to the conditions in the report, was voted on and CARRIED (Voting: 8 in favour; 0 against; 1 abstention)

RESOLVED that subject to the conditions in the report, CONSENT be granted for the felling of one oak tree protected by Tree Preservation Order No 436,

**(5) P/14/0195/FP - MOBILE PHONE MAST LOCKSWOOD ROAD LOCKS HEATH**

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

RESOLVED that PLANNING PERMISSION be granted.

**(6) P/14/0059/RM - 138 FUNTLEY ROAD FAREHAM**

Upon being proposed and seconded the officer recommendation to approve, subject to the condition in the report, Reserved Matters, relating to appearance, landscaping and scale following outline approval P/13/0161/OA, was voted on and CARRIED

(Voting: 8 in favour; 0 against) **(N.B.** Councillor Price was not present in the meeting when this matter was considered)

RESOLVED that, subject to the conditions in the report, Reserved Matters relating to appearance, landscaping and scale following outline approval P/13/0161/OA was APPROVED.

**(7) P/14/0060/RM - LAND TO REAR OF 138 FUNTLEY ROAD FAREHAM**

Upon being proposed and seconded the officer recommendation to approve, subject to the condition in the report, Reserved Matters, relating to appearance, landscaping and scale following outline approval P/13/0947/OA, was voted on and CARRIED

(Voting: 8 in favour; 1 abstention)

RESOLVED that, subject to the conditions in the report, Reserved Matters relating to appearance, landscaping and scale following outline approval P/13/0947/OA be APPROVED

**(8) P/14/0171/CU - 6 HIGH STREET FAREHAM**

The Committee's attention was drawn to the Update Report which provided the following information: *References to P/07/0880/LB, P/07/0880/DP/A and P/07/0880/DP/B in the History section of the report are to be deleted.*

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

(Voting: 9 in favour; 0 against)

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

**(9) P/14/0174/LB - 6 HIGH STREET FAREHAM**

The Committee's attention was drawn to the Update Report which provided the following information: *References to P/07/0880/LB, P/07/0880/DP/A and P/07/0880/DP/B in the History section of the report are to be deleted.*

Upon being proposed and seconded, the officer recommendation to grant listed building consent, was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that LISTED BUILDING CONSENT be granted.



**(10) P/14/0203/FP - 23 THE AVENUE FAREHAM**

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

The Committee's attention was drawn to the Update Report which provided the following information: *The applicant has submitted further information in support of the application which include a Design and Access Statement, Ecological Report and Tree Report. These documents were submitted with the application but do not appear to have arrived with the Council from the Planning Portal. These are important documents and whilst the case made does not alter the recommendation, nonetheless Members should be aware of the main points raised in considering the case for the application. The salient points are:*

- That the Inspector who dismissed the previous appeal at the site considered the ex-orchard to be suitable for redevelopment on a limited scale;*
- The site is currently disused and maintained as a paddock;*
- *English Heritage previously indicated that a reduced development could be accommodated; the costs of providing services mitigates against a single dwelling;*
- *The Existing Dwelling has too much ground to be maintained; the proposed development would generate funds for the future maintenance of the Listed Building;*
- *English Heritage have previously stated that the grounds are not worthy of inclusion in the Historic Parks and Gardens Register;*
- *The author of the history and gazetteer for the Listed Building has confirmed that its setting would not be adversely affected by the development of the ex-orchard;*
- *The development would form a buffer to the proposed development on the Fareham College Site;*
- *The design, scale and quality of the proposed dwellings would reflect the setting of the Listed Building and are in keeping with surrounding development;*
- *The proposed layout maintains distance to the Listed Building;*
- *The dwellings will be sustainable and meet the requirements for Code 4;*

*The development would lead to less than substantial harm to the setting of the grade II\* listed building where the harm should be weighed against the public benefits of the proposal including securing its optimal use; the listed building is costly to maintain and the development will secure private funding for its future maintenance;*

*The following are further comments from consultees in light of the additional information:*

*English Heritage - Thank you for sending through the Design and Access Statement for the proposed two new dwellings at Blackbrook Grove. I have read the document and would like to comment on a few of the points made.*

*On page 2 of the Design and Access Statement (D&A) there is the suggestion that the development site 'does not form an essential part of the setting to the*

house'. English Heritage has published guidance on the issue of setting: *The Setting of Heritage Assets*. Within this document is a definition of setting: 'Setting is the surroundings in which an asset is experienced. All heritage assets have a setting, irrespective of the form in which they survive and whether they are designated or not. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance, or may be neutral'. (p.5)

The former orchard area is an integral part of the garden to Blackbrook Grove and it was created to serve the house. Although the orchard area is diminished in character there can be no doubt that it is part of the setting of the house.

