

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, 11 DECEMBER 2014**, commencing at **6.00 pm**.

The Mayor: Councillor David Norris

The Deputy Mayor: Councillor Michael Ford, JP

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| 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 - 16)

To confirm as a correct record the minutes of the Council Meeting held on 9 October 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, 6 October 2014 of Executive (Pages 17 - 22)

(2) Minutes of meeting Monday, 3 November 2014 of Executive (Pages 23 - 26)

(3) Minutes of meeting Monday, 1 December 2014 of Executive (Pages 27 - 34)

(4) Schedule of Individual Executive Member Decisions and Officer Delegated Decisions (Pages 35 - 38)

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 20 November 2014.

- (1) Minutes of meeting Thursday, 20 November 2014 of Scrutiny Board (Pages 39 - 42)

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 Wednesday, 24 September 2014 of Planning Committee (Pages 43 - 58)
- (2) Minutes of meeting Wednesday, 22 October 2014 of Planning Committee (Pages 59 - 66)
- (3) Minutes of meeting Wednesday, 19 November 2014 of Planning Committee (Pages 67 - 78)
- (4) Minutes of meeting Thursday, 23 October 2014 of Streetscene Policy Development and Review Panel (Pages 79 - 82)
- (5) Minutes of meeting Tuesday, 4 November 2014 of Planning and Development Policy Development and Review Panel (Pages 83 - 88)
- (6) Minutes of meeting Wednesday, 5 November 2014 of Leisure and Community Policy Development and Review Panel (Pages 89 - 94)
- (7) Minutes of meeting Tuesday, 11 November 2014 of Public Protection Policy Development and Review Panel (Pages 95 - 98)
- (8) Minutes of meeting Thursday, 13 November 2014 of Health and Housing Policy Development and Review Panel (Pages 99 - 104)
- (9) Minutes of meeting Tuesday, 18 November 2014 of Licensing and Regulatory Affairs Committee (Pages 105 - 108)

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

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

- (1) Notice of Motion received 27 November 2014 from Councillor Mrs Trott
I propose that Fareham Borough Council resolves to write to the Secretary of State for Communities and Local Government to confirm that the Council believes that the Government's Right to Buy Policy represents poor value for money and that Local Authorities should be given the option to suspend the Right to Buy Policy in their local areas.

15. Local Council Tax Support Scheme 2015/16 (Pages 109 - 120)

A report by the Director of Community.

16. Appointments to Committees

To make any changes in appointments to the seats on committees in accordance with the wishes of political groups. Such appointments will take effect from 12 December 2014.

17. Appointments to Outside Bodies

Following changes to the management of the Genesis Centre, Council is asked to note the revised description of this Outside Body.

Revised Description

The Genesis Young People's Centre – Genesis Advisory Committee

A partnership between the Borough Council and local youth work charity, Y Services for Young People, has been established to manage the Genesis facility on a day to day basis. This arrangement is supported by Genesis Advisory Committee, who work closely with the partners, hirers and user groups and local community representatives to develop and extend the range of opportunities available from the Centre, for young people in the Western Wards.

Meets: 6 times per year

Status: 2 Representatives

18. Pay and Grading Review (Pages 121 - 156)

A report by the Chief Executive Officer.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk
3 December 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, 9 October 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, J M Englefield, 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, A Mandry, Mrs K Mandry, Mrs S Pankhurst, R H Price, JP, D C S Swanbrow, Mrs K K Trott, N J Walker, 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 Janet Trevithick from St Peter's Church in Titchfield.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs M Ellerton, D L Steadman and D M Whittingham.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 24 July 2014.

4. MAYOR'S ANNOUNCEMENTS

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

He confirmed that there had been no requests to film any part of this meeting.

The Mayor was sorry to advise Members of the serious illness of former Councillor Eric Dunn, who is very unwell with leukaemia and in intensive care. Eric's wife passed away last month and her funeral was held last Friday. The Mayor extended his best wishes to the family at this difficult time.

The Mayor announced that his next charity event would be the Last Night of the Proms concert at Ferneham Hall on Saturday 25 October from 7:30pm. Tickets are available from the box office at £10 and £8 for concessions.

There will also be a charity lunch at Portchester Parish Hall on Sunday 23rd November at 12 noon. Tickets are £10.

And in preparation for the festive season there will be a Christmas Concert with Spinnaker Brass at Holy Rood Church on Saturday 6 December at 7:30pm. Tickets are on sale at £7.50.

The Mayor confirmed that his charity Tea Parties would continue with a talk by John Gregory on the Victorians at Westbury Manor on Thursday 6 November and on 4 December there will be a Christmas Flower arranging talk by Flowers by Lucy of West Street, Fareham. Tickets for the Tea Parties are £4.00 on the door.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

Commercial Property Investments

The Executive Leader provided an update on the investments that the Council has made as part of its Commercial Property Investment Acquisition Strategy. The Council has now purchased four properties to maximise value for money by achieving a good return on investment and a regular income stream. The properties, tenants and purchase prices are:

Clifton House Segensworth - Sauflon (contact lens manufacturer) - £1,700,000
122-134 Seaside, Eastbourne – Sainsburys - £825,000
86-88 Mitcham Lane, Streatham – Sainsburys - £1,300,000
83 St Thomas' Street, Weymouth – Specsavers - £810,000

The total is £4.6 million with an investment income return of £352,000 per annum or 7.6% which is favourable when compared to the current base rate of 0.5%. A further two transactions are in progress, for a combined value of £3.3 million which should generate a similarly good yield leading to a total return of around 7% on £8 million of investments.

Quay Street Roundabout

The Executive Leader announced that he had received a briefing from the Hampshire County Council Executive Member for Economy, Transport and Environment which provided an update on the actions being taken by the County Council in their role as the Highway Authority, regarding the state of Quay Street roundabout.

The Executive Leader confirmed that Tesco is responsible for the roundabout and are therefore responsible for the mess which has been created by outstanding works to the lighting and landscaping.

Tesco has now received a notice from Hampshire County Council's legal team requesting that it urgently completes the outstanding works and that failure to do so would result in the calling in of the bond with the financial provisions of the Section 106 Agreement being enacted.

Tesco is now in direct dialogue with the County Council and it is hoped that a quick resolution will be found.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

Hampshire Police and Crime Panel Meeting

The Executive Member for Public Protection reported that he had attended the Hampshire Police & Crime Panel meeting on the 3rd October where he had the opportunity to question not only the Police and Crime Commissioner Simon Hayes, but also the Chief Constable of Hampshire Constabulary.

The main items on the Agenda were the Operational Change Programme and monitoring of the Police and Crime Plan.

On the Operational Change Programme, the Committee were unhappy about two points:

- The re-organisation of the districts – for Fareham, there is a newly appointed Chief Inspector who is on maternity leave until May 2015; there are only two Safer Neighbourhood Beat Sergeants – one of which is coming from Winchester - and a change of PCSO's. No account appears

to have been made of experience; it seems it was just a geographical selection – ie, officers who live locally.

The Chief Constable's view on these changes was that "they are all professional officers and will cope".

- The Panel were unhappy with the progress on the Estates Plan with no movement forward and no communication with either the Police or the Public.

On the Monitoring Report, the Executive Member for Public Protection questioned the Commissioner on his plan for improved partnership and data sharing and analysis. He advised that in Fareham, like many other districts, monthly Community Tasking Coordinating Group (CTCG) meetings have had to be scrapped because no data analysis from the Constabulary is available. The Commissioner seemed rather surprised at this situation.

In the future, as a result of meetings with the Police, the Community Safety Partnership Manager and the Executive Member for Public Protection intend to merge the Anti-Social Behaviour Panel and CTCG which will discuss victim/offender/location, and focus on tactical issues. These meetings will take place on the last Thursday of every month, and in addition, Community Safety will attend an operational meeting every Monday morning to feed in Fareham Borough Council's updates and tasks.

Access All Areas

The Executive Member for Public Protection reminded Members that the Access All Areas project took place over three weeks during July and August. It was hugely successful with 2,025 young people registered (double the number from last year), and there was a 12% reduction in anti-social behaviour when compared to the same period last year.

Highlights of the event included the many community clubs and groups who took part and provided free activities; supermarkets Asda, Sainsbury's, Tesco and Waitrose who provided free food, and water; Stagecoach and First Bus who provided free travel during the period of the summer activities; the Police and Crime Commissioner provided funding for the events, and young people from 19 families involved with Fareham's Supporting Families programme taking part. The Executive Member for Public Protection thanked all those who took part and also congratulated Fareham's Community Safety Team who worked tirelessly on the project to make it such a success.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

There were no petitions presented at this meeting.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

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

RESOLVED that the minutes of the Executive meeting held on 1 September 2014 be received.

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

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

11. REPORT OF THE SCRUTINY BOARD

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

RESOLVED that the minutes of the Scrutiny Board held on 25 September 2014 be received.

12. REPORTS OF OTHER COMMITTEES

- (1) Minutes of meeting Thursday, 17 July 2014 of Health and Housing Policy Development and Review Panel

RESOLVED that the minutes of meeting held on Thursday, 17 July 2014 of Health and Housing Policy Development and Review Panel be received.

- (2) Minutes of meeting Thursday, 11 September 2014 of Health and Housing Policy Development and Review Panel

RESOLVED that the minutes of meeting held on Thursday, 11 September 2014 of Health and Housing Policy Development and Review Panel be received.

- (3) Minutes of meeting Tuesday, 22 July 2014 of Public Protection Policy Development and Review Panel

RESOLVED that the minutes of the meeting held on Tuesday, 22 July 2014 of Public Protection Policy Development and Review Panel be received.

- (4) Minutes of meeting Tuesday, 9 September 2014 of Public Protection Policy Development and Review Panel

RESOLVED that the minutes of the meeting held on Tuesday, 9 September 2014 of Public Protection Policy Development and Review Panel be received.

- (5) Minutes of meeting Wednesday, 23 July 2014 of Leisure and Community Policy Development and Review Panel

RESOLVED that the minutes of meeting held on Wednesday, 23 July 2014 of Leisure and Community Policy Development and Review Panel be received.

- (6) Minutes of meeting Wednesday, 3 September 2014 of Leisure and Community Policy Development and Review Panel

RESOLVED that the minutes of the meeting held on Wednesday, 3 September 2014 of Leisure and Community Policy Development and Review Panel be received.

- (7) Minutes of meeting Wednesday, 30 July 2014 of Planning Committee

RESOLVED that the minutes of the meeting held on Wednesday, 30 July 2014 of Planning Committee be received.

- (8) Minutes of meeting Wednesday, 27 August 2014 of Planning Committee

RESOLVED that the minutes of meeting held on Wednesday, 27 August 2014 of Planning Committee be received.

- (9) Minutes of meeting Tuesday, 2 September 2014 of Planning and Development Policy Development and Review Panel

RESOLVED that the minutes of the meeting held on Tuesday, 2 September 2014 of Planning and Development Policy Development and Review Panel be received.

- (10) Minutes of meeting Thursday, 4 September 2014 of Streetscene Policy Development and Review Panel

RESOVLED that the minutes of meeting held on Thursday, 4 September 2014 of Streetscene Policy Development and Review Panel be received.

- (11) Minutes of meeting Tuesday, 16 September 2014 of Licensing and Regulatory Affairs Committee

RESOLVED that the minutes of the meeting held on Tuesday, 16 September 2014 of Licensing and Regulatory Affairs Committee be received.

- (12) Minutes of meeting Monday, 22 September 2014 of Audit and Governance Committee

The recommendations of the Audit and Governance Committee contained in minute 6 of 22 September 2014 regarding the proposed updates to Standing Orders following the Openness of Local Government Bodies Regulations 2014 were dealt with at agenda item 16.

RESOLVED that the minutes of the meeting held on Monday, 22 September 2014 of Audit and Governance Committee be received.

13. QUESTIONS UNDER STANDING ORDER 17.2**Questions by Councillor C J Wood**

1. What action is the Executive Member taking to complete the Salterns Cycle Track and will a completed track have a tarmac surface please?

Response by the Executive Member for Leisure and Community:

1. The Council is currently unable to complete the Salterns Cycle Track as the land is in private ownership and the land owners have not given their consent for the cycle track to pass across their land. Officers and Ward Councillors are continuing their dialogue with the land owners and hope the landowners will give their consent and approval in the near future. The cycle track is designated as a rural cycle path and is constructed in accordance with the specification for rural cycle paths approved by Hampshire County Council and Sustrans. There are currently no plans to provide a tarmac surface.

Questions by Councillor C J Wood:

2. Will the Executive Member please ensure that football goalposts are available to use in Stubbington and Hill Head during the summer months next year?"

Response by the Executive Member for Leisure and Community:

2. It is standard practice to remove goal posts each year at the end of the football season (i.e. the end of May) to allow for the pitches, particularly the goal mouths, to be reseeded and repaired in preparation for the following season. In addition, goal posts are removed from a number of sites to enable cricket wickets and outfielders to be set out and used throughout the summer months. New football pitches are marked out and the goal posts positioned for the start of the new football season (usually by the beginning of September)..

Questions by Councillor P J Davies:

3. Housing transfer policy.
 - a) Would the Leader not agree that there is inflexibility for existing tenants to go on the waiting list and thus bid for properties, if they wish to or need to move for compelling 'social reasons' and that the advice to go onto Homeswapper is not really the answer?
 - b) Would the Leader confirm that tenancies at Collingwood Court will be open to existing tenants and that those who are downsizing from 2 or 3 bed Council houses, will have a priority, so more family homes will be available for re-allocation?

Response by the Executive Member for Health and Housing:

3. a) I do agree that our current Allocations Policy does not help existing tenants that are deemed to be adequately housed (e.g. the property is of a suitable size to meet the needs of the applicant) to join the waiting list and bid for properties if they wish to move.

However, with over 1300 households currently on the waiting list and less than 200 vacancies arising per annum, we are only able to help those in the greatest need (i.e. those who are not adequately housed, those who are overcrowded or under occupying, and those with significant health problems and or physical disabilities). Allowing applicants who are adequately housed to join the waiting list and wish to move for social reasons would serve no useful purpose. It would give applicants false hope, raise their expectations, but they will always be out bid by those in greater need. It would also increase the waiting list significantly and increase the time spent by officers administering an already overloaded system. Without a significant increase in the supply of affordable housing, I regret we are unlikely to be able to meet the needs of all the residents that are currently registered on our waiting list for some considerable time.

The answer lies in the simple fact that the Council and our housing association partners need to build more homes in Fareham.

However, I would agree it is important that we need to keep our Allocations Policy under regular review and members will recall that we have reviewed the policy on a number of occasions with the input of a Members working group.

Members will also be aware that we will shortly be commencing a review of our Housing Services with the help of Vanguard. This intervention will include a review of our Allocations Policy and procedures with the aim of finding out if there is a better way of helping our residents and a more efficient way of allocating affordable housing. I look forward to sharing the results of this intervention with you in due course.

- b) I can confirm that priority will be given to those residents that were displaced by the demolition of Collingwood House to return to the new sheltered housing scheme known as Collingwood Court. Priority will be given to allocating the remaining vacancies to applicants who have an urgent medical or physical need for such accommodation and or those tenants who are seeking to down size and thus release family sized homes for re-allocation.

Questions by Councillor P J Davies:

4. Bus passengers
- a) Bus Shelters
- i) Would the Leader inform me on the progress of the bus shelter review across the whole Borough?

- ii) Is it possible to relocate the now redundant bus shelter on the north side of Hillson Drive, near to the Highlands Road junction to a new location at the bus stop on the east side of Hill Park Road?
- b) Bus Stops
- i) Would the Leader agree that it creates a problem if a private vehicle parks adjacent to a bus stop, as passengers have to walk into the road and for those with mobility issues, it creates a difficulty as SLF buses can lower the floor to kerb level but not to road level?
 - ii) Would the Leader agree that bus stops where parking is a problem, should be marked out with yellow road markings?
 - iii) Would the Leader agree that the parking problems at the bus stop near 77 Hillson Drive and near the fish and chip shop in Fareham Park Road requires immediate 'bus stop' road markings?

Response by the Executive Member for Planning and Development:

4. Bus passengers

a) Bus Shelters

Bus shelters will be considered, as part of a review of Public Transport, at the Planning and Development Policy Development and Review Panel meeting in November.

As part of the review exercise it is hoped to develop a decision framework which provides a rationale for where to locate or re-locate bus shelters within the Borough, taking account of such factors as levels of patronage at stops and suitability in terms of street scene and public realm. Once this framework has been approved we are likely to be in a position to assess individual requests.

b) Bus Stops

The parking of private vehicles at bus stops is a problem and may represent a potential safety concern for passengers who may have to walk into the road to access a bus.

The provision exists to mark out bus stops with a thick solid yellow line; however it is not always appropriate to do this. Drivers generally only park at bus stops if they perceive that a better alternative is not available; which suggests that there is already pressure on parking where this happens. Where parking is under pressure, the introduction of prohibitive markings tends to lead to the parking re-appearing elsewhere rather than disappearing altogether.

Therefore, bus stop markings may be considered where parking causes the potential for safety concerns for bus operators and their

passengers. There would be a minimum required kerb length of 18 metres to allow buses to manoeuvre in and out of the marked bay.

At 77 Hillson Drive the bus stop is adjacent to a kerbed verge, but if Cllr Davies as the Ward Member for this area would like a bus stop clearway to be marked here, then it could be considered although it may be prudent to inform the residents of the adjacent houses first. This could be marked to apply 8am-6pm Mondays to Saturdays, it is suggested that outside these times this area is likely to be of greater benefit for parking for residents and their visitors than for bus passengers.

To the northwest of the fish and chip shop in Fareham Park Road, protecting the (south-eastbound) bus stop here would involve the displacement of two cars which are regularly parked there. This location is between two dropped kerbs. The same considerations and comments apply as at Hillson Drive.

The views of Hampshire County Council and the bus operator(s) should be sought in addition to those of Fareham Borough Council.

Questions by Councillor Mrs K Trott

5. Bearing in mind, one of this Council's stated priorities is," to 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." Would the Executive member agree with me that the sale of council homes through the Right to Buy scheme has adversely impacted, and continues to impact, on that priority as it is an inefficient use of public funds, which continues to lose valuable social rented homes, especially family homes?

Response by the Executive Member for Health and Housing:

5. Over the last ten years the Council has sold 102 homes under the Right to Buy Scheme.

Whilst it is a fact that the Council has lost these homes from our social housing stock, these homes were already occupied with tenants that we can assume were very happy with their homes and hence chose to buy them. Therefore, it is very unlikely that these homes would have become vacant and available for reletting in the foreseeable future.

The Right to Buy Scheme has been very successful in helping people who previously could only aspire to own a home to buy their own home and improve it as they wished. Nationally the Right to Buy policy has helped to deliver mixed communities and transform the monolithic council estates of old.

Under the current Right To Buy Scheme the Coalition Government has pledged that for every house sold a new Affordable Rented home will be built.

Since 2012 the Council is able to keep a proportion of the Right to Buy receipts to help fund the provision of new affordable homes. Since 2012 the Council has used the receipts to help buy 5 homes on the open market, and has plans to build 100 new homes for affordable over the next 2 years.

