

FAREHAM

BOROUGH COUNCIL

COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 9 OCTOBER 2014**, commencing at **6.00 pm**.

The Mayor: Councillor David Norris

The Deputy Mayor: Councillor Michael Ford, JP

Councillor Brian Bayford	Councillor Leslie Keeble
Councillor Susan Bayford	Councillor Tim Knight
Councillor Susan Bell	Councillor Arthur Mandry
Councillor John Bryant	Councillor Kay Mandry
Councillor Pamela Bryant	Councillor Sarah Pankhurst
Councillor Trevor Cartwright, MBE	Councillor Roger Price, JP
Councillor Peter Davies	Councillor Dennis Steadman
Councillor Marian Ellerton	Councillor David Swanbrow
Councillor Jack Englefield	Councillor Katrina Trott
Councillor Keith Evans	Councillor Nick Walker
Councillor Geoff Fazackarley	Councillor David Whittingham
Councillor Nick Gregory	Councillor Paul Whittle, JP
Councillor Tiffany Harper	Councillor Christopher Wood
Councillor Connie Hockley	Councillor Seán Woodward
Councillor Trevor Howard	



1. Prayers

The meeting will commence with a short service of prayers.

2. Apologies for Absence

3. Minutes (Pages 1 - 8)

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

4. Mayor's Announcements

5. Executive Leader's Announcements

6. Executive Members' Announcements

7. Declarations of Interest

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

8. 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.

9. Deputations

To receive any deputations of which notice has been given.

10. Reports of the Executive

To receive, consider and answer questions on reports and recommendations of the Executive. Minutes of the meetings of the Executive and a schedule of individual Executive member decisions are appended.

(1) Minutes of meeting Monday, 1 September 2014 of Executive (Pages 9 - 16)

(2) Schedule of Individual Executive Member Decisions and Officer Delegated Decisions (Pages 17 - 20)

11. Report of the Scrutiny Board

To receive, consider and answer questions on reports and recommendations of the meeting of the Scrutiny Board held on 25th September.

(1) Minutes of meeting Thursday, 25 September 2014 of Scrutiny Board (Pages 21 - 24)

12. 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 Thursday, 17 July 2014 of Health and Housing Policy Development and Review Panel (Pages 25 - 28)
- (2) Minutes of meeting Thursday, 11 September 2014 of Health and Housing Policy Development and Review Panel (Pages 29 - 34)
- (3) Minutes of meeting Tuesday, 22 July 2014 of Public Protection Policy Development and Review Panel (Pages 35 - 38)
- (4) Minutes of meeting Tuesday, 9 September 2014 of Public Protection Policy Development and Review Panel (Pages 39 - 42)
- (5) Minutes of meeting Wednesday, 23 July 2014 of Leisure and Community Policy Development and Review Panel (Pages 43 - 48)
- (6) Minutes of meeting Wednesday, 3 September 2014 of Leisure and Community Policy Development and Review Panel (Pages 49 - 54)
- (7) Minutes of meeting Wednesday, 30 July 2014 of Planning Committee (Pages 55 - 62)
- (8) Minutes of meeting Wednesday, 27 August 2014 of Planning Committee (Pages 63 - 68)
- (9) Minutes of meeting Tuesday, 2 September 2014 of Planning and Development Policy Development and Review Panel (Pages 69 - 72)
- (10) Minutes of meeting Thursday, 4 September 2014 of Streetscene Policy Development and Review Panel (Pages 73 - 76)
- (11) Minutes of meeting Tuesday, 16 September 2014 of Licensing and Regulatory Affairs Committee (Pages 77 - 80)
- (12) Minutes of meeting Monday, 22 September 2014 of Audit and Governance Committee (Pages 81 - 86)

13. Questions under Standing Order 17.2

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

14. Motions under Standing Order 15

To receive any Motions of which notice has been given.

- (1) Notice of Motion received 24 September 2014 from Councillor G Fazackarley
I propose that Fareham Borough Council agrees to ban the culling of badgers on Fareham Borough Council owned land now and in the future, including any land that the Council later acquires. This is in response to the start of a second year of badger culling in parts of Gloucestershire and Somerset and follows

Hampshire County Council's decision not to allow badger culling to take place on any County owned or leased land. I believe that there is insufficient evidence to support the scientific claims that a cull of badgers is the answer to eradicating Bovine TB from the countryside.

- (2) Notice of Motion received 26 September 2014 from Councillor C J Wood
I propose that the Council agrees to recommend to the Independent Review Panel when it is next convened, to consider abolishing any Internet Rental Allowance.

- (3) Notice of Motion received 26 September 2014 from Councillor C J Wood
I propose that this Council agrees to waive the political proportionality calculations and ensures that each Councillor sits on a similar number of committees.

15. Annual Review of the Corporate Strategy 2011-2017 (Pages 87 - 106)

A report by the Director of Finance and Resources.

16. Updates to Standing Orders (Pages 107 - 112)

A report by the Monitoring Officer.

17. Allocation of Seats to Committees (Pages 113 - 118)

A report by the Chief Executive Officer.

18. Schedule of Council and Committee Meetings 2015/16 (Pages 119 - 124)

A report by the Head of Democratic Services.

19. Appointments to Outside Bodies

- (1) Portchester Community Centre Limited

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.

Members are asked to review the appointment made at Annual Council on 25th May 2014.

- (2) West Paulsgrove Scout and Community Association

The community hall managed by the Association is located at the boundary of Portsmouth and Fareham and a number of users are from the Portchester area. Meetings of the committee take place at about 6-weekly intervals at the hall. The committee currently comprises local residents, representatives of the scouting movement and a representative of Portsmouth City Council

Members are asked to review the made at Annual Council on 25th May 2014.

(3) Public Transport Representative

The role of the FBC representative is to attend meetings of FARGO (Fareham and Gosport Bus Panel) and HCC Transport Fora for Fareham and Gosport, to liaise with bus and train companies on matters relating to public transport and to attend Bus Users UK meetings in South Hampshire.

Members are asked to review the appointment made at Annual Council on 25th May 2014.

(4) The Moving On Project

The Moving On Project is a charity working in Fareham and Gosport, to provide help for young people aged 11-25, to improve their lives. They offer confidential, discrete support, including free counselling and mentoring to local young people.

They are based at the X-perience Youth Centre, Fareham and also offer counselling in Gosport. In addition to the counselling and mentoring services, the Moving on Project co-delivers 6 weekly drop-in health and wellbeing sessions in a number of local youth centers.

Members are asked to appoint a representative from October 2014.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

1 October 2014

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 24 July 2014

Venue: Council Chamber - Civic Offices

PRESENT:

D J Norris
(Mayor)

M J Ford, JP
(Deputy Mayor)

Councillors: B Bayford, Mrs S M Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, MBE, P J Davies, Mrs M E Ellerton, K D Evans, G Fazackarley, N R Gregory, Miss T G Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, Mrs S Pankhurst, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, JP, C J Wood and S D T Woodward



1. PRAYERS

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

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J M Englefield, A Mandry and Mrs K Mandry.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 19 June 2014.

4. MAYOR'S ANNOUNCEMENTS

The Mayor announced that his next charity event would be a tea party on Thursday 11 September at 2:30pm with a talk by Ray Gibson on the civilian life of Glenn Miller.

This is to be followed by a tea party on Thursday 2 October at 2:30pm with a talk by the Rowans Hospice.

The Mayor also confirmed that there are tickets left for the Tea on the Terrace event at the Houses of Parliament on Monday 20 October. Coach travel is included in the price of £35 with pick up from West Street at 7:30am.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader was pleased to announce that the Council was now in a position to award a contract for the design and build of the new Western Wards swimming pool, further details would be available in due course.

The Executive Leader advised Members that a briefing seminar would be held in the Autumn regarding the Vanguard method, outlining what has been achieved for the Council. This will be followed by a report to the Scrutiny Board and then a report to the Executive.

The Executive Leader confirmed that a report on the future of the Community Action Teams would go to the Scrutiny Board and then on to the Executive.

The Executive Leader referred to data recently released by the Office of National Statistics which shows that Fareham has the highest level of car ownership of any town or city in the country at 539 cars per 1,000 of the population. He summarised opinions that high car ownership is a sign of a prosperous area and is also common in medium sized towns with a population

of over 100,000. This compares with densely populated cities which are generally far better served by public transport and therefore car ownership tends to be much lower. The Executive Leader suggested that these statistics justify why a large proportion of Hampshire County Councils' road budget is being spent in the Fareham area.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

Affordable Homes Programme

The Executive Member for Health & Housing advised Members that in January of this year, the Homes and Communities Agency announced the Government's new Affordable Homes Programme to help fund the development of new affordable homes up to 2018. In response to this, the Council submitted a bid in April, requesting funding of £1.3 million to support the development of 65 new affordable homes.

This week, the HCA announced the results and the Executive Member for Health & Housing was very pleased to announce that the Council was successful in securing all of the £1.3 million.

He confirmed that the majority of the funding would be used to deliver a 36 unit sheltered housing scheme in Park Gate, 16 general purpose one bedroom flats in Fareham Town Centre and 6 family homes in Sarisbury which will be built to high energy efficiency standards.

The Council is presently in the process of constructing a 40 unit sheltered housing scheme in Fareham North West, which will be completed in the early part of next year.

Altogether, the Council will have 100 new affordable Council homes under construction over the next 12 months following a total investment of over £13 million. This represents the largest number of homes being built for over 35 years and the Executive Member for Health & Housing expressed his thanks to officers for working towards this achievement.

Hampshire Police & Crime Panel

The Executive Member for Public Protection provided an update for Members following the meeting of the Hampshire Police & Crime Panel which he attended on 4 July 2104.

He stated that the meeting had a substantial Agenda including re-electing the Chairman, Cllr David Stewart from the Isle of Wight, together with the appointment of new members to the Panel following the recent local elections.

Achievements over the past year have included the establishment of several working groups to assist in reviewing and supporting the work of the Police Crime Commissioner, in particular around finance and the Police & Crime Plan.

At the meeting, the Police Crime Commissioner presented his annual report to the panel, drawing attention to the role of the key work streams of the Police & Crime Plan, Estate Strategy and Operational Change Programme in protecting people across Hampshire and the Isle of Wight.

An update was provided on the Estate Strategy launched in 2013 to support the Commissioner in responding to the priorities of his Police & Crime Plan.

The Strategy will see a number of ancillary custody sites developed and greater partnership working and the sharing of premises. In response to the Estates Plan, the Panel highlighted the need to keep residents informed of progress, sought reassurance over the future of Police presence in a number of areas within the County and emphasised the need for a clear, visible presence to ensure communities obtain a link to the Police.

Also at the meeting, various members were appointed to the Working Groups, and the Executive Member for Public Protection was pleased to report that he was appointed to the Police & Crime Plan Working Group.

Fareham in Bloom

The Executive Member for Leisure & Community congratulated the Housing team for the good news regarding the affordable homes programme.

The Executive Member for Leisure & Community announced that on Sunday 27 July, 7 Fareham in Bloom award-winning gardens would be available for viewing by members of the public with tickets at £5 for the full programme. This event gives the Fareham in Bloom volunteers and the garden owners an opportunity to showcase their efforts.

Green Flag Awards

The Executive Member for Leisure & Community was delighted to confirm that both Holly Hill Woodland Park and the Sensory Garden of reflection in Fareham Town Centre have retained the prestigious Green Flag Award.

Blooming School Results 2014

The Executive Member for Leisure & Community was pleased to announce that the South and South East in Bloom Schools results had been published and that Northern Junior Community School won Gold and Champion of Champions. This award reflects the hours of work put in by the volunteers who were supported this year by HMS Collingwood.

Wicor Primary School won Gold and was also the Hampshire Winner which is a fantastic result. The Executive Member for Leisure & Community placed on record her thanks and gratitude to all volunteers for their hard work.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

A petition of approximately 23 signatures was presented by Councillor P J Davies entitled "We the undersigned call on Fareham Borough Council to provide community lighting for the woodland area in Frosthole Crescent".

The Mayor advised that the petition would be dealt with in accordance with Fareham Borough Council's petition scheme.

9. DEPUTATIONS

A deputation was given by Mr Paul Rogerson on the subject of "problems that exist with the current system of applying for a Hackney Carriage Licence in Fareham".

The Mayor thanked Mr Rogerson for his deputation and advised that as the subject of the deputation comes under the functions of the Licensing and Regulatory Affairs Committee, the matter would be referred to Licensing Officers for consideration.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday, 7 July 2014 of Executive

RESOLVED that the minutes of the Executive meeting held on 7 July 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, 3 July 2014 of Scrutiny Board

RESOLVED that the minutes of the Scrutiny Board held on 3 July 2014 be received.

12. REPORTS OF OTHER COMMITTEES

(1) Minutes of meeting Wednesday, 4 June 2014 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 4 June 2014 be received.

(2) Minutes of meeting Wednesday, 2 July 2014 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 2 July 2014 be received.

(3) Minutes of meeting Monday, 23 June 2014 of Audit and Governance Committee

RESOLVED that:

- (a) the minutes of the Audit and Governance Committee held on 23 June 2014 be received; and
 - (b) the recommendation of the Audit and Governance Committee contained in minute 6 – Review of Financial Regulations regarding the proposed changes to the regulations, be accepted and accordingly, the changes as set out in Appendix B and D to the report be approved.
- (4) Minutes of meeting Tuesday, 8 July 2014 of Licensing and Regulatory Affairs Committee

RESOLVED that:

- (a) the minutes of the Licensing and Regulatory Affairs Committee held on 8 July 2014 be received; and
 - (b) the recommendation of the Licensing and Regulatory Affairs Committee contained in minute 6 regarding policy statements relating to the Local Government Pension Scheme 2014 Regulations be accepted and accordingly, the proposed policy statements be approved.
- (5) Minutes of meeting Wednesday, 9 July 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 9 July 2014 be received; and
 - (b) Councillor G Fazackarley be nominated as the Liberal Democrat representative on the Public Transport Review Member Working Group.
- (6) Minutes of meeting Thursday, 10 July 2014 of Streetscene Policy Development and Review Panel

RESOLVED that the minutes of the Streetscene Policy Development and Review Panel held on 10 July 2014 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

There were two sets of questions submitted for this meeting:

Question from Councillor R H Price, JP:

1. I have over the last few weeks seen the cleaning of the gutters and central reservations of all grass and weeds, this is obviously on the Fareham in Bloom Judges Route. Therefore will the Executive member please advise me when the remainder of the Borough will be treated in the same way, as there are many areas where the grass is growing in gutters and is much more unsightly than the areas that I have seen cleared.

Response by the Executive Member for Streetscene:

1. In the lead up to the In Bloom judging date some extra resource is used to ensure the Borough is presented at its best and this includes the removal of unsightly weeds from the gutters and kerb channels. The majority of this work takes place along the main A27 route through the Borough, a route that is used regularly by local residents, workers, visitors and those just passing through Fareham and therefore ensures that the most used roads in the Borough are well presented for the benefit of all.

To control the weed growth generally in Fareham all roads that have been adopted by the Highway Authority receive two herbicide treatments per annum. This operation is carried out by Hampshire County Council's contractors. The first herbicide treatment has just been completed in the Borough and the weed growth should now be showing signs of dieback. As the plants disintegrate they will be removed by the scheduled sweeping of the Boroughs roads by the Street Cleansing team. This is by far the most economical method to control and remove the weed growth and is an achievable operation within the available resources of both authorities given the scale of the Borough's road network.

It is worth considering the small amount of additional labour used for Fareham's In Bloom entry in context with the many benefits In Bloom brings to the Borough. This year through the In Bloom initiative volunteers working on the various projects put in over 10,000 hours of their time. That is equivalent to £74,000 worth of labour using the nationally recognised standard rate of £50 per day to calculate the value of volunteers. In addition, the In Bloom entry attracted over £35,000 in sponsorship, benefits in kind and donations.

This income compares favourably with the additional labour costs of approximately £6,000 used in the lead up to judging to improve the presentation of the route. This expenditure represents 0.02% of the total annual revenue budget for Grounds maintenance and Street Cleansing.

The majority of the work undertaken for In Bloom is routine scheduled maintenance such as grass cutting and hedge trimming. Some schedules are altered to assist with the presentation of the routes but this temporary situation over the couple of weeks prior to judging day has little impact on the overall grounds maintenance and street cleansing operations throughout the Borough.

On the contrary, the income generated and community engagement benefits of the council's involvement with In Bloom have raised standards of presentation throughout the borough to a level that compares favourably with most other English authorities.

Questions by Councillor P J Davies:

1. How many full and part time employees of Fareham Borough Council are paid less than £7.65, the living wage?

2. In view of the threatened impending closure of the much valued Highlands Park pre-school in July 2015, would Fareham Borough Council consider a variation of the six year lease to this pre-school granted in 2013?

Response by the Executive Leader:

1. Currently we have 17 full time employees and 3 part time employees paid less than £7.65 per hour. These numbers will reduce once the outcome of the pay award is settled which will be back dated to 1 April 2014. I have asked the Chief Executive Officer to undertake a review of pay in a competitive market. The findings and any recommendations will be reported in the Autumn.
2. I can confirm that the Council has not been formally notified by the leaseholder of any plans to close the pre-school. However, should the leaseholder wish to discuss the terms of the lease with the Council, officers are always willing to have such a dialogue, and the leaseholder should, in the first instance, approach the Council's Estates team.

14. MOTIONS UNDER STANDING ORDER 15

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

15. APPOINTMENTS TO COMMITTEES

Councillor P W Whittle, JP advised the Council that he wished to amend the Liberal Democrat nominations to the Planning and Development Policy Development and Review Panel by removing himself and nominating Councillor Mrs K K Trott as a member of the panel with Councillor G Fazackarley as the deputy.

RESOLVED that the amendment be approved and that this comes into effect from 25 July 2014.

(The meeting started at 6.00 pm
and ended at 6.47 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 1 September 2014

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

Mrs S M Bayford, Chairman of Streetscene Policy Development and Review Panel
Miss S M Bell, Chairman of Leisure and Community Policy Development and Review
Panel
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
P J Davies, Chairman of Housing Tenancy Board
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review
Panel
M J Ford, JP, Chairman of Appeals Committee
T G Knight, Chairman of Audit and Governance Committee; for item 9(1)
A Mandry, Chairman of Planning and Development Policy Development and Review
Panel; for item 8(2)
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
Mrs K K Trott, for items 8(2), 9(1) and 9(3)
C J Wood, for items 9(1) and 9(7)



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 July 2014 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

Recording Meetings

The Executive Leader advised that in accordance with recently set legislation, members of the public and press would be able to audio and video record all public meetings held by Fareham Borough Council.