The D&A suggests that this development is needed to fund the upkeep of the listed house and its garden (see page 3) and goes on to say that funding the maintenance of the house etc through generating funds via the development would be a 'public benefit' (p.8). While I do not doubt that it is expensive to repair and maintain a large house and garden I cannot see evidence that this is currently a difficulty (the house is well maintained and the garden well cared for and is a credit to the owners). If this proposed development is considered to be contrary to normal planning policy, but that it might be justified on the grounds that it could fund the repair of Blackbrook Grove then this should be considered as a case for 'enabling development'.

Enabling development is an effective solution in special circumstances. However, there are criteria set out by English Heritage which must be satisfied. One is that the development "...will not materially harm the heritage values of the place or its setting", and another is that the development is necessary to 'resolve the problems arising from the inherent needs of the place, rather than the circumstances of the present owner, or the purchase price paid' (*Enabling Development and the Conservation of Significant Places* p.5). I have already submitted comments which conclude that in my view the proposal would be harmful to the setting of the listed house. To prove the second point the applicant would have to demonstrate that they have been through a market testing exercise (i.e. that there is not an alternative owner with the necessary funds to maintain the house and garden). In addition, if the development is seriously proposed as a means to provide a public benefit then this benefit must be secured through a legal agreement which would ensure that the profits of the development are reinvested in the repairs and maintenance of the listed building. There is no suggestion in the application that this is being proposed.

In my view there is no public benefit in this proposal and that any difficulty in funding ongoing repairs could be resolved through finding a new owner.

The D&A notes that the garden is not on the national Register of Parks and Gardens (p.3). This is correct. However, the garden is on the local Hampshire register and is therefore considered to be a 'non designated heritage asset' and is therefore afforded protection through the National Planning Policy Framework: 'In weighing applications that affect directly or indirectly non designated heritage assets, a balanced judgement will be required having regard to the scale of harm or loss and the significance of the heritage asset.' (para.135).

*The D&A suggests that because extensive development is proposed to the south of this site within the college grounds this somehow justifies a low density development within the grounds of Blackbrook Grove and this would be a 'buffer zone' (p.3). Any consideration of development within the college grounds would also have to take into account the setting of the listed house. In any case I am not sure that any development has been agreed and therefore this cannot be a relevant issue. Whether this bigger development goes ahead or not taking into account the setting of Blackbrook Grove remains a material planning consideration and would be, in itself, an effective 'buffer'.*

*These comments are in addition to those previously sent in relation to this proposed development*

*Director of Planning and Development (Conservation) - I have the following additional comments having read the design access statement*

*The design and access statement implies that the development is required to generate funds for maintenance to ensure the upkeep of Blackbrook Grove for the future. In planning terms this would be 'enabling development'. Enabling development is development that would otherwise be unacceptable in policy terms but which might be justified in special circumstances on the grounds that it is necessary to secure the future of a heritage asset. It can be used where 'conservation deficit' exists. Conservation deficit occurs where the cost of maintenance, major repair or conversion that is necessary to secure the future of an asset is greater than its resulting value to its owner or in the property market. Enabling development must be related to the viability of the historic asset and not to the circumstances of the owner. If a case for enabling development were to be put forward evidence to demonstrate that the criteria set out in the English Heritage guidance are met would need to be provided ('Enabling Development and the Conservation of Significant Places', 2001), including a comprehensive financial and marketing assessment. There is no evidence that Blackbrook Grove suffers from a conservation deficit, it appears to be in good repair and is not included on the English Heritage Buildings at Risk Register.*

*Director of Planning and Development (Ecology) - An amended report (June 2013 – updated February 2014) has been submitted. Some further information has been provided, however there are still points that require clarification as the ecological impact is unclear. It is suggested that the reason for refusal be amended to reflect the fact that the insufficient information relates to more than just protected species.*