Questions by Councillor P Whittle, JP

6. What is the total full cost to date of the work associated with the Vanguard project?

What is this cost breakdown in terms of:

- Costs paid to the consultants
- Other external expenses (eg. Venue hire, expenses, materials, printing, etc)
- Total number of days and hours taken by Council staff working on the project
- Opportunity cost of the time spent by Council staff (converted from salary plus on-cost as above) for the resource commitment of working on the project

What proportion of the Council services (as a % of total work areas and total staff) have to date been converted to the Vanguard system of operation?

What % is the objective?

What is the estimate of time, resources and costs in the above categories to complete the project and by what date for the remaining % of activity?"

Verbal Response by the Executive Leader:

6. The total full cost to date of the work associated with the Vanguard project is £241,280.

The amount paid to Vanguard so far is £241,280.

Other external expenses is Nil.

No detailed time recording has been kept as there is no value to be gained from it. The work that employees are carrying out whilst working with Vanguard is simply the same work, but carried out in a different way. They remain in their respective day jobs.

The only exception to this is one Head of Service, Mark Bowler – Head of Leisure and Community, who is referred to as a Trainee Vanguardian. Mark works with the intervention teams for three days per week, learning how to manage interventions to ensure that the Vanguard method is sustainable within the organisation, once the Vanguard consultant has ceased his term of appointment.

Firstly, adopting the Vanguard Method of systems thinking, changing the way the Council works is not a project, but a cultural change. It is therefore not measured in time, or opportunity cost, but results.

In relation to the time that Mark Bowler is spending learning about the Vanguard method, three days of his time equates to £925.00 per week, incl on costs.

The objective is to work through all council services, applying the Vanguard method to all processes and procedures.

The proportion of council services which have been involved in a Vanguard intervention to date has not been specifically calculated, as certain parts of services have been involved in some cases, rather than whole parts. In the planning application process has been subject to a Vanguard intervention, not all of the Planning service, whereas all of the Benefits team are now working in the same way following a Vanguard intervention.

As previously mentioned in response to an earlier question, this is not a project, but an on-going commitment to best meet the needs of our customers. Because of this, there will be no end or completion date, but a constant, on-going review of service delivery.

14. MOTIONS UNDER STANDING ORDER 15

- (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."

Having been duly seconded by Councillor T J Howard and debated, the motion was declared CARRIED with 24 Members voting in favour, no Members voting against and 4 Members abstaining.

- (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."

The motion was not seconded and therefore in accordance with Standing Order 19.1, the motion fell.

- (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.”

The Mayor advised that as this motion would be dealt with at agenda item 17 – Allocation of Seats to Committees.

15. ANNUAL REVIEW OF THE CORPORATE STRATEGY 2011-2017

The Council considered a report on the annual review of the Corporate Strategy 2011-2017.

Councillor P J Davies proposed an amendment to the strategy document by adding the following corporate priority under the heading Protect and Enhance the Environment:

- 3c) The Council will seek to improve Public Transport and encourage the provision of cycle and walkways so residents can have a real choice in the way they wish to travel.

Having been duly seconded by Councillor T G Knight and debated, the amendment was declared CARRIED with 25 Members voting in favour, no Members voting against and 3 Members abstaining.

Councillor P J Davies also proposed an amendment to corporate priority 12) by deleting the words after “Modernise and improve sheltered accommodation across the Borough”.

The amendment was declared CARRIED with many Members voting in favour and no Members voting against.

RESOLVED that the Council accepts the amendments to the strategy document, as set out in paragraph 12 of the report, along with the amendments proposed by Councillor P J Davies.

16. UPDATES TO STANDING ORDERS

The recommendations of the Audit and Governance Committee contained in minute 6 of 22 September 2014 regarding the proposed updates to Standing Orders following the Openness of Local Government Bodies Regulations 2014 were taken into account in determining this item.

RESOLVED 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 the report;
- (b) the protocol on the recording of public meetings, as set out in appendix A to the report; and
- (c) that the Monitoring Officer be delegated authority to update the protocol to meet operational needs.

17. ALLOCATION OF SEATS TO COMMITTEES

The Council was advised of the calculation of political balance for appointments to committees following the recent changes to political group membership. The Council was asked to appoint the nominations of the political groups to committees and also to appoint the role of Chairman and Vice-Chairman for each committee. Such appointments will take effect from 10 October 2014.

The Mayor referred to the Motion submitted under Standing Order 15 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."

The motion was not seconded and therefore in accordance with Standing Order 19.1, the motion fell.

RESOLVED 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 these minutes.

18. SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS 2015/16

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

19. APPOINTMENTS TO OUTSIDE BODIES

- (1) Portchester Community Centre Limited

The Council was asked to review the appointment to this charity body, set up to manage and run the new Portchester Community Centre following the award of the lease to Portchester Community School.

RESOLVED that Councillors N J Walker and G Fazackarley be appointed as nominated members to join the management board of trustees of Portchester Community Centre Ltd for the remainder of the 2014/15 municipal year.

- (2) West Paulsgrove Scout and Community Association

The Council was asked to review the appointment to this committee.

RESOLVED that Councillor G Fazackarley be appointed as a representative to attend the West Paulsgrove Scout and Community Association for the remainder of the 2014/15 municipal year.

(3) Public Transport Representative

The Council was asked to review the appointment to this outside body.

RESOLVED that Councillor P J Davies be appointed as a representative to attend meetings of FARGO (Fareham and Gosport Bus Panel) and HCC Transport Fora for Fareham and Gosport, and that Councillor G Fazackarley be appointed as the deputy.

(4) The Moving On Project

The Council was asked to appoint a representative to this charity body, set up to provide help for young people aged 11-25, to improve their lives in Fareham and Gosport. They offer confidential, discrete support, including free counseling and mentoring to local young people.

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

RESOLVED that Councillor G Fazackarley be appointed as a representative with Councillor S Pankhurst being appointed as a deputy.

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 6 October 2014

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review
Panel
M J Ford, JP, Chairman of Appeals Committee
T G Knight, Chairman of Audit and Governance Committee; for item 10(2)
A Mandry, Chairman of Planning and Development Policy Development and Review
Panel; for item 10(2)
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
P W Whittle, JP, for tiems 8(1), 9(1), 10(1), 10(2) and 10(3)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

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

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

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

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

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations received at this meeting.

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

It was AGREED that:-

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

RESOLVED that the Executive notes the Panel's comments.

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

Minute 9 – Leisure Strategy

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

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

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

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

Minute 10 – Ferneham Hall Members Working Group

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

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

RESOLVED that the Executive notes the Panel's comments.

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

Minute 8 – Disabled Facilities Grant

It was AGREED that:

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

RESOLVED that the Executive notes the Panel's comments

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

Minute 9 (d) & (e) – Work Programme

RESOLVED that:-

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

RESOLVED that the Executive notes the Committee's comments.

7(5) Scrutiny Board – 25 September 2014:

Minute 6 – Review of Draft Medium Term Finance Strategy

It was AGREED that:-

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

RESOLVED that the Executive notes the Board's comments

8. HEALTH AND HOUSING

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

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

RESOLVED that the Executive:

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

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

9. PLANNING AND DEVELOPMENT

(1) Welborne Financial Update

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

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

10. POLICY AND RESOURCES

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

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

RESOLVED that the Executive agrees:

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

(2) Future Arrangements for Land Ownership at Daedalus

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

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

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

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

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

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

RESOLVED that the Executive agrees:

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

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

RESOLVED that the Executive agrees:

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

RESOLVED that the Executive agrees:

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

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 3 November 2014

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

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



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 6 October 2014 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

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

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

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

4. DECLARATIONS OF INTEREST

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

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

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

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

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations received at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

7(1) Streetscene PDR Panel – 23 October 2014:

Minute 9 – Waste Regulations (England and Wales) 2011

The Panel recommends to the Executive that:-

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

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

RESOLVED that the Executive notes the Panel's comments.

8. LEISURE AND COMMUNITY

(1) Review of Community Buildings - Titchfield CAT Area

RESOLVED that the Executive approves:

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

(2) Open Spaces Improvement Programme - Outdoor Sports

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

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

(3) Genesis Centre - New Constitutional Arrangements

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

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

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

RESOLVED that the Executive approves the constitution for the new Genesis Advisory Committee and requests the Council to confirm the member appointments to this new body as being Councillor Mrs S M Bayford and Councillor Mrs M Ellerton.

(4) Relate Solent Service - Funding Request

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

9. POLICY AND RESOURCES

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

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

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

(2) Sale of Gillies Public Car Park

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

(3) Quarterly Financial Monitoring Report

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

(4) Treasury Management Monitoring Report 2014/15

RESOLVED that the treasury management monitoring report be noted.

10. POLICY AND RESOURCES/STREETSCENE

(1) Sale of Barry's Meadow Toilets

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

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 1 December 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
P J Davies, Chairman of Housing Tenancy Board; for items 10(3) and 11(1)
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review
Panel
A Mandry, Chairman of Planning and Development Policy Development and Review
Panel; for item 10(3)
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board; for item 10(3)
N J Walker, Chairman of Planning Committee
Mrs K K Trott, for items 8(1), 8(3) and 10(3)
C J Wood, for items 8(3), 10(2), 10(3) and 10(4)



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 3 November 2014 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations received at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES**7(1) Planning and Development PDR Panel: 4 November 2014**Minute 8 – Presentation: Titchfield Village Parking Review

It was AGREED that the Executive note the Panel's comments in considering the proposed changes to the 3 main parking areas in Titchfield:

The Square - To change 8 additional spaces that are currently unrestricted to 30-minute parking, which would increase the total number of 30-minute spaces to 13.

Barry's Meadow Car Park (3-hour limit) – To remove the business permits currently issued for this car park which would free up extra spaces for visitor use.

Community Centre Car Park (24-hour limit) – To change the internal layout of the car park which would create an additional 25-30 spaces.

Members commented on the proposal for the changes to the 3 parking areas agreeing that whilst it will not solve all of the problems it is a fair compromise.

A report on this item will be presented to the Executive at a future meeting.

7(2) Leisure and Community PDR Panel: 4 November 2014Minute 7 – Citizens Advice Bureau Service Level Agreement – Update

Councillor Price addressed the Panel to comment that he felt the CAB was one of the best recognised organisations who provide free and impartial advice, and he feels that Fareham Borough Council should continue to provide support to them. He also requested whether the Executive could find a little more funding to assist the CAB with their way forward.

It was AGREED that:

- b) the Executive notes the comments made by Councillor Price.

7(3) Public Protection PDR Panel: 11 November 2014

Minute 7 – Traffic Management Programme

AGREED:

- d) the Proposed Traffic Regulation Order Programme, as shown in Appendix B (Table 4) to the report, be recommended to the Executive for approval; and
- e) the work undertaken on the deployment of the Speed Limit Reminder signs, as detailed in Appendix D to the report, be recommended to the Executive for noting.

A report on this item will be presented to the Executive at a future meeting.

7(4) Scrutiny Board: 20 November 2014

Minute 7 – Community Action Team (CAT) Review

The Board considered a report by the Director of Finance and Resources on the proposed Community Action Team (CAT) Review.

At the invitation of the Chairman, Councillor N R Gregory addressed the Board during the consideration of this item.

The Head of Corporate Services presented the report and answered members' questions thereon.

It was AGREED that the Executive be advised of the Board's views on the proposed community action team review, as shown in Appendix B to the report, as follows:-

- (a) the role of the Chairmen of Community Action Teams should be consistent, with a local connection, as is observed with the existing arrangements;
- (b) the role of chairing Community Action Team meetings should be separated from the role of Councillors answering questions related to policy, or officers answering technical questions;
- (c) the principle of 'hot topic' meetings was supported;

- (d) there should be a cyclical meeting for general business raised by residents and residents' associations in the year that the CAT was not due to receive the Leader of the Council's biennial presentation;
- (e) the principle of not continuing the police presence at meetings, unless for a specific police-related hot topic, be supported;
- (f) the principle of the biennial 'Meet the Leader' sessions be supported;
- (g) the principle of ten CAT areas be supported, but meetings should be publicised to wider areas when relevant to the topic for discussion;
- (h) publicity should be wide and broad enough to encourage wider attendance, particularly for Meet the Leader meetings so residents have the opportunity to attend these meetings more frequently;
- (i) the idea of multiple meetings in a community for a single topic, to maximise the opportunity to engage with local residents, be supported;
- (j) the Special Responsibility Allowance payable to members for being CAT Chairmen should be removed.

8. LEISURE AND COMMUNITY

(1) Review of Community Buildings - Fareham Town CAT Area

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

RESOLVED that the Executive approves the master plan for the Fareham CATs area.

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

RESOLVED that the Executive:

- (a) approves the Master Plan for the Western Wards Community Action Team area;
- (b) agrees that the designation of the land at Hook Recreation Ground be changed from "parks and amenity open space" to "natural green space", be no longer for formal sports provision and that the changing rooms be demolished within 12 months, if a suitable alternative use for the building cannot be found; and
- (c) approves a project to improve the WC facilities and replace the main hall flooring at the Whiteley Community Centre at a budget cost of £100,000 with a maximum of £90,000 to be funded from

the Whiteley Development Fund and the balance to be funded by the Whiteley Community Association.

(3) Leisure Strategy

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

RESOLVED that the Executive adopts the revised Leisure Strategy for 2014 – 2019, as set out in Appendix A of the report, subject to the inclusion of an additional appendix to show the provision of current leisure facilities throughout the borough.

9. STREETSCENE

(1) Waste Regulations (England and Wales) 2011

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

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

10. POLICY AND RESOURCES

(1) Western Wards Leisure Centre - Project Funding

RESOLVED that the Executive:

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

(2) 2015/16 Draft Spending Plans

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

RESOLVED that the Executive:

- (a) approves the updated capital programme as set out in Appendix A to the report;

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

(3) Community Action Team (CAT) Review

The comments of the Scrutiny Board were taken into account when considering this item - see minute 7(4) and at the invitation of the Executive Leader, the Chairman of the Scrutiny Board joined the Executive for this item.

At the invitation of the Executive Leader, Councillors A Mandry, C J Wood, Mrs K K Trott and P J Davies addressed the Executive on this item.

RESOLVED that the Executive agrees that:

- (a) the five CAT areas be replaced with ten smaller neighbourhood areas;
- (b) the majority of CAT meetings be replaced with single agenda item meetings, that take place only when there is a 'hot topic' occurring in a neighbourhood at a relevant critical time;
- (c) "Meet the Leader" summer meetings be arranged for all of the new CAT neighbourhood areas each year, combining as appropriate, with senior representatives from the Police invited to be in attendance; and
- (d) the most appropriate experienced Chairman for individual meetings be nominated by the Executive Leader on a meeting by meeting basis.

(4) Matched Funding - Quarterly Report

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

RESOLVED that the Executive agrees the following matched funding awards:

- (a) £5,000 subject to review, dependent on any contribution by Gosport Borough Council to Lee-on-the-Solent Golf Club, subject to a Community Use Agreement being put in place;
- (b) £25,000 to Titchfield Amateur Boxing Club; and

(c) £27,600 to the Catisfield Scout Group.

(5) Daedalus Investment Project - Progress Report

RESOLVED that the Executive notes the progress made to date on the Daedalus Investment Project, as detailed in the report.

11. POLICY AND RESOURCES/HEALTH AND HOUSING

(1) Purchase of Garages - Wynton Way, Fareham

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

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

12. 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.

13. POLICY AND RESOURCES

(1) Tenders - Six Monthly Report

RESOLVED that the Executive notes the details of all tenders received and contracts awarded, over the value of £50,000, during the six month period ending 6 October 2014, as set out in confidential Appendix A to the report.

(The meeting started at 6.00 pm
and ended at 7.42 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:-

Streetscene

- (1) **Award of Contract – Wickham Road Cemetery Wall Repairs** (Decision 2013/14-536)

RESOLVED that the tender submitted by the contractor that achieved the highest overall score, as detailed in the appended evaluation matrix, be accepted and a contract awarded to this company.

Planning and Development

- (2) **Article 4 Directions: Portchester (Castle Street) Conservation Area** (Decision 2013/14-543)

RESOLVED that authorisation is given for an Article 4 Direction to be made in accordance with the non-immediate procedure set out in The Town and Country Planning (General Permitted Development) Order 1995 (as amended) at Portchester (Castle Street) Conservation Area and as set out in this report and as amended by the inclusion of 97 Castle Street and annotations in the table at paragraph 19 of the report

Leisure and Community

- (3) **Community Fund Application – Fort Fareham Footpath Regeneration** (Decision 2013/14-544)

RESOLVED that the application for £1,668.00 from Fareham Borough Council's Community Funding Programme, submitted by Mr Tony White be approved.

(4) Community Fund Application – Alexander Grove to Gillies Footpath Regeneration (Decision 2013/14-545)

RESOLVED that the application for £4,999.00 from Fareham Borough Council's Community Funding Programme, submitted by Mrs Alma Breach be approved.

(5) Community Fund Application – Autism Hampshire (Decision 2013/14-546)

RESOLVED that the application for £2,687.66 from Fareham Borough Council's Community Funding Programme, submitted by Kathryn Cornish, Project Officer for Autism Hampshire be approved.

(6) Community Fund Application – Friends of Redlands (Decision 2013/14-547)

RESOLVED that the application for £4,999 from Fareham Borough Council's Community Funding Programme, submitted by Tryphaena Parker from Friends of Redlands be approved.

(7) Community Fund Application – Portchester Traders Association (Decision 2013/14-548)

RESOLVED that the application for £1,247.24 from Fareham Borough Council's Community Funding Programme, submitted by Sarah Moss on behalf of Portchester Traders Association be approved.

(8) Community Fund Application – Sarisbury Green Community Centre (Decision 2013/14-549)

RESOLVED that the application for £4,894 from Fareham Borough Council's Community Funding Programme, submitted by Sharon Boggust of Sarisbury Green Community Centre be approved.

(9) Community Fund Application – Portchester Community Centre (Decision 2013/14-564)

RESOLVED that the application for £3,838.50 from Fareham Borough Council's Community Funding Programme, submitted by Jane Gillespie on behalf of Portchester Community Centre Ltd be approved (subject to call-in due to end on 5 December 2014).

(10) Community Fund Application – Seafarers Sailing Club (Decision 2013/14-565)

RESOLVED that the application for £4999 from Fareham Borough Council's Community Funding Programme, submitted by Mr Clive Dakin for the Seafarers Sailing Club, to purchase three sailing dinghies, be approved (subject to call-in due to end on 5 December 2014).

Executive Leader

(11) Attendance at Town and Country Planning Association Annual Conference 2014: Building the Future (Decision 2013/14-550)

RESOLVED that approval is given for the Executive Member for Planning and Development to attend the Town and Country Planning Association Annual Conference 2014, to be held on 25 November 2014, in Central London.

Public Protection

(12) Traffic Regulation Order – Proposed Waiting Restrictions – Havelock Road, Warsash (Decision 2013/14-562)

RESOLVED that the waiting restrictions as shown at Appendix B are introduced as advertised and that they are kept under review.

(13) Traffic Regulation Order – Proposed Changes to Waiting Restrictions - Lower Spinney, Warsash (Decision 2013/14-563)

RESOLVED that the waiting restrictions are introduced as shown at Appendix A and that they are kept under review.

(14) Traffic Regulation Order – Proposed Waiting Restrictions – Church Road, Warsash (Decision 2013/14-577)

RESOLVED that the waiting restrictions as shown at Appendix B are introduced as advertised (subject to call-in due to end on 11December 2014)...