He confirmed that there had been a request to film parts of this meeting of the Executive and reminded members of the public to respect the wishes of other members of the public present who did not wish to be filmed.

Progress on Solent Enterprise Zone

The Executive Leader gave an update on the work taking place on the Solent Enterprise Zone at Daedalus, where major investment has been made to create new employment and training opportunities and attract new businesses to the site.

Fareham Borough Council is working with Gosport Borough Council, Hampshire County Council, the Solent Local Enterprise Partnership (LEP) and the Homes and Communities Agency (HCA) on long-term plans to transform the former airbase into a business destination with the potential to create 3,500 new jobs.

Progress being made on key developments includes:

- The completion of Fareham College's £12m Centre for Engineering and Manufacturing Advanced Skills Training (CEMAST), which opens its doors to nearly 900 students in early September.
- The development of a new £5.3m innovation centre near the college site. When complete in April next year, it will contain office space and workshop facilities for new businesses, with a focus on advanced engineering. The project aims to create around 150 new jobs.
- £1.5m runway resurfacing works, funded by Fareham Borough Council, are due to take place in October and November.
- £1.5m allocated to the development of new hangar space.
- Delivering more than £7m in government investment to enable a comprehensive redevelopment of the Waterfront area of the enterprise zone to create a vibrant new complex of commercial and leisure businesses and new homes. The HCA will shortly be marketing a 55 acre plot on the Waterfront for an employment led, mixed use development.

The Executive Leader stated that the future of the Solent Enterprise Zone is a high priority for the Council, especially as the Homes and Communities Agency are now at a stage where they are starting to consider what the longer

term arrangements for the site should be. A range of options are being considered and one of these is for a major part of the site to transfer from the HCA to Fareham Borough Council. Although there is some way to go with discussions around these options a transfer would represent a very exciting opportunity should it come to fruition. The details are still being worked on for these options and more information will be made available in due course.

4. DECLARATIONS OF INTEREST

There were no interests declared at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

The Executive received a deputation from Mrs C Worwood in relation to item 9(5) - Land Adjoining 268 Brook Lane and she was thanked accordingly.

The Executive received a deputation from Mr S Whitewood in relation to item 9(5) - Land Adjoining 268 Brook Lane and he was thanked accordingly.

The Executive received a deputation from Mr P O'Dell and Mr A Slee on behalf of Fareham Beach Hut Association in relation to item 9(1) - Proposed Beach Hut Site Rent Increase and they were thanked accordingly.

The Executive Leader agreed to bring these items for consideration forward on the agenda.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

(1) Minutes of meeting Monday, 28 July 2014 of Housing Tenancy Board

RESOLVED that the Executive received the minutes of the Housing Tenancy Board held on 28 July 2014 and noted the work programme.

8. PLANNING AND DEVELOPMENT

(1) Local Development Scheme Review

RESOLVED that the Executive approves:

- (a) the revised Local Development Scheme, as set out in Appendix A to the report;
- (b) that the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, be authorised to make any necessary minor amendments to the document;

- (c) that the revised Local Development Scheme shall take effect from 19 September 2014; and
- (d) the indicative timetable for the review of the Local Plan following a review of the South Hampshire Strategy.

(2) Parking Charges - Fareham Town Centre Thursday Late Night Shopping

At the invitation of the Executive Leader, Councillors A Mandry and Mrs K K Trott addressed the Executive on this item.

RESOLVED that the Executive:

- (a) notes the contents of the report describing the potential benefits and costs associated with the removal of parking charges after 5pm on Thursdays in Osborn Road and Fareham Shopping Centre multi storey car parks and Market Quay car park;
- (b) approves the recommendation to reduce parking charges for Thursday evening shoppers between 5pm and 6pm at Market Quay Car Park, Osborn Road and Fareham Shopping Centre Multi Storey Car Parks, subject to there being no adverse comments received from the Planning and Development Policy Development and Review Panel; and
- (c) delegates authority to the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, to finalise the response to Fareham Shopping Centre in respect of this proposal and proceed with implementation.

9. POLICY AND RESOURCES

(1) Proposed Beach Hut Site Rent Increase

The comments of the deputies were taken into account in determining this item.

At the invitation of the Executive Leader, Councillors T G Knight, C J Wood and Mrs K K Trott addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) to implement the recommended increase, as set out in paragraph 7 of the report, to be phased in over a three year period, commencing from 1 April 2015; and
- (b) that a review of beach hut site agreements be carried out by officers in consultation with beach hut owners.

(2) Lease of Part of Floor 5, Civic Offices

RESOLVED that the Executive approves

- (a) the heads of terms, as provisionally agreed with Public Health England and shown at Confidential Appendix A; and
 - (b) that delegated authority be given to the Director of Finance & Resources, in consultation with the Executive Leader to agree the final terms.
- (3) Annual Review of the Corporate Strategy 2011-2017

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

RESOLVED that the Executive recommends to Council the amendments to the strategy document, as set out in paragraph 12 of the report, along with the amendment of the wording in the first paragraph on page 3 of the strategy document to show as "Development at Welborne, a new community to the north of Fareham, is *planned* to start in 2016".

- (4) Annual Update - Local service Agreements

RESOLVED that the Council's performance be noted by the Executive.

- (5) Land Adjoining 268 Brook Lane

The comments of the deputies were taken into account in determining this item.

RESOLVED that the Executive approves that:

- (a) the decision made by the Executive on 4 November 2013, to approve the compromise agreement, is reconfirmed and progressed, subject to:
 - i. the parties are given until 30 September 2014 to confirm in writing their acceptance of the main terms of sale as set out in the confidential Appendix E; or
 - ii. by 29 September 2014 both parties can confirm an alternative compromise agreement which sees the entire land disposed of with no adverse financial impact on the Council;
- (b) if either party is not prepared to agree to the terms of sale without further negotiation or condition the Council will withdraw its offer and will reserve the right to dispose of the land to the other party on the terms set out in the confidential Appendix E or as it sees fit; and
- (c) the Solicitor to the Council be given delegated authority to take all ancillary actions to give effect to this resolution.

- (6) Quarterly Financial Monitoring Report 2014/2015

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

- (7) Treasury Management Monitoring Report 2014/15

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

RESOLVED that the treasury management monitoring report be noted and that the minimum credit ratings for counterparties in the Treasury Management Strategy 2014/15 are updated in light of anticipated regulatory changes in the bank sector.

10. 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.

11. POLICY AND RESOURCES

(1) Council Housing Responsive Repairs Service

RESOLVED that the Executive agrees:

- (a) to approve option 2, as set out in paragraphs 22 – 26 of the confidential report;
- (b) subject to the approval of (a), that the Chief Executive Officer is authorised to undertake all ancillary acts including those that may be needed under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) to give effect to this decision;
- (c) to establish a procedure for undertaking electrical testing every 10 years, unless there is a recommendation for less than this, using the criteria set out in paragraphs 57 and 58 of this report; and
- (d) that the frequency of testing for emergency lighting be changed to quarterly.

(The meeting started at 6.00 pm
and ended at 7.48 pm).

FAREHAM

BOROUGH COUNCIL

SCHEDULE OF EXECUTIVE MEMBER & OFFICER DELEGATED DECISIONS

The following decisions have been made by individual Executive Members since those reported at the last ordinary meeting of Council:-

Leisure and Community

(1) Community Fund Application – The Rainbow Centre (Decision 2013/14-506)

RESOLVED that the application for £3,000.00 from Fareham Borough Council's Community Funding Programme, submitted by Joanne White, Development Officer from The Rainbow Centre be approved.

(2) Community Fund Application – 1st Catisfield Scout Group (Decision 2013/14-507)

RESOLVED that the application for £2,400 from Fareham Borough Council's Community Funding Programme, submitted by Mrs Mary Maclean, Treasurer for the 1st Catisfield Scout Group be approved.

(3) Community Fund Application – Benches in the High Street, Fareham (Decision 2013/14-508)

RESOLVED that the application for £3,106.00 from Fareham Borough Council's Community Funding Programme, submitted by Mr Jeffery Padley be approved.

(4) Community Fund Application – Fareham Rifle and Pistol Club (Decision 2013/14-509)

RESOLVED that the application for £3,200.00 from Fareham Borough Council's Community Funding Programme, submitted by Mrs Joy Thornby, Trustee of Fareham Rifle and Pistol Club be approved.

(5) Community Fund Application – Fareham Heathens RFC (Decision 2013/14-510)

RESOLVED that the application for £2,906.95 from Fareham Borough Council's Community Funding Programme, submitted by David Green, Club Secretary of Fareham Heathens RFC for the purchase of equipment and kit be approved.

(6) Community Fund Application – Solent Sports Club (Decision 2013/14-532)

RESOLVED that the application for £4,998 from Fareham Borough Council's Community Fund programme, submitted by Jack Griffiths, be approved. (Subject to call-in period which will end on 7th October 2014.)

(7) Community Fund Application – Locks Heath Sports and Social Club (Decision 2013/14-533)

RESOLVED that the application for £4801.94 from Fareham Borough Council's Community Funding Programme, submitted by Locks Heath Sports and Social Club to provide new barriers be approved. (Subject to call-in period which will end on 7th October 2014.)

(8) Community Fund Application – Fareham Rhinos Tchoukball Club (Decision 2013/14-534)

RESOLVED that the application for £2,550 from Fareham Borough Council's Community Funding Programme, submitted by Fareham Tchoukball Club to provide new equipment be approved. (Subject to call-in period which will end on 7th October 2014.)

(9) Community Fund Application – Eclipse Gym (Decision 2013/14-535)

RESOLVED that the application for £4,950 from Fareham Borough Council's Community Funding Programme, submitted by Eclipse Gymnastics to provide new equipment be approved subject to the club providing community facilities to local residents in liaison with the council's community development manager. (Subject to call-in period which will end on 7th October 2014.)

Policy and Resources

(10) Award of Tender – River Wallington Bank Repairs at Broadcut (Decision 2013/14-525)

RESOLVED that a contract be awarded to Balfour Beatty for the works.

The following decisions have been made by officers with delegated powers, since those reported at the last ordinary meeting of Council:-

Policy and Resources

(11) Coldeast Swimming Pool – Appointment of Construction Project Manager Consultants (Decision 2013/14-505)

RESOLVED to award a contract to BAQUS Partners PLC for the sum of £99,900 to provide the construction project management services for the project to provide the western wards swimming pool and associated leisure facilities.

(12) Award of Contract – Daedalus Innovation Centre Operator (Decision 2013/14-511)

RESOLVED that the contract is awarded to Oxford Innovation, having achieved the highest evaluation score, as detailed in the report, subject to the terms of the contract being satisfactorily concluded.

(13) Western Wards Swimming Pool – Appointment of Design and Build Contractor (Decision 2013/14-513)

RESOLVED to award a contract to Balfour Beatty for the sum of £1,459,230 to design and build the western wards swimming pool and associated leisure facilities.

(14) Coldeast Swimming Pool – Provision of Consultancy Advise for the Appointment of an Operator for the Western Wards Pool (Decision 2013/14-514)

RESOLVED to award a contract to RPT Consulting for the sum of £34,680 to provide the advice required to select and appoint an operator for the services for both Fareham Leisure Centre and the proposed Western Wards swimming pool.

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 25 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

^{1*} *Councillor* D C S Swanbrow (Chairman)

^{2*} *Councillor* Mrs K Mandry (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton,
M J Ford, JP, N R Gregory, A Mandry and P W Whittle, JP

Also Present: ^{3*} *Councillor T M Cartwright, MBE – Executive Member for Public Protection; and Councillor L Keeble – Executive Member for Streetscene*

¹ *Amendment has been made and was approved at the 20 November 2014 Panel meeting

² *Amendment has been made and was approved at the 20 November 2014 Panel meeting

³ *Amendment has been made and was approved at the 20 November 2014 Board meeting



1. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that, in accordance with recent set legislation, members of the public and press were able to audio and video record all meetings held in public by Fareham Borough Council.

It was confirmed that there had been no requests to film parts of this meeting of the Licensing and Regulatory Affairs Committee, but advised that, should members of the public wish to film the meeting, they would need to respect the wishes of other members of public who did not wish to be filmed.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 3 July 2014 be confirmed and signed as a correct record.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. REVIEW OF DRAFT MEDIUM TERM FINANCE STRATEGY

The Board considered a report by the Director of Finance and Resources on the Review of the Draft Medium Term Finance Strategy. ([sb-140925-r01-nwo](#)). Members were invited to consider the review of the Finance Strategy and to note that any comments would be reported to the Executive when the strategy document was submitted for consideration at the Executive meeting on 6 October 2014.

The Management and Financial Accounting Manager presented the report and he, the Director of Finance and Resources and the Director of Planning and Development answered members' questions thereon.

It was AGREED that:-

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

- (b) the papers also include details of the approximate cost to the Council if it had to arrange a referendum about a possible Council Tax increase in excess of 1.99%.

7. PROGRESS REPORT ON THE VANGUARD PROJECT

The Board considered a report by the Director of Finance and Resources on the progress of the Vanguard Project. (sb-140925-r03-lan). Members were invited to consider the report and to note that any comments would be reported to the Executive when it considered the report at its meeting on 6 October 2014.

Reference was made to a training session for members of the Council on the Vanguard Project which had been held prior to the meeting.

The Head of Corporate Services presented the report and she, the Chief Executive Officer and the Director of Finance and Resources answered members' questions thereon.

It was AGREED that the report be noted.

8. REVIEW OF THE BOARD'S WORK PROGRAMME

The Panel considered a report by the Director of Finance and Resources on the Board's work programme for 2014/15 ([sb-140925-r02-awa](#)).

It was AGREED that:-

- (a) it be noted that Community Action Team (CAT) Review had been moved from 25 September 2014 to 20 November 2014;
- (b) the programme items as set out in Appendix B to the report be confirmed; and
- (c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

9. EXECUTIVE BUSINESS

The Chairman invited members to indicate if they wished to consider any other item of business dealt with by the Executive since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00 pm
and ended at 7.08 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 17 July 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs M E Ellerton (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: Miss S M Bell, Mrs K K Trott, D M Whittingham and P J Davies
(deputising for T G Knight)

Also Present: Councillor B Bayford, Executive Member for Health and Housing
(item 6)



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T G Knight.

2. MINUTES

It was AGREED that the minutes of Health and Housing Policy Development and Review Panel held on 13 March 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or direction made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. HEALTH UPDATE

The Panel received a verbal report by the Executive Member of Health and Housing on local strategic health issues. He informed that the Panel that he had recently attended a Health and Wellbeing Seminar on Healthy Ageing. He explained that it was an extremely informative seminar and thought that it would be of great interest to the Panel, and therefore he and the Director of Community would put together a presentation on this for the Panel at a future meeting.

He also attended the Friends of the Hospital AGM. During this meeting there was a presentation from a general practitioner which highlighted the management structure of the hospital, which consisted of 4 separate organisations, and how this management structure is confusing and suitable for the hospital whilst highlighting some of the issues that it is causing.

Councillor Trott proposed that the Panel write a letter to the Health Minister and send a copy to all other interested parties including the local MP and the Chairman of the Clinical Commissioning Group, expressing the Council's concerns over the management and use of the hospital. The proposal was seconded by Councillor Whittingham, and having been put to the vote with 5 in favour and 1 against the proposal was accepted.

The Director of Community addressed the Panel to provide an update on a recent award of grant funding. He informed the Panel that the Council had received 335,000 in funding for the 'Clued Up 2 Go' Project as part of the

Fareham Park Project, which will provide young people with access to a Youth Centre, Health and Wellbeing Advice and a Counselling Service.

7. INTRODUCTION TO THE ROLE OF THE PANEL

The Panel received a presentation by the Director of Community on an Introduction to the Role of the Panel.

The presentation outlined the role of the Panel, the services within the Health and Housing portfolio, the achievements made in the past year, and the priorities for 2014/15.

It was AGREED that the Director of Community be thanked for his presentation.

8. AFFORDABLE HOUSING PROGRAMME 2015-18

The Panel considered a report by the Director of Community on an update on the Affordable Housing Programme 2015-18.

The Panel were informed that since the report went to the Executive in April 2014, Palmerston Avenue and Coldeast Close have both been granted planning permission. Work is likely to start on Palmerston Avenue in the Autumn and work on Coldeast Close should start early 2015.

It was AGREED that the Panel notes:

- (a) the decisions taken by the Executive in April 14 to set budgets for all 'firm' schemes;
- (b) the nature of the bid which has been submitted to the HCA and the commitments that will be entered into should the bid be successful; and
- (c) the current status of the Council's Affordable Housing Programme.

9. COLLINGWOOD COURT UPDATE

The Panel received a verbal update by the Director of Community on the progress made to date on the Collingwood Court development.

He informed the Panel that the development is progressing well, and that they are currently 4/5 weeks behind schedule due to the severe weather at the start of the year, but they are working hard to bring the project forward. They are currently on the 2nd storey, the roof structure will be placed onto the building by September 2014, and internal works have already begun. The Council is pleased with the progress and the quality of the work, and the contractor is working well with the local community and so far no issues have been reported.

He also informed the Board that the works have to be completed by 31 March 2015, and that an opening date for the new development should be known in the autumn.

It was AGREED that the Panel notes the progress made to date on the Collingwood Court development.

10. DEVELOPMENT OPPORTUNITIES

The Panel considered a report by the Director of Community on development opportunities.

Councillor Davies enquired as to whether it was possible for a number of small sites to be identified and packaged together to make one contract. The Senior Housing Officer (Enabling) confirmed that it was possible but potentially challenging depending upon the nature of each site and the associated constraints.

It was AGREED that the content of the report be noted for future reference as the sites come forward.

11. REVIEW OF THE WORK PROGRAMME 2014/15

The Panel received a report by the Director of Community on a Review of the Work Programme 2014/15.

The Director of Community addressed the Panel to confirm that the Chairman of the Clinical Commissioning Group would be attending the meeting on 11 September, and that the Panel will be able to put any health questions to him.

He also addressed the panel regarding a proposal to set up an Officer/Member working group to look at the issue of rough sleeping/homelessness in the Borough, and to feedback to the Panel with proposals on how this can be tackled. He circulated a scoping document to members which contained suggested items for consideration. All members expressed an interest in being a part of the working group and it was decided that Councillors; Mrs Ellerton, Miss Bell, Mrs Trott and Steadman would be the members that would undertake this role.