*The ecological report acknowledges that measures will be required to address the Solent 5.6 km disturbance impact. However if the applicant is unwilling to enter into an agreement then this reason for refusal should remain. Suggest omission of the reference to an Appropriate Assessment as this is to be undertaken by the Planning Authority.*

*The outstanding issues are:*

- What is the impact on the orchard habitat and how will this be mitigated?*
- How will the boundaries be protected operationally?*
- Which trees are to be removed?*
- What is the impact upon the ditch along the southern boundary? (plans show this being culverted).*

*These are not necessarily issues that cannot be overcome, if the necessary information is provided*

*Further third party representations have been received:*

*2 representations object to the development on the following grounds:-*

- Impact on foraging for bats;*
- Objection to large 'trophy' houses when need is for everyday homes;*
- Impact of more people on Brent Goose habitat;*
- Impact of extra traffic on Redlands Lane/Avenue junction;*
- Out of keeping with the rest of the site of the listed building;*
- Designs are out of keeping;*
- Access close to bus stops;*
- Impact on wildlife.*

*1 representation supports the application for the following reasons:*

- This unique house will be protected from inappropriate development by this low density proposal;*
- The development will not affect the adjacent woodland.*

*Fareham Society objects -*

- Dwellings should be low profile and sympathetic to the listed building setting and estate;*
- Proposed dwellings are unsympathetic in design;*
- The approach to the site should be soft but it is unclear from the plans what screening will line the drive.*

#### **AMENDED REASONS FOR REFUSAL:**

*The proposed development would be contrary to the guidance set out in the National Planning Policy Framework, to Policies CS6 and CS17 of the Fareham Borough Core Strategy, Policies DG4, C18 and HE10 of the Fareham Borough Local Plan Review and Policies DSP2, DSP6, DSP13 and DSP15 of the draft Fareham Borough Local Plan Part 2: Development Sites and Policies and is otherwise unacceptable in that:-*

*(i) by reason of the form of layout and the bulk and design of the proposed dwellings, the development would be harmful to the setting of this important Grade II\* Listed Building;*

*(ii) the development would result in additional dwellings and therefore additional recreational pressure upon the nationally and internationally designated nature conservation sites including the Portsmouth Harbour Site of Special Scientific Interest (SSSI), the Portsmouth Harbour Special Protection Area (SPA) and RAMSAR site. The Ecological Report attached to the Planning Application acknowledges that measures will be required to address this issue but in the absence of specific mitigation measures being secured it is considered that the proposed development would result in significant harm to the nature conservation interests of these important sites.*

*(iii) insufficient information has been submitted to demonstrate that the ecological impacts are known and can be adequately mitigated*

Upon being proposed and seconded the officer recommendation to refuse planning permission as per the Update Report was voted on and CARRIED (Voting: 9 for refusal; 0 against refusal)

RESOLVED that planning permission be REFUSED.

Reasons for Refusal: The proposed development would be contrary to the guidance set out in the National Planning Policy Framework, to Policies CS6 and CS17 of the Fareham Borough Core Strategy, Policies DG4, C18 and HE10 of the Fareham Borough Local Plan Review and Policies DSP2, DSP6, DSP13 and DSP15 of the draft Fareham Borough Local Plan Part 2: Development Sites and Policies and is otherwise unacceptable in that:-

(i) by reason of the form of layout and the bulk and design of the proposed dwellings, the development would be harmful to the setting of this important Grade II\* Listed Building;

(ii) the development would result in additional dwellings and therefore additional recreational pressure upon the nationally and internationally designated nature conservation sites including the Portsmouth Harbour Site Site of Special Scientific Interest (SSSI), the Portsmouth Harbour Special Protection Area (SPA) and RAMSAR site. The Ecological Report attached to the Planning Application acknowledges that measures will be required to address this issue but in the absence of specific mitigation measures being secured it is considered that the proposed development would result in significant harm to the nature conservation interests of these important sites.

(iii) insufficient information has been submitted to demonstrate that the ecological impacts are known and can be adequately mitigated.

Policies: National Planning Policy Framework (NPPF); Planning Practice Guidance.