(15) Traffic Regulation Order – Proposed Waiting Restrictions – Castle Street, Portchester (Decision 2013/14-578)

RESOLVED that the waiting restrictions as shown at Appendix B are introduced (subject to call-in due to end on 11December 2014)...

(16) Traffic Regulation Order – Proposed Waiting Restrictions – Bridge Road (service road), Sarisbury (Decision 2013/14-579)

RESOLVED that the waiting restrictions as shown at Appendix A are introduced as advertised (subject to call-in due to end on 11December 2014)...

(17) Traffic Regulation Order – Proposed Waiting Restrictions – Coldeast Close, Sarisbury (Decision 2013/14-580)

RESOLVED that the waiting restrictions as shown at Appendix A are introduced as advertised (subject to call-in due to end on 11December 2014)...

(18) Traffic Regulation Order – Proposed Waiting Restrictions – Titchfield Park Road, Titchfield (Decision 2013/14-581)

RESOLVED that the waiting restrictions as shown at Appendix A are introduced as advertised (subject to call-in due to end on 11December 2014)...

(19) Traffic Regulation Order – Proposed Waiting Restrictions – Segensworth Road, Titchfield (Decision 2013/14-582)

RESOLVED that the waiting restrictions as shown at Appendix A are introduced as advertised (subject to call-in due to end on 11December 2014)...

(20) Traffic Regulation Order – Proposed Waiting Restrictions – Southampton Road, Titchfield Common (Decision 2013/14-583)

RESOLVED that the waiting restrictions as shown at Appendix A are introduced as advertised (subject to call-in due to end on 11December 2014)...

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 20 November 2014

Venue: Collingwood Room – Civic Offices, Fareham

PRESENT:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

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

Also

Present: Councillor N R Gregory (minute 7)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that, subject to the amendment of the list of those present by the insertion of 'Councillor' by the names of the Chairman and Vice-Chairman and the inclusion of 'Councillor T M Cartwright, MBE – Executive Member for Public Protection; and Councillor L Keeble - Executive Member for Streetscene' under those also present, the minutes of the meeting of the Scrutiny Board held on 25 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning a change to the work programme (minute 8(a) below refers).

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 PORTCHESTER CREMATORIUM OPERATIONAL ACTIVITY

The Board considered a report by the Director of Finance and Resources on Portchester Crematorium operational activity. The Chairman welcomed James Clark, the Manager and Registrar of Portchester Crematorium and John Haskell, the Clerk to the Portchester Crematorium Joint Committee, to the meeting, who, together with the Director of Finance and Resources, presented the report and answered members' questions thereon.

It was AGREED that:-

- (a) the Manager and Registrar and the Clerk to the Joint Committee be thanked for the report and for attending and answering members' questions; and
- (b) the report be noted.

7. COMMUNITY ACTION TEAM (CAT) REVIEW

The Board considered a report by the Director of Finance and Resources on the proposed Community Action Team (CAT) Review.

At the invitation of the Chairman, Councillor N R Gregory addressed the Board during the consideration of this item.

The Head of Corporate Services presented the report and answered members' questions thereon.

It was AGREED that the Executive be advised of the Board's views on the proposed community action team review, as shown in Appendix B to the report, as follows:-

- (a) the role of the Chairmen of Community Action Teams should be consistent, with a local connection, as is observed with the existing arrangements;
- (b) the role of chairing Community Action Team meetings should be separated from the role of Councillors answering questions related to policy, or officers answering technical questions;
- (c) the principle of 'hot topic' meetings was supported;
- (d) there should be a cyclical meeting for general business raised by residents and residents' associations in the year that the CAT was not due to receive the Leader of the Council's biennial presentation;
- (e) the principle of not continuing the police presence at meetings, unless for a specific police-related hot topic, be supported;
- (f) the principle of the biennial 'Meet the Leader' sessions be supported;
- (g) the principle of ten CAT areas be supported, but meetings should be publicised to wider areas when relevant to the topic for discussion;
- (h) publicity should be wide and broad enough to encourage wider attendance, particularly for Meet the Leader meetings so residents have the opportunity to attend these meetings more frequently;
- (i) the idea of multiple meetings in a community for a single topic, to maximise the opportunity to engage with local residents, be supported;
- (j) the Special Responsibility Allowance payable to members for being CAT Chairmen should be removed.

8. REVIEW OF THE BOARD'S WORK PROGRAMME

The Board considered a report by the Director of Finance and Resources on the Board's work programme for 2014/15.

It was AGREED that:-

- (a) the decision to move 'Presentation by, and questioning of, the Executive Member for Planning and Development' from 20 November 2014 to 22 January 2015 be endorsed;

- (b) the programme items as set out in Appendix A to the report be confirmed;
- (c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted; and
- (d) the Chairman of the Public Protection Policy Development and Review Panel be requested to consider whether the Panel should investigate with the Police and Crime Commissioner for Hampshire the issue of the under recording of crime by the police as reported in recent articles in the national press.

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 6.00pm
and ended at 7.36pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 24 September 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

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

**Also
Present:**



1. APOLOGIES FOR ABSENCE

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

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 27 August 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that in accordance with the recently 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, but informed members of the public and press that should this 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

In accordance with Standing Orders and the Council's Code of Conduct Councillor Cartwright declared a non-pecuniary interest in Minute 6 (11) – Land at Hook Park Road, 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/Page No |
|---------------------|--|--|--|-----------------------------------|
| | | | | |
| ZONE 1 | | | | |
| Mr T Rumble (Agent) | | Land to south of Peters Road, Parcel B, Locks Heath – Planning application for residential development comprising the erection of 9 no. dwellings, together with new vehicle and pedestrian access, associated car parking and landscaping | Supporting | Item 2 P/14/0638/FP Page 16 |

| | | | | |
|--|--|--|-------------------|------------------------------------|
| Mr T Rumble (Agent) | | Land to south of Peters Road, Parcel C, Locks Heath – Planning application for residential development comprising the erection of 18 no. dwellings, together with new vehicle and pedestrian access, associated car parking, landscaping and open spaces | Supporting | Item 3 P/14/0639/FP Page 23 |
| Mr G Foulds | | Five Oaks Fishery, Crableck Lane, Sarisbury Green – Additional vehicular access on the Northern boundary of the property and hard surface at the front | Opposing | Item 4 P/14/0645/FP Page 30 |
| Mrs S Cooper (Representing Mr & Mrs Purkiss who are unable to attend) | | -ditto- | Supporting | -ditto- |
| Mr I Donohue (Agent) | | 296 Botley Road, Burridge – Erection of detached bungalow with rooms on roof following demolition of existing garage and new access | Supporting | Item 7 P/14/0722/FP Page 41 |
| Ms A Hewitt | | Hook Park Road – Land at Hook, Warsash – Provision of Storage of Container Portable Toilet for Existing Riding Establishment | Supporting | Item 11 P/14/0778/FP Page 56 |
| Ms A Hewitt (Speaking on behalf of Ros Snowden) | | -ditto- | -ditto- | -ditto- |
| Mr David Lee | | 17 Poppy Close, Locks Heath – Two Storey Rear Extension | Supporting | Item 12 P/14/0790/FP Page 63 |
| Mr R Tutton (Agent) | | 18 Locks Heath Park Road, Locks Heath – Variation of condition 1 | Supporting | Item 13 P/14/0795/VC Page 67 |

| | | | | |
|------------------------|-------------------------------------|---|-------------------|-------------------------------------|
| | | of P/13/0717/RM to vary the approved plans to show living accommodation within the roof spaces of each plot; the addition of 5 rooflights and solar thermal panels in the southwest roof planes and 1 rooflight in the northeast roof planes of each plot; the approved second floor windows in the rear elevations of each plot to be hinged at the bottom and fitted with restrictors to enable inward opening by 10cm only; French doors to plot 1 replaced by bi-fold doors and to plot 2 with patio doors, and revised car parking to provide 3 car parking spaces for each plot | | |
| | | | | |
| | | | | |
| | | | | |
| ZONE 2 | | | | |
| ZONE 3 | | | | |
| Ms S Cartlidge | | 18 Downend Road, Fareham – Proposed new access way, close boarded fence at the front boundary and timber panel gate, hard surfacing area at the front and a timber framed car port | Supporting | Item 18 P/14/0488/FP Page 92 |
| Mr A Davis | Mr & Mrs Kemp Mr & Mrs Penny | -ditto- | Supporting | -ditto- |
| Mr D Heritage | Mr & Mrs Fazackerley Mrs Rust | 1 Farm Edge Road, Fareham – Side extension, replacement roof with dormers and attic conversion | Opposing | Item 22 P/14/0762/FP Page 106 |
| Mr R Bullen (Agent) | | -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/14/0208/FP - 39 BRIDGE ROAD PARK GATE SOUTHAMPTON HANTS SO31 7GD

The Committee were informed that there was an error in the title of the planning application which stated erection of a two bed detached dwelling with associated parking, which should actually read erection of a one bed detached dwelling with associated parking.

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; and 1 against)

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

(2) P/14/0638/FP - PETERS ROAD - LAND TO SOUTH OF - PARCEL B LOCKS HEATH HAMPSHIRE

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

The Committee was referred to the Update Report which provided the following information;- *Further information on the viability assessment for both P/14/0638/FP (Parcel B Peters Road) and P/14/0639/FP (Parcel C Peters Road following on this agenda).*

In assessing the viability of the site, the applicant has in the first instance looked establish the Threshold Land Value of the site. This is a widely accepted approach in the development industry for establishing land values.

The Threshold Land Value is calculated by working out the Gross Development Value of the proposals being brought forward, and on the basis that the scheme is fully planning policy compliant (i.e. 40% affordable housing is being provided). The Gross Development Value of the scheme is calculated as being £6.13m. The Council's independent advisers believe the Gross Development Value of £6.13m represents a reasonable assumption.

The Threshold Land Value is then calculated as being 15% of the Gross Development Value. This results in a Threshold Land Value of £920,000 for the two parcels of land. The 15% Threshold Land Value is directly comparable to the approach agreed for the larger Peters Road site.

Once the Threshold Land Value was established, a Residual Land Valuation was then undertaken.

The Residual Land Valuation assessment was based on a fully planning policy compliant scheme (for example 40% of affordable housing, all financial/ CIL contributions paid). The residual Land Valuation factors in all development costs, including build costs, the cost of borrowing finance etc. Developer profit was 20% of Gross Development Value for the market units and 6% of Gross Development Value for the affordable units. The profit level is considered reasonable and consistent with normal market expectations. It also follows the position modelled in nearby developments, in the Council's CIL evidence base.

The costs, revenues and profit margins used within the Residual Land Valuation have been independently assessed on behalf of the Council, and are considered to be reasonable assumptions.

When a Residual Land Valuation was undertaken with the planning proposals containing 40% affordable housing, it produced a land value of £700,000, this being considerably below the Threshold Land Value of £920,000. This demonstrated that the proposals were not viable if affordable housing was provided at a level of 40%.

The applicant undertook a number of further Residual Land Valuations with the level of affordable housing provision being gradually reduced, in turn increasing the viability of the scheme. Following this exercise, the applicant has demonstrated that the provision of 6 affordable housing units (which represents affordable housing provision at 22.2%) would result in a scheme which has marginal viability. This affordable housing offer, in percentage terms, is in excess of the offer agreed by this Council on the wider Peters Road site.

Housing colleagues have been closely involved in the discussions on the affordable housing provision for this site. Whilst the provision of affordable housing is below 40%, the 3, two bed units have been enlarged slightly to make them 2 bed 4 person units, and a ground floor unit is to be made large enough to be used as a wheelchair accessible home for someone with a physical disability. Furthermore all of the units coming forward as affordable housing would be available for social rent.

Having carefully assessed the viability work, Officers believe the affordable housing offer put forward is acceptable in the circumstances of this particular development.

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

- (i) the submission of a reptile mitigation strategy;
- (ii) the applicant/owner entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms agreed by the Solicitor to the Council to secure:
 - Contribution towards the Solent Disturbance Mitigation project;
 - Provision of affordable housing; and

- Suspended contributions and economic viability.

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

RESOLVED that subject to:-

- (i) the submission of a reptile mitigation strategy;
- (ii) the applicant/owner entering into a planning obligation pursuant to Section 106 of the town and Country Planning Act 1990 on terms agreed by the Solicitor to the Council to secure:
 - Contribution towards the Solent Disturbance Mitigation project;
 - Provision of affordable housing; and
 - Suspended contributions and economic viability; and
- (iii) the conditions in the report

PLANNING PERMISSION be granted.

**(3) P/14/0639/FP - PETERS ROAD- LAND TO THE SOUTH OF -
PARCEL C LOCKS HEATH HAMPSHIRE**

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

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

- (i) the submission of a reptile mitigation strategy;
- (ii) the applicant/owner entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms agreed by the Solicitor to the Council to secure:
 - Contribution towards the Solent Disturbance Mitigation project;
 - Provision of affordable housing;
 - Suspended contributions and economic viability;
 - Retention of and laying out of open space and buffer, including its future maintenance
- (iii) the conditions in the report

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

RESOLVED that subject to:-

- (i) the submission of a reptile mitigation strategy;

- (ii) the applicant/owner entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms agreed by the Solicitor to the Council to secure:
- Contribution towards the Solent Disturbance Mitigation project;
 - Provision of affordable housing;
 - Suspended contributions and economic viability;
 - Retention of and laying out of open space and buffer, including its future maintenance
- (iii) the conditions in the report

PLANNING PERMISSION be granted.

(4) P/14/0645/FP - CRABLECK LANE - FIVE OAKS FISHERY - SARISBURY GREEN SO31 7AL

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

The Committee was referred to the Update Report which provided the following information:- *The immediate neighbour is not able to attend the Planning Committee and has asked if Members attention could be drawn to the concerns raised in the representation submitted.*

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to confirmation first being received from the applicant that the surface material would be permeable to allow water to soak into the ground, was voted on and CARRIED.
(Voting 9 in favour; and 0 against)

RESOLVED that, subject to confirmation first being received from the applicant that the surface material would be permeable to allow water to soak into the ground, PLANNING PERMISSION be granted.

(5) P/14/0685/FP - AMBLESIDE LODGE 10 HUNTS POND ROAD PARK GATE SOUTHAMPTON SO31 6QA

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

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

(6) P/14/0691/FP - 33 THE TIMBERS FAREHAM PO15 5NB

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

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

(7) P/14/0722/FP - 296 BOTLEY ROAD BURRIDGE SOUTHAMPTON SO31 1BQ

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

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

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for refusal:

- (i) The development is contrary to the saved policy H14 of the Fareham Borough Local Plan Review, policy CS17 of the Fareham Borough Core Strategy and advice in the National Planning Policy Framework paragraphs 53 and 58. By virtue of the detailed design of the proposed dwelling and its siting in proximity to number 296 Botley Road plus the narrowness of the plot as a result of the development will adversely affect the character of the street scene and create a cramped and discordant element in this part of the Borough.
- (ii) In the absence of a legal agreement to secure a financial contribution towards the Solent Disturbance Mitigation Project, the proposed development fails to mitigate its impact and would, in combination with the other developments, increase the recreational pressure and habitat disturbance to the Solent Coastal Protection Areas. The development would therefore be contrary to Policy CS4 (Green Infrastructure, Biodiversity and Geological Conservation) of the adopted Fareham Borough Core Strategy, Policy DSP14 (Recreational Disturbance on the Solent Special Protection Areas) of the emerging Local Plan part 2: Development Sites and Policies and paragraph 118 of the National Planning Policy Framework.

(8) P/14/0731/FP - 14 BUCHAN AVENUE WHITELEY FAREHAM PO15 7EU

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

RESOLVED that PLANNING PERMISSION be granted.

(9) P/14/0734/FP - 28 GREENAWAY LANE WARSASH SOUTHAMPTON SO31 9HS

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

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

**(10) P/14/0765/FP - 15 ST CUTHBERTS LANE LOCKS HEATH
SOUTHAMPTON SO31 6QR**

Upon being proposed and seconded, the officer recommendation to grant planning permission, was voted on and CARRIED.

(Voting 9 in favour and 0 against)

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

**(11) P/14/0778/FP - HOOK PARK ROAD - LAND AT HOOK WARSASH
HANTS**

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 applicant is known to him.

The Committee was referred to the Update Report which provided the following information:- *2 further letters of objection have been received from 1 and 2 Hook Farm Cottages plus a petition with 65 signatures. The matters for objection are those summarised already in the agenda plus the following additional points;*

- *Officers previously accepted that the use may potentially be detrimental to existing users nearby. The request is to double the hours so this will double the impact*
- *Parking was not provided for the use previously permitted so the conditions have already been breached*
- *The proposed hawthorn hedge will not screen the retained container in the winter and I ask that this matter be re-considered again.*

A motion was proposed and seconded that the application be refused. Upon being put to the vote the motion was CARRIED.

(Voting 7 in favour and 2 against)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

Overuse of the site, harmful to the surrounding area and the additional traffic on the road.

**(12) P/14/0790/FP - 17 POPPY CLOSE LOCKS HEATH HAMPSHIRE
S031 6XS**

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

Upon being proposed and seconded, the officer recommendation to grant planning permission, was voted on and CARRIED.

(Voting 9 in favour and 0 against)

RESOLVED that PLANNING PERMISSION be granted.

(13) P/14/0795/VC - 18 LOCKS HEATH PARK ROAD LOCKS HEATH SO31 6NB

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

The Committee's attention was drawn to the Update Report which provided the following information:- *A further two letters have been received from 19 Locks Heath Park Road, 49 Summerfields, raising the same matters as those summarised in the agenda plus the following additional comments:*

- *The two houses look out of keeping with the two storey houses in the road.*
- *It would be interesting to know why the developer did not have these rooflights in the original application.*
- *Given that the second floor is not proposed as bedrooms, I don't see why they need rooflights at all?*
- *The windows would overlook the gardens.*
- *The additional parking is simply made to fit.*
- *This follows a recently withdrawn scheme for a minor amendment. I don't know how this can be considered minor.*
- *I have been notified if the changes but the works have already been completed so how is it possible for anyones comments to be taken into account. One property has been occupied for four weeks now that this has been built by stealth.*

Upon being proposed and seconded, the officer recommendation to grant planning permission, was voted on and CARRIED.

(Voting 9 in favour and 0 against)

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

(14) P/14/0617/TO - 46 PARK LANE FAREHAM HAMPSHIRE PO16 7LB

A motion was proposed and seconded that the application be deferred. The motion was voted on and CARRIED.

(Voting 9 in favour and 0 against)

RESOLVED that the application be deferred.

Reason for decision: To allow for further investigations to be carried out in order to obtain more evidence of the cause of the subsidence.

(15) P/14/0649/FP - 114 KILN ROAD FAREHAM HAMPSHIRE PO16 7UN

The Committee's attention was drawn to the Update Report which provided the following information:- *The Description of the development proposed has been updated to read as follows: Single storey rear extension and insertion of four new windows in eastern elevation and two new windows and one door in western elevation of existing building.*

Following discussions between Officers and the planning agent, amended drawings have been submitted showing the following:

- *the windows proposed to be inserted into the western elevation of the existing building to be obscure glazed and fixed shut up to a height of 1.7 metres above internal finished floor level.*
- *the French doors proposed to be inserted into the western elevation of the existing building changed to a single door.*

The effect on the parking and access arrangements at the frontage of the site have been reassessed by Officers following further discussion with the Council's highway officer. It is recommended that conditions be imposed firstly to limit the number of residents at the care home to six and also to ensure that parking on the site is laid out in accordance with a parking plan to be submitted by the applicant. The existing accesses to the site should be marked IN and OUT in relation to the western and eastern accesses respectively.