Councillor Davies requested that an item on Supporting People be added to the work programme, as a result of the recent announcement that Hampshire County Council are looking to withdraw funding from this service. The Director of Community suggested that the item be added onto the work programme as an unallocated item until Hampshire County Council announces their plans for the funding of this service and the impact that these cuts will have on the services is fully known.

It was AGREED that the work programme, subject to the inclusion of the additional unallocated item on Supporting people, as set out in Appendix A to the report be approved.

(The meeting started at 6.00 pm
and ended at 7.30 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 11 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs M E Ellerton (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: T G Knight, Miss S M Bell, N R Gregory and Mrs K K Trott

Also Present: Councillor B Bayford, Executive Member for Health and Housing (items 6, 7 & 8)



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D M Whittingham.

2. MINUTES

It was AGREED that the minutes of the Health and Housing Policy Development and Review Panel held on 17 July 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Richard Samuels and Dr David Chilvers from the Fareham and Gosport Clinical Commissioning Group.

The Chairman also announced that the first meeting of the Member/Officer working group on a Review of Street Homelessness in Fareham will take place on 30 September 2014.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or direction made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. HEALTH UPDATE

At the agreement of the Chairman this item was taken early.

The Panel received a verbal report by the Executive Member for Health and Housing on local strategic health issues. He informed the Panel that he had recently attended two meetings with Health. He attended the CCG AGM which provided members with a performance review of the year and their five year action plan.

The second meeting attended was a seminar held at Fareham Community Hospital which focused on areas where the facility could be developed and to address issues and concerns that members have regarding the facility. The main cause for concern highlighted was the management of the hospital which is currently managed by 5 different organisations. The Panel were informed that the hospital is currently only being used for 45 hours per week between 8.30am-5.30pm and that at any time up to 25% of the rooms within the hospital are not being used, so further work will need to be undertaken to identify opportunities to make better use of the facility.

The Executive Member for Health and Housing was thanked for his verbal update.

7. PRESENTATION ON THE CLINICAL COMMISSIONING GROUP'S 5 YEAR PLAN

The Panel received a verbal report by Richard Samuels, Chief Officer of the Clinical Commissioning Group and Dr David Chilvers, Chairman of the CCG on the CCG's 5 year plan.

Councillor Trott addressed the Panel on this item and referred to item 6 of the minutes of the previous meeting in which it stated, *Councillor Trott proposed that the Panel write a letter to the Health Minister and send a copy to all other interested parties including the local MP and the Chairman of the Clinical Commissioning Group, expressing the Council's concerns over the management and use of the hospital*, and requested an update from Councillor Bayford, Executive Member for Housing on this item. Councillor Bayford informed the Panel that the letter had not been sent as he had taken the decision not to send the letter as progress is now being made to address the issues raised by the Panel.

Richard Samuels circulated papers to the Panel which provided an outline of the CCG's 5 year plan, and took questions from members.

Members expressed concern over the recent incident which led to the Queen Alexander hospital closing the A&E service for a couple of hours. Members asked about the reasons behind the decision and what the financial impact was on the hospital as a result of it. Richard Samuels addressed the Panel to explain that the decision was taken to close the A&E department to new admissions for the safety of the patients that had already been admitted and for all new patients as the department was overloaded with cases and there were not enough staff or facilities to safely accept anymore. He also explained that the department was closed for an hour and the situation was reviewed after 40 minutes. In total 6 patients were diverted to Southampton General Hospital. He also explained to the Panel that there are no sur charges applied for those patients diverted to Southampton each hospital charges for every patient that is admitted to them.

Councillor Knight expressed concern over the treatment of elderly patients in hospitals and asked how the CCG are planning to improve this. Dr David Chilvers addressed the Panel to inform them that they are developing a single care plan which GP's would set up with patients which would outline the care and treatment that the patient would require should they become ill, this will ensure that the patient's wishes are met and empowers them to take control of their future.

Richard Samuels explained to the Panel that the CCG will be making emergency care a priority and offered to return to the Panel to give a more detailed presentation on this item. He also explained that they are looking at developing a single workforce across the Health and Social Care sector. This will consist of a whole range of professionals including, nurses, GP's and carers. He explained that it will take some time to fully develop an integrated community team, but that it will not be economically driven but driven by demand from community needs.

It was AGREED that Richard Samuels and Dr Chilvers be thanked for their verbal presentation.

8. DISABLED FACILITIES GRANTS 2014-16

The Panel considered a report by the Director of Community on Disabled Facilities Grants 2014-16.

At the invitation of the Chairman, Councillor Bayford, Executive Member for Health and Housing addressed the Panel on this item.

The Panel noted that last year was the best year so far for the Council as it dealt with the highest number of cases, within the shortest length of time and for the lowest average cost per case.

The Panel noted that funding for the next financial year is going to change as the funding will be directed through Hampshire County Council as part of the Better Care Fund and not direct from the Government. The main concern over receiving funding this way is that the money is not 'ring fenced' by Hampshire County Council and therefore there is the potential that the money may be used for other services.

Members expressed great concern over the change as to how the Council receives funding for this service, with their main concern pertaining to the fact that the service is a mandatory service for the Council to provide and if the funding does not get passed on to the Council for this scheme the Council will need to find this money from other sources. The Director of Community addressed the Panel to confirm that he shared the same concerns as the Panel and that he felt that District Councils would need to work closely with Hampshire County Council to secure the long term funding for Disabled Facilities Grants.

Members expressed their praise for the hard work and excellent results achieved by the disabled facilities team to date and hope that the potential funding issues for the next financial do not impact upon the achievements made by the team.

It was AGREED that:

- a) the Panel notes the position with the Disabled Facilities Grants programme in 2013/14 and the challenges for the current financial year and beyond; and
- b) the Executive is asked to note the Panel's concerns regarding the future funding of disabled facilities grants which will leave the Council with the mandatory duty of these grants but no guarantee of securing the necessary funding from Hampshire County Council.

9. SUPPORTING PEOPLE - CHANGES TO BUDGET AND COMMISSIONED SERVICES

The Panel considered a report by the Director of Community on Supporting People, which highlighted the changes to the budget and commissioned services.

The Director of Community addressed the Panel on this item to explain that due to the recent changes to the Supporting People programme announced by Hampshire County Council, the County have decided they will no longer contribute to the funding of the warden service for sheltered accommodation. The Council recognises the continuing need for this important service and as a result has been proactive in addressing this issue and is conducting a review of the Sheltered Housing service to see where it can be streamlined and savings could be made. The Director of Community explained that the County are proposing using their savings from the warden service to provide a 12 week intensive support service for elderly residents and has invited the Council to tender to provide this new service. The Director of Community outlined the difference between the sheltered housing warden service and the proposed 12 week intensive support service. The Panel discussed the merit of the Sheltered Housing Service and an Intensive Support Service being delivered by a single agency (i.e. Fareham Borough Council). The Panel noted that the funding for the Intensive Support Service would be in the control of Hampshire County Council (HCC) and therefore could be subject to future changes in eligibility criteria and levels of funding. The Panel expressed concern that as Fareham Borough Council would not have complete control over the future of the intensive Support Service, it would place the Council and its Sheltered housing staff in a difficult position and cause confusion for the residents and their relatives (who may not necessarily understand, or be interested in the complexities of the funding) should the level of HCC funding and eligibility criteria be changed. The Panel concluded that Fareham Borough Council should focus its efforts on providing a good quality sheltered housing service which would not be reliant on funding from other agencies and therefore FBC should not bid to deliver the Intensive Support Service.

The Panel AGREED that Fareham Borough Council should not tender to provide the intensive support service commissioned by Hampshire County Council.

10. REVIEW OF THE WORK PROGRAMME 2014/15

The Panel considered a report by the Director Community which reviewed the current Work Programme 2014/15.

Members were asked to note the revisions to the work programme as set out in paragraph 2 of the report.

Members discussed the offer from Richard Samuels the Chief Officer of the Clinical Commissioning Group to return to the Committee to give a presentation on 'How the Emergency Care System is Planned and Works', and agreed that this should be open to all members and therefore should be arranged as a members training session.

It was AGREED that the Work Programme for 2014/15, as set in Appendix A to the report, be approved.

(The meeting started at 6.00 pm
and ended at 8.04 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 22 July 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor J V Bryant (Vice-Chairman in the Chair)

Councillors: Mrs S M Bayford, Mrs M E Ellerton, G Fazackarley,
Mrs S Pankhurst, D L Steadman and N J Walker (deputising for
Mrs K Mandry)



1. APOLOGY FOR ABSENCE

An apology for absence was received from the Chairman, Councillor Mrs K Mandry.

2. MINUTES

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 3 June 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2014/15

The Panel considered a report by the Director of Community on the Panel's work programme for 2014/15.

It was AGREED that:-

- (a) the programme items as set out in Appendix A to the report be confirmed; and
- (b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

7. ANNUAL REPORT ON FAREHAM PARKING ENFORCEMENT SERVICE

The Panel considered a report by the Director of Environmental Services on the Fareham Parking Enforcement Service.

Members received a presentation from the Head of Parking and Enforcement illustrating various aspects of the report, including Overview of the service and details of On/Off-Street Enforcement, Correspondence in/Out 2013/14, Challenges and Sample of Reasons Accepted, Current Stage of PCNs Served 13/14 - 7619, Performance Summary by Year, Enforcement Budget Details, Off-Street Issues, On-Street Issues and Issues by Ward.

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

8. EMERGENCY PLANNING - PRESENTATION

The Panel received a presentation from the Head of Parking and Enforcement on Emergency Planning. The presentation included an overview of the Council's emergency planning responsibilities, together with details of the annual exercise carried out in December 2013 and actions carried out in connection with the severe weather experienced during 2013/14 and a fire which occurred at GEA Searle involving hazardous materials.

It was AGREED that the Head of Parking and Enforcement be thanked for his presentation.

(The meeting started at 6.00 pm
and ended at 6.40 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 9 September 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs K Mandry (Chairman)

Councillor J V Bryant (Vice-Chairman)

Councillors: Mrs S M Bayford, Mrs M E Ellerton, G Fazackarley,
Mrs S Pankhurst and D L Steadman

Also Present: Councillor T M Cartwright, MBE – Executive Member for Public
Protection (minutes 6, 7 and 8)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 22 July 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that in accordance with recent set legislation, members of the public and press were able to audio and video record all meetings held in public by Fareham Borough Council.

It was confirmed that there had been no requests to film parts of this meeting of the Public Protection Policy Development and Review Panel, but advised that, should members of the public wish to film the meeting, they would need to respect the wishes of other members of public who did not wish to be filmed.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2014/15

The Panel considered a report by the Director of Community on the Panel's work programme for 2014/15.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that:-

- (a) an item be added to the work programme to enable the Panel to have an update on air quality within the Borough, possibly in April or May 2015, in view of the perceived increase in traffic levels in Fareham town centre and to receive an update on the response to the annual report submitted to the Department of Environment Food and Rural Affairs (Defra);

- (b) it be noted that meetings of the Air Quality Action Plan Steering Group were open to the public and that Panel members might find it of interest to attend a meeting to hear the information available; the next meeting was due to take place on Tuesday 16 September 2014 at 2pm in the Civic Offices, Fareham;
- (c) subject to (a) above, the programme items as set out in Appendix A to the report be confirmed; and
- (d) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

7. AIR QUALITY ACTION PLAN UPDATE

The Panel considered a report by the Director of Community on the Air Quality Action Plan.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that the content of the report and the progress that had been made to date in respect of Local Air Quality Management be noted.

8. ANNUAL HEALTH AND SAFETY PERFORMANCE 2013/14

The Panel considered a report by the Director of Community on the Council's annual Health and Safety performance during 2013/14.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that:-

- (a) the work undertaken to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2013/14 be noted; and
- (b) it be noted that the Council as an employer continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management.

(The meeting started at 6.00 pm
and ended at 7.00 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

Date: Wednesday, 23 July 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Miss S M Bell (Chairman)

M J Ford, JP (Vice-Chairman)

Councillors: J M Englefield, T G Knight, Mrs S Pankhurst and R H Price, JP

Also Present: Councillor Mrs C L A Hockley (Executive Member for Leisure and Community) and Councillor Mrs K K Trott



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs PM Bryant.

2. MINUTES

It was AGREED that the minutes of the meeting of the Leisure and Community Policy Development and Review Panel held on 5 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 AND DISCLOSURES OR ADVICE OR DIRECTIONS

In accordance with Standing Orders and the Council's Code of Conduct a declaration of interest was made by Councillor Mrs Pankhurst regarding item 8 – "Lockswood Community Centre – Presentation by Lockswood Sports and Community Association" (see minute 8 below).

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PETITION - FAREHAM LEISURE CENTRE CRECHE

The Panel were to have considered a petition of 70 signatures, which had been submitted to the Council requesting the following:-

"We the undersigned petition the Council to work with the Everyone Active Fareham Leisure Centre to continue providing childcare services for members of the Leisure Centre during the time of the pool refurbishment and after the refurbishment is complete".

Members were advised that following submission of the petition, the matter had now been resolved to the satisfaction of the petitioner. For the Panel's information, the Chairman circulated a copy of a newspaper article which confirmed that crèche facilities would be resumed after completion of the pool refurbishment.

The Director of Community informed members that the petitioner had decided not to address the Panel as originally intended, but instead had written to express her thanks to the Council and to the management of Fareham Leisure Centre, Everyone Active, for their support in arriving at a positive outcome.

It was AGREED that the matter be noted.

7. PRESENTATION - OVERVIEW OF THE ROLE OF THE LEISURE AND COMMUNITY POLICY DEVELOPMENT AND REVIEW PANEL AND THE LEISURE & COMMUNITY PORTFOLIO

The Panel received a presentation by the Head of Leisure and Community which covered the following matters:-

- Members were informed that the role of the Panel included assisting the Executive in the development of policies and submitting recommendations to the Executive and reviewing service performance at eg. Fareham Leisure Centre and Ferneham Hall;
- Promotion of the corporate priorities of Leisure for Health and Fun and Strong and Inclusive Communities. This to be achieved by developing community facilities in the Western Wards, implementing the findings from the review of community buildings and sports facilities and the development of new and improved play areas;
- Details were provided of recent achievements which included the refurbishment of Fareham Leisure Centre, borough-wide review of community buildings, success in obtaining external funding for the Fareham Park Project and the Play Area Improvement programme.
- The priorities for 2014/15 were listed as:-
 - Development of the new Western Wards swimming pool including associated community facilities at Coldeast;
 - The Fareham Park Project;
 - Progress with the Fareham Park Lane Recreation Ground Vision;
 - Visioning exercise for improved sports facilities at Cams Alders Recreation Ground;
 - Bath Lane Pavilion refurbishment;
 - Fareham Cultural Facilities Integration; and
 - Hook Recreation Ground drainage.

The Head of Leisure and Community answered members' questions on various matters covered in the presentation. In particular, concerns were expressed about the future of Westbury Manor Museum in light of the recent establishment of the Hampshire Solent Cultural Trust and proposals for the integration of cultural facilities in Fareham. It was reported that officers of both Hampshire County Council (HCC) and Fareham Borough Council (FBC) were in discussion about these matters. It was suggested that at a later date when the Trust was more established HCC officers be invited to a future Panel meeting to update members on progress.

A question was also raised about the range of sports facilities provided and whether more pitches could be made available for hockey players. The Head of Leisure and Community advised that a review of the playing pitch strategy is carried out on a 5 yearly basis. Recent studies indicate that there remains a shortfall in the number of junior football and cricket pitches needed but does not indicate a need for additional pitches for hockey.

It was AGREED that the Head of Leisure and Community be thanked for the information provided in his presentation.

8. LOCKSWOOD COMMUNITY CENTRE - PRESENTATION BY LOCKSWOOD SPORTS & COMMUNITY ASSOCIATION

The Panel received a joint presentation from representatives of Lockswood Sports and Community Association, namely Mr Ray Randall, (Vice-Chairman and Treasurer) and Mr Geoff Eales (Chairman).

Members were updated on the successful progress made by the community association since it was established by a group of trustees in 2013, with financial assistance from Fareham Borough Council. It was reported that the Community Centre is open from 9am to 10pm on weekdays, there are events taking place each Saturday and a wide range of people use the facility for a variety of activities. Over the last year the number of users of the community centre has shown an increase.

The representatives stated that one particular project the association would like to pursue is to make improvements to the activity room so it could also be used as a dance studio. A lottery funding application has been made for this purpose. The main problem was the poor heating system in the sports hall which could potentially have an adverse effect on income if, during the winter period, the room is too cold for some centre users.

The Panel was informed that an Annual General Meeting of all Centre users will be held on 2 September 2014 and all members were invited to attend. Mr Randall and Mr Eales wished to express their thanks to Centre staff and user groups for their support and also to the support received from Council officers and Fareham Community Action.

Councillor Mrs Pankhurst declared a non-pecuniary interest in this matter on the grounds that she works at the nearby Waitrose store.

It was AGREED that Mr Randall, Mr Eales and others on the Community Association Board of Trustees be thanked for the success they have achieved over the last year and for the hard work and enthusiasm of all those involved with the Community Centre.

9. REVIEW OF COMMUNITY BUILDINGS DRAFT MASTER PLAN

The Panel considered a report by the Director of Community which presented the draft master plan for the review of community buildings, following completion of the needs assessments for all of the Community Action Team areas.

Members raised questions concerning a number of the facilities referred to in the report which were addressed by the Leisure Development Manager. In response to an enquiry by Councillor Price regarding detailed accounts for Portchester Community Centre, the Director of Community agreed to provide Councillor Price with a summary of the figures. Comments were also made on

the need, in particular, for improvements to the roofing and guttering at Abshot Community Centre.

Members were referred to paragraph 3 of the report which listed projects for inclusion in the action plan following completion of the needs assessment for Fareham Town, Titchfield and Western Wards CAT areas. It was the general consensus that there was a need for priority to be given to the provision of community facilities in Fareham Town CATs area.

It was AGREED that the outcome of the review of community buildings detailed in the report and the comments made at the meeting on potential schemes for inclusion in the action plan be noted.

10. REVIEW OF WORK PROGRAMME FOR 2014/15

The Panel considered a report by the Director of Community regarding the Panel's proposed work programme for 2014/15.

A proposal was made that the following two items be added as unallocated items on the work programme and to be scheduled into the programme at an appropriate time:-

- (i) a presentation by Y services, a new youth work charity in Hampshire that works with young people;
- (ii) a presentation on progress regarding the establishment of Hampshire Solent Cultural Trust (minute 7 above refers).

It was further suggested that a visit by Panel members to Community Centres and possibly other community facilities in the Borough could be added to the work programme at a suitable future date.