Approved Fareham Borough Core Strategy: CS15 - Sustainable Development and Climate Change; CS16 - Natural Resources and Renewable Energy; CS17 - High Quality Design; CS2 - Housing Provision; CS20 - Infrastructure and Development Contributions; CS5 - Transport Strategy and Infrastructure  
CS6 - The Development Strategy; CS7 - Development in Fareham.  
Development Sites and Policies: DSP13 - Nature Conservation; DSP15 - Recreational Disturbance on the Solent Special Protection Areas; DSP2 – Design; DSP6 - Protecting and Enhancing the Historic Environment. Fareham Borough Local Plan Review: C18 - Protected Species; DG4 - Site Characteristics

#### **(11) P/14/0211/SU - MILL ROAD/GOSPORT ROAD FAREHAM**

Upon being proposed and seconded the officer recommendation that prior approval not required was voted on and CARRIED (Voting: 9 in favour; 0 against)

RESOLVED that PRIOR APPROVAL NOT REQUIRED.

**(12) P/14/0142/FP - 5 COTTES WAY EAST FAREHAM**

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

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

- (i) the completion of a Planning Obligation under S106 of the Town and Country Planning Act 1990 to the satisfaction of the Head of the Southampton and Fareham Legal Services Partnership to secure a financial contribution towards off site ecological mitigation measures by 31 July 2014; and
- (ii) the conditions in the report

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

RESOLVED that subject to:-

- (i) the completion of a Planning Obligation under S106 of the Town and Country Planning Act 1990 to the satisfaction of the Head of the Southampton and Fareham Legal Services Partnership to secure a financial contribution towards off site ecological mitigation measures by 31 July 2014; and
- (ii) the conditions in the report

PLANNING PERMISSION be granted.

**(13) P/14/0147/CU - PART OF UNIT B 41-45 STUBBINGTON GREEN FAREHAM**

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

Councillor A Mandry declare a non-pecuniary interest in this matter on the grounds that one of the deputees is known to him.

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

Upon being proposed and seconded the officer recommendation to grant planning permission for a change of use, subject to the conditions in the report, was voted on and CARRIED  
(Voting: 8 in favour; 1 against)

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

**(14) P/14/0210/FP - 3 HAVEN CRESCENT FAREHAM**

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

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

(Voting: 9 in favour; 0 against)

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

**(15) P/14/0243/SU - TELECOMMUNICATIONS BASE LAND AT HIGH SLOPES COMMUNITY HALL CARLTON ROAD FAREHAM**

Upon being proposed and seconded the officer recommendation that prior approval not required report was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that PRIOR APPROVAL NOT REQUIRED.

**(16) Planning Appeals**

The Committee noted the information contained in the report.

**(17) Update Report**

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

**7. NON RESIDENTIAL PARKING STANDARDS SPD**

The Committee considered a report by the Director of Planning and Development regarding the proposed continued use of Hampshire County Council Non-Residential Parking Standards as the basis for guidance on developments in the Borough until such time as new parking standards can be issued

RESOLVED that until new parking standards can be issued, the continued use of Hampshire County Council Non-Residential Parking Standards as the basis for guidance on developments in the Borough, be approved.

**8. TREE PRESERVATION ORDERS**

The Committee considered the confirmation of the following Fareham Tree Preservation Order(s), which had been made by officers under delegated powers and to which no formal objections had been received.

**Fareham Tree Preservation Order No 687 (2014) - Fareham Borough Council Land north of Wallisdean Avenue and Wallisdean Junior School**

Order made on 24 February 2014 covering 11 individual trees and one group covering 28 trees.

RESOLVED that Fareham Tree Preservation Order No 687 be confirmed as made and served

**Fareham Tree Preservation Order No 688 (2014) - Fareham Borough  
Council Land West of Westley Grove**

Order made on 24 February 2014 covering 8 individual trees, one group covering 3 trees and one woodland.

RESOLVED that Fareham Tree Preservation Order No 688 be confirmed as made and served.

**Fareham Tree Preservation Order No 690 (2014) - Fareham Borough  
Council Land at Fareham College Campus**

Order made on 24 February 2014 covering 25 individual trees and 11 groups covering 205 trees.

RESOLVED that Fareham Tree Preservation Order No.690 be confirmed with the following modification – the removal of all 5 trees in G3 and the removal of 4 trees in G4.

The Committee was advised that the loss of the aforementioned trees was agreed on site with Tree Officers to facilitate the temporary construction of access. Suitable replacements will be replanted as part of the landscaping scheme.

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