Recommendation:

Subject to the receipt of plans showing:

- *a satisfactory parking layout within the frontage of the site for at least five vehicles;*
- *means of displaying signage to indicate where parking spaces are provided;*
- *means of displaying signage to indicate IN/OUT accesses from/onto Kiln Road;*

PERMISSION:

Development to commence within three years;

Development to be undertaken in accordance with approved drawings;

Obscure glaze and fixed shut to a height of 1.7 metres above internal finished floor level: ensuite bathroom windows in extension, shower room, laundry room and office windows in eastern elevation of existing building and quiet room and kitchen/dining room windows in western elevation of existing building;

No more than six residents;

Parking space and turning space to be made available in accordance with approved plans and retained thereafter;

Signage in relation to parking spaces IN/OUT accesses to be displayed in accordance with approved plans.

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the amended recommendation above, was voted on and CARRIED.

(Voting 9 in favour and 0 against)

RESOLVED that, subject to the amended planning permission set out in the update report and the conditions in the report, PLANNING PERMISSION be granted.

(16) P/14/0741/FP - 137 GUDGE HEATH LANE - LAND TO REAR OF - FAREHAM HAMPSHIRE PO15 6PR

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

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

(17) P/14/0827/FP - 29 SOMERVELL DRIVE FAREHAM HAMPSHIRE PO16 7QL

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

RESOLVED that PLANNING PERMISSION be granted.

(18) P/14/0488/FP - 18 DOWN END ROAD FAREHAM HAMPSHIRE PO16 8RG

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

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

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

(19) P/14/0629/FP - 42 STUBBINGTON GREEN - COSTA COFFEE - STUBBINGTON PO14 2LE

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

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

(20) P/14/0676/FP - 50 HATHERLEY CRESCENT FAREHAM HAMPSHIRE PO16 9DF

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

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

(21) P/14/0702/FP - 56 WINNHAM DRIVE FAREHAM PO16 8QG

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to a condition stating that the radio mast be retracted to its lowest position when not in use, was voted on and CARRIED.
(Voting 9 in favour and 0 against)

RESOLVED that, subject to the condition that the radio mast be retracted to its lowest position when not in use, PLANNING PERMISSION be granted.

(22) P/14/0762/FP - 1 FARM EDGE ROAD FAREHAM HAMPSHIRE PO14 2BU

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

A motion was proposed and seconded to refuse the application. Upon being put to the vote the motion was CARRIED.
(Voting 9 in favour and 0 against)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

The proposed development is contrary to Policy CS17 of the adopted Fareham Borough Core Strategy and Policies DSP2, DSP4 of the emerging Local Plan Part 2: Development Sites and Policies and is unacceptable in that: by virtue of its height, width, bulk and design the proposed extensions would:

- i) represent an unneighbourly form of development, detrimental to the outlook available from the adjoining properties and their respective gardens and amenities currently enjoyed by their occupants;
- ii) result in an unsympathetic additions to this dwelling, detrimental to the appearance of the dwelling and visual amenities of the street scene.

7. PLANNING APPEALS

The Committee noted the information contained in the report.

(1) UPDATE REPORT

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

8. TREE PRESERVATION ORDERS

The Committee considered the confirmation of the following Tree Preservation Orders to which objections had been received.

(1) Tree Preservation Order No 693 - 33 Hazel Grove, Locks Heath

The Committee considered a report by the Director of Planning and Development regarding confirmation of Tree Preservation Order No 693 to which an objection had been received.

Upon being proposed and seconded, the officer recommendation to confirm and made as served, was voted on and CARRIED.
(Voting 9 in favour and 0 against)

RESOLVED that Tree Preservation Order No 683 be confirmed as made and served.

(The meeting started at 2.30 pm
and ended at 5.36 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 22 October 2014

Venue: Octagon Lounge, Ferneham Hall

PRESENT:

Councillor N J Walker (Chairman)

Councillor 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 L Keeble (deputising for P
J Davies)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

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

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 24 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that due to the recently set legislation, members of the public and press are permitted to film meetings of the Council that are held in public. He also stated that anyone wishing to film parts of the meeting must respect members of the public who do not wish to be filmed.

He also informed members that would be a small change to a procedure to the meeting, whereby Officers would present the application prior to the deputations being made. This would allow the deputees the opportunity to pick up on any points that they have missed previously.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

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/Page No |
|-----------------------------|--|---|--|-----------------------------------|
| | | | | |
| ZONE 1 | | | | |
| Mr L Sergeant (Agent) | | 181 Hunts Pond Road, Fareham – First floor extension and conversion of existing building to form three flats and conversion of existing detached garage into one studio apartment with associated car and cycle parking and bin store | Supporting | Item 1 P/14/0818/FP Page 18 |

| | | | | |
|---------------|--|--|-------------------|-----------------------------------|
| Mr M Jones | | Land to rear of 5 Osborne Road, Warsash, Southampton | Opposing | Item2 P/14/0882/FP Page 26 |
| Mr J Barber | | -ditto- | -ditto- | -ditto- |
| ZONE 2 | | | | |
| Mr P Treloar | | Woodcote Lodge, Bridgefoot Drive, Fareham - two storey side and rear extension | Supporting | Item 5 P/14/0863/FP Page 43 |
| Mr E Bayer | | -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/14/0818/FP - 181 HUNTS POND ROAD FAREHAM HAMPSHIRE PO14 4PL

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

The Committee was referred to the Update Report which provided the following information;- *Revised drawings have been received showing changes to the proposed parking layout. The revised parking layout would provide sufficient parking and turning space for cars to leave the site in a forward gear. It is considered therefore that the recommended reason for refusal iv) given in the main body of the report has been successfully addressed. A revised recommendation with this reason for refusal removed is set out in full below:*

RECOMMENDATION:

The proposed development would be contrary to Policies CS4, CS5 & CS17 of the adopted Fareham Borough Core Strategy and Policies DSP2 & DSP15 of the emerging Local Plan Part 2: Development Sites and Policies and would be unacceptable in that;

i) the proposed studio apartment would constitute a form of accommodation out of keeping with the prevailing pattern of development in the surrounding area and harmful to its established character;

ii) the proposed studio apartment would fail to provide adequate internal space to meet the requirements of future occupiers of that unit;

iii) the development would fail to provide adequate external amenity space to meet the requirements of future occupiers;

iv) in the absence of a financial contribution, the proposal would fail to provide satisfactory mitigation of the 'in combination' effects that the proposed net increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas.

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

RESOLVED that PLANNING PERMISSION be REFUSED.

Reason for Refusal:

The proposed development would be contrary to Policies CS4, CS5 & CS17 of the adopted Fareham Borough Core Strategy and Policies DSP2 & DSP15 of the emerging Local Plan Part 2: Development Sites and Policies and would be unacceptable in that;

i) the proposed studio apartment would constitute a firm of accommodation out of keeping with the prevailing pattern of development in the surrounding area and harmful to its established character;

ii) the proposed studio apartment would fail to provide adequate internal space to meet the requirements of future occupiers of that unit;

iii) the development would fail to provide adequate external amenity space to meet the requirements of future occupiers;

iv) in the absence of a financial contribution, the proposal would fail to provide satisfactory mitigation of the 'in combination' effects that the proposed net increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas.

(2) P/14/0882/FP - 5 OSBORNE ROAD - LAND TO REAR OF - WARSASH SOUTHAMPTON SO31 9GJ

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 of representation has been received (from 14 Church Road) since the drafting of the main agenda report. This letter raises issues that are summarised in the agenda with the additional point as follows:*

- Can we not look into the flooding implications of this on this wonderful environment? Where does the water go?

FLOODING:

The site is, for the purpose of the Environment Agency (EA) Flooding Risk Mapping, within flood zone 1, which is the area of lowest risk and applies to all land not in zones 2 & 3. The NPPF advises that the development should be steered to areas with the lowest probability of flood risk; such as the sites within zone 1. Additionally the EA standing advice on this type of development in this flood risk zone states "...For developments (other than changes of use) less than 1 hectare in Flood Zone 1, the main flood risk issue to consider is usually the management of surface water run-off. Drainage from new development must not increase flood risk either on-site or elsewhere. Government policy strongly encourages a sustainable drainage system (SuDS) approach to achieve these objectives."

In response to the additional representation, the application sets out that foul sewage is to be disposed of via a connection to the mains sewer. Surface water run-off is proposed to be dealt with by on site soakaway. The detailed design of the soakaway including the porosity and capability of the ground will be addressed through the building regulations but a soakaway is considered to be an appropriate means of addressing surface water run-off in this case.

AMENITY:

Since the drafting of the main agenda, it is considered appropriate, in the interests of neighbouring amenity, to withdraw by planning condition permitted development rights under Part 1, Class A (The enlargement, improvement or other alteration to a dwellinghouse), Class B (The enlargement of a dwellinghouse consisting of an addition or alteration to its roof), Class C (Any other alteration to the roof of a dwellinghouse) and Class E (Development within the curtilage of a dwellinghouse).

SOLENT DISTURBANCE MITIGATION PROJECT (SDMP):

The required financial contribution has been received by the Council such that this element of the proposal is now considered to be acceptable. The recommendation is amended accordingly:

AMENDED RECOMMENDATION:

PERMISSION as per the conditions in the main agenda plus an additional condition to withdraw permitted development for part 1, Classes A-C and E.

Members were verbally informed that an additional condition for the approval of hard surfacing materials would be added to those already stated in the main agenda report and the update report.

A motion was proposed and seconded to refuse the application. Upon being put to the vote the motion was CARRIED.
(Voting 9 in favour and 0 against)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

Overdevelopment of the site resulting in a cramped development to the detriment of the character of the area.

(3) P/14/0891/FP - BROOK AVENUE - GREYSBROOK - WARSASH SO31 9HN

The Committee's attention was drawn to the Update Report which provided the following information:- *One additional letter of objection has been received from The Brook. The following is a summary of the points raised:*

- *Concern that the building work will create drainage issues if the existing drainage is not improved.*
- *Loss of privacy to the neighbouring property due to overlooking of the rear garden.*

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 and 0 against)

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

(4) P/14/0815/FP - 64 SOUTHAMPTON ROAD FAREHAM PO16 7EA

The Committee's attention was drawn to the Update Report which provided the following information:- *The Development Contribution relating to the Solent Disturbance Mitigation Project has been paid. The recommendation is therefore for Permission subject to conditions with no proviso.*

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 and 0 against)

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

(5) P/14/0863/FP - BRIDGEFOOT DRIVE - WOODCOTE LODGE - FAREHAM HAMPSHIRE PO16 0DB

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

Upon being proposed and seconded, the officer recommendation to grant planning permission, was voted on and CARRIED.

(Voting 9 in favour and 0 against)

RESOLVED that PLANNING PERMISSION be granted.

(6) P/14/0874/FP - 25 EARLS ROAD FAREHAM PO16 0RT

The Committee's attention was drawn to the Update Report which contained the following information:- *For Members information this is an officer application.*

Upon being proposed and seconded, the officer recommendation to grant planning permission, was voted on and CARRIED.

(Voting 9 in favour and 0 against)

RESOLVED that PLANNING PERMISSION be granted.

**(7) P/14/0907/CU - 189 - 199 WEST STREET FLIGHT DATA SERVICES
FAREHAM HAMPSHIRE PO16 0EN**

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 and 0 against)

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

7. PLANNING APPEALS

The Committee noted the information contained in the report.

(1) UPDATE REPORT

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

8. TREE PRESERVATION ORDERS

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

Fareham Tree Preservation Order No 696 (2014) – Fareham Borough Council Old Common, Old Common Gardens, Downland Close and Locks Road Warsash.

Order made on 25 July 2014 covering 28 individual trees for which no objections were received.

RESOLVED that Fareham Tree Preservation Order No 696 be confirmed as made and served.

Fareham Tree Preservation Order No 697 (2014) – Harvey Crescent, Newbury Place and Primrose Way, Warsash.

Order made on 25 July 2014 covering 7 individual trees for which no objection were received.

RESOLVED that Fareham Tree Preservation Order No 697 be confirmed as made and served.

(The meeting started at 2.30 pm
and ended at 3.46 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 19 November 2014

Venue: Octagon Lounge, Ferneham Hall

PRESENT:

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

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

Also Present: Councillor Mrs K K Trott (Minute 7 (5 & 8))
Councillor T G Knight (minute 7(11))



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor K D Evans.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 22 October 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 the following members declared an interest in the applications referred to:-

| Name | Application Number /Site | Minute Number |
|------------------------|--|---------------|
| Councillor Mrs Hockley | P/14/0847/FP – 3, Heath Lawns, Catisfield | 7(6) |
| Councillor Mandry | P/14/0887/FP – Crofton Cliff –Land on Salterns Road adjacent to Crofton Avenue | 7 (11) |
| Councillor Knight | -ditto- | -ditto- |

6. SPENDING PLANS 2015/16

The Committee considered a report by the Director of Finance and Resources which set out the overall level of revenue spending on the Committee's services and approval for the revised revenue budget for 2014/15 and the base budget for 2015/16.

Councillor Price expressed concern over approval of the base budget for 2015/16 as this will not be fully known until the Council meeting on 11 December 2014. He requested that a further report come back to the Committee after the Council meeting in December.

RESOLVED that:-

- (a) the revised budget for 2014/15 be approved;
- (b) the 5% increase for pre-application advice for 2015/16 be approved;
- (c) the base budget, subject to present figures be approved; and
- (d) a further report be presented at the January 2015 meeting with the revised figures following the December Council meeting.

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/Page No |
|-----------------------|--|---|--|-----------------------------------|
| ZONE 1 | | | | |
| Ms C Batten | | 35 Admirals Road, Locks Heath – Construction of a pair of semi-detached houses | Opposing | 7(2) P/14/1012/FP Page 23 |
| Mr R Tutton (Agent) | | -ditto- | Supporting | -ditto- |
| ZONE 2 | | | | |
| Mr B Champion (Agent) | | 46 Park Lane, Fareham – Fell three oaks protected by Tree Preservation Order Number 601 | Supporting | 7(5) P/14/0617/TO Page 34 |
| Ms M Meaden | | 3 Heath Lawns, Catisfield – Erection of new wall adjacent to highway | Opposing | 7(6) P/14/0847/FP Page 40 |
| Mr R Wheeldon | | -ditto- | -ditto- | -ditto- |
| ZONE 3 | | | | |
| Ms J Palmer | | Land on Salterns | Supporting | 7(11) |

| | | | | |
|---------------------------------|--|--|-------------------|----------------------------------|
| | | Road adjacent to Crofton Cliff, Crofton Avenue, Lee on the Solent, PO13 9NJ – Erection of boat shed on existing concrete boat compound | | P/14/0887/FP Page 61 |
| Ms D Sheridan | | 48 White Hart Lane, Portchester – Change of use from A1 retail to D1 | Supporting | 7(12) P/14/0894/CU Page 67 |
| Mr S Crossley | | 18 Osborne View Road, Fareham – Two storey rear extension, single storey side and rear extension, pitched roof to garage and front porch | Opposing | 7(13) P/14/0912/FP Page 72 |
| Ms D Smith | | -ditto- | Supporting | -ditto- |
| Mr A Charles (Agent) | | 16-18 Marina Grove R/O, Portchester – Outline planning permission for two semi-detached, two bedroom single storey dwellings with access from Marina Grove | Supporting | 7(14) P/14/0955/OA Page 76 |
| TREE PRESERVATION ORDERS | | | | |
| Mr K Huelin | | 14 & 17 St Edmund Close, Titchfield Common – Tree Preservation Order No 695 | Opposing | 8(1) Page 87 |
| Ms R Boulter | | -ditto- | -ditto- | -ditto- |
| Mr Sparks | | -ditto- | -ditto- | -ditto- |

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 matter applications and miscellaneous matters,

including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/14/0886/FP - 70 BARNES LANE SARISBURY GREEN SO31 7BT

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.

(2) P/14/1012/FP - 35 ADMIRALS ROAD LOCKS HEATH SO31 6QD

The Committee received the deputations referred to in minute 6 above.

The Committee was referred to the Update report which provided the following information:- *1 further letter of objection has been received raising similar issues to those already summarised in the report.*

A petition of 26 signatures has been received objecting on the grounds that the proposed buildings would be misaligned, incongruous and ugly and there severely detrimental to the visual quality of the neighbourhood.

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.

(3) P/01/0501/FP - 19 HEATH ROAD LOCKS HEATH - LAND TO REAR OF - SO31 6PN

Upon being proposed and seconded to approve the officer recommendation that provided the applicant agrees to pay the Council's legal costs for the Deed of Variation, the applicant enters into a Deed of Variation on terms drafted by the Solicitor to the Council to remove the requirement to transfer to the Council, the open land adjacent to 2 Stillmeadows (Plot 1) from the Legal Agreement, was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that, provided the applicant agrees to the Council's legal costs for the Deed of Variation, the Committee authorises the Solicitor of the Council to enter into a Deed of Variation on behalf of the Council removing the requirement to transfer to the Council, the open land adjacent to 2 Stillmeadows (Plot 1) from the Legal Agreement.

(4) Q/0531/14 - 69 SOLENT BREEZES CHILLING LANE WARSASH SOUTHAMPTON SO31 9HG

Upon being proposed and seconded, the officer recommendation to authorise the Solicitor to the Council to enter into a Deed of Release and a new section 106 planning obligation on behalf of the Council with the owners of Chalet 69 Solent Breezes, subject to the applicants' agreement to pay the Council's legal costs for the Deed of Release was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that, subject to the applicants' agreement to pay the Council's legal costs for the Deed of Release, the Solicitor to the Council be authorised to enter into a Deed of Release and a new section 106 planning obligation on behalf of the Council with the owners of Chalet 69 Solent Breezes.

(5) P/14/0617/TO - 46 PARK LANE FAREHAM HAMPSHIRE PO16 7LB

The Committee received the deputation referred to in minute 6 above.

At the Invitation of the Chairman, Councillor Mrs K K Trott addressed the Committee on this item as the Ward Councillor.

Upon being proposed and seconded, the officer recommendation to grant the application to fell three oak trees protected by Tree Preservation Order 601 was voted on and CARRIED.

(Voting 8 in favour; 1 abstention)

RESOLVED that, subject to the conditions in the report, the application to fell three oak trees protected by Tree Preservation Order 601 be GRANTED.

(6) P/14/0847/FP - 3 HEATH LAWNS CATISFIELD FAREHAM PO15 5QB

The Committee received the deputations referred to in minute 6 above.

Councillor Mrs Hockley declared a Non-Pecuniary Interest in this item as she lives in this road.

The Committee was referred to the Update Report which provided the following information;- *In the section considering the impact on neighbouring properties the impact the proposed wall on no. 3 is considered. This is a typing error and should read: 'The proposed wall along part of the rear (north boundary) would be visible from within no. 5's garden'.*

A motion was proposed and seconded to refuse the application. Upon being put to the vote the motion was voted on and CARRIED.

(Voting: 8 in favour; 1 abstention)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

The development proposed is contrary to the provisions of policies CS17 of the adopted Fareham Borough Council Core Strategy 2011 by reason of the height, position and hard appearance of the boundary treatment on the Heath

Lawns frontage. The boundary treatment would create an undue sense of enclosure to the street and appear unsympathetic with the open planned nature of Heath Lawns and, therefore, have a harmful impact on the character of the area.