It was AGREED that, subject to the inclusion of the above proposed additions to the work programme as unallocated items, the Panel's work programme for 2014/14 be approved.

(The meeting started at 6.00 pm
and ended at 7.40 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

Date: Wednesday, 3 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Miss S M Bell (Chairman)

Councillor M J Ford, JP (Vice-Chairman)

Councillors: Mrs P M Bryant, J M Englefield, T G Knight, Mrs S Pankhurst
and Mrs K K Trott (deputising for R H Price, JP)

Also Present: Councillor Mrs C L A Hockley, Executive Member for Leisure
and Community (items 9&11)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor R H Price, JP.

2. MINUTES

It was AGREED that the minutes of the meeting of the Leisure and Community Policy Development and Review Panel held on 23 July be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that in accordance with recently set legislation, members of the public and press would be able to audio and video record all public meetings held by Fareham Borough Council.

The Panel were informed that there had been no requests to film parts of the meeting of the Leisure and Community Policy Development and Review Panel but should members of the public wish to do so they must respect the wishes of other members of the public present who do not wish to be filmed.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

In accordance with the Standing Orders and the Council's Code of Conduct, Councillor Englefield declared a non-pecuniary interest for minute 5 – Deputations and minute 6 – Open Spaces Improvement Programme – Play Areas and other (non-sport) Recreational Facilities as his family have signed the petition regarding the play area at Course Park Crescent handed in by Mr Beck.

5. DEPUTATIONS

The Panel received a deputation from Mr Jason Beck regarding the play equipment in the Course Park Crescent Play Area. (See item 6 below).

Mr Beck was thanked accordingly for his deputation.

Mr Beck handed in a petition to the Panel in relation to the play area in Course Park Crescent. The Panel acknowledged the petition and informed Mr Beck that it would be dealt with in accordance with the Council's scheme of petitions.

Councillor Englefield declared a Non-Pecuniary interest during this item as his family have signed the petition handed in by Mr Beck.

6. OPEN SPACES IMPROVEMENT PROGRAMME - PLAY AREAS AND OTHER (NON-SPORT) RECREATIONAL FACILITIES

At the request of the Chairman, this item was brought forward as it was concerning the deputation that was made.

Councillor Englefield declared a Non-Pecuniary interest when he addressed the Panel on this item as his family have signed the petition for Course Park Play Area that was handed in by Mr Beck at item 5 above.

The Panel discussed this item taking into account the comments made by Mr Beck (at item 5 above). All members agreed that the play area at Course Park Crescent was in need of updating or replacing but acknowledged that there are others in the Borough that are in a similar condition. The Panel were informed that all 45 play areas in the Borough are to be assessed over the next 6 months and a programme of planned works for these play areas will be brought to the Panel in March 2015.

Councillor Mrs Pankhurst asked if there had been developer contributions paid as part of the planning application for Fragorum Fields development, which could be used for redevelopment of the play area. The Director of Community addressed the Panel to confirm that he would make enquiries into the planning consent and would report back to members.

Members also agreed it was important to establish whether the play equipment in each play area was appropriate for the ages of the children who use the facility. Officers informed the Panel that this would be taken into consideration when each play area is assessed.

It was AGREED that the updated Open Spaces Improvement Programme – Play Areas and other (Non Sport) Recreational Facilities, attached as Appendix A of the report, be endorsed.

7. PRESENTATION - WESTERN WARDS SWIMMING POOL

The Panel received a verbal presentation by the Director of Community on the progress to the Western Wards Swimming Pool.

He informed that Panel that the project is still in the early stages, and that the first priority was to engage a design and build Construction Company, which has now been completed and the company appointed is Balfour Beatty.

The Panel were also informed that a Project Management Company has now been appointed who will be tasked with controlling costs and timings of the project and managing risks. The company appointed to this is Baqus PLC. In addition to this R P T Consultancy have been selected as the Leisure Consultancy Advisor and will deal with Leisure Management, which will include input into the design on the new facility, and the appointment of the operator of the new building.

Members were shown a sketch of the proposed new building and were informed that the architect is now preparing the detailed design and cost estimates.

It is hoped that proposed design will be able to go out to public consultation in October/November 2014.

It was AGREED that the Director of Community be thanked for his informative presentation.

8. OPEN SPACES IMPROVEMENT PROGRAMME - OUTDOOR SPORTS FACILITIES

The Panel considered a report by the Director of Community which reviewed the outdoor sports facilities improvement programme.

Members were provided with further updates to progress of works outlined within the report. Members were pleased to note that the works to improve Bath Lane changing rooms is due to start the following Monday, and that works to Park Lane recreation ground are due to start within 2 weeks. Members were informed that at present the works to Park Lane Recreation Ground will be the new skate park and the outdoor gym equipment, but the new play area is unlikely to be installed until spring 2015, with the current play area remaining in place until then.

Officers were commended for the works that are underway and those that have been completed on Bath lane Recreation Ground.

It was AGREED that the Improvement Programme for 2013 to 2024, attached as Appendix A to the report, be endorsed.

9. LEISURE STRATEGY REVIEW

The Panel considered a report by the Director of Community on a review of the Leisure Strategy.

At the Invitation of the Chairman, Councillor Mrs Hockley, Executive Member for Leisure and Community addressed the Panel on this item.

Members discussed this item at length and requested several wording changes to the Leisure Strategy:

- To remove the word 'reasonable' from the 5 paragraph on page 5;
- To add a statement explaining the term sustainable into the first paragraph on page 7; and
- To reword the last bullet point on how healthy is Fareham, to make the priorities clearer.

Councillor Knight addressed the Panel on this item and requested that greater promotion be given to Bursledon Brickworks, which although does not fall under the remit of Fareham Borough Council does provide local history for the Borough. He also requested that Fareham push for more cycle routes within the Borough. He informed Officers that a cycle route for Hill Head has already

been put together. Lastly he addressed the Panel on the issue of Beach Huts, which is under the responsibility of the Policy & Resources Executive portfolio. He put forward a recommendation that the Panel request that the responsibility be passed to the Leisure and Community portfolio as he felt that the Policy & Resources portfolio only looked at the issue of Beach Huts from a financial view point and the Leisure and Community portfolio would address the wider issues concerning beach huts.

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

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

10. FERNEHAM HALL MEMBERS WORKING GROUP - PROGRESS REPORT

The Panel considered a report by the Director of Community on the findings of the Ferneham Hall Member and Officer Working Group.

Members noted that the deficit has decreased since last year.

It was explained to the Panel that the main point of the review was to identify opportunities to reduce the current budget deficit. The review concluded that the venue had capacity to accommodate a ,much greater volume of use and this could be achieved with a move away from the traditional focus on arts and entertainment towards a more broader community use. Members expressed approval for the new simplified pricing structure and the flexibility to vary prices as they felt that this would encourage more use of the facilities by organisations or groups who would have previously overlooked the venue as they felt it was too costly.

Members were shown the newly designed website with the new branding which was designed for a fresh new approach for the venue and to have an appeal to a wider market. Members praised its appearance and ease of use. They agreed that effective promoting and marketing is paramount to ensure the continued viability of Ferneham Hall.

Several members passed praise the General Manager of Ferneham Hall for the welcome reception that he and his staff give to visitors to the venue, which helps make peoples visit to the venue a pleasurable one and would help to encourage people to revisit again in the future.

Members agreed with the priority listing on page 60 of the report but agreed that the redecorations to the main toilets should be a higher priority.

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

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

11. REVIEW OF THE PANEL'S WORK PROGRAMME FOR 2014/15

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

At the invitation of the Chairman, Councillor Mrs Hockley, Executive Member for Leisure and Community addressed the Panel on this item.

Members noted the revision to the work programme to move the presentation on Broadlaw walk Community Group to the November meeting.

Following the report and deputation on play area refurbishments, it was requested that a report be added to the 4 March 2015 meeting to provide an update on the progress of this. It was suggested to members that in addition to this site visits to all 45 play areas be included in the current unallocated item 'Visit by Panel members to Community Centres and other community facilities in the Borough'.

It was AGREED that the work programme for 2014/15, subject to the inclusion of the report on Play Areas Refurbishment Programme be added to the March meeting, as attached as Appendix A of the report, be approved.

(The meeting started at 6.00 pm
and ended at 7.48 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 30 July 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

N J Walker (Chairman)

A Mandry (Vice-Chairman)

Councillors: B Bayford, T M Cartwright, MBE, K D Evans, M J Ford, JP,
R H Price, JP, D C S Swanbrow and Mrs K K Trott

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies for absence made at this meeting.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that, subject to the following amendment to the wording to Minute 6 (11) (i), the minutes of the Planning Committee meeting held on 2 July 2014 be confirmed and signed as a correct record:-

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

- (i) *The Head of Development Management securing a contribution towards mitigation of the impact of the development upon the coastal SPA*

and

RESOLVED that subject to:-

- (i) *The Head of Development Management securing a contribution towards mitigation of the impact of the development upon the coastal SPA*

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- (i) Members were reminded that the meeting of the Planning Committee in September 2014 will take place on Wednesday 24 September 2014 and not as originally scheduled 10 September 2014.
- (ii) The venue for the October and November Planning Committee meetings has had to be rearranged because of the Welborne Plan Hearings taking place in the Civic Offices. Members were requested to note the meetings scheduled for Wednesday 22 October 2014 and Wednesday 19 November 2014 will both be held in the Octagon Room, Ferneham Hall.

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct Councillor Mrs Trott declared a non-pecuniary interest in Minute 7(1) – 170, Locks Road, Locks Heath.

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
ZONE 1				
Mr Townsend M		170 Locks Road, Locks Heath – High hedge complaint at 170 Locks Heath Road	Supporting	7(1) HG/14/0001
Mr C Fox		-ditto-	Opposing	-ditto-
Ms C Martin (Agent)		151 Hunts Pond Road (Plot 3), Park Gate, – Erection of a new dwelling and alterations to existing shared driveway and landscaping.	Supporting	7 (3) P/14/0530/FP
Mr C Moore		Yew Tree Drive, Fareham – Variation of condition 2 of P/13/0547/VC to extend the trial opening of the bus gate for a further six months.	Opposing	7 (4) P/14/0570/VC
Mr M Sealey		-ditto-	Opposing	-ditto-
ZONE 2				
ZONE 3				
Mr J Standen	Miss M Skinner Mr J Lines	1 Hill View Road, Fareham – Erection of rear extension with accommodation above, build up hipped roof to cropped gable with front dormer window and replacement detached garage with covered area.	Opposing	7 (7) P/14/0383/FP
Mrs Weightman S		18 Down End Road, Fareham – Proposed new access way, close	Opposing	7 (9) P/14/0488/FP

		boarded fence at the front boundary and timber panel gate, hard surfacing area at the front and a timber framed car port.		
--	--	---	--	--

6. ACTUAL REVENUE EXPENDITURE 2013/14

The Committee considered a report by the Director of Finance and Resources which provided details of the actual revenue expenditure for 2013/14 in respect of the services for which the Committee is responsible.

RESOLVED that the information contained in the report be noted.

7. 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 matters applications and miscellaneous matters, including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) HG/14/0001 - 170 LOCKS ROAD LOCKS HEATH

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

Councillor Mrs Trott declared a non-pecuniary interest in the application on the grounds that one of the deputees is known to her in her capacity as a school governor.

Upon being proposed and seconded, the officer recommendation that a remedial notice be issued requiring the hedge to be brought down to 3.2 ,metres in height and prevented from exceeding a height of 3.7 metres in the future was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that a remedial notice be issued requiring the hedge to be brought down to 3.2 ,metres in height and prevented from exceeding a height of 3.7 metres in the future.

Reason for the Decision: The height of the hedge is causing obstruction of daylight and sunlight to the complainant’s garden area and dwelling adversely affecting the complainant’s reasonable enjoyment of their property.

(2) P/14/0519/TO - ESSO LOCKSHEATH SERVICE STN BRIDGE ROAD PARK GATE

It was proposed and seconded to approve the officer recommendation to grant consent to fell one Monterey Pine tree protected by TPO 209 due to stem

defect/significant basal decay identified following detailed investigation, subject to:-

- (i) the conditions in the report, as amended to specify that the replacement tree must be of advanced nursery stock (not less than 6 metres in height); and
- (ii) delegation to the Head of Development Management to approve the species of replacement tree.

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

RESOLVED that subject to:-

- (i) the conditions in the report, as amended to specify that the replacement tree must be of advanced nursery stock (not less than 6 metres in height);and
- (ii) delegation to the Head of Development Management to approve the species of replacement tree

CONSENT be granted to fell one Monterey Pine tree protected by TPO 209 due to stem defect/significant basal decay identified following detailed investigation. be granted.

(3) P/14/0530/FP - 151 HUNTS POND ROAD (PLOT 3) PARK GATE

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

Comments received from Councillor J M Englefield, (Ward Councillor) relating to his concerns about highway safety and visibility from egress to the south of the site were reported at the meeting.

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

- (iii) The applicants providing the necessary contribution towards ecological mitigation for the Solent Disturbance Mitigation Project; and
- (iv) The conditions in the report

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

RESOLVED that subject to:-

- (i) The applicants providing the necessary contribution towards ecological mitigation for the Solent Disturbance Mitigation Project; and
- (ii) The conditions in the report

PLANNING PERMISSION be granted.

(4) P/14/0570/VC - YEW TREE DRIVE FAREHAM

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

The Committee's attention was drawn to the Update Report which provided the following information:-

One further letter has been received raising the following concerns: The application is an imposition on the original understanding that the road would be returned to its restricted state once the trial was complete; HCC has assumed it will remain open until decisions are made; The effect of restricting the road would be helpful when assessing the results; If the decision regarding its opening or otherwise was brought forward to 24 August then the extension would not be necessary.

Upon being proposed and seconded, the officer recommendation to grant temporary permission for the variation of condition 2 of P/13/0547/VC to extend the trial opening of the bus gate for a further six months, subject to the conditions already imposed on P/14/0570/VC, was voted on and CARRIED.
(Voting: 9 in favour; 0 against)

RESOLVED that subject to the conditions already imposed on P/14/0570/VC, TEMPORARY PERMISSION for the variation of condition 2 of P/13/0547/VC to extend the trial opening of the bus gate for a further six months be granted

(5) P/14/0545/FP - 312 OLD SWANWICK LANE LOWER SWANWICK

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.

(6) P/14/0559/FP - 27 NICHOLAS CRESCENT FAREHAM

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.

(7) P/14/0383/FP - 1 HILL VIEW ROAD 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 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 be granted.

(8) P/14/0458/FP - CAMS RIDGE NURSING HOME 7 CHARLEMONT DRIVE FAREHAM

The Committee's attention was drawn to the Update Report which provided the following information:-

One further comment was received before the consultation period for the revised application closed. The neighbour living at 4 Charlemont Drive is concerned that their property will be overlooked by upper windows in the western elevation of the extension to the care home. The applicant has provided a drawing showing the plotted distance between windows in the neighbour's house and the nearest new windows in the care home as being 23 metres. Appendix 6 of the Local Plan Review sets out the expectation that new windows that overlook adjacent dwellings must be a minimum of 22 metres from facing windows. The case officer has visited the neighbour's home to assess the likely impact and has concluded that, given the separation distance involved meets the guidelines set out in the local plan and in the absence of any other special circumstances requiring a greater distance, there would be no material harm to the privacy of the neighbours.

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

- (i) the conditions in the report, and
- (ii) delegation to the Head of Development Management to secure appropriate signage in the car park and the car parking area in the southern part of the site being surfaced in an appropriate porous material

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

RESOLVED that, subject to:-

- (i) the conditions in the report, and
- (ii) delegation to the Head of Development Management to secure appropriate signage in the car park and the car parking area in the southern part of the site being surfaced in an appropriate porous material

PLANNING PERMISSION be granted.

(9) P/14/0488/FP - 18 DOWN END ROAD FAREHAM

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

A motion was proposed and seconded that the application be deferred. On being put to the vote the motion was CARRIED.
(Voting: 9 for deferral; 0 against deferral)

RESOLVED that the application be deferred.

Reason for deferral: To allow officers sufficient time to negotiate the re-siting of the three bay carport building adjacent to the north boundary with No.20 Down End Road to a position which will reduce its impact upon the neighbouring property to the north, 20 Down End Road. It would be preferred if the car port were moved to the southern side of the site, or if not, it should be moved forward on the site away from the neighbour's window.

(10) P/14/0537/FP - 32 MAYS LANE STUBBINGTON FAREHAM

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.

(11) Planning Appeals

The Committee noted the information contained in the report.

(12) Update Report

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

8. TREE PRESERVATION ORDER

(i) Tree Preservation Order No 694 – 56, Maylings Farm Road, Fareham

The Committee considered the confirmation of the above Tree preservation order which had been made by officers under delegated powers and to which no formal objections had been received.

Tree Preservation Order No 694 was made on 3 June 2014 covering 2 individual trees.

RESOLVED that Fareham Tree Preservation Order No 694 be confirmed as made and served.

(The meeting started at 2.30 pm
and ended at 5.05 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 27 August 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

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

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs K K Trott, B Bayford, R H Price, JP and M J Ford, JP.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 30 July 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct Councillor Cartwright declared a non-pecuniary interest in Minute 6(1) – 32 Green Lane, Warsash.

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
ZONE 1				
Ms L Stevens (Green Lane Residents Association)		32 Green Lane, Warsash – Proposed erection of two detached dwellings with garaging and parking and access from Green Lane	Opposing	Item 6(1) P/14/0341/FP Page 11
Ms M Leth (Green Lane Residents Association)		-ditto-	-ditto-	-ditto-
Mr P Gage (Green Lane Residents Association)		-ditto-	-ditto-	-ditto-
Mr D Newall (Agent)		-ditto-	Supporting	-ditto-

ZONE 2				
Mr Christian (Agent)	B		142-144 West Street, Fareham – Outline planning permission for 17 residential flats and two retail unites (access, layout and scale to be considered)	Supporting Item 6(4) P/14/0509/OA Page 29
Mr G Jacobs (speaking for Mr & Mrs Levy)			4 Winnington Close, Fareham – Two storey side extension to end of terrace house, creating new upstairs bedroom with en-suite and new downstairs family room with new utility and downstairs wc	Opposing Item 6(5) P/14/0574/FP Page 36
Mr G Jacobs			-ditto-	-ditto- -ditto-
Mr T McAuley			-ditto-	-ditto- -ditto-
Mr Roach			-ditto-	Supporting -ditto-
Mrs G Johns			14 Funtley Lane, Fareham – Relief of condition 2 P/93/0168/RM. Garage to be converted to habitable room	Opposing Item 6(6) P/14/0640/VC Page 40
Mr Burbidge	G		-ditto-	Supporting -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 matter applications and miscellaneous matters, including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/14/0341/FP - 32 GREEN LANE WARSASH

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

Councillor Cartwright declared a non-pecuniary interest in this item on the grounds that the deputees are known to him as he is the Ward Councillor for this application.