(7) P/14/0957/FP - 1 MURRAY CLOSE FAREHAM

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

RESOLVED that PLANNING PERMISSION be granted.

(8) P/14/0993/FP - 113 SERPENTINE ROAD FAREHAM HAMPSHIRE PO16 7EF

The Committees attention was drawn to the Update Report which provided the following information:- *The applicant has now made the financial contribution towards the Solent Disturbance Mitigation Project.*

At the invitation of the Chairman, Councillor Mrs Trott addressed the Committee on this item.

Upon proposed and seconded, the officer recommendation to grant planning permission, subject to 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.

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

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

RESOLVED that PLANNING PERMISSION be granted.

(10) P/14/0876/FP - 41 TITCHFIELD ROAD STUBBINGTON PO14 2JH

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

RESOLVED that PLANNING PERMISSION be granted.

(11) P/14/0887/FP - CROFTON CLIFF - LAND ON SALTERNS ROAD ADJACENT TO - CROFTON AVENUE LEE-ON-THE-SOLENT HAMPSHIRE PO13 9NJ

The Committee received the deputation referred to in minute 6 above.

Councillor A Mandry declared a non-pecuniary interest in this item as the applicant is known to him and his mother in law resides in one of the applicant's nursing homes. He left the room for the remainder of this item and did not take part in the vote.

At the invitation of the Chairman, Councillor T G Knight addressed the Committee on this item as the Ward Councillor.

Councillor T G Knight declared a non-pecuniary interest in this item as the applicant is known to him, and he lives near to the application site.

The Committee's attention was drawn to the Update Report which provided the following information:- *Comments have been received from the Director of Planning & Development (Ecology):*

The revised ecology report allows the same conclusions to be reached as previously overall.

The report has been slightly amended to reflect the changes to the proposals. Although the Methodology for removal of the existing concrete slipway has not been set out it can be seen from the plans that this additional area of works sits fully within the identified working area to be reptile fenced, outside of which no works will occur (apart from the temporary working area also shown on the plans) – as such all impacts will be contained as it is understood that machinery and materials will not encroach outside of this area.

It is understood that the additional area of slipway removal extends only to the promenade and not beyond (onto the shingle beach and vegetated shingle habitat). This will overall (relative to the previous proposals) result in net gain of restored SINC habitat once the compensation works have been carried out, without impacting the adjacent vegetated shingle habitat.

In light of the advice received from the Council's ecologist, it is considered that the ecological effects of the development could be satisfactorily mitigated as set out in the submitted mitigation strategy. The proposal therefore is held to accord with Policy DSP13 of the emerging Local Plan Part 2: Development Sites and Policies.

Upon being proposed and seconded, the officer recommendation to refuse planning permission, was voted on and CARRIED.
(Voting 8 in favour; 1 against)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reason for Refusal:

The development would be contrary to Policies CS14 & CS17 of the adopted Fareham Borough Core Strategy in that, by virtue of its scale, siting and design the proposed boat shed would be harmful to the landscape character and appearance of this countryside and coastline function.

(12) P/14/0894/CU - 48 WHITE HART LANE PORTCHESTER FAREHAM HAMPSHIRE PO16 9BH

The Committee received the deputation referred to in item 6 above.

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

(Voting 9 in favour; 0 against)

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

(13) P/14/0912/FP - 18 OSBORNE VIEW ROAD FAREHAM PO14 3JN

The Committee received the deputations referred to in minute 6 above.

The Committee were informed that there was an error in the report on page 73, where it states the neighbour bungalow has three windows in the south elevation, this should actually read four windows in the south elevation.

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.

(14) P/14/0955/OA - 16- 18 MARINA GROVE R/O PORTCHESTER PO16 9HD

The Committee received the deputation referred to in minute 6 above.

The Committee's attention was drawn to the Update Report which provided the following information:- *The applicant has made the necessary contribution towards the Solent Disturbance Mitigation Project under Section 111 of the Local Government Act 1972.*

A motion was proposed and seconded to refuse the application. Upon being put to the vote the motion was CARRIED.

(Voting 5 in favour; 4 against)

RESOLVED that OUTLINE PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

The proposal is contrary to policy CS17 of the Adopted Fareham Borough Core Strategy in that:

- (i) the creation of two dwellings, represents overdevelopment of the site which would harm the character of the area;

- (ii) the proposal would result in additional vehicle movements which would generate noise close to the habitable room windows within 16 Maria Grove, to the detriment of the occupiers of that property.

(15) P/14/0999/FP - 41 OSBORNE VIEW ROAD FAREHAM HAMPSHIRE PO14 3JW

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.

(16) Planning Appeals

The Committee noted the information contained in the report.

(17) UPDATE REPORT

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

8. TREE PRESERVATION ORDERS

The Committee considered the confirmation of the following Tree Preservation Orders to which objections had been received.

(1) Tree Preservation Order No 695 (2014) - 14 & 17 St Edmund Close, Titchfield Common

The Committee received the deputations referred to in minute 6 above.

The Committee considered a report by the Director of Planning and Development regarding confirmation of Tree Preservation Order No 695 to which an objection (in respect of a provisional order made in August 2014) had been received.

A motion was proposed and seconded that Tree Preservation Order No 695 be confirmed as made and served. Upon being put to the vote the motion was CARRIED.

(Voting: 7 in favour; 1 against and 1 abstention)

RESOLVED that Tree Preservation Order No 695 be confirmed as made and served.

(2) Tree Preservation Order No 698 (2014) - 31 Ilex Crescent, Locks Heath

The Committee considered a report by the Director of Planning and Development regarding confirmation of Tree Preservation Order No 698 to

which an objection (in respect of a provisional order made in August 2014) had been received.

A motion was proposed and seconded that Tree Preservation Order No 698 be confirmed as made and served. Upon being put to the vote the motion was CARRIED.

(Voting: 8 in favour; 0 against)

(N.B. Councillor Davies had left the meeting when this matter was considered)

RESOLVED that Tree Preservation Order No 698 be confirmed as made and served.

(The meeting started at 2.30 pm
and ended at 6.24 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 23 October 2014

Venue: Vannes/Pulheim Room - Civic Offices

PRESENT:

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

Councillors: J M Englefield, D M Whittingham, D J Norris and
D C S Swanbrow

Also Present: Councillor L Keeble, Executive Member for Streetscene (item 9)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 4 September 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. REVIEW OF WORK PROGRAMME 2014/15

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

The Director of Environmental Services addressed the Panel on this item and suggested that a further report be added to the work programme for January meeting. The report will be on The Impact of Weekly Refuse Collection in the Summer Months.

It was AGREED that, subject to the inclusion of the report on The Impact of Weekly Refuse Collection in the Summer Months, the proposed Work Programme for 2014/15, as set out in Appendix A to the report, be approved.

7. GLOBAL POSITIONING SYSTEM FOR VEHICLE FLEET

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

The Panel considered a report by the Director of Environmental Services on the Global Positioning System for the Vehicle Fleet.

The Panel were given a demonstration by the Transport Manager and the Refuse/Recycling Manager on how the GPS system works. They were shown how they can locate any of their vehicles during the day, and can track the route the vehicle has taken for the day.

It was explained to members that the system has provided 4 key benefits:

Improved Customer Service – By being able to locate vehicles and crews the system enables officers to respond to customer requests quickly thereby improving the service provided to the customer.

Insurance – It has already been used in several insurance claims to provide evidence that vehicles were not a particular location when an accident occurred

Breakdowns - It has also been extremely useful when dealing with vehicle breakdowns as they can now locate exactly where the vehicle is and can get to it quicker.

Health and Safety Supervision - It is used to monitor the crews for Health and Safety and can assist the Supervisors in the planning of work.

It was AGREED that:-

- (a) the Transport Manager and Refuse/Recycling Manager be thanked for their presentation; and
- (b) the Panel notes the content of the report.

8. ANNUAL REPORT ON RECYCLING PERFORMANCE

The Panel considered a report by the Director of Environmental Services on an annual report on Recycling Performance.

The report was presented by the Recycling Co-Ordinator, who took questions from members. Members enquired as to the impact that supermarket packaging is having on recycling. The Recycling Co-Ordinator confirmed that it is having an effect as packaging is becoming lighter so the tonnage collected is less, and some of the lighter packaging now being used is not recyclable so it has to be disposed of in the refuse bins.

It was AGREED that the Panel notes the content of the report.

9. WASTE REGULATIONS (ENGLAND AND WALES) 2011

The Panel considered a report by the Director of Environmental Services on Waste Regulations (England and Wales) 2011.

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

The Director of Environmental Services addressed the Panel to inform them that from the 1 January 2015 a new regulation comes into effect whereby local authorities have to change the way they collect recyclables, to separate recycling collections, to enable a higher quality of recyclate being collected. The report outlined the Council's current recycling collection service; the quality of the recyclate collected and looked at the technical and economical

requirements that would be involved in changing the recycling collection service.

The new regulation states that separate recycling collection is required if it is:

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

The Panel AGREED that:-

1. separate collections of recyclable materials should not be introduced in the Borough at this time because:-
 - (a) it is not necessary to provide high quality recyclates; and
 - (b) would not be technically, environmentally and economically practicable (TEEP).
2. recommends to the Executive that:-
 - (a) no changes are required to the collection of recyclable materials currently co-mingled in blue top recycling bins; and
 - (b) any collection policy changes proposed in future are assessed against the new regulations prior to any decisions being made.

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 4 November 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor T J Howard (Vice-Chairman)

Councillors: P J Davies, J M Englefield, Miss T G Harper and N J Walker

Also

Present: Councillor K D Evans, Executive Member for Planning and Development (item 8)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor Mrs K K Trott.

2. MINUTES

It was AGREED that the minutes of the meeting of the Planning and Development Policy Development and Review Panel meeting held on 2 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed to the meeting; Jessica Rowlett from Hampshire County Council, James Addicott from Eastern Solent Coastal Partnership and Wesley Jones from the Environment Agency.

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. PUBLIC TRANSPORT REVIEW: UPDATE

The Panel considered a report by the Director of Planning and Development on an update to the Public Transport Review.

The Panel was informed that the purpose of the report was to present interim findings, in particular identifying possible actions that may be taken to improve Bus Services within the Borough. The report reviewed both scheduled and privately-contracted services provided for residents, commercial organisations and educational establishments. The Panel was informed that meetings had taken place with First Bus and Community Action Fareham to discuss the services they provide and to understand how and why operational decisions are made.

The report included a summary of the changes proposed by Hampshire County Council to subsidised bus services in Fareham and Gosport, and the Panel was informed that these proposals were approved by Hampshire County Council's Executive Member at a Decision Day Meeting on 27 October 2014 and would be effective from early 2015.

As stated in the report, identifying areas in the Borough with a definite need for new or improved bus services had proved challenging and would require more detailed investigation. Examples of successful community bus services operating elsewhere were found to be relatively rare, although reference as a possible exemplar project.

The report also explained that the Borough Council is currently reviewing the way in which bus shelters are procured to ensure they can better meet the needs of residents and the bus companies.

A principal conclusion from the report was that a more formal consultation process for changes proposed by commercial bus operators and/or Hampshire County Council (as public transport authority). A suggested method of achieving this was to develop a protocol for community involvement, and an indicative version of this document was included as an attachment to the report.

Councillor Davies addressed the Panel to inform members that Hampshire County Council has withdrawn funding for Sunday services on Bus Route F1/F2 between Fareham and Highlands. This will leave some wards with no Sunday Services at all. However, there are currently talks with Community Action Fareham who are looking into the feasibility of providing an alternative Sunday bus service. He also informed members that he sits on the First Bus Customer Panel and will circulate minutes of these meetings to all members of the Panel.

The Chairman suggested that a message be put out to all Councillors asking them to put forward suggestions for areas in the Borough are in need of a bus service.

It was AGREED that the Panel:-

- (a) notes the content of the Interim Report relating to the provisional findings from the Public Transport Review, and in particular the proposed changes resulting from Hampshire County Council's review of subsidised bus and community transport services; and
- (b) concur with the conclusions in the Report including activities identified to provide further outcomes from the Review.

7. PRESENTATION: INLAND FLOODING - ROLES AND RESPONSIBILITIES AND CURRENT PROJECTS

The Panel received a presentation from the Head of Parking and Enforcement and James Addicott from Eastern Solent Coastal Partnership on Inland Flooding – Roles and Responsibilities and Current Projects.

The presentation outlined which authority was responsible for each type of flooding, the legislation which governs how flooding is dealt with, details of what the Eastern Solent Coastal Partnership is responsible for, details of how the flooding in 2013/14 was managed and what was learnt from it, flooding insurance, permissive powers and multi-agency working and flood plans.

Jessica Rowlett from Hampshire County Council addressed the Panel and informed them that they are looking at setting up multi agency meetings with communities that are at risk of flooding to provide them with guidance on

preventing flooding and assisting them to set up a community plan for the future so that they are able to deal with the flooding issues themselves and not rely on the Local Authorities.

Councillor Englefield enquired about how the electricity companies are involved with this as during the last storms many properties were not flooded but were without electricity for some time as the electricity sub stations were flooded. Jessica Rowlatt explained to the Board that SSE have now set up a specialist team that are responsible for liaising with Hampshire County Council Emergency Planning advising them on where the power cuts are and what is happening with them. This will allow Hampshire County Council to plan and take better action for those communities that are affected.

The Panel AGREED to thank the Head of Parking and Enforcement, James Addicott, Jessica Rowlatt and Wesley Jones on their informative presentation.

8. PRESENTATION: TITCHFIELD VILLAGE PARKING REVIEW

The Panel received a presentation from the Principal Transport Planner and the Head of Parking and Enforcement on the Titchfield Village Parking Review.

At the Invitation of the Chairman, Councillor K D Evans, Executive Member for Planning and Development addressed the Panel on this item.

The Panel was informed that the presentation was given to the Titchfield CAT's meeting on 8 October 2014, and is also being presented by Councillor Mrs Hockley at the Titchfield Village Trust which is also taking place this evening.

The presentation explained the purpose of the survey that was conducted over four days in May 2014, which was to gain a better understanding of the use of the 3 main parking areas within the Village, these being The Square, Barry's Meadow Car Park and Titchfield Community Centre Car Park.

Each area was surveyed to determine the usage and length of stay in each area, and as a result of this review the following proposals have been put forward:

The Square - To change 8 additional spaces that are currently unrestricted to 30-minute parking, which would increase the total number of 30-minute spaces to 13.

Barry's Meadow Car Park (3-hour limit) – To remove the business permits currently issued for this car park which would free up extra spaces for visitor use.

Community Centre Car park (24-hour limit) – To change the internal layout of the car park which would create an additional 25-30 spaces.

The presentation also gave information on the experimental Traffic Regulation Order which has been in place in South Street since 13 June 2014, during the experimental phase adjustments to the TRO have already been made, this

was to remove the underused disabled parking bay, introduced a 20 minute waiting limited for all in the remaining parking area and to move the bollards back at the end of South Street where it enters the Square to ease passage for larger vehicles.

The deadline for comments/objections to the experimental order is 12 December 2014, and after that time the Council will either make the order permanent, withdraw the order or introduce a new order.

Councillor Walker asked what effect the removal of the business permits would have on those users if they were removed. The Head of Parking and Enforcement explained that this would increase the availability of parking spaces in Barry's Meadow Car Park, which is used principally for short term visits and is characterised by a high turnover. Under the proposals business users would be able to park instead in the Community Centre Car Park which is designated for longer term (24-hour) parking.

Questions were asked regarding the parking spaces in South Street. The Panel were informed that these were also monitored as part of the survey and it showed a heavy use of these spaces throughout the day.

Members commented on the proposal for the changes to the 3 parking areas agreeing that whilst it will not solve all of the problems it is a fair compromise.

It was AGREED that the Panel:-

- (a) thanked the Principal Transport Planner and the Head of Parking and Enforcement for their presentation; and
- (b) the Executive note the Panel's comments above in considering the proposed changes to the 3 main parking areas in Titchfield.

9. REVIEW OF WORK PROGRAMME 2014/15

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

Councillor Davies enquired as to whether an item on the opportunities to improve north-south pedestrian routes across the central Fareham town centre area (Civic Area, Fareham Shopping Centre, and Market Quay) could be included onto the Work Programme. The Director of Planning and Development addressed the Panel and explained that this issue is highlighted in policies and proposals for Fareham town centre development set out in the emerging Development sites and Policies Plan. He suggested that as Officers progress work on the delivery of such development opportunities it would be appropriate to provide an update to the Panel on these issues, including the pedestrian access issue highlighted, during the next calendar year.

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 8.03 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Wednesday, 5 November 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 R H Price, JP

Also Present: Councillor Mrs C L A Hockley, Executive Member for Leisure and Community (item 7)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

Councillor Knight asked for an update on Minute 6 – Open Spaces Improvement Programme – Play Areas and Other (non-sport) Recreational Facilities in regards to the Planning Consent for Fragorum Fields. The Director of Community addressed the Panel to explain that at present he still does not have this information but as soon as it is available he will circulate it to all members of the Panel.

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel held on 3 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the funding stream for the Youth and Community Roots Funding Applications closed on 31 October and that the Council had received a very positive response with 24 applications in total.

Of these 24 applications, 19 will be put forward to the next round, which is the public vote.

4 were declined as they did not meet the criteria and 1 was passed on to the Matched Funding pot as it was felt more relevant to their requirements.

The Public Vote for Youth and Community Roots will open on 14 November 2014 and close on 28 November 2014.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

In accordance with the Standing Orders and the Council's Code of Conduct, Councillor Miss Bell declared a non-pecuniary interest for minute 7 – Citizens Advice Bureau Service Level Agreement – Update as she is a Trustee of Portchester Parish Hall who have recently provided funding for an Outreach Worker for the Citizen Advice Bureau.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. BROADLAW WALK COMMUNITY SPACE PRESENTATION

The Panel received a presentation by Matt Smith from First Wessex and Maria Ganderton, South East Hampshire Community Outlook (SEHCO) the charitable role of the Housing Association, on the Broadlaw Walk Community Centre and the work undertaken by the volunteers.

The presentation outlined the progress made with the Community Centre since it opened in 2013. Details were given on the facilities that have been provided such as fully equipped kitchen, private meeting rooms and an internet café. It was explained to the Panel that the Community Centre has been established to provide a service to all ages and offers a variety of services, these include:

- Veggie Boxes
- Drop in
- Internet café free Wi Fi
- Fareham Community Savers
- Money and Benefit Advice
- Job Club
- Crafts
- Training
- Fun Days
- Summer Fairs
- Christmas Bazaars
- Brendon Care Social Club
- Youth activities for local young people

Councillor Bryant suggested that other areas within the Borough could benefit from a similar type of project, which provide opportunities for local people.

All members commented on the success of the project and the hard work that has gone into it. Recognition was given to all of the volunteers who give up their time to run several of the initiatives discussed.

It was AGREED that Maria Ganderton and Matt Smith be thanked for their presentation, and thanks be passed to all those involved with the Community Centre for the success they have achieved through all of their hard work.

7. CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT - UPDATE

The Panel received a presentation by Kevin Williamson and Kate Rayner on the Service Level Agreement for Community Action Fareham.

Councillor Miss Bell declared a Non-Pecuniary interest on this item as she is a Trustee of Portchester Parish Hall who have recently provided funding for an Outreach Worker for the Citizen Advice Bureau.

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

Kevin Williamson started the presentation by passing his thanks onto the Director of Community, the Community Development Manager and Councillors Mrs Hockley, Howard and Keeble for all of their help and support.

The presentation gave details of the current financial situation of the Citizens Advice Bureau (CAB) and the challenges facing them in the coming years. It also provided details on the pilot currently being trialled in Portchester with the CAB Outreach Worker working from Portchester Library. The Panel were informed that this has been a great success and has allowed many older

people who are unable to get into Fareham to have access to support and advice.

The presentation also provided information on the success of the joint working with the CAB and Fareham Borough Council. Quarterly meetings are held to ensure that both parties have current and up to date information. The CAB has also started working more closely with the Gosport CAB.

The presentation also gave examples of cases where they have provided assistances to customers, and have had successful outcomes.

Councillor Price addressed the Panel to comment that he felt the CAB was one of the best recognised organisations who provide free and impartial advice, and he feels that Fareham Borough Council should continue to provide support to them. He also requested whether the Executive could find a little more funding to assist the CAB with their way forward.

It was AGREED that:-

- (a) Kevin Williamson and Kate Rayner be thanked for their presentation; and
- (b) The Executive notes the comments made by Councillor Price.

8. WESTERN WARDS SWIMMING POOL - UPDATE

The Panel received a verbal update by the Head of Leisure and Community on the progress made to the Western Wards Swimming Pool.

He informed the Panel that good progress has been made with the development of the plans and design, and the design has now been finalised.

The development is to be submitted for planning approval in three stages. The first application will be submitted shortly and will be for the leisure centre and car park, the second application will be submitted in December and this will be for the sports pitches and play area. The last application to be submitted will be submitted in January 2015 and this will be concerning the cemetery and allotments.

The intention is to start works on the site in April 2015, with a hope for the Development to be finished Spring/Summer 2016.

Councillors Ford and Mrs Pankhurst have both stated that they had received a lot of positive feedback from residents, and that residents feel that the facilities are extremely impressive.

The Head of Leisure and Community was thanked for his verbal update.

**9. COLDEAST OPEN SPACE MANAGEMENT ARRANGEMENTS -
COUNTRYSIDE RANGERS**

The Panel received a presentation from the Countryside Ranger on the Coldeast Open Space Management Arrangements.

Members were informed that 18 hectares of the 33 hectare Coldeast site are green space and woodland. The Key habitats for the site are; Community Woodland & Conservation, An Orchard with Bee Keeping and Meadows.

Members were informed that there would be a 10 year management for the project. This would focus on protection of the wildlife, enhancing the ecological value and community participation.

Members agreed that they feel the project will be a successful and will an asset to the new facilities being provided there.

It was AGREED that the Countryside Ranger be thanked for their presentation.

10. REVIEW OF WORK PROGRAMME 2014/15

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

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

It was AGREED that the Panel notes the content of the report.

(The meeting started at 6.00 pm
and ended at 7.45 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 11 November 2014

Venue: Vannes/Pulheim 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 and
D L Steadman and Mrs K K Trott (deputising for R H Price, JP)

Also Present: Councillor T M Cartwright, MBE – Executive Member for Public
Protection (minute 7)



1. APOLOGY FOR ABSENCE

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

2. MINUTES

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 9 September 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

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. TRAFFIC MANAGEMENT PROGRAMME

The Panel considered a report by the Director of Environmental Services on the Traffic Management Programme.

The Head of Parking and Enforcement presented the report and he and the Traffic and Design Manager answered members' questions thereon.

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

It was AGREED that:-

- (a) item 9 in Table 3 in Appendix B be amended by the inclusion of a tick in the sightline column;
- (b) it be noted that the matter of the information provided to callers to the police 101 service had been raised at the monthly liaison meetings held with the police and, as an additional measure, the Head of Parking and Enforcement be requested to write to the supervisors of the police 101 telephone service to explain the regulations relating to parking causing obstructions to the highway, to enable the service to provide members of the public with appropriate advice;
- (c) the progress on current Traffic Management programmes and the planned work for 2015/16, as shown in Appendices A to E of the report, be noted;
- (d) the Proposed Traffic Regulation Order Programme, as shown in Appendix B (Table 4) to the report, be recommended to the Executive for approval; and
- (e) the work undertaken on the deployment of the Speed Limit Reminder signs, as detailed in Appendix D to the report, be recommended to the Executive for noting.

(The meeting started at 6.00 pm
and ended at 6.33 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 13 November 2014

Venue: Vannes/Pulheim Room

PRESENT:

Councillor Mrs M E Ellerton (Chairman)

Councillor D L Steadman (Vice-Chairman)

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

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



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

Councillor Knight addressed the Panel regarding minute 9 of previous minutes. He explained that the last sentence in the main paragraph which read 'The Panel discussed the merit of the sheltered housing service and an intensive support service by a single agency (i.e. Fareham Borough Council) could lead to confusion for the tenant and their relatives. The Panel concluded that the Council should focus its efforts on providing a good quality sheltered housing service which would not be reliant on funding from other agencies.', was confusing and did not fully represent the views of the Panel.

It was suggested that the sentence now read '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.

It was AGREED that, subject to the amended above, the minutes of the Health and Housing Policy Development and Review Panel held on 11 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the Officer/Member Homeless Working Group had recently attended, as observers, a meeting of a multi-agency rough sleeper forum at Fareham Police Station, which discussed individual cases of homelessness. All members of the working group felt that it was a useful meeting.

The Chairman also made reference to the excellent work of the Homelessness Outreach Worker and asked officers to investigate the possibility of securing funding to extend this post.

The next meeting for the working group is set for Friday 28 November 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

The Panel received a verbal update by the Executive Member for Health and Housing on local strategic health issues.

He explained to the Panel that the Clinical Commissioning Group (CCG) has set up a project team which consists of the Head of Planning for CCG, and GP from Brook Lane Surgery and Councillor Bayford. The main purpose of the project team is to look at ways in which to use the Fareham Community Hospital to greater affect. One of the areas they will be looking at is the feasibility of providing a minor injuries unit to take the pressure off of Queen Alexandra hospital who had another black alert last week and had to close the A&E department for a time.

Another area the project team will be looking at is Mental Health. Councillor Bayford informed the Panel that he had recently attended a seminar in Winchester where a lot of concern had been expressed regarding the lack of support for mental health suffers, and this is something that the CCG wish to improve upon.

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

7. REVIEW OF HOMELESSNESS

The Panel considered a report by the Director of Community on a Review of Homelessness.

The report was present by the Housing Options Manager, who outlined the changes to the homelessness service over the past 12 months, this included reviewing the Homelessness and Housing Options Strategy, a restructure of the Housing Options Team (including a new temporary post of Tenancy Support Officer), the Launch of Fare-Lets (the Council's own letting agency), and the challenges for the homelessness team for the next 12 months.

The Panel were informed that the main issue that has repeatedly come up over the past year has been that of rough sleeping, which is currently being examined in more detail by the Member/Officer Working Group. The Panel were also informed that at the next meeting the working group they will be agreeing on the issues they will be taking forward and will start to look into the options they have for tackling these issues.

Councillor Steadman expressed concern over the proposed changes to 101 Gosport Road, and how that may impact upon the service that Fareham can deliver. The Housing Options Manager explained that the changes are as a result of the financial challenges facing Hampshire County Council and that Fareham Borough Council, but to work with HCC in order to minimise the impact to the Hostel.

Members also asked questions regarding the proposed housing company which will be set up by FBC, Eastleigh Borough Council EBC, Radian Housing and First Wessex. Councillor Knight requested that a report come to the Panel to update Members on the proposal. Members requested that a copy of the report that previously went to the Executive outlining the proposals for the housing company be resent to all of them. The Director of Community addressed the Panel to state that he would resend the requested report to all members of the Panel, and suggested that a presentation be added to the work programme outlining the principals to the scheme.

It was AGREED that the Panel notes the content of the report.

8. WELFARE REFORM UPDATE

The Panel considered a report by the Director of Community which provided an update to the Welfare Reform.

The report outlined the changes to the welfare system since April 2013 and how this is impacting upon residents in the Borough. The report looked at the Social Sector Size Criteria, the Benefits Cap, Local Support for Council Tax and Universal Credit.

Members enquired as to whether there have been staffing cuts due to the changes to the welfare reform, and if so how has this impacted upon the service being delivered to customers. The Head of Housing, Revenue and Benefits confirmed that there had been no changes to staff, and as a result of the recent Vanguard intervention a much better service is now being provided to the customer. The only change is that due to the change is the service the revenue staff are now taking on more recovery work.

The Panel were informed that as of the 1 October 2014 Fareham Borough Council lost its duty to investigate benefit fraud as the responsibility of this has now been transferred to the Department of Work and Pensions (DWP), and as such the Council's two Fraud Investigators have now been transferred to the DWP. However the Council still has a duty to investigate housing fraud and council tax support fraud, and so a new Fraud Investigator post has been recruited and should start on 1 December 2014.

It was also explained to the Panel that the Council Tax Support scheme has to be reviewed every year. A public consultation was carried out which received a good response, the majority of people who responded felt that the current scheme was fair. As a result it is proposed that the Council Tax Support Scheme stays the same for next year.

It was AGREED that the Panel notes the content of the report.

9. REVIEW OF THE WORK PROGRAMME

The Panel considered a report by the Director of Community on the Panel's Work Programme 2014/15.

The Director of Community suggested that the presentation on the Local Housing Company be added to the March meeting.

It was AGREED that, subject to the inclusion of the presentation on the Local Housing Company, that the Work Programme 2014/15 as set out in Appendix A to the report be approved.

(The meeting started at 6.00 pm
and ended at 7.47 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 18 November 2014

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton,
M J Ford, JP, N R Gregory, T J Howard, L Keeble,
Mrs K Mandry, D J Norris and Mrs S Pankhurst



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 16 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning an in-house Licensing Training Session for members, which had been arranged for Tuesday 20 January 2015. The training session would be conducted by Peter Savill and would be from 3.30pm to 5.30pm.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Committee received a deputation from Mr Paul Rogerson on Review of Hackney Carriage Fares (minute 7 below refers).

RESOLVED that Mr Rogerson be thanked for his deputation.

MATTER SUBMITTED FOR CONFIRMATION

6. REVIEW OF POLLING DISTRICTS AND POLLING PLACES

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

RECOMMENDED that:-

- (a) the further comments made on the review of polling districts and polling places as a result of the consultation on the draft scheme, as shown in Appendix A to the report, be noted;
- (b) the proposed change to the polling place for Fareham East District 2 as detailed in Appendix A to the report be rejected and the polling place remain as Harrison Road School (voting: 10 for, 1 against, 1 abstention);
- (c) subject to (b) above, the proposed final scheme, as shown in Appendix B to the report, be adopted for the next four years.

DECISIONS UNDER DELEGATED POWERS

7. REVIEW OF HACKNEY CARRIAGE FARES

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

The Committee considered a report by the Director of Community on an application from the hackney carriage trade for an increase in fares.

Copies of the existing Tariff Card were circulated to those present.

It was noted that a revised Appendix C to the report had been circulated prior to the meeting and published on the Council's website and copies were made available to those present who required them.

RESOLVED that:-

- (a) the Head of Environmental Health be requested to seek legal clarification concerning the requirement to display all charges on the tariff card and the situation concerning charges for using debit and credit card payments;
- (b) further consideration of the matter be deferred until the next meeting of the Committee, on 20 January 2015.

8. SPENDING PLANS 2015-16

The Committee considered a report by the Director of Finance and Resources on Spending Plans for 2015-16.

RESOLVED that:-

- (a) the revised budget for 2014/15 as shown in Appendix B to the report be approved;
- (b) no reduction be made to the proposed fee for Home (Domestic) Animal Boarding Establishment Licences;
- (c) further to (b) above, whilst retaining the initial application fee of £115, a subsequent renewal fee of £75 be introduced for Home (Domestic) Animal Boarding Establishment Licences (voting: 5 for, 4 against);
- (d) subject to (c) above, the fees and charges for 2015/16 as shown in Appendix A to the report be approved; and
- (e) the base budget for 2015/16 as shown in Appendix B to the report be approved.

9. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

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 training session on 20 January 2015 (minute 3 above refers) be added to the work programme;
- (c) 'Review of Hackney Carriage Fares' be added to the work programme for 20 January 2015 (minute 7 above refers);
- (d) 'Environmental Health Partnership Update' be added to the work programme for 20 January 2015;
- (e) 'Review of Implementation of IER' be moved from 20 January 2015 to 17 March 2015; and
- (f) subject to (b), (c), (d) 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 7.27pm).

FAREHAM

BOROUGH COUNCIL

Report to Council

Date **11 December 2014**

Report of: **Director of Community**

Subject: **Local Council Tax Support Scheme 2015/16**

SUMMARY

This report sets out a recommended local Council Tax Support scheme for adoption by the Council. The scheme will operate from 1 April 2015.

RECOMMENDATIONS

That the Council approves:

- (a) the Council Tax Support scheme, as recommended by the Executive at the meeting of 1 December 2014; and
- (b) that delegated authority is given to the Director of Community to make any necessary minor amendments and to publish the final scheme prior to 1 April 2015.

PROPOSED COUNCIL TAX SUPPORT SCHEME 2015/16

1. At its meeting of 1 December 2014, the Executive considered (as part of the Draft Spending Plans 15/16) a draft local Council Tax Support scheme for the forthcoming financial year. The relevant part of the Executive report can be seen at [Appendix A](#) and Full Council are asked to consider and adopt the scheme which will be implemented from 1 April 2015.
2. The Executive supported a scheme that provides the same level of assistance and protections as in the previously agreed Council Tax Support Scheme (with some increases in the components of the calculation to allow for rises in the cost of living in line with the Government's annual increases to other welfare benefits).
3. The most vulnerable customers will continue to be protected from any changes in support. These customers are those who are in receipt of the Enhanced Disability Premium and Severe Disability Premium.
4. The Executive also supported the on-going protection for customers in receipt of War Pensions and War Widows Pensions by continuing with the existing scheme of disregarding the income from these pensions when calculating entitlement.
5. A key principle of the existing scheme of support is a measure whereby all adults in the household contribute towards the Council services they receive. The Executive agreed to retain this principle in the scheme for the forthcoming financial year.
6. The remaining working age customers will continue to receive support based on 80% of their Council Tax liability, also capped at a Band C liability for those living in properties in Bands D and above.
7. The local Hardship Fund arrangements as approved by the Executive at their meeting of 15 April 2013 will remain in place.
8. To support the Government's desire to incentivise work, the Executive agreed to retain the extended-payments provisions, treatment of child care costs and earned-income disregards that currently exist.
9. A detailed summary of the proposed scheme is set out in detail at [Appendix B](#).

RISK ASSESSMENT

10. The risk considerations are as set out in the Executive report "[Draft Spending Plans 2015/16](#)".

CONCLUSION

11. The decision requested in this report should enable the Council to contain the cost of the proposed scheme within the available resources and takes into account the feedback from the consultation exercise carried out. Additionally it will ensure that the Council fulfils its responsibility under the Local Government Finance Act 2012 in relation to local Council Tax Reduction Schemes.

Enquiries:

For further information on this report please contact Caroline Holmes. (Ext 4645)

Executive Briefing Paper – “2015/16 Draft Spending Plans” Appendix F

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

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

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

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

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

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

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

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

FAREHAM

BOROUGH COUNCIL

Council Tax Support Scheme Policy Summary 2015/16

(S13A and Schedule 1a of the Local Government Finance Act 1992)

Forward

This document summarises Fareham Borough Council's Council Tax Support Scheme for the financial year 1 April 2015 to 31 March 2016.

The Scheme

Pensioners

It is a legislative requirement that those of Pension Age continue to receive support by way of a Council Tax Support Scheme on the same terms as would have applied under the old Council Tax Benefit scheme. This scheme therefore continues to adopt the provisions as previously set out in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended and Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amended) Regulations 2013.

The legislation sets out the definition of pensioner for the purposes of the scheme. Those not defined as pensioners are by default defined as working age.

Any figures set out in this part of the scheme will be subject to an annual review by the government and that they will be set each year by order of the Secretary of State.

The extent of provision of those of Pension Age is a matter for Central Government with one exception. Local Authorities are free to extend the provisions set out in Section 1 Schedule 5 Paragraph 1 to the extent that they disregard any of those War Pensions in full. Fareham Borough Council has always disregarded those war pensions in full under the old Council Tax Benefit scheme and will continue to do so under the Council Tax Support scheme.

Working Age

All the features set out in section 2 of this scheme are features that are determined by Fareham Borough Council.

There is a legal requirement that Fareham Borough Council establishes a Council Tax Support Scheme for those of working age and adheres to the requirements set out in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended and the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amended) Regulations 2013 that apply to those of working age.

The Council Tax Support Scheme for Pensioners (persons who have reached the age at which Pension Credit can be claimed)

The Government has created three classes and the Council will decide which class each applicant is in. The class will determine the level of Council Tax Support that can be provided:

Class A

To obtain support the person must:

- a. have attained the qualifying age for state pension credit;
- b. not be somebody with a partner of working age in receipt of income support, income-based jobseeker's allowance or income-based employment and support allowance;
- c. be liable to pay council tax in respect of a dwelling in which they are resident;
- d. not have capital savings above £16,000;
- e. must have their assessed income less than or equal to the set living allowances (applicable amounts) set by Central Government; and
- f. have made a valid application for support

The class also includes persons who have successfully claimed Pension Credit Guarantee.

Class B

To obtain support the person must:

- a. have attained the qualifying age for state pension credit;
- b. not be somebody with a partner of working age in receipt of income support, income-based jobseeker's allowance or income-based employment and support allowance;
- c. be liable to pay council tax in respect of a dwelling in which they are resident;
- d. not have capital savings above £16,000;
- e. have made a valid application for support; and
- f. have assessed income above the set living allowances (applicable amounts) set by Central Government

Class C

To obtain support the person must:

- a. have attained the qualifying age for state pension credit;
- b. not be somebody with a partner of working age in receipt of income support, income-based jobseeker's allowance or income-based employment and support allowance;
- c. be liable to pay council tax in respect of a dwelling in which they are resident;
- d. made a valid application for support;
- e. be somebody who has at least one second adult living with them who is not his/ her partner, not somebody who pays rent, and who is on a prescribed low wage and/or prescribed benefit, as set out by Central Government.

The Council Tax Support Scheme for Working Age persons

The Council has decided that there will be two classes and will decide which class each applicant is in. The class will determine the level of Council Tax Support that can be provided:

Class D

To obtain support the individual (or their partner) must:

- a. have not attained the qualifying age for state pension credit; or
- b. have attained the qualifying age for state pension credit if they, and his partner, is a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance.
- c. be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- d. not have capital savings above £16,000;
- e. be a person whose *income* is **less** than their living allowances (*applicable amount*) or the claimant or partner is in receipt of Income Support, Jobseekers allowance (income based) or Employment and Support Allowance (income related); and
- f. have made a valid claim for support.

Class E

To obtain support the individual (or their partner) must:

- a. have not attained the qualifying age for state pension credit;
- b. be liable to pay Council Tax in respect of a dwelling in which they are solely or mainly resident;
- c. be somebody in respect of whom a maximum council tax support amount can be calculated;
- d. not have capital savings above £16,000;
- e. be a person whose *income* is **more** than their living allowances (*applicable amount*);
- f. have made a valid claim for support;

What Council Tax Support will be payable to a working age person?