The Committee's attention was drawn to the Update Report which provided the following information:- *Additional condition: Obscure glaze and fix shut first floor windows in south west elevation of Plot 2.*

A motion was proposed and seconded that the application be refused. Upon being put to the vote the motion was CARRIED (Voting: 8 for refusal; 0 against refusal).

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for refusal:

The proposed development would be contrary to CS5 & CS17 of the adopted Fareham Borough Core Strategy and Policy DSP15 of the emerging Local Plan Part 2: Development Sites and Policies Plan and is unacceptable in that:

i) by virtue of its restricted width, condition, lack of passing bays and absence of lighting, Green Lane is unsuitable in its present form to accommodate the additional vehicle movements associated with the two proposed houses. The proposed development would therefore be harmful to the safety and convenience of users of Green Lane;

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. In the absence of an appropriate assessment to ascertain that there will not be an adverse effect on the integrity of these designated sites or mitigation measures it is considered that the proposed development would result in significant harm to the nature conservation interests of these important sites.

(2) P/14/0429/MA/A - 5 EASTBROOK CLOSE PARK GAE SO31 7AW

Upon being proposed and seconded, the officer recommendation to approve the non-material amendment, was voted on and CARRIED. (Voting: 8 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be granted for the minor amendment to P/14/0429/FP.

(3) P/14/0613/FP - 6 GALLEON CLOSE WARSASH SOUTHAMPTON SO31 9BS

Upon being proposed and seconded, the officer recommendation to grant planning permission, was voted on and CARRIED. (Voting: 8 in favour; 0 against).

RESOLVED that PLANNING PERMISSION be granted.

(4) P/14/0509/OA - 142 -144 WEST STREET FAREHAM

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

The Committee was referred to the Update Report which provided the following information:- *No comments were received as a result of consulting with Hampshire Constabulary.*

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

(Voting 7 in favour; 1 against)

RESOLVED that, subject to the conditions in the report and an additional condition requiring vehicle bollards to be erected along the south western boundary of the site to prevent vehicles entering and exiting the site from the adjacent open space, OUTLINE PLANNING PERMISSION be granted.

(5) P/14/0574/FP - 4 WINNINGTON CLOSE FAREHAM HAMPSHIRE PO15 6HS

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

The Committee was referred to the Update Report which provided the following information:- *Following the second revision and neighbour notification, three letters of objections have been received from nos. 60, 62 and 64 Beaumont Rise stating that the revision does not fully address their concerns over the privacy, scale and proximity of the extension to their gardens and dwellings.*

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 7 in favour; and 1 against)

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

(6) P/14/0640/VC - 14 FUNTLEY LANE FAREHAM HAMPSHIRE PO17 5EQ

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

Upon being proposed and seconded, the officer recommendation to grant permission for the relief of condition 2 of P/93/0168/RM (for garage to be converted to habitable room), subject to the conditions in the report, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

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

(7) P/14/0606/FP - 35 GROVE AVENUE FAREHAM HAMPSHIRE PO16 9EZ

The Committee was referred to the Update Report which provided the following information:- *Recommendation should read: Permission subject to the submission of an accurate proposed front elevation plan.*

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: 8 in favour; 0 against)

RESOLVED that, subject to the conditions in the report and amended recommendation in the update report requiring the submission of an acceptable amended plan, PLANNING PERMISSION be granted.

(8) P/14/0684/TC - 74 CASTLE STREET PORTCHESTER FAREHAM HANTS PO16 9QG

The Committee were referred to the Update Report which provided the following information:- *This application has been submitted by an employee of the Council.*

Upon being proposed and seconded, the officer recommendation to grant consent to fell one paulownia tree within Castle Street Conservation Area, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that CONSENT be granted to fell one paulownia tree within the Castle Street Conservation Area.

(9) Planning Appeals

The Committee noted the information contained in the report.

(10) Update Report

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

(The meeting started at 2.30 pm
and ended at 4.25 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 2 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor T J Howard (Vice-Chairman)

Councillors: J M Englefield, Miss T G Harper, N J Walker, M J Ford, JP
(deputising for P J Davies) and Mrs K K Trott

**Also
Present:**



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor P J Davies.

2. MINUTES

It was AGREED that the minutes of the meeting of the Planning and Development Policy and Development and Review Panel meeting held on 9 July 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that in accordance with recently set legislation, members of the public and press are able to audio and video record all public meetings held by Fareham Borough Council.

The Panel were informed that there had been no requested to film parts of the meeting of the Planning and Development Policy Development and Review Panel but members of the public were informed that should they wish to do so they needed to respect the wishes of other members of the public present who did not wish to be filmed.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION - PARKING STRATEGY AND CHARGES - ANNUAL REVIEW

The Panel received a presentation by the Principal Transport Planner on the Parking Strategy and Charges – Annual Review.

The presentation outlined the Parking Strategy that was adopted by the Council in December 2012 and that will run for 5 years ending in 2017, providing details on the implementation plan, income trends, car park occupancy and new car parking payment methods.

Members noted that the majority of the actions in the implementation plan have already been completed, and the progress made on the last 3 remaining actions. The Chairman asked if the implementation plan could become a 'live' action plan whereby new actions can be added as they arise. The Director of Planning and Development confirmed that this could be arranged.

The presentation also outlined a request from Fareham Shopping Centre to remove the parking charges in the Osborn Road and Fareham Shopping Centre multi storey car parks from 5pm on a Thursday evening as the

Shopping Centre now opens late on that day. If supported in principle, the option also exists to extend this change to the Market Quay car park as well. All Panel Members agreed with the proposal in principle, and expressed a preference for this in all three car parks.

It was AGREED that:-

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

7. PRESENTATION - PUBLIC TRANSPORT REVIEW PROGRESS UPDATE

The Panel received a presentation from the Principal Transport Planner on the Public Transport Review Member Working Group.

The presentation outlined the main objectives of the review, Fareham's and other authorities role in relation to the provision of public transport service, achievements and activities of the review, identified operational practices and experiences which could assist in developing options to address problems identified within the review.

Members commented on the problems with the current bus services and those services which have been withdrawn. Councillor Trott addressed the Panel regarding the withdrawn bus service in Whiteley stating that the service was not successful as it did not run to coincide with the working patterns of the staff who worked there. The Chairman stated that more dialogue is needed with the bus providers to identify particular problems and to look at ways to resolve issues already raised.

The Head of Planning Strategy and Regeneration addressed the Panel to confirm that there are plans to have discussions with First Bus regarding changes to services and to allow the community direct access to the company to enable them to address any issues that they may have.

It was AGREED that the Principal Transport Planner be thanked for his presentation.

8. UPDATE ON LOCAL PLAN EXAMINATION ARRANGEMENTS

The Panel received a verbal update from the Head of Planning Strategy and Regeneration on the Local Plan Examination Arrangements.

The Panel were informed that the Welborne and Development Site & Policy Plans are likely to be examined by the inspector between 15-23 October 2014. It is unknown yet when the inspector will report on both plans, but it is thought that it should be around December 2014, with the hope to have the plans adopted in the new year.

The Head of Planning Strategy and Regeneration was thanked for her update.

**9. PLANNING AND DEVELOPMENT POLICY AND DEVELOPMENT REVIEW
PANEL WORK PROGRAMME**

The Panel considered a report by the Director of Planning and Development which reviewed the Work Programme for 2014/15.

Members attention was drawn to the two additional items added onto the work programme; Presentation on Inland Flooding – Roles and Responsibilities and current projects to the 4 November meeting and River Hamble to Portchester Coastal Flood Risk & Management Strategy proposed for adoption to the 3 March 2015 meeting.

Councillor Trott enquired as to future meeting dates for the Fareham Design Member's Working Group. The Director of Planning and Development stated that the Planning Strategy service was principally focused on preparation for the Plan examinations (referenced in minute item 8 above), but that a programme of meetings would be forthcoming for the next calendar year in due course.

It was AGREED that the work programme, as set out in Appendix A to the report, be approved.

(The meeting started at 6.00 pm
and ended at 7.55 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 4 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Mrs S M Bayford (Chairman)

Miss T G Harper (Vice-Chairman)

Councillors: J M Englefield, J V Bryant, A Mandry (deputising for D C S Swanbrow) and G Fazackarley (deputising for D J Norris)

Also Present: Councillor L Keeble Executive Member for Streetscene (item 2)



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors D C S Swanbrow, D J Norris and D M Whittingham.

2. MINUTES

It was AGREED that, subject to the correction on minute 10 – Annual Trade Waste to read Councillor Keeble Executive Member for Streetscene, the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 10 July 2014 be confirmed and signed as a correct record.

At the invitation of the Chairman, Councillor Keeble Executive Member for Streetscene, addressed the Panel on this item.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

The Chairman advised that in accordance with recent set legislation, members of the public and press are able to audio and video record all public meetings held by Fareham Borough Council.

It was confirmed that there have been no requests to film parts of this meeting of the Streetscene Policy Development and Review Panel, but advised that should members of the public wish to film the meeting they need to respect the wishes of other members of public who do not wish to be filmed.

Hampshire County Council will be organising a guided tour of both the ERF (Energy Recovery Facility) and the MRF (Materials Recovery Facility) in Portsmouth where the Borough's refuse and recycling is processed.

The tour will take place on Wednesday 19th November. If members would like to attend please can they let Kitty know by Friday 12 September 2014.

Further details of the time of the visit and directions to the site will be sent out once we have confirmation of the number of visitors attending.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. STREETSCENE POLICY AND DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2014/15

The Panel considered a report by the Director of Environmental Services which reviewed the current work programme 2014/15.

The Panel's attention was drawn to the changes in the work programme as highlighted in paragraph 2 of the report.

The Chairman requested that an additional item be added to the work programme on pauper burials. Members and Officers discussed the item and it was agreed that a briefing note would be prepared for the Chairman to read out at the 8 January 2015 meeting.

It was AGREED that the work programme, as set out in Appendix A to the report, be approved.

7. HEALTHCARE WASTE COLLECTION SERVICE

The Panel considered a report by the Director of Environmental Services on the Healthcare Waste Collection Service.

The Refuse and Recycling Manager was asked if better advertising could be done for the sharps collection service as many residents remain unaware that the service exists. It was explained to the Panel that there are regulations governing where sharps can be returned to which means that not all sharps can be returned via the same service, and therefore advertising for the service would be difficult as it would not be applicable to all.

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

8. ANNUAL REVIEW OF STREET CLEANSING SERVICE

The Panel considered a report by the Director of Environmental Services on an Annual Review of Street Cleansing Services.

The Operations Manager was asked why offensive graffiti was not at 100% for being cleared within the 5 day target. It was explained to the Panel that it is more difficult to achieve 100% success on this as there are incidents where the wrong location has been given or the graffiti is on private land and the owners of the property are not available to sign the disclaimer needed prior to the removal being able to be carried out.

The Operations Manager was also asked if the operatives who collect fly tipping work with the enforcement team to identify the offenders. It was confirmed to the Panel that the Streetscene team do work closely with the Enforcement Officers to try and identify offenders but it is extremely difficult if the offensive has not been witnessed.

Members also enquired regarding the requests for litter bins, and whether customers are contacted to let them know the outcome of their requests. The Operations Manager confirmed that all customers are contacted after a 6 week

monitoring period has taken place, to inform them the outcome of their request.

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

9. SPONSORSHIP OF ROUNDABOUTS

The Panel considered a report by the Director of Environmental Services on the Sponsorship of Roundabouts.

Councillor Englefield commented that the roundabout at Bridge Road was extremely attractive and well maintained.

Members enquired as to the progress made on the Quay Street roundabout which is not in good condition. Members were informed that at present the ownership of the roundabout is still with Tesco's and until they pass over the ownership Fareham Borough Council is unable to do anything with the roundabout.

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

10. EXCLUSION OF THE PUBLIC AND PRESS

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of Part 1 of schedule 12A of the Act.

11. HEDGE CUTTING AND SPORTS PITCH RENOVATION CONTRACT

The Panel considered a report by the Director of Environmental Services on the Hedge Cutting and Sports Pitch Renovation Contract.

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

(The meeting started at 6.00 pm
and ended at 7.04 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 16 September 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

T M Cartwright, MBE (Vice-Chairman in the Chair)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton,
M J Ford, JP, L Keeble, Mrs K Mandry, Mrs S Pankhurst,
R H Price, JP and Mrs K K Trott (deputising for D J Norris)



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chairman, Councillor Mrs P M Bryant and from Councillors T J Howard and D J Norris.

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 8 July 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that, in accordance with recent set legislation, members of the public and press were able to audio and video record all meetings held in public by Fareham Borough Council.

It was confirmed that there had been no requests to film parts of this meeting of the Licensing and Regulatory Affairs Committee, but advised that, should members of the public wish to film the meeting, they would need to respect the wishes of other members of public who did not wish to be filmed.

The Chairman also made an announcement concerning the order of business for the meeting.

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct, the following Members declared interest in the matters indicated:

Councillor Mrs K Mandry – Review of Polling Districts and Polling Places – minute 6;

Councillor Miss S M Bell – Review of Polling Districts and Polling Places – minute 6;

Councillor R H Price, JP – Review of Polling Districts and Polling Places – minute 6;

Councillor M J Ford, JP – Review of Polling Districts and Polling Places – minute 6.

5. DEPUTATIONS

There were no deputations made at this meeting.

DECISIONS UNDER DELEGATED POWERS

6. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Councillors Mrs Mandry (Crofton Youth Centre), Miss Bell (Portchester Community Centre) and Ford (Victory Hall) all declared personal non-pecuniary interest in this item, indicating that they had connections with the management committees of the buildings in which the polling stations shown were located. Councillor Price declared that he was a member of Hampshire

Fire and Rescue Authority but that all administrative responsibility concerning the use of Fareham Fire Station and Portchester Fire Station as polling stations lay with Hampshire Fire and Rescue Service.

The Committee considered a report by the Director of Finance and Resources on the review of polling districts and polling places.

RESOLVED that:-

- (a) a draft proposal, based on the comments in Appendix A, be approved to proceed for consultation;
- (b) it be noted that the results of the consultation would be reported to the next meeting of the Committee; and
- (c) the officers be requested to note the comments relating to: the use of Harrison Primary School; a possible change to the polling station for Craigbank Court; the possibility of a polling station being located at the new Collingwood Court; car parking at the Locks Heath District Centre; the relative suitability of Portchester Parish Hall and the Castle Street Centre; possible alternative polling stations for residents of Brook Lane; access to Wicor Primary School and general suitability of polling stations in the ward; the suitability of Crofton Youth Club and Crofton Community Centre; and the use of a Portakabin as a polling station.

7. RESPONSE TO DEPUTATION TO COUNCIL

The Committee considered a report by the Director of Community on a matter raised in a deputation to the Council meeting on 24 July 2014, which was referred to the Licensing Officers for consideration. It was noted that Mr Rogerson, who had made the deputation at the Council meeting, had sent an e-mail to members of the Committee concerning the report it had before it.

The Head of Environmental Health presented the report, explaining the issues it referred to and which had been raised in Mr Rogerson's deputation to the Council and his subsequent message to members of the Committee.

RESOLVED that:-

- (a) Mr Rogerson be thanked for his comments;
- (b) the content of the report be noted;
- (c) the Committee was satisfied with the current licensing procedures in place in respect of taxi and private hire driver applications;
- (d) the Head of Environmental Health be thanked for his most informative report and explanation of the circumstances; and
- (e) It be noted that the Council's licensing procedures were continually under review and that Mr Rogerson's help in some of the changes previously made to them be acknowledged.

8. SIX MONTHLY MONITORING REPORT ON APPLICATIONS RECEIVED

The Committee considered a report by the Director of Community on licensing applications received.

RESOLVED that the report be noted.

9. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME 2014/15

The Committee considered a report by the Director of Community on the Committee's work programme for 2014/15.

RESOLVED that:-

- (a) the progress on actions arising from the meeting of the Committee held on 8 July 2014 be noted;
- (b) the to be assigned item 'Annual Health and Safety Service Plan' be considered at the beginning of 2015/16, in May or June 2015;
- (c) it be noted that the officers were in contact with Peter Savill about arranging a further training session for members, possibly in December 2014;
- (d) it be noted that an application had been received from the taxi trade for a tariff increase and, although the decision on this was now an Executive function, the Committee would be invited to consider the request and make a recommendation to the Executive;
- (e) with reference to (d) above, an item be added to the work programme for 18 November 2014; and
- (f) subject to (b), (c) and (e) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed.

(The meeting started at 6.00pm
and ended at 7.30pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Audit and Governance Committee (to be confirmed at the next meeting)

Date: Monday, 22 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor T G Knight (Chairman)

Councillor L Keeble (Vice-Chairman)

Councillors: P J Davies, Miss T G Harper, D L Steadman, P W Whittle, JP and N R Gregory

**Also
Present:**



1. APOLOGIES

There were no apologies of absence.

2. MINUTES

The Chairman addressed the Committee on this item and requested an update from the Head of Democratic Services on item 12 of the previous minutes – Review of Members Training & Development and Determination of Programme. The Head of Democratic Services confirmed that discussions have been held with the ICT department regarding how members will be able to access the training directory. Once in place, training will be provided to all members on how to access and use the directory.

RESOLVED that the minutes of the meeting of the Audit and Governance Committee held on 23 June 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed to the meeting Kate Handy and Martin Young from Ernst & Young (External Auditors).

The Chairman advised that in accordance with the recent set legislation, members of the public and press are able to audio and video record all meetings held in public by Fareham Borough Council.

The Chairman confirmed that there had been no requests to film any part of the meeting, however, stated that should any members of the public or press wish to do so, they must respect the wishes of other members of the public present who do not wish to be filmed.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

5. DEPUTATIONS

There were no deputations made at this meeting.

MATTERS SUBMITTED FOR CONFIRMATION

6. UPDATE TO STANDING ORDERS FOLLOWING THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

The Committee considered a report by the Monitoring Officer on an update to Standing Orders following the Openness of Local Government Bodies Regulations 2014.