If a person matches the criteria in Class D, including that their *income* is less than their living allowances (*applicable amounts*) that person qualifies for 80% reduction on their council tax liability, (less any non dependant deductions). This 80% maximum support will also be capped to a Band C property. This also applies if a person is in receipt of income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance.

If a person matches the criteria in Class E, it will mean the person's *income* is greater than their living allowances (*applicable amount*). Twenty per cent of the difference between the two will be subtracted from the maximum council tax liability allowed. The Council has decided that for 2014/15, the maximum council tax liability will be 80% of council tax the person is liable to pay (less any non dependant deductions) and this 80%

support will also be capped to a Band C property.

Will any working age persons be protected?

Yes, if a claimant or their partner receives a Severe Disability Premium or an Enhanced Disability Premium within either their Council Tax Support, Income Support, income-based Jobseekers Allowance or income-related Employment and Support Allowance or is in receipt of a war disablement pension, a war widow's pension or war widower's pension, or Armed Forces Independence Payment their support will be based on a maximum council tax liability of 100% of council tax the person is liable to pay (less any non dependant deductions). There is no restriction on the amount of support given if the property's council tax band is above a Band C.

How Council Tax Support works

Who can claim?

If you have to pay Council Tax, you may be able to get Council Tax Support (CTS).

You can only get support if you have a right to reside and are habitually resident in the United Kingdom (UK). If you have entered the UK within the 2 years before your claim for benefit, we will ask you about this.

People given refugee status, humanitarian protection or exceptional leave to remain in the UK will continue to be eligible for support.

Council Tax Support is not normally available for students. The exceptions are:

- vulnerable students, such as disabled students and lone parents;
- part-time students; and
- couples where one partner is not a student.

How to claim

Claims for Council Tax Support can be made in person at the Civic Officer or by telephone.

All claims will need to be supported by evidence of your circumstances and this will need to be provided to us. If you are claiming Housing Benefit as well as Council Tax Support, we will provide you with a joint claim form

If you are married and your husband or wife normally lives with you, or if you live with someone as though you are a married couple, or are civil partners, only one of you can make the claim for Council Tax Support. You may choose who is to make the claim, or if you cannot agree who is to claim, the Council will nominate one of you to be the claimant.

How long does it take to decide a claim for Council Tax Support?

We will deal with a claim for Council Tax Support as soon as possible after receiving all the information that we need to work out the entitlement.

Start of Council Tax Support

If you become liable for the Council Tax for the first time, for example if you move to a new address or reach the age of 18 or stop being a registered student, you should claim either in advance (you may claim up to 13 weeks before you expect to become liable), or in the week that your liability starts. You then get support from the day you start being liable for Council Tax. If you claim later than this, your support starts on the Monday after the day you claim.

If you are already paying the Council Tax and become entitled to support because you have less money or your applicable amount changes, you also start getting support on the Monday after you claim.

We may be able to pay Council Tax Support from an earlier date if there has been a good reason why you delayed making your claim. The maximum time we can go back is 6 months from the date your claim for backdating was actually made. You must show there was 'good cause' for not making an earlier claim throughout the whole of any period you want backdated up to the date your claim for backdating was made.

End of Council Tax Support

If you stop being liable for Council Tax, for example if you move away from an address or become exempt,

your Council Tax Support stops on the day you stop being liable. If you no longer qualify for Council Tax Support because, for example, your income increases, your Council Tax Support will be stopped from the beginning of the next week.

How much Council Tax Support can be awarded?

Maximum Council Tax Support depends on:

- Whether you are in the Pension Age scheme (attained the qualifying age for state pension credit) or are in the Working Age scheme;
- How much council tax you have to pay; and
- Who you live with.

What Council Tax Support will be payable to Pension Age persons?

If a person matches the criteria in Class A they will qualify for 100% reduction on their council tax liability, (net of any council tax discounts, such as single person discount), adjusted down for any non-dependant deductions. This also applies if a person is in receipt of State Pension Credit (guarantee credit element) from the Department for Work and Pensions (Pensions Service)

If a person matches the criteria in Class B then twenty per cent of the difference between their income and living allowance (see 'calculating your needs' below) will be subtracted from the individual's council tax liability (net of any council tax discounts, such as single person discount), adjusted down for any non-dependant deductions

Council Tax Support for person in Class C may be awarded in respect of a second adult sharing the household who would normally be expected to contribute towards the council tax bill, but who cannot afford to do so, based on their low income or on prescribed benefits. This reduction will be awarded at 100%, 25%, 15% or 7.5% of the council tax liability, depending on individual circumstances

What Council Tax Support will be payable to a working age person?

Unless the person falls into one of the protected groups, the maximum Council Tax Support that can be paid for working age persons is 80% of the council tax the person is liable to pay (less any non-dependant deductions). This 80% support is capped so that it does not exceed the equivalent for a Band C property.

If a person matches the criteria in Class D they will qualify for maximum Council Tax Support (less any non-dependant deductions).

If a person matches the criteria in Class E, then twenty per cent of the difference between their income and living allowance (see 'calculating your needs' below) will be subtracted from the maximum Council Tax Support.

Calculating your needs (living allowance or applicable amount)

Your needs are known as your living allowance or applicable amount and this is an amount that is set each year. For the Pension Age scheme this is set and approved by Parliament. For the Working Age scheme this is set by the Council. Your applicable amount takes into account the size of your family, your age and extra needs you may have. It is made up of personal allowances and premiums. Premiums are included if you have a family, or disability, or a disabled child.

Calculating your income

Your overall income is made up of all the money you and your partner (if you have one) have coming in from earnings, social security benefits, maintenance payments, pensions and other sources. Depending on the type of income, it may be completely or partially ignored in the calculation of your Council Tax Support or taken

fully into account.

Calculating your capital

Your capital includes savings and investments held by yourself and your partner (if you have one) in any form (for example, bank and building society accounts, investment trusts, and shares) from any source (for example, inheritance, redundancy payments, and irregular payments from a charitable or voluntary source). It will normally also include the net sale value of land and housing that you do not occupy, after deducting 10% for expenses of sale.

Capital for Pension Age

The first £10,000 of capital is not counted. Capital over £10,000 up to £16,000 will be taken into account at £1 a week for each £500 (or part of £500) of capital over £10,000. Actual interest payments or dividends are not counted as income but as capital.

For customers who receive the Guarantee Credit of Pension Credit there is no upper limit on the capital you can have.

If you have capital over £16,000, you may still be entitled to Second Adult Rebate, as your income and savings are not taken into account. However, the actual income received from the second adult's capital will be taken into account.

Capital for Working Age

The first £6,000 of capital is not counted. Capital over £6,000 up to £16,000 will be taken into account at £1 a week for each £250 (or part of £250) of capital over £6,000

Non-dependants

Non-dependants are people like grown-up sons or daughters and elderly relatives. If you have non-dependants living with you, your Council Tax Support may be reduced. There are four levels of reduction that may apply. If the non-dependant is not working or working less than 16 hours a week, the lowest deduction will apply. If the non-dependant is doing paid work for 16 hours or more a week, the level of deduction will depend on the non-dependant's gross income.

The following people do not count as non-dependants, whether they share accommodation or not:

- carers employed by a charity that charges for the service;
- joint tenants;
- subtenants;
- boarders;
- tenants of owner occupiers; and
- landlords and their partners.

A deduction will not be made from your Council Tax Support if:

- the non-dependants' normal home is somewhere else; or
- you, or your partner, are registered blind or treated as blind; or
- you, or your partner, are receiving the care component of Disability Living Allowance or Attendance Allowance in respect of yourself or your partner; or
- you, or your partner, are receiving the daily living component of Personal Independence Payment
- you, or your partner are receiving an Armed Forces Independence Payment

How Council Tax Support is paid

If you are liable to pay the Council Tax, we will normally send you a Council Tax bill from which your Council Tax Support has already been deducted. You will then have to pay only the reduced amount. This means that you will not actually receive any money, but your Council Tax bills will be reduced.

If you disagree with the amount of Council Tax Support you have been awarded you will need to write to us stating the reasons. We have two months to reply to you. If we agree with your appeal then the Council Tax Support will be amended and you will receive another Council Tax bill showing the revised amount.

If we do not agree with your appeal or you do not receive a response within two months, you may appeal to the Valuation Tribunal. This is an independent tribunal who will hear your case (either in person or in writing). If the Valuation Tribunal agrees with you they will instruct us to amend your Council Tax Support accordingly.

Changes of circumstances

You must notify us immediately if there is a change in anything that might affect your right to or the amount of Council Tax Support you receive.

This will include:

- where you live; or
- who you live with; or
- your income, savings and investments; or if you stop getting Pension Credit, Income Support, income-based Jobseeker's Allowance or Employment and Support Allowance; or
- you have a change in your Income Support or Employment and Support Allowance which means you no longer receive the Severe or Enhanced Disability Premium amounts as part of your income; or
- if you get a job; or
- if you or your partner go into hospital; or
- if there is any other change in your circumstances which might affect your right to Council Tax Support

Counter Fraud and Compliance

In order to protect the finances of the Council and also in the interests of all council taxpayers, we will undertake such actions as allowed by law to;

- a. Prevent and detect fraudulent claims and actions in respect of Council Tax Support;
- b. Carry out investigations fairly, professionally and in accordance with the law; and
- c. Ensure that sanctions are applied in appropriate cases

FAREHAM

BOROUGH COUNCIL

Report to Council

Date **11 December 2014**

Report of: **Chief Executive Officer**

Subject: **PAY AND GRADING REVIEW**

SUMMARY

This report proposes changes to the Pay and Grading Structure of Fareham Borough Council. It includes proposals to amend the senior management pay structure from three grades to four grades to provide a more proportionate reflection of responsibility levels. It also includes proposals for a combined pay award for employees covering the two year period between 1 April 2014 and 31 March 2016.

RECOMMENDATIONS

That the Council approves:

- a) the pay award for mainstream employees, as detailed in paragraphs 17 to 19 of this report;
- b) the pay award for senior management employees, as detailed in paragraphs 20 to 23 of this report;
- c) that the senior management pay structure is amended from three grades to four grades, as set out in Appendix 2 to the report;
- d) that the updated Pay Policy statement for 2015/16, as set out in Appendix 3 to the report be agreed; and
- e) that the costs of the pay awards be funded from the savings accrued through the implementation of the Vanguard Method.

INTRODUCTION

1. The purpose of this report is to set out the results of an independent review of the Council's Pay and Grading Structure and to propose a pay award covering the 2014/15 and 2015/16 financial years.

BACKGROUND

2. Earlier this year, the Executive Leader asked the Chief Executive Officer to undertake a review of the Council's Pay and Grading Structure. This was in the light of a number of changing circumstances. For example :-
 - There had been a 14% reduction in the headcount of the Council's workforce since the recession began in 2008, but no reduction in service provision. The commitment of Council employees to continue to deliver high quality services throughout a period of a major recession deserved recognition;
 - There had been no inflationary increase to public sector salaries in 2010, 2011 and 2012 due to the impact of the recession;
 - As a result of this ongoing freeze on pay levels, the gap between the national minimum wage and the lowest point of the Council's pay structure had been completely eroded;
 - The differential pay gap between Senior Management and the rest of the workforce had also been eroded because, in some years, whilst mainstream employees received a pay award, Senior Managers did not;
 - Over the last 18 months the Council has been experiencing problems in recruiting to professional vacancies in areas such as Planning, Building Control and Environmental Health. There has been a shortage of such technical skills in the marketplace and the Council's employment package needs to be competitive to attract good quality candidates; and
 - There had been significant changes to the management structure in 2014 which resulted in new responsibilities for a number of posts at Director and Head of Service level. Senior posts therefore needed to be reviewed using the Council's job evaluation scheme.
3. As a result, the Chief Executive Officer (in his role as Head of Paid Service) commissioned an independent review of the Council's Pay and Grading Structure, including a job evaluation of senior management posts.

INDEPENDENT REVIEW

4. The independent review was carried out by Mr Steve Vale, an external Human Resources specialist. He has assisted many public sector bodies in assessing the competitiveness of their remuneration packages against the market, and is fully conversant with the problems of combining market data with the results of job evaluation to create pay structures which are fair in terms of both internal relativities and external comparisons, whilst at the same time supporting

recruitment, retention and workforce development initiatives.

5. Fareham Borough Council's pay structure has three distinct elements:-
 - (i) The Chief Executive Officer
 - (ii) Directors and Heads of Service (i.e. senior management)
 - (iii) All other employees (i.e. mainstream)
6. The consultant was asked to review the competitiveness of the salary structure for senior management and mainstream employees. (The Chief Executive Officer's pay is not included as part of this pay award). He was also asked to undertake a job evaluation exercise on all senior management posts in the light of changed responsibilities following a management restructure in early 2014.

RESULTS

7. A benchmarking exercise was undertaken to understand how Fareham Borough Council's salary levels looked when compared to median salary levels for District Councils in the South East region (i.e. in Kent, East Sussex, West Sussex, Surrey, Hampshire, Oxfordshire and Buckinghamshire). Salaries in Unitary and County Councils were not included as they were not considered comparable with those for District Councils. Although their pay levels can often be higher, it needs to be recognised that County and Unitary Councils will be recruiting from the same pool of candidates as District Councils.
8. In terms of mainstream employees the benchmarking exercise suggests that a general increase of 4% in pay rates would be required to achieve alignment with the local government pay market for the South East. (Appendix 4)
9. The benchmarking exercise on senior management (i.e. Directors and Heads of Service) also demonstrated that pay ranges were well below regional median values, to the extent that they were in the lower quartile. (Appendix 5).
10. The Chief Executive Officer has received the result of the confidential job evaluation exercise on senior management posts. The exercise recognised the change in responsibilities for some senior posts and the resultant job sizes are contained in confidential Appendix 6. The review concluded that the current three grade structure for senior management should be changed to a four grade structure which would be much more logical in ensuring that grades are a proportionate reflection of relative responsibility levels.

PROPOSED PAY AWARD

11. It is important to recognise that the Council's Pay and Grading structure is based on a nationally recognised job evaluation scheme which is used to determine the points score of each job. Once each job has been evaluated it is assigned a pay grade. These pay grades are carefully constructed to ensure that the differential between jobs is fair, transparent and appropriate.
12. It is essential to the overall integrity of the Pay and Grading Structure that these differentials are maintained.

13. Therefore, giving a fixed lump sum rather than a percentage increase on their salary would not work. The result would be that the value of the lower grades would rise by a higher percentage than those above. The differential between grades would be eroded and eventually merge.
14. It is also important to recognise that the implementation of a national pay award (negotiated for all Councils), whatever the figure might be, has no impact on the relativity of Fareham Borough Council's pay levels to median regional pay levels. In order to align our pay levels with the other Councils, there is a need for Fareham to "catch up" by making a step change to the Pay and Grading Structure.
15. Finally, it should be noted that the proposals detailed below cover a two year period, not a single year, as is the norm. This is to take account of the national pay negotiations which currently cover a two year period.
16. With this in mind, it is proposed that the following pay awards are made to cover the two year period from 1st April 2014 to 31st March 2016:-

Mainstream Employees

17. Mainstream employees are contractually entitled to receive the national pay settlement which is proposed to cover a two year period, resulting in an average rise of 2.2% plus a one off lump sum, from 1st January 2015.
18. The lump sum is a non-consolidated payment negotiated at national level. The figure will vary, with lower graded posts receiving a lump sum of £325 and those on a higher grade receiving £100.
19. Then, in order to align Fareham Borough Council's pay with regional pay levels, it is proposed that all mainstream pay-scales would be increased by a further 4% from 1st April 2015. The figures are shown in Appendix 1. As well as making the Council's employment package more competitive, (and just below the median for the South East), this would re-establish a gap between the national minimum wage and the lowest point of the Council's pay structure.

Senior Management

20. Senior Management employees, not including the Chief Executive Officer, fall under a different national negotiating structure to mainstream employees.
21. The national offer, as at 21 November 2014, is for a 1% increase back-dated to 1st April 2014 (i.e. not 2.2% over two years, as with mainstream employees). The Trade Unions have indicated that they would wish to re-open negotiations. This would not conclude until after agreement is reached on the mainstream pay and may take some time to finalise. Given that the Council has budgeted for a 1% pay award the Council would implement this pay award as a local agreement.
22. Then, in order to align senior management pay with regional pay levels, it is proposed that senior managers would transfer to the new pay scales shown in Appendix 2 from 1st April 2015. They would be assimilated to a pay scale similar to their current salary plus an average uplift of 3.9%. It should be noted that, as a result of this rise, Fareham Borough Council would take itself out of any national negotiations for 2015.

23. Whilst senior management would generally be receiving a lower percentage pay rise than mainstream employees, they would benefit from changes to the increased 'range' of pay and the longer term opportunities for progression.

PAY POLICY

24. Fareham Borough Council's Pay Policy for the whole organisation is presented for approval by the Council on an annual basis and is linked to the Medium Term Financial Strategy. If the proposals set out in this report are approved then the Pay Policy will need to be amended to reflect the new figures. (Appendix 3).

FINANCIAL IMPLICATIONS

25. The Council's budgets already include a sum for the annual inflationary pay award based on national negotiations to pay for the increase in 2014/15.
26. An additional sum of £370,000 would be required to fund the proposed local award in 2015/16.
27. It is proposed that this additional sum is funded from the savings that the Council is making through the implementation of the Vanguard Method. This new way of working has already produced annual savings of £168,000, as reported to the Executive in October 2014.
28. Since then, further savings have been identified as a result of Vanguard interventions. A restructure of the Building Services team will provide savings of £88,000 per annum, whilst a restructure of the Parking team will provide £75,000 per annum. Plans are currently being formulated for a restructure of the Benefits team which should generate at least £50,000 in savings.
29. The combined total of savings accrued from the implementation of the Vanguard method therefore stands at £381,000 per annum, with more to follow.
30. To date, there have been two redundancies as a result of these restructures.

RISK ASSESSMENT

31. There are a number of risk considerations that need to be taken into account in relation to this report. These include the potential loss of skilled and experienced personnel and/or the ability of the Council to attract high calibre employees in the future should its pay package be seen as uncompetitive.
32. There is also a risk to the integrity of the Council's existing pay structure if the lower grades continue to be adjusted in line with the national minimum wage without adjusting all grades above to maintain a suitable differential between job sizes.

CONCLUSION

33. This report proposes changes to the Pay and Grading Structure of Fareham Borough Council. It includes proposals to amend the senior management pay structure from three grades to four grades to provide a more proportionate reflection of responsibility levels. It also includes proposals for a combined pay award for employees covering the two year period between 1 April 2014 and 31 March 2016.