Members discussed this item at length and agreed that wording for the Standing Order 59.3 should read 'The Mayor or Chairman of the meeting will have absolute discretion to terminate or suspend filming/recording of the meeting, if in their opinion, continuing to do so would prejudice or disrupt proceedings at the meeting'.

RESOLVED that the Committee:-

- a) recommends to Council, subject to the amendment of wording to Standing Order 59.3 above, that the updates to Part Four of the Constitution – Standing Orders with Respect to Meetings, as detailed in paragraph 8 of the report be approved; and
- b) recommends to Council that the draft protocol on the recording of public meetings, as set out in Appendix A to the report, be approved and that the Monitoring Officer be delegated authority to update the protocol to meet operational needs.

DECISIONS MADE UNDER DELEGATED POWERS

7. OVERVIEW OF COMPLAINTS AGAINST THE COUNCIL

The Committee considered a report by the Director of Finance and Resources on an overview of complaints against the Council.

Members debated this item at length and several of them expressed concern over the length of time it had taken for the breach of the member's code of conduct, as set out in paragraphs 18-21 of the report, to have been reported to the Committee. Members were advised that the report is an annual report to the Committee which is why it has been reported to the Committee at this meeting. Councillor Whittle asked that for future breaches of the code of conduct be reported to the earliest meeting of the Audit and Governance Committee.

Members also questioned why the Committee were not asked to form a Sub-Committee to deal with the breach of the Code of Conduct. The Solicitor to the Council addressed the Committee on this item and advised members that the breach had been dealt with in accordance with the Council's complaints procedure and Government legislation. He confirmed that he was satisfied with the outcome of the investigation and in the way in which it was handled by the Council.

RESOLVED that the Committee:

- a) notes the content of the report; and
- b) requests that any future breaches to the Members Code of Conduct be reported to the Audit and Governance Committee at the earliest opportunity.

8. STATEMENT OF ACCOUNTS

The Committee considered a report by the Director of Finance and Resources on the Statement of Accounts.

The Committee received a short presentation from the Finance Strategy and Development Manager, which gave a breakdown of the accounts in more simple terms to assist Members with their understanding of the report. Members were also circulated amended figures to Appendix A of the report, for page 69 Operating Leases. Members were informed that the most significant changes to the accounts were regarding the new Business rates Retention Scheme and the new Pensions Accounting Standard.

RESOLVED that the Statement of Accounts for 2013/14, attached as Appendix A, be approved and published by 30 September 2014.

9. ANNUAL GOVERNANCE STATEMENT

The Committee considered a report by the Director of Finance and Resources on the Annual Governance Statement.

Councillor Whittle addressed the Committee on this item and commented on the fact that the Annual Governance Statement had already been pre-signed prior to the meeting and therefore not allowing for the Committee to comment on the documents. The Director of Finance and Resources addressed members to assure them any changes that they identified would be made prior to the final document being published with the Statement of Accounts.

Members requested that in future to promote openness and transparency to the public, no documents awaiting approval will be presented to the Committee pre-signed.

Councillor Keeble requested that a link to where the monthly budgetary control information is published be circulated to Members for future reference and included in the Financial Management section of the Statement this year.

RESOLVED that the Annual Governance Statement for 2013/14, subject to the proposed amendment above, as attached as Appendix C to the report, be approved.

10. EXTERNAL AUDIT ANNUAL RESULTS REPORT 2013/14

The Committee considered a report by the Director of Finance and Resources on the External Audit Annual Results Report 2013/14.

The report was presented by Kate Handy and Martin Young from Ernst and Young (External Auditors). A letter of representation was circulated to members, during this item.

Councillor Whittle enquired as to whether the uncommented misstatements had taken into account the revised figure circulated earlier for the Statement of Accounts. Kate Handy addressed the Committee to confirm that they were already aware of the correction to the Statement of Accounts.

Members were asked to note and agree the contents of the letter of representation which was circulated to them at the meeting.

RESOLVED that the Committee:-

- a) notes the contents of the Annual Governance report, as set out in Appendix A to the report; and
- b) notes and agrees to the letter of representation, circulated to them during the meeting, attached as appendix A to these minutes.

11. EXTERNAL AUDIT ANNUAL FEE LETTER 2014/15

The Committee considered a report by the Director of Finance and Resources on the External Audit Annual Fee Letter 2014/15.

The report was presented by Kate Handy of Ernst and Young (External Auditors) and took questions from members.

RESOLVED that the Committee approves the fees proposed for the External Audit coverage in 2014/15.

12. CORPORATE RISK REGISTER UPDATE

The Committee considered a report by the Director of Finance and Resources on an update of the Corporate Risk Register.

Councillor Keeble addressed the Committee to inform them that he had sought assurance from the CX management team that Risk Managers were not being overloaded with the amount of work that has been assigned to them.

RESOLVED that the content of version 4 of the Corporate Risk Register, attached as Appendix A to the report, be noted.

13. REVIEW OF COMMITTEE WORK PROGRAMME

The Committee considered a report by the Director of Finance and Resources on the Committee's current work programme.

Councillor Knight requested that a training session on the Annual Governance Statement be included onto the Committee's Work Programme.

Councillor Whittle expressed concern over the amount of reports that are scheduled for the November meeting. The Chairman addressed the Committee to inform them that this issue had been raised previously and it was felt that the all of the reports scheduled in the Work Programme are necessary and therefore the Work Programme should not be reduced. The Director of Finance and Resources informed members that he would look into the issue and try to find ways in which the workload could be reduced.

RESOLVED that, subject to the inclusion of the addition of a member training session on the Annual Governance Statement, the work programme for the rest of the year, as set out in Appendix A to the report, be approved.

14. QUARTERLY AUDIT REPORT

The Panel received a report by the Director of Finance and Resources on the Quarterly Audit report.

At the agreement of the Chairman this item was moved to the end of the agenda.

The report was presented by the Head of Audit and Assurance, who took questions from members.

Councillor Whittle asked as if the services which are currently being reviewed under the Council's Vanguard intervention are being audited as they are making significant changes to working practices. The Head of Audit and Assurance addressed the Committee to confirm that all services that are being reviewed under the Vanguard Intervention will be audited, at some point. In some cases the Audit Service are being rolled into the process as significant changes to control are discussed. The first service which is to be fully assessed is the Benefits department as they are near to completion of their review of the Service.

RESOLVED that Committee noted the progress of the Contractor Internal Audit Plan, attached as Appendix A to this report.

(The meeting started at 6.00 pm
and ended at 8.43 pm).

FAREHAM

BOROUGH COUNCIL

Report to Council

Date **9 October 2014**

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

Subject: **Annual Review of the Corporate Strategy 2011-2017**

SUMMARY

The Corporate Strategy provides a clear focus on the most important issues that need to be addressed for 2011 – 2017. This annual review is an opportunity to consider the progress being made in delivering the corporate priorities and to assess the impact of any other influences on the Council's services and initiatives.

RECOMMENDATIONS

That the Council accepts the amendments to the strategy document, as set out in paragraph 12 of this report, along with any other amendments arising from the review.

INTRODUCTION

1. As per the Council's performance framework the Executive has undertaken an annual review of the corporate vision and priorities. The purpose of the review is to confirm future priorities and update the wording where necessary. The outcome of the review will influence the budgets and local service agreements for the next financial year.
2. This is the third review of the Corporate Strategy 2011 -2017, which was adopted by the Council on 23 June 2011. A copy is attached as Appendix A.
3. The proposed wording needs to be approved by the Council, because the Corporate Strategy comes within the Council's policy framework under the Constitution.

ISSUES FOR CONSIDERATION

Progress in delivering corporate priorities

4. The Strategy contains a number of priorities for improvement for each of the Corporate Priorities. Progress on these items is listed below under the heading for each priority.

Affecting all Priorities

- The Welborne Plan has been submitted for examination.
- £800,000 of funding has been received from the Government to help with the planning for Welborne.
- The delivery of Welborne requires the upgrading of Junction 10 of the M27 to an all-moves junction. In April 2014 Fareham Borough Council, Hampshire County Council (as Highway Authority) and the Highways Agency approved a note setting out the preferred option for these works. In July 2014 as part of the Solent Growth Deal, the Government committed to invest 'an initial £19.7m to improve transport and connectivity in Fareham and Gosport and some initial enabling work at Welborne (with £6m in 2015/16), and a further provisional allocation of £14.9m for junction 10 M27 starting beyond 2016'.

Protect and Enhance the Environment

- There are early signs to suggest that there has been an improvement in air quality following the implementation of the bus rapid transit system; however it is too early to identify what the sustained impact will be.
- The Council is the lead authority for the clothing and textile recycling framework and four other local authorities have joined the framework, Portsmouth City Council, Havant Borough Council, East Hampshire District Council and Winchester City Council.
- The Council has collected in excess of 150 tonnes of clothing and textiles in the first year of the framework. During 2013/14 16 new sites have been introduced for textile recycling, bringing the total number of sites to 30.
- The Council completed essential repairs to Salterns Promenade including the replacement of the timber edging, resurfacing the entire length of the promenade, installing a cycle path and providing 5 new beach huts.

Maintain and Extend Prosperity

- The development of the Centre of Excellence in Engineering and Manufacturing Advanced Skills Training (CEMAST), a new campus for all Automotive, Engineering

and Manufacturing courses at Fareham College, has been enabled through a proactive planning process.

- Fareham College secured planning permission (April 2014) for an investment scheme on their Bishopsfield Road Campus to provide a new innovative learning environment, providing specialist vocational facilities in the construction, care, visitor and digital economy sectors, as well as providing up to 120 new dwellings and public open space.
- A site and planning approval have been secured for the Innovation Centre and other developments at Daedalus.
- £200,000 has been spent on improvements in Fareham town centre, of which half was secured from central government, with the remainder matched by the Council. The programme of improvements has included a new website; new street furniture including additional seating and cycle racks; and new 'wayfinder' signage boards. Additionally the approach to parking charges has become more flexible with the 5 hour limit in the 'inner' car parks lifted, free parking from 5pm on Thursdays for late night shopping and additional cheaper parking provided in 'outer' car parks. All these changes have been informed by and carried out in dialogue with a range of retailers and other town centre interests.

A Safe and Healthy Place to Live and Work

- The Council successfully delivered Access All Areas, a summer programme of activities, for young people in partnership with the Police and local sports clubs.
- A Taxi Marshall scheme has been introduced in Fareham Town Centre to support the evening economy.
- The Council strives to ensure food and drink for human consumption is prepared, stored and distributed without risk to the health and safety of the consumer. To this end the Council carried out 345 food hygiene inspections in 2013/14.

Leisure for Health and Fun

- Funding and a site have been secured for the construction of a new swimming pool at Coldeast and the planning process has now commenced.
- The needs assessment for Community Centres has been completed and work is now starting on the next phase.
- Swanwick Lane, Sarisbury Green and Abshot Road play areas have been refurbished and upgraded. A new cricket square has been constructed at Bath Lane, a new drainage scheme has been installed at Burridge Recreation Ground and the tennis courts at St Johns Recreation Ground have been refurbished.
- The Council invested £1.5m in the refurbishment and upgrading of Fareham Leisure Centre in partnership with SLM, refurbishing the swimming pools, changing village and renewing the water treatment plant.

A Balanced Housing Market

- The Council has established a Local Housing Company in partnership with a neighbouring local authority and two Registered Providers. The company aims to increase the provision of good quality affordable housing for rent or purchase for low income households in the Borough.
- 41 new affordable homes have been delivered during the 2013/14 financial year.

- The Council is investing £13m in the construction of 100 new affordable homes for rent.
- Construction of Collingwood Court is underway and planning consent has been granted for a new sheltered housing development at Coldeast.
- The Development Sites and Policies Plan was submitted to the Planning Inspectorate in June 2014. A number of hearing sessions are scheduled to take place in November before a final report is expected to be issued in Spring 2015.

Strong and Inclusive Communities

- The Fareham Park Fun Day event allocated £20,000 of funding to local community groups.
- The Council is working in collaboration with local youth charities, in a scheme called Clued Up 2 Go, to provide help and advice on a range of issues for young people living in the Fareham Park area.
- The Council secured £13,000 from the Government's "Our Place" funding towards neighbourhood improvements in Fareham Park.
- In 2013/14 the Council awarded 23 grants worth approximately £60,600 in community funding.

Dynamic, Prudent and Progressive Council

- The Residents' Survey was completed in October and November 2013 some of the key headline figures are:
 - Sent to 4,020 households with a 32% response rate (1,291 responses)
 - 89% of people said the Council provides value for money. A 1% increase on the last survey in 2011.
 - 91% of people said they were happy with how the Council runs things. This is a 1% decrease on the 2011 survey.
 - 77% of people felt well informed about the Council's services, an increase of 7% on the 2011 survey.
- The Council has invested £4 million in commercial property to maximise the value gained from assets.
- Following further reductions in Government grants, the Council has achieved a £800,000 efficiency plan.
- The Environmental Health Partnership, between Fareham Borough Council and Gosport Borough Council, was formally established on 1 April 2014.
- The Council's element of Council Tax has been frozen for the sixth successive year.

Any matters arising from reviews and/or inspections 2011 Census

5. The 2011 Census data released by the Office for National Statistics shows that the total population of Fareham as 111,600. The most recent figure from mid-2013 estimates the population to be 112,800.

Annual Audit

6. The Council's external auditors Ernst & Young annual audit letter and annual governance report provide an overall assessment of the Council. Both documents cover the Council's accounts for the year ended 31 March 2013.

7. The Council was overall found to have a good process for producing accounts, including the supporting working papers. The Council was also found to have proper arrangements in place to be financially resilient and for demonstrating how it is efficiently and effectively using its budgets.
8. There are a number of challenges facing the Council. These include:
 - The continuing challenge presented by reduced government funding.
 - Ensuring that significant projects like the development of Welborne and the setting up of a Joint Venture Company to help meet housing needs do not affect the financial resilience of the Council.
9. The assessment for the 2013/14 financial year is expected to be presented to the Audit and Governance Committee in November 2014.

Any matters arising from consultation with local residents, partners or interested bodies

10. A brief summary of the key points from the 2013 Residents' Survey has been included above. The next survey is due to be carried out in 2015.

FINANCIAL IMPLICATIONS

11. The financial implications of delivering the Council's priorities have been recognised within the budget planning process. Any significant changes to the Corporate Strategy 2011 – 2017 will need a financial appraisal to identify resources.

PROPOSALS

12. Overall, the Corporate Strategy remains on track and it is proposed that the Council approves the following minor changes to the Corporate Strategy document, attached as Appendix A, which incorporates these changes.
 - Amend the fourth paragraph to make it flexible, given that the Corporate Strategy has been in place for several years:

“This strategy contains a reduced number of priorities that will provide a clear focus on the most important issues that need to be addressed by the Council over the life of the strategy.” (Corporate Strategy 2011 – 2017, page 2)
 - Amend the statement about the development at Welborne from “...is due to start...” to “...planned to start...” (Profile of Fareham, page 3).
 - Amend the number of homes that will be built in Welborne from 6,500 to 6,000 in accordance with the Welborne Plan (Profile of Fareham, page 3).
 - Update the population of the Borough, from 111,600 to 112,800, based upon the most recent estimate that is available (Profile of Fareham, page 3).
 - Amend the first paragraph to better reflect the Council's investment in new leisure facilities:

“The Council continues to invest in new leisure facilities approving funding of £7m for the provision of a new swimming pool at Coldeast, investing £1.5m in the refurbishment of Fareham Leisure Centre and funding improvements to a wide range of sports pitches and tennis courts throughout the Borough. The Council funded a new £2m community centre in Portchester and has a programme for refreshing and upgrading the 45 play areas across the Borough; whilst continuing to support a wide

range of cultural and entertainment activities at Ferneham Hall and Westbury Manor.” (Profile of Fareham, page 4)

- Amend paragraph four to reflect that Fareham Borough Council’s element of Council tax has been frozen.

“The Council is considered to manage its resources well, has good leadership, a flexible and adaptable workforce and a strong awareness of its financial position. The Council has frozen its proportion of the Council Tax for the last six years.” (Profile of Fareham, page 4)

- Renumber priority 4 to 4a (Our Priorities for Improvement, page 8)
- Add a new priority 4b:

“Work with partners to deliver an £8.3 million package of investment at Daedalus, to include a new Innovation Centre to support small businesses, new hangar space and £1.5 million of improvements to the runway and airfield.” (Our Priorities for Improvement, page 8)

- Given the successful opening of a new Waitrose store in March 2014 and the progress made on the developing a new swimming pool at Coldeast, remove priority 5b, Development of Locks Heath District Centre to meet the needs of local residents for shopping, community and leisure facilities and to complement neighbouring shopping centre and Fareham Town Centre. The Council will continue to work with interested parties to ensure the continued improvement of the District Centre. Priority 5a will be renumbered to 5 (Our Priorities for Improvement, page 8).

- Split priority 8 into 8a and 8b, separating the development of a swimming pool from the other items discussed (Our Priorities for Improvement, page 9)

“8a Construction of a new swimming pool on land at Coldeast

8b Provide community facilities on land at Coldeast, including a cemetery, allotments, parkland and sports pitches”

- Under priority 12 the reference to Collingwood House has been changed to Collingwood Court (Our Priorities for Improvement, page 9).

- Amend priority 15 by making reference to the acquisition of commercial property:

“Maximise the value gained from assets that are owned by the Council, including the acquisition of commercial property.”

- Add a new priority, numbered 17, relating to the Vanguard Method:

“Using the Vanguard Method, undertake a programme of reviews to improve customer service, across the Council.” (Our Priorities for Improvement, page 9)

- Amend the final paragraph to be more in keeping with the Vanguard Method, by changing the reference to performance indicators to a range of measures (Strategic Framework, page 10).

“The corporate strategy and other strategies and plans are supported by **local service agreements** that bring together and describe the key activities and actions that will be delivered by individual service areas within the Council over the short-term (i.e. three years). They also include a range of measures that demonstrate the degree of success of the Council in meeting customer expectations.”

- Add details of social media contacts to the Further Information and Contacts page (page11).

CONCLUSION

13. This report is a key stage in the Council's performance management framework. The Council is invited to report the Corporate Strategy 2011 – 2017 so that the Council's priorities can be reflected in the budgets and local service agreements for the next financial year.

Appendix A: Corporate Strategy 2011 - 2017

Background Papers:

Annual Audit Letter Year ending 31 March 2013, Ernst & Young, 25 October 2013

Annual governance report, Ernst & Young, 23 September 2013

Reference Papers:

None

Enquiries:

For further information on this report please contact Christopher Cotmore (Ext 4552).

Fareham

The prosperous, safe and attractive place to be

Corporate Strategy 2011-2017



FAREHAM
BOROUGH COUNCIL

Corporate Strategy 2011–2017

Welcome to our corporate strategy for Fareham Borough Council. This document sets out our strategic priorities for 2011 to 2017 and emphasises our determination and commitment to ensure that Fareham remains a prosperous, safe and attractive place to live and work.

The Corporate strategy was adopted in 2011 and carefully considers what residents, service users, partners and others say is important to them. We have looked at our performance and service delivery to see how it compares with other similar Councils.

Over the period of the strategy we will face unprecedented reductions in available resources. We will need to ensure that these resources are directed towards our declared priorities and we will continue to use feedback from residents and from surveys to inform our decisions about which services and initiatives are the most important.

This strategy contains a reduced number of priorities that will provide a clear focus on the most important issues that need to be addressed by the Council over the life of the strategy.



Profile of Fareham

Fareham is located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton. It is well connected to the M27 motorway, has good rail links to London and other major centres and easy access to the ferry ports and Southampton international airport. The population of 112,800 is expected to grow by 5.4%, between 2011 and 2031, with a growing number in the population aged 45 or more. Black and minority ethnic groups make up a small proportion of the population in comparison to the rest of the south east region. Development at Welborne, a new community to the north of Fareham, is planned to start in 2016 comprising of around 6,000 homes, commercial buildings and community facilities. Considerable effort will be required to ensure that the appropriate infrastructure is provided to support a sustainable community whilst maintaining a balance between the natural and built environments.

Fareham is a popular and attractive place to live and has a good record regarding environmental sustainability. Within Fareham's boundaries there are 6 nationally important sites of special scientific interest, 92 sites of importance for nature conservation and 4 nature reserves. The Borough has many historic buildings, 13 conservation areas, nearly 600 listed buildings plus 7 historic parks and gardens of regional or local importance. Residents have said consistently in national and local surveys that they are satisfied with the local area as a place to live.

Fareham is a thriving business area with low unemployment. Many of Fareham's businesses are of local origin with a high survival rate from start-up. The growth in jobs at Whiteley, Segensworth and the Solent Business Park has reduced the number of residents commuting to work elsewhere. The proportion of Fareham's working age population that are in work is higher than both the regional and national rates and the average annual salary for a full time worker living in Fareham is significantly higher than national average earnings.

Fareham is a safe and healthy place compared to many other parts of the country. The total number of recorded crimes in Fareham has been falling in recent years. Based upon the number of crimes recorded, Fareham's Community Safety Partnership is in the top quartile when compared to other similar authorities. The health of people living in Fareham is generally good when compared to other areas. Life expectancy is higher than the national average for men and women and over the last 10 years, the rate of death from all causes, and early death rates from cancer and from heart disease and stroke, have all fallen and remain lower than the national average. Deprivation levels across the Borough are generally very low, but there are pockets of deprivation where unemployment is much higher and educational achievement is much lower when compared to other parts of the Borough.



The Council continues to invest in new leisure facilities approving funding of £7m for the provision of a new swimming pool at Coldeast, investing £1.5m in the refurbishment of Fareham Leisure Centre and funding improvements to a wide range of sports pitches and tennis courts throughout the Borough. The Council funded a new £2m community centre in Portchester and has a programme for refreshing and upgrading the 45 play areas across the Borough; whilst continuing to support a wide range of cultural and entertainment activities at Ferneham Hall and Westbury Manor.

On the whole, Fareham's residents are well housed; with 9 out of 10 houses being owner occupied which is the highest in the region and fourth highest in England. In contrast, the proportion of social and private rented housing is very low. The housing stock generally is in good condition with few properties needing major repairs or lacking standard amenities and it is also energy efficient. Average house prices are significantly higher than for neighbouring local authorities in south east Hampshire, but lower than in Hampshire as a whole. First-time buyers in Fareham struggle to get into the housing market as the ratio between average house prices and earnings is significantly higher than the level for other areas in south east Hampshire.

Community Action Teams (CATs) meet in five areas in the Borough for residents to talk to the Council about developments, suggestions and requirements for their areas. An online Customer Engagement Panel has been formed and work is on-going to develop an equalities forum. The Council also has a commitment to being open and transparent to help customers to better understand its business.

The Council is considered to manage its resources well, has good leadership, a flexible and adaptable workforce and a strong awareness of its financial position. The Council has frozen its proportion of the Council Tax for the past six years.

Surveys show that residents are satisfied with the way the Council runs things and that it provides good value for money. It performs well and is good at keeping Fareham as an attractive and prosperous place to live, work and visit.

Our Vision

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

Our Values

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

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



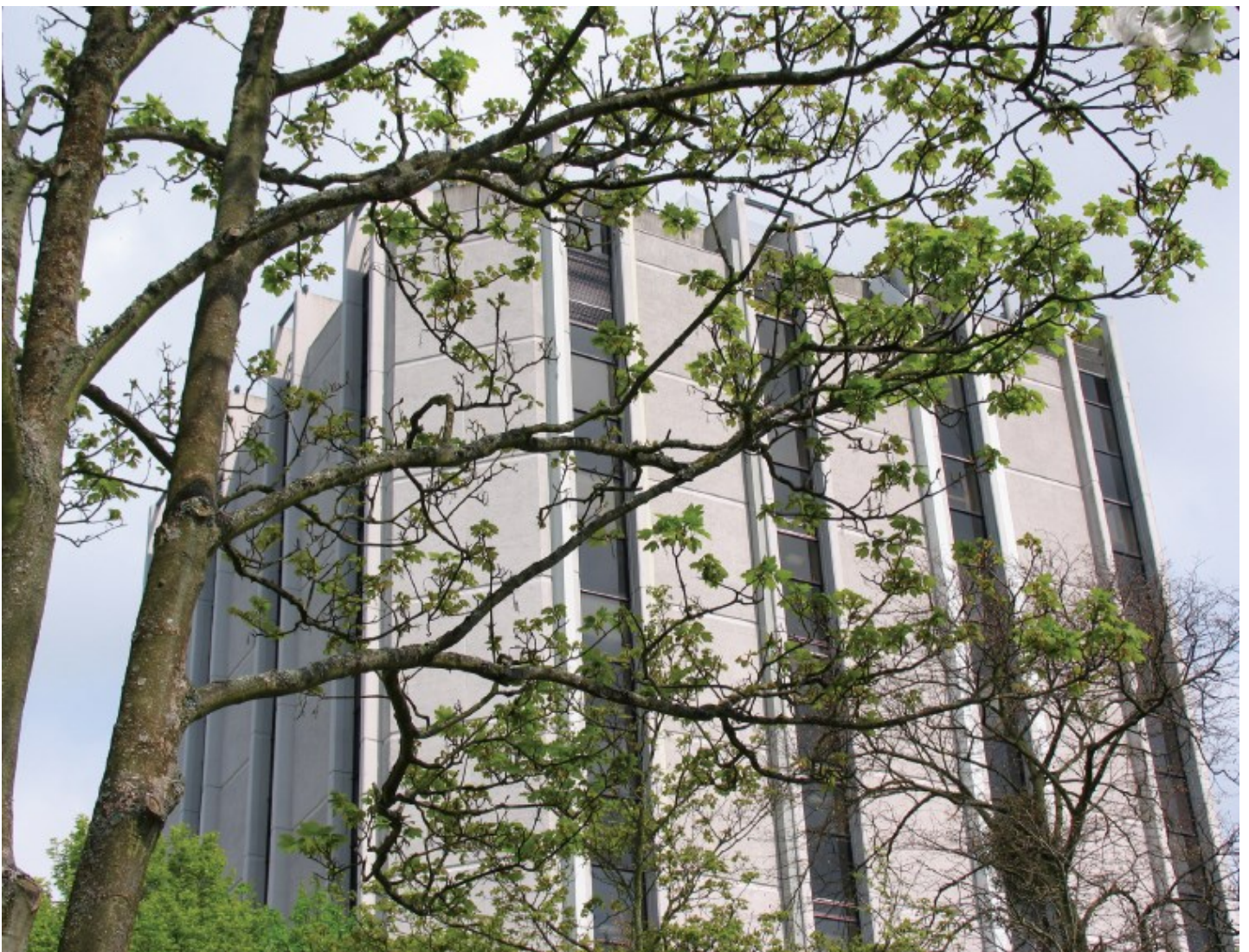
Our Priorities

To achieve this vision we will focus our efforts and resources on achieving seven corporate priorities. These are:



- To **protect and enhance the environment** by ensuring that Fareham remains a clean and attractive place to live and work. We will make sure that the built heritage and natural environment are conserved and enhanced for future generations and ensure that we minimise the impact on the environment by reducing our use of natural resources; minimising the generation of waste; whilst maximising the collection of recyclable materials. The key challenge in the foreseeable future will be to plan the development of Welborne, a new sustainable community to the north of Fareham.
- To **maintain and extend prosperity** by working with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities will be vital to achieving this priority.
- To ensure that Fareham remains a **safe and healthy place to live and work** by working with others to provide an environment where people of all ages feel safe. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.
- To provide a reasonable range of **leisure opportunities for health and fun** so that residents and visitors of all ages can socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.
- To work with our key partners to enable and support a **balanced housing market** so that residents of Fareham have access to good quality housing that is affordable, within their means and offers a choice of tenures. We will also take positive steps to prevent homelessness and assist individuals and families in securing good quality accommodation. We will support vulnerable people to help them access and sustain housing that is appropriate to their need and provide existing and future tenants of the Council with access to suitable and affordable rented accommodation.

- To build **strong and inclusive communities** by providing strategic leadership to help bring together key partners and encourage them to improve services and provide opportunities for residents of the Borough. We will also give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy and affordable access to information and services provided by the Council.
- To be a **dynamic, prudent and progressive council** by making sure that the decisions we make are transparent and that arrangements are in place to secure on-going improvement. Our overall priority is to ensure that we offer good value for money by providing high quality services and maintaining high levels of resident satisfaction, whilst keeping council tax levels low when compared to other district councils.



Our Priorities for Improvement

The following paragraphs describe the improvement actions that we will aim to achieve by 2017. They are organised around the seven corporate priorities, except the first action, which will have a direct impact on each priority.

Detailed action plans showing the key milestones and targets for the year ahead will be developed on an annual basis as part of the service and financial planning process. These plans will be based on the resources that are available at the time and will be incorporated into service plans.

Priorities for improvement will be reviewed annually and progress will be monitored regularly.



Affecting All Priorities

- 1) Plan for the development of Welborne, a new sustainable community to the north of Fareham which achieves high environmental and design standards and provides a wide range of transport choices.

Corporate Priorities

Protect and Enhance the Environment

- 2) Reduce the quantity of household waste and maximise the amount that is reused or recycled.
- 3a) Provide leadership to residents and businesses in the borough to reduce energy usage, conserve natural resources and save money.
- 3b) The Council will set an example by continuing to reduce carbon emissions across Council operations.

Maintain and Extend Prosperity

- 4a) Work with the Solent Local Enterprise Partnership and landowners to deliver a thriving aviation-led employment area at the Solent Enterprise Zone at Daedalus, which is supported by a viable airfield.
- 4b) Work with partners to deliver an £8.3 million package of investment at Daedalus, to include a new Innovation Centre to support small businesses, new hangar space and £1.5 million of improvements to the runway and airfield.
- 5) Further improve Fareham town centre to provide enhanced shopping and public facilities, with improved access and parking.
- 6) Work to support economic growth and improved skills through the Partnership for Urban South Hampshire (PUSH) and the Solent Local Enterprise Partnership.

A Safe and Healthy Place to Live and Work

- 7) Work with our Community Safety Partnership to continue to reduce anti-social behaviour and crime in Fareham.



Leisure for Health and Fun

- 8a) Construction of a new swimming pool on land at Coldeast.
- 8b) Provide community facilities on land at Coldeast including a cemetery, allotments, parkland and sports pitches.
- 9) Implement the findings of our review of community centres and sports pavilions and modernise buildings as appropriate giving priority to Fareham Town.
- 10) Develop new and improved parks, play areas and sports facilities using developers' contributions and external funding.

A Balanced Housing Market

- 11) Enable the provision of 500 new affordable homes by 2017.
- 12) Modernise and improve sheltered accommodation across the Borough, including the replacement of Collingwood Court as a priority.

Strong and Inclusive Communities

- 13) Improve the wellbeing of people living in the Fareham Park area.
- 14) Focus on customer needs and satisfaction through improved communications and targeted service delivery.

Dynamic, Prudent and Progressive Council

- 15) Maximise the value gained from assets that are owned by the Council, including the acquisition of commercial property.
- 16) Saving money, raising income and working in partnership with others to achieve more for less and continue to minimise council tax increases.
- 17) Using the Vanguard Method, undertake a programme of reviews to improve customer service, across the Council.



Strategic Framework

The strategic framework (set out in the diagram on the back cover) describes the links between the key financial and planning documents which cascade down through the Council, from the sustainable community strategy to the objectives agreed by individual members of staff at their annual performance appraisals.

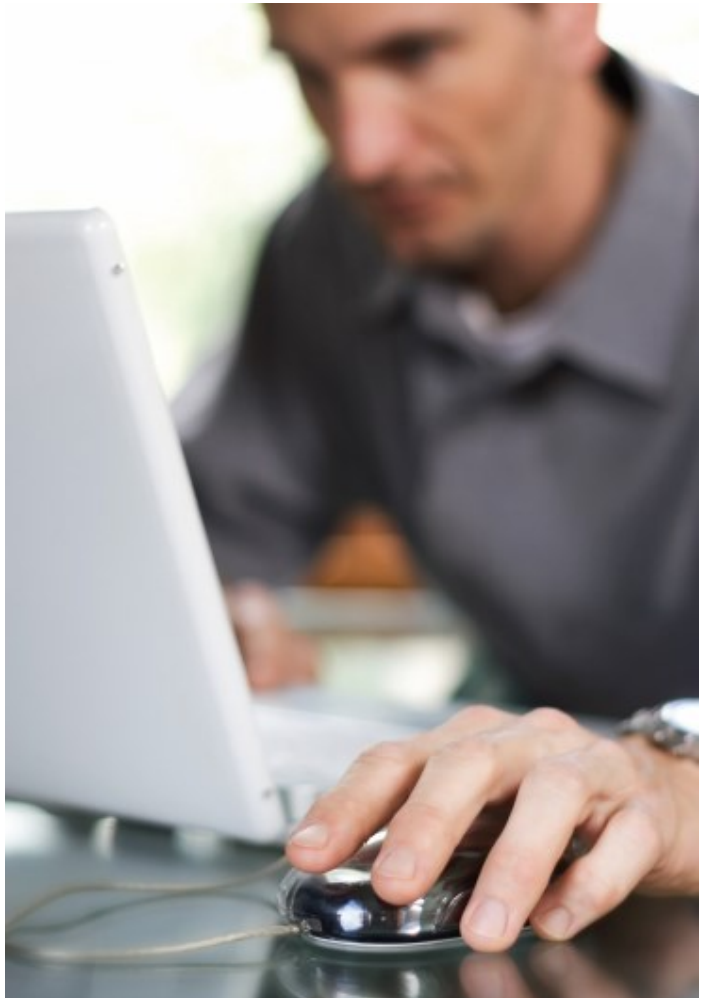
The **Sustainable Community Strategy – Your Future, Your Fareham** – is the high level strategic document which sets out a shared long-term vision for the Borough. This strategy was developed by the Local Strategic Partnership – networkfareham – in which the Council played a key role.

The Council's **Corporate Strategy** sets out our vision and priorities for the medium-term (i.e. six years). It also includes a set of improvement actions that describe the key projects and initiatives that we will focus on over this period.

A range of other key Council strategies and plans also link into the framework. They include:

- The **Local Plan – including the Core Strategy** which sets out the policies that will determine future land use to meet the needs of the sustainable community and corporate strategies.
- Other **strategies and plans** that relate to specific themes (e.g. housing, economic development and leisure etc.) also link into the sustainable community and corporate strategies.

- The **Medium Term Financial Strategy and Annual Budget**, which address the financial implications of all the Council's strategies and plans.



The corporate strategy and other strategies and plans are supported by **local service agreements** that bring together and describe the key activities and actions that will be delivered by individual service areas within the Council over the short-term (i.e. three years). They also include a range of measures that demonstrate the degree of success of the Council in meeting customer expectations.

Further Information and Contacts

You can view Fareham Borough Council's corporate strategy at:

http://www.fareham.gov.uk/pdf/about_the_council/vision.pdf

If you have any questions regarding this document, please contact a member of the Corporate Services Team at:

Tel: 01329 236100

Email: corporateservices@fareham.gov.uk

Address: Corporate Services
Fareham Borough Council
Civic Offices
Civic Way
Fareham
PO16 7AZ

If you require this document in another format or language please contact the Corporate Services Team.



You can also contact us on Facebook www.facebook.com/farehambc or Twitter www.twitter.com/farehambc



Strategic Framework



FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **9 October 2014**

Report of: **Monitoring Officer**

Subject: **UPDATES TO STANDING ORDERS FOLLOWING THE OPENNESS OF
LOCAL GOVERNMENT BODIES REGULATIONS 2014**

SUMMARY

This report provides details on the Openness of Local Government Bodies Regulations 2014 which came into force on 5 August and recommends the necessary minor changes to the Constitution's Standing Orders with respect to Meetings.

RECOMMENDATION

That the Council approves:

- (a) the updates to Part Four of the Constitution - Standing Orders with Respect to Meetings, as detailed in paragraph 8 of this report;
- (b) the protocol on the recording of public meetings, as set out in appendix A; and
- (c) that the Monitoring Officer be delegated authority to update the protocol to meet operational needs.

INTRODUCTION

1. The Openness of Local Government Bodies Regulations 2014 came into force on 5 August 2014 and provided new rules to ensure that councils and other local government bodies are more transparent and accountable to their local communities.
2. As a result, members of the public are now able to use modern technology and communication tools to film, audio-record, take photographs, and use social media such as tweeting and blogging to report on the proceedings of public meetings they are attending.

BACKGROUND

3. The guidance document issued by the Department for Communities and Local Government states that:

“We now live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. This will ensure we have strong, 21st century, local democracy where local government bodies are genuinely accountable to the local people whom they serve and to the local taxpayers who help fund them.”

4. In addition to the existing rules contained within the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972 and the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012, these new regulations provide for the following key points:
 - any member of the public or press is able to film, audio-record or take photographs at any public meeting (with the exception of exempt/confidential items)
 - no advance permission is necessary for public meetings to be recorded
 - the new rules allow for the reporting of meetings via social media of any kind
 - councils are required to provide reasonable facilities to facilitate reporting
5. No prior permission is required for a member of the public to do this; although the guidance recommends that notice be given where filming or audio recordings are to be made to allow the Council to make any necessary arrangements.

PROPOSED CHANGES

6. The new Regulations result in the requirement for an amendment to Standing Orders With Respect To Meetings which are in Part Four of the Council’s Constitution.
7. Standing Order 59.1 currently provides rules on the recording of proceedings by recognised media organisations and establishes that prior permission must be sought from the relevant Chairman of the meeting.
8. It is recommended that Standing Order 59 be amended with the following additional paragraphs:

59. REPORTING OF PROCEEDINGS BY PRESS AND PUBLIC

- 59.1 *Audio and visual recordings of meetings by members of the public or by media representatives are permitted for all meetings held in public of the Council, the Executive, Committees, Panels and other Council bodies. The Mayor or Chairman of the meeting shall advise members that the meeting is being recorded.*
- 59.2 *Recordings and the reporting of proceedings shall not be permitted when the meeting resolves to consider items in private session when those items are exempt from publication.*
- 59.3 *The Mayor or Chairman of the meeting will have absolute discretion to terminate or suspend filming/recording of the meeting, if in their opinion, continuing to do so would prejudice or disrupt proceedings at the meeting.*

PROTOCOL FOR FILMING AND RECORDING MEETINGS

9. A guidance document has been drafted to assist members of the public and press who wish to record or report on public meetings of the Council. This protocol is set out in Appendix A.
10. The Audit and Governance Committee reviewed the updates to the Constitution and the draft protocol when it received this report on 22 September 2014. The item was discussed at length and the Committee resolved to recommend the updates to the Constitution and the draft protocol to the Council, subject to the strengthening of the wording to emphasise that the Mayor or Chairman has absolute discretion to terminate or suspend filming/recording of the meeting, if in their opinion, continuing to do so would prejudice or disrupt proceedings at the meeting.
11. Once approved, the protocol will be published on the Committee pages of the Council's website, as helpful guidance for members of the public and press.

RISK ASSESSMENT

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

CONCLUSION

13. The proposed changes to the Standing Orders with Respect to Meetings are contained in paragraph 8 and the protocol is set out in Appendix A. Both are put to the Council for approval.

Appendix A – Protocol for the Filming and Recording of Public Council Meetings

Background Papers:

Letter from Eric Pickles, Secretary of State for Communities and Local Government to Local Authority Leaders

Letter from Paul Rowsell, Deputy Director – Department for Communities and Local Government to Local Authority Chief Executives

Reference Papers:

The Openness of Local Government Bodies Regulations 2014

Open and accountable local government: plain English guide

Enquiries:

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

FAREHAM

BOROUGH COUNCIL

PROTOCOL FOR THE FILMING AND RECORDING OF COUNCIL MEETINGS HELD IN PUBLIC

1. Fareham Borough Council welcomes members of the public and press who wish to film, photograph or record councillors and officers at any Council meetings that are open to the public and press.
2. In order to ensure that the proceedings of Council meetings are not affected, the following rules should be observed by members of the public and press:
 - It is requested that you do not film the public seating area;
 - It is requested that you respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed;
 - It is requested that you are mindful of the common law duty of confidentiality - you could be at risk of being sued by another private individual if you disclose confidential information about such a person (note: confidential matters will ordinarily be considered in private session).
3. Fareham Borough Council supports the principle of transparency and encourages filming and reporting by means of social media at its Council, Executive, Committee and Panel meetings which are open to the public. It also welcomes the use of social networking websites - such as Twitter and Facebook - and micro blogging to communicate with people about what is happening, as it happens.
4. There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur could include:
 - public disturbance;
 - formal exclusion of the press and public from the meeting due to the confidential nature of the business being discussed;
 - where it is considered that continued recording/filming might infringe the rights of any individual;
 - when the Chairman considers that a defamatory statement has been made;
 - when requests are received from other members of the public to cease recording when they speak – for example when presenting a deputation or petition or asking a question.

5. In allowing this, the Council asks those recording proceedings not to edit the film/ record in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being filmed/ recorded.
6. Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Democratic Services Team in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
7. At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. This is in order to protect any present children, vulnerable adults and other members of the public who actively object to being filmed from being filmed.

October 2014
Monitoring Officer

FAREHAM

BOROUGH COUNCIL

Report to Council

Date: **9 October 2014**

Report of: **Chief Executive Officer**

Subject: **ALLOCATION OF SEATS TO COMMITTEES**

SUMMARY

This report provides details of the calculations for political balance relating to the allocation of seats on committees and panels, following recent changes to political groups. 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 allocation of seats, as set out in Appendix A for the remainder of the municipal year 2014-15; and
- (b) the nominations of the political groups to seats on committees, along with the nominations of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the remainder of the municipal year 2014-15, as set out in Appendix B (to be tabled following the receipt of nominations).

INTRODUCTION

1. Section 15 of the Local Government and Housing Act 1989 imposes a duty on the local authority to review the allocation of seats on the committees of the authority as soon as is practicable after any division of, or change to political groups occurs.
2. On 23 September 2014, the Chief Executive Officer received notification from Councillor G Fazackarley that he wished to be treated as a member of the Fareham Borough Council Conservative Group, with immediate effect. This request was confirmed by the Leader of the Conservative Group.
3. Accordingly, the Council is now invited to review 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 remainder of the municipal year 2014-15. Such appointments will take effect from 10 October 2014.

ALLOCATION OF SEATS

4. 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.
5. 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

6. Following the change of group membership in September 2014, the political balance of the Council is set out in the following table:

Group	Conservative	Liberal Democrat	(UKIP)	(Independent)	Total
Councillors	24	4	(1)	(2)	31
%	77.42	12.9	(3.23)	(6.45)	100

7. Whilst there is a UKIP councillor, a group cannot be formed by a single member and so for the purposes of the calculations of political proportionality for committee allocations, the UKIP councillor will be treated as an independent member.
8. The allocation of seats between the political groups for each committee shall be in accordance with the figures at Appendix A to this report.

ADJUSTMENTS FOLLOWING CALCULATIONS

9. 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 table at paragraph 8 above.
10. There are a total of 82 seats to be allocated and the strict entitlement to seats on committees for each political group is as follows:
 - Conservative - 63 seats
 - Liberal Democrat - 11 seats
11. Each of the political groups are only entitled to their proportion of seats and once this entitlement has been reached, a manual adjustment may be necessary.
12. 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.
13. Therefore, the following manual adjustments are required:
 - (a) Under the calculation, the Conservative Group has notionally been allocated 61 seats on committees. This is 2 less than their strict entitlement of 63 seats and so a positive adjustment must be made to balance the allocations.
 - (b) The Liberal Democrat Group has notionally been allocated 12 seats on committees. The Group cannot have a greater representation on committees than their strict entitlement of 11 seats and so a negative adjustment must be made to balance the allocations.
 - (c) The seat allocations for each committee must equal the agreed number of seats for that committee, as determined by the Council at its Annual Meeting on 29 May 2014. Where this does not occur, the manual adjustments described at (b) above, must be made from those committees requiring a balancing adjustment. These affected committees are shaded in the table at Appendix A.
 - (d) There are three independent councillors who are not members of a Fareham Borough Council political group. There is no strict entitlement calculation applicable to an independent member however, following the calculations and allocation of seats to political groups, the Council must appoint the non-group members to any seats not otherwise allocated.

These remaining seats are “gifted” to the independent members and the

allocation of these seats must be agreed by a vote of the Council.

14. 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 are set out in Appendix B, to be tabled at the meeting.
15. The Council is also required to appoint a Chairman and Vice-Chairman for each committee and these nominations are included at Appendix B, along with the nomination of deputies.
16. The minority group Leader has been requested to nominate a spokesman for each Executive portfolio area. The nominations of spokesmen to seats on committees are set out in Appendix B.

Background Papers:

Notice of change of political group to the Chief Executive Officer

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)

Political Group Balance Calculation

		Conservative		Liberal Democrat		Independent	
		24		4		3	
		77.42%		12.9%		(9.68%)	
Seats to be allocated		Strict Entitlement	Rounded	Strict Entitlement	Rounded	Strict Entitlement	Rounded
	82	63.48	63	10.58	11	n/a	n/a
Scrutiny Board	9	6.97	7	1.16	1	n/a	0
Leisure & Community	7	5.42	5	0.9	1	n/a	0
Strategic Planning & Env	7	5.42	5	0.9	1	n/a	0
Public Protection	7	5.42	5	0.9	1	n/a	0
Housing	7	5.42	5	0.9	1	n/a	0
Streetscene	7	5.42	5	0.9	1	n/a	0
Licensing & Regulatory Affairs	12	9.29	9	1.55	2	n/a	0
Planning Committee	9	6.97	7	1.16	1	n/a	0
Appeals Panel	5	3.87	4	0.65	1	n/a	0
Audit & Gov	7	5.42	5	0.90	1	n/a	0
Housing Tenancy Board	5	3.87	4	0.65	1	n/a	0
Notional allocation	82		61		12		0
Adjustment Required			+2		-1		+8

Notes:

- (i) Under the calculation, the Conservative Group has notionally been allocated 61 seats on committees. This is 2 less than their strict entitlement of 63 seats and so a positive adjustment must be made to balance the allocations.

- (ii) The Liberal Democrat Group has notionally been allocated 12 seats on committees. This is 1 more than their strict entitlement of 11 seats and so a negative adjustment must be made to balance the allocations.
- (iii) Whilst there is a UKIP councillor, a group cannot be formed by a single member and so for the purposes of these calculations, the UKIP councillor will be treated as an independent member.
- (iv) The seat allocations for each committee must equal the agreed number of seats for that committee, as determined by the Council at paragraphs 5, 6 and 7 above. Where this does not occur, the manual adjustments described at paragraph (ii) above, must be made from those committees requiring a balancing adjustment. These affected committees are shaded in the table at Appendix A.
- (v) There are three independent councillors who do not represent any political group. There is no strict entitlement calculation applicable to an independent member however, following the calculations and allocation of seats to political groups, the Council must appoint the non-group members to any seats not otherwise allocated. In doing this, the Council may allocate seats from those committees requiring a balancing adjustment. These affected committees are shaded in the table at Appendix A.

FAREHAM

BOROUGH COUNCIL

Report to Council

9 October 2014

Subject: **SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS:
2015-16**

Report of: **Head of Democratic Services**

SUMMARY

This report invites the Council to determine the schedule of Council and other meeting dates for the next municipal year. Dates of Executive meetings have been set by the Executive Leader in accordance with the Council's Constitution. A draft schedule setting out proposed dates for all meetings from May 2015 is submitted for approval.

RECOMMENDATION

That Council approves the proposed schedule of Council and other meetings for the municipal year 2015-16, as set out at Appendix A to the report.

INTRODUCTION

1. The Council is invited to determine the schedule of Council, Committee, Scrutiny Board and Panel meetings for the municipal year 2015-16. A draft schedule is appended to this report for consideration.

PROPOSED SCHEDULE

2. Members are reminded that the Council's Standing Orders provide that Executive meetings are to be held on dates to be determined by the Executive Leader. The Executive Leader has therefore been consulted and has approved the dates which are shown in the schedule appended to this report. Eleven meetings have been arranged for the Executive to meet monthly except during August, which is largely kept clear of meetings in accordance with the Council's practice.
3. All other meeting dates are for Council to determine and a provisional schedule for the 2015-16 municipal year is attached at Appendix A and members are asked to approve the proposals for meetings of the Council, Committees, the Scrutiny Board and the Policy Development and Review Panels.
4. Dates for the Community Action Teams (CATs) are in the process of being agreed and will be set to avoid the dates of council and committee meetings. Details will be circulated to members at the earliest opportunity and will be added to the approved annual schedule as soon as available.
5. The schedule of Council and committee meetings has been organised largely on the same basis as the current year's schedule. It provides for :
 - (i) six ordinary meetings of Council scheduled for the year, in addition to the annual meeting. Members are asked to note that the date of the proposed Council meeting in February 2015 is provisional as it is dependent upon the date of the county council precept meeting. In any event, the February Council meeting will commence at 5pm. The arrangements for the Council meetings are in accordance with Standing Orders;
 - (ii) six cycles of meetings of the Scrutiny Board and of the Policy Development and Review Panels;
 - (iii) six meetings of the Licensing and Regulatory Affairs Committee and four of the Housing Tenancy Board;
 - (iv) twelve meetings of the Planning Committee, arranged on a four-weekly basis; and
 - (v) quarterly meetings of the Audit and Governance Committee.
6. As in the current year, no provision has been made for meetings of the Licensing Panels. Arrangements will continue to be made for the hearings as and when required.
7. It is also proposed to continue to arrange meetings of the Appeals Committee as and when required.

RISK ASSESSMENT

8. There is no significant risk attached to determining the schedule of meetings for

next year but it does present the opportunity of aiding the proper administration of the Council's business.

CONCLUSION

9. Council is asked to determine dates for meetings of the Council, Committees, Scrutiny Board and the Policy Development and Review Panels for the municipal year 2015-16. The Executive Leader has determined the dates of Executive meetings. Council is invited to approve the proposed schedule, appended to the report at Appendix A.

Appendices: Appendix A : Proposed schedule of meetings for 2015-16

Background Papers: None

Reference Papers: Fareham Borough Council Constitution

Enquiries: For further information please contact Leigh Usher. (Ext: 4553)

SCHEDULE OF MEETINGS 2015/16

	May	June	July	August	September	October	November	December	January	February	March	April												
Tues					1			1					Tues											
Wed			2		2			2					Wed											
Thurs			3		3	1		3					Thurs											
Friday	1		3		4	2		4	1	Bank Holiday		1	Friday											
Sat	2		4	1	5	3		5	2			2	Sat											
Sun	3		5	2	6	4	1	6	3			3	Sun											
Mon	4	Bank Holiday	6	3	7	EXECUTIVE	5	2	EXECUTIVE	7	EXECUTIVE	4	1	EXECUTIVE	4	Mon								
Tues	5		2	LRA	7	LRA	4	8	P&D	6	3	P&D	8	5	2	PUSH JC	1	P&D	5	Tues				
Wed	6		3		8		5	9	L&C	7	4	L&C	9	PUSH JC	6	3		2	L&C	6	Wed			
Thurs	7	Parl Election	4	SS	9		6	10	SS	8	WSC	5	10		7	4		3	SS	7	Thurs			
Friday	8		5		10		7	11		9		6	11		8	5		4		8	Friday			
Sat	9		6		11		8	12		10		7	12		9	6		5		9	Sat			
Sun	10		7		12		9	13		11		8	13		10	7		6		10	Sun			
Mon	11		8	EXECUTIVE	13	EXECUTIVE	10	14		12	EXECUTIVE	9	14		11	EXECUTIVE	8	7	EXECUTIVE	11	EXECUTIVE	10	Mon	
Tues	12		9	PUSH JC	14		11	15	PP PUSH O&S	13		10	PP	15		12	P&D	9		8	PP	12	Tues	
Wed	13		10		15		12	16	PC	14	PC	11	16	PC	13	10		9		10		13	Wed	
Thurs	14	An' COUNCIL	11	WSC	16	SS	13	17	SB	15	COUNCIL	12	H&H	17	COUNCIL	14	SB	11	WSC	10	H&H	14	Thurs	
Friday	15		12		17		14	18		16		13	18		15	12		11		12		15	Friday	
Sat	16		13		18		15	19		17		14	19		16	13		12		13		16	Sat	
Sun	17		14		19		16	20		18		15	20		17	14		13		14		17	Sun	
Mon	18	EXECUTIVE	15		20	PUSHJC	17	21	A&G	19	HTB	16	21		18	15		14	A&G	18		17	Mon	
Tues	19	P&D	16		21	P&D	18	22	LRA	20		17	LRA PUSH O&S	22	19	PP PUSH O&S	16	15	PUSH JC	19		20	Tues	
Wed	20	L&C	17		22	PC	19	PC	23	21		18	PC	23	20	L&C	17	16		20		21	Wed	
Thurs	21	SB	18	COUNCIL	23	H&H	20	24	H&H	22	SS	19	SB	24	21	H&H	18	17	SB	21		22	Thurs	
Friday	22		19		24		21	25		23		20		25	Bank holiday	22		19	COUNCIL	18		22	Friday	
Sat	23		20		25		22	26		24		21		26		23		20		23		24	Sat	
Sun	24		21		26		23	27		25		22		27		24		21		24		25	Sun	
Mon	25	Bank Holiday	22		27	HTB	24	28	PUSHJC	26		23	A&G	28	Bank holiday	25	HTB	22		21		25	Mon	
Tues	26	PP PUSH O&S	23		28	PP	25	29		27		24		29	Office Closed	26	LRA	23		22	LRA	26	HTB	Tues
Wed	27	PC	24	PC	29	L&C	26	30		28		25		30	Office Closed	27	PC	24	PC	23	PC	27	PC	Wed
Thurs	28	H&H	25	SB	30	COUNCIL	27			29		26		31	Office Closed	28	SS	25		24		28	COUNCIL	Thurs
Friday	29		26		31		28			30		27				29		26		25	Good Friday	29		Friday
Sat	30		27				29			31		28				30		27		26		30		Sat
Sun	31		28				30					29				31		28		27				Sun
Mon			29	A&G			31	Bank Holiday				30				29		28	Bank holiday					Mon
Tues			30															29						Tues
Weds																		30						Weds
Thurs																		31						Thurs

Page 123

	May	June	July	August	September	October	November	December	January	February	March	April
KEY to abbreviations:	A&G = Audit & Governance Committee						L&C = Leisure & Community PDR Panel					
	LRA = Licensing and Regulatory Affairs Committee						PP = Public Protection PDR Panel					
	PC = Planning Committee						P&D = Planning & Development PDR Panel					
	SB = Scrutiny Board						H&H = Health & Housing PDR Panel					
	HTB = Housing Tenancy Board						SS = Streetscene PDR Panel					
	PUSH JC = PUSH Joint Committee						WSC = Welborne Standing Conference					
	PUSH O&S = PUSH Overview and Scrutiny Committee											
	FT cat = Fareham Town Community Action Team			C cat = Crofton Community Action Team		WW cat = Western Wards Community Action Team		T cat = Titchfield Community Action Team		P cat = Portchester Community Action Team		

Note: Meetings of the Licensing Panel and of the Appeals Committee will be arranged as and when required.