Enquiries:

For further information on this report please contact Sarah Robinson. (Ext 4564)

Appendices:-

- **Appendix 1 – Mainstream pay grades – adjusted**
- **Appendix 2 – Senior management pay grades – adjusted**
- **Appendix 3 – Pay Policy statement 2015/16**
- **Appendix 4 – Consultant report on Pay and Grading Issues / mainstream posts**
- **Appendix 5 – Consultant report on Pay and Grading Issues /senior management**
- **Appendix 6 (Confidential) – Job sizing for Senior Management Posts**

| Spinal column point | | | From 1 April 2013 | From 1 January 2015 | From 1 April 2015 | Spinal column point | JE points range |
|---------------------|---|----|-------------------|---------------------|-------------------|---------------------|-----------------|
| 46 | | 11 | 47316 | 48357 | 50291 | 46 | |
| 45 | | | 46273 | 47291 | 49183 | 45 | |
| 44 | | | 45255 | 46251 | 48101 | 44 | |
| 43 | | | 44262 | 45236 | 47045 | 43 | |
| 42 | | 10 | 43282 | 44234 | 46004 | 42 | LG11 700+ |
| 41 | | | 42755 | 43696 | 45443 | 41 | |
| 40 | | | 41715 | 42633 | 44338 | 40 | |
| 39 | | | 40698 | 41593 | 43257 | 39 | |
| 38 | | 9 | 39690 | 40563 | 42186 | 38 | LG10 622 – 699 |
| 37 | | | 38736 | 39588 | 41172 | 37 | |
| 36 | | | 37698 | 38527 | 40068 | 36 | |
| 35 | | | 36696 | 37503 | 39003 | 35 | |
| 34 | | 8 | 35710 | 36496 | 37955 | 34 | LG9 586 – 621 |
| 33 | | | 34753 | 35518 | 36938 | 33 | |
| 32 | | | 33738 | 34480 | 35859 | 32 | |
| 31 | | | 32761 | 33482 | 34821 | 31 | |
| 30 | | 7 | 31804 | 32504 | 33804 | 30 | LG8 543 – 585 |
| 29 | | | 30883 | 31562 | 32825 | 29 | |
| 28 | | | 29981 | 30641 | 31866 | 28 | |
| 27 | | | 29103 | 29743 | 30933 | 27 | |
| 26 | | 6 | 28253 | 28875 | 30030 | 26 | LG7 497 – 542 |
| 25 | | | 27438 | 28042 | 29163 | 25 | |
| 24 | | | 26639 | 27225 | 28314 | 24 | |
| 23 | | | 25863 | 26432 | 27489 | 23 | |
| 22 | | 5 | 25109 | 25661 | 26688 | 22 | LG6 430 – 496 |
| 21 | | | 24380 | 24916 | 25913 | 21 | |
| 20 | | | 23610 | 24129 | 25095 | 20 | |
| 19 | | | 22864 | 23367 | 24302 | 19 | |
| 18 | | 4 | 22146 | 22633 | 23539 | 18 | LG5 386 – 429 |
| 17 | | | 21449 | 21921 | 22798 | 17 | |
| 16 | | | 20722 | 21178 | 22025 | 16 | |
| 15 | | | 20022 | 20462 | 21281 | 15 | |
| 14 | | 3 | 19347 | 19773 | 20564 | 14 | LG4 338 – 385 |
| 13 | | | 18687 | 19098 | 19862 | 13 | |
| 12 | | | 18061 | 18458 | 19197 | 12 | |
| 11 | | | 17452 | 17836 | 18549 | 11 | |
| 10 | | 2 | 16858 | 17229 | 17918 | 10 | LG3 280 – 337 |
| 9 | | | 16295 | 16653 | 17320 | 9 | |
| 8 | | | 15702 | 16047 | 16689 | 8 | |
| 7 | | | 15135 | 15468 | 16087 | 7 | |
| 6 | | 1 | 14621 | 14946 | 15544 | 6 | LG2 246 – 279 |
| 5 | | | 14091 | 14441 | 15019 | 5 | |
| 4 | | | 13551 | 14101 | 14665 | 4 | |
| 3 | 1 | | 13031 | 13871 | 14426 | 3 | |
| 2 | | | 12629 | 13715 | 14264 | 2 | |
| 1 | | | 12380 | 13500 | 14040 | 1 | |

| Spinal Column Point | | | From 1 April 2013 | From 1 April 2014 |
|---------------------|-------|-------|-------------------|-------------------|
| 5 | | DIR | 80080 | 80881 |
| 4 | | | 78226 | 79008 |
| 3 | | | 76384 | 77148 |
| 2 | | | 74536 | 75281 |
| 1 | | | 72688 | 73415 |
| 5 | | SMG 2 | 59203 | 59795 |
| 4 | | | 57682 | 58259 |
| 3 | | | 56012 | 56572 |
| 2 | | | 54332 | 54875 |
| 1 | | | 52672 | 53199 |
| 5 | SMG 3 | | 54332 | 54875 |
| 4 | | | 52672 | 53199 |
| 3 | | | 50998 | 51508 |
| 2 | | | 49541 | 50036 |
| 1 | | | 48131 | 48612 |

| Spinal Column Point | | | From 1 April 2015 |
|---------------------|------|-------|-------------------|
| 5 | | DIR | 88015 |
| 4 | | | 84934 |
| 3 | | | 81961 |
| 2 | | | 79092 |
| 1 | | | 76632 |
| 5 | | SMG 1 | 76632 |
| 4 | | | 74458 |
| 3 | | | 72296 |
| 2 | | | 69851 |
| 1 | | | 67489 |
| 5 | | SMG 2 | 67489 |
| 4 | | | 65127 |
| 3 | | | 62848 |
| 2 | | | 60648 |
| 1 | | | 58526 |
| 5 | SMG3 | | 58526 |
| 4 | | | 56477 |
| 3 | | | 54500 |
| 2 | | | 52593 |
| 1 | | | 50752 |

FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT FINANCIAL YEAR 2015 - 16

1. Purpose

The purpose of this Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2015-16, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

2. Definitions

For the purpose of this Pay Statement the following definitions apply:

2.1 “Pay” in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.

2.2 “Chief Officers” refers to the following roles within the Council:

Statutory Chief Officers are:

- a) Chief Executive Officer, as Head of Paid Service
- b) Director of Environmental Services, as Monitoring Officer
- c) Director of Finance & Resources, as Section 151 Officer

Non Statutory Chief Officers are:

- d) Director of Planning & Development
- e) Director of Community

Deputy Chief Officers are:

- f) Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

2.3 “Lowest paid employees” refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.

2.4 “Employee who is not a Chief Officer” refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

3. Pay Framework and remuneration levels

3.1 General approach

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Head of Personnel and ICT and endorsed by the Chief Executive Officer.

3.2 Responsibility for decisions on pay structures.

The outcome of reviews into the local pay and grading structures covering all jobs are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established in 2008 having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Relevant labour market and comparative remuneration data was considered. This was reviewed in 2013.

3.3 Pay scales and grading framework

The mainstream pay structure for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme and consists of a pay spine of 46 points, comprising 11 grades containing 5 spinal column points with grade1 being the lowest and grade11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role.

The Chief Executive's pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for Chief Officers and Heads of Service was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay

grade for Chief Officers and three pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2015 is appended to this Statement (at annex 1).

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied.

If there is an occasion where to do so would distort the local pay structures alternative proposals are developed, discussed with the trade unions and brought to Elected Members for formal approval.

4. Remuneration – level and element

4.1 Salaries

4.1.1 “Chief Officers” are identified at 2.2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £108,000 to £125,000.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £76,632 to £88,015.

4.1.2 “Deputy Chief Officers” who are Heads of Service are all paid within the Council's pay structures as follows:

- c) Heads of Service will be paid a salary within grades ranges £50,752 to £76,632.

Typically these Chief Officers and Heads of Service have received the same percentage pay award as for all other employees.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

4.2 “Lowest paid employees”

Each lowest paid employee will be paid a salary within the pay scales for Grade1 mindful of the need to meet the National Minimum Wage requirements.

A very detailed review of pay and grading was undertaken on this topic along with other parts of the grading structure and the review and recommendations were reported to Full Council in December 2014.

4.3 Bonuses and Performance related pay

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Head of Personnel and Development.

4.4 Other pay elements

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

4.5 Charges, fees or allowances

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Heads of Service, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Head of Democratic Services and the Head of Corporate Services as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972. This scale is published on the Council's website.

The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

4.6 Benefits in kind

There are no benefits in kind payable to any employee of the Council.

4.7 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There will be no increases or enhancement to pension entitlements.

4.8 Severance payments

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension membership and on awarding additional pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

4.9 New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with Personnel Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the mean average earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The mean average pay has been calculated on all taxable earnings for the financial year 2013-14, including base salary, allowances, etc.

| | |
|--|----------|
| Highest paid employee | £112,250 |
| Mean average earnings for remainder of workforce | £23,840 |
| Ratio | 4.71 |

**Fareham Borough Council
Local Pay Scales as at 01/04/2015**

Chief Executive

| Spinal Column Point | | Annual |
|---------------------|---|---------|
| 5 | 1 | 125,000 |
| 4 | | 120,750 |
| 3 | | 116,500 |
| 2 | | 112,250 |
| 1 | | 108,000 |

Directors (Grade & Salary scale)

| Spinal Column Point | | Annual |
|---------------------|---|--------|
| 5 | 1 | 88,015 |
| 4 | | 84,934 |
| 3 | | 81,961 |
| 2 | | 79,092 |
| 1 | | 76,632 |

Senior Management (Grades & Salary scales)

| Spinal Column Point | | | Annual |
|---------------------|---|---|--------|
| 5 | | 1 | 76,632 |
| 4 | | | 74,458 |
| 3 | | | 72,296 |
| 2 | | | 69,851 |
| 1 | | | 67,489 |
| 5 | | 2 | 67,489 |
| 4 | | | 65,127 |
| 3 | | | 62,848 |
| 2 | | | 60,648 |
| 1 | | | 58,526 |
| 5 | 3 | | 58,526 |
| 4 | | | 56,477 |
| 3 | | | 54,500 |
| 2 | | | 52,593 |
| 1 | | | 50,752 |

Mainstream (Grades and Salary scales)

| Spinal column point | | | From 1 April 2015 | Spinal column point | JE points range |
|---------------------|--|----|-------------------|---------------------|-----------------|
| 46 | | 11 | 50291 | 46 | |
| 45 | | | 49183 | 45 | |
| 44 | | | 48101 | 44 | |
| 43 | | | 47045 | 43 | |
| 42 | | 10 | 46004 | 42 | LG11 700+ |
| 41 | | | 45443 | 41 | |
| 40 | | | 44338 | 40 | |
| 39 | | | 43257 | 39 | LG10 622 – 699 |
| 38 | | 9 | 42186 | 38 | |
| 37 | | | 41172 | 37 | |
| 36 | | | 40068 | 36 | |
| 35 | | 8 | 39003 | 35 | LG9 586 – 621 |
| 34 | | | 37955 | 34 | |
| 33 | | | 36938 | 33 | |
| 32 | | | 35859 | 32 | LG8 543 – 585 |
| 31 | | 7 | 34821 | 31 | |
| 30 | | | 33804 | 30 | |
| 29 | | | 32825 | 29 | |
| 28 | | 6 | 31866 | 28 | |
| 27 | | | 30933 | 27 | |
| 26 | | | 30030 | 26 | LG6 430 – 496 |
| 25 | | 5 | 29163 | 25 | |
| 24 | | | 28314 | 24 | |
| 23 | | | 27489 | 23 | |
| 22 | | 4 | 26688 | 22 | LG5 386 – 429 |
| 21 | | | 25913 | 21 | |
| 20 | | | 25095 | 20 | LG4 338 – 385 |
| 19 | | 3 | 24302 | 19 | |
| 18 | | | 23539 | 18 | |
| 17 | | | 22798 | 17 | LG3 280 – 337 |
| 16 | | 2 | 22025 | 16 | |
| 15 | | | 21281 | 15 | |
| 14 | | | 20564 | 14 | |
| 13 | | | 19862 | 13 | LG2 246 – 279 |
| 12 | | 1 | 19197 | 12 | |
| 11 | | | 18549 | 11 | |
| 10 | | | 17918 | 10 | |
| 9 | | 1 | 17320 | 9 | |
| 8 | | | 16689 | 8 | |
| 7 | | | 16087 | 7 | |
| 6 | | | 15544 | 6 | |
| 5 | | 1 | 15019 | 5 | |
| 4 | | | 14665 | 4 | |
| 3 | | | 14426 | 3 | |
| 2 | | | 14264 | 2 | |
| 1 | | | 14040 | 1 | |



Pay and grading issues – mainstream posts

Report by Steve Vale, HR Consultant

1. Earlier this year, Fareham Borough Council commissioned a review of its pay and grading structure. This reports looks at the outcomes of a pay benchmarking exercise for “Mainstream” posts.
2. A separate report on *Restructuring at senior level – pay and grading implications* looks at the relationship of pay levels for senior posts at Fareham Borough Council with those in District Councils elsewhere in the South East region, as well as dealing with changes to the grading of individual posts, following the restructuring. It recommends some changes to pay levels at Director and Head of Service level, to secure alignment to market norms in the local authority sector.
3. There are also some issues for mainstream posts which need to be considered alongside the proposed changes at senior level. These are:
 - A. Ensuring that overall level of mainstream pay also aligns with market norms in the local authority sector – as the economy strengthens, the Council is already experiencing recruitment and retention difficulties throughout the organisation;
 - B. The relationship of pay levels in the lowest grade with legal requirements under the National Minimum Wage (NMW) and with the lowest pay rates in the national (NJC) pay scales for local government employees.
4. These issues are dealt with in turn below.

Issues relating to the overall level of mainstream pay levels

5. One of the reasons for reviewing the Senior Manager salaries was a concern that, as the economy recovers, the Council could encounter recruitment and retention difficulties which would be damaging to service quality. On this basis, it needed to ensure that pay levels were aligned with regional norms (i.e. are in line with the median pay rate for comparable jobs in other local authorities in the South East Region).
6. The same concern could obviously apply at lower levels in the organisation. To counter the risk of recruitment and retention problems at this mainstream level the

Council also needs to undertake a check on how its salaries compare generally with other District councils in the South East Region.

7. With regard to the pitch of salaries in comparison to other Districts in the South East, an overall picture of pay levels elsewhere in the region must be established. Unlike senior salary information (which is legally required to be available on Council websites), very comprehensive “like for like” salary information about mainstream posts is not easily accessible or readily available.
8. However, Databases like Epaycheck, to which the Council already subscribes, provide a reasonable quality and quantity of sample data which can be used with confidence to give a good indication of the market norm for comparable posts.
9. This data does not include the impact of the national (NJC) local government pay award for 2014 and 2015, as at the time it was collected the award had not been agreed, nor was there any indication of what the award was likely to be.
10. There are a number of Councils in the South East who determine their own pay awards locally. Given the date at which the data was collected it does not include any 2014 increase paid by these Councils. It is also reasonable to expect that the local pay awards paid by such Councils will at least match any national pay award.
11. There is also a small amount of private sector data e.g. refuse loaders. Therefore the Council should also take some account of the wider jobs market, the overall position on pay levels and demand for employees will have an impact on the Council’s ability to recruit and retain. Unemployment is falling at the moment, vacancies are increasing and the predicted level of pay settlements in the private sector in the coming months indicates median increase of around 2.5%.
12. The Council will implement the national pay award in January 2015. The long term impact of this on salaries (excluding the non-consolidated elements of the national award) will be to increase all Fareham salaries by at least 2.2%, with higher increases for the lowest paid staff.
13. However, since many other Councils will also make pay awards of at least 2.2% at the same time as Fareham, the relationship between the levels of Fareham salaries and levels elsewhere will not change as a result of the pay award – the 2.2% pay award will apply to both sides of the comparison of Fareham pay rates with those elsewhere.
14. Accordingly, the outcomes of benchmarking based on pre-2014/15 increase data will by and large remain valid.
15. There are some areas where the Council is already experiencing retention and recruitment problems and a list of posts where problems have recently been encountered is set out below:
 - Senior Enforcement Planner
 - Principal Planner

Civil Enforcement Officer
Personnel Assistant
Area Team HCC Manager
Planner and Compliance Officer
PR and Marketing Officer
Principal Environmental Health Officer

16. The sample of posts where an Epaycheck comparison is possible has been determined by the following criteria:
- Comparisons with Councils in the south-east region only;
 - Reasonable certainty of approximate “like for like” comparison;
 - Comparisons where there is data from at least three comparators in addition to Fareham.

The Epaycheck data has been extracted by Council staff, but I have undertaken the analysis and drawn the various conclusions from the data.

17. On this basis, the list of posts where sample comparisons is:

Auditor
Technical Officer (Building Control)
Principal Building Control Surveyor
Customer Service Advisor
Customer Service Team Leader
Democratic Services Assistant
Democratic Services Officer
Personnel Assistant
Civil Enforcement Officer
Planning Officer
Principal Planning Officer
Revenues Officer
HGV Driver
Refuse Loader

18. It will be seen that there is a degree of overlap between the above list and that in paragraph 15.
19. Annex A sets out the result of comparing the Fareham pay levels for the sample posts with the medians derived from Epaycheck data.
20. For the purposes of establishing the comparison between Fareham pay rates and the median pay rates in the comparators, it is suggested that closest attention is paid to the comparison of maximum pay levels. This is because of the fact that, in making decisions about whether to seek employment elsewhere, employees tend to compare their current maximums with the maximum salary for comparable jobs elsewhere.
21. It will be seen that, on average, the maximum pay levels for mainstream posts at Fareham are 4.6% below the median maximum pay levels for equivalent posts

elsewhere in the South East. As has been noted above, the impact of the 2014/15 pay awards will not change this position.

22. Thus, the result of the benchmarking comparison with pay rates elsewhere (making allowances for the fact that, at the margin, some of comparator data may include a few 2014 pay awards) suggests that an increase of 4% in pay rates would be needed to achieve closer general alignment with the local government pay market for the South East.

Pay levels in the lowest grade and their relationship with the National Minimum Wage (NMW) and with the lowest pay rates in the national (NJC) pay scales for local government employees

23. The adult NMW increased to £6.50 per hour from 1st October 2014, this is equivalent to an annual salary of £12,506 for a 37-hour week. Since Fareham's lowest rate of pay at that date was £12,380, it has been increased on a temporary basis to align with the NMW.
24. The agreed national (NJC) pay award in January 2015, will ensure that the lowest rate at Fareham would be nearly £1,000 per annum higher than the NMW.
25. If the Council then applies a further 4% increase to all SCPs from 1st April 2015, the lowest rate of pay at Fareham would be £14,040. This would be well ahead of the lowest national rate of pay, which will still be at £13,500, and more than £1,500 ahead of the NMW.

Steve Vale

November 2014

E-PAY CHECK COMPARISONS

1. ANALYSIS BASED ON SCALE MIMINUMS

| JOB TITLE | MEDIAN | FAREHAM | % above or below comparator median MIN | |
|--------------------------------------|----------|----------|---|---|
| | MIN | MIN | | |
| AUDITOR | £ 25,252 | £ 25,109 | 0.57% | ☹ |
| TECHNICAL OFFICER (BLDG CNTRL) | £ 19,519 | £ 18,687 | 4.45% | ☹ |
| PRINCIPAL BUIDING CONTROL SVR | £ 39,417 | £ 35,710 | 10.38% | ☹ |
| CUSTOMER SERVICE ADVISOR | £ 17,181 | £ 18,687 | 8.06% | ☺ |
| CUSTOMER SERVICE TEAM LDR | £ 22,961 | £ 22,146 | 3.68% | ☹ |
| DEMOCRATIC SERVICES ASST | £ 18,645 | £ 16,295 | 14.42% | ☹ |
| DEMOCRATIC SERVICES OFFICER | £ 25,076 | £ 25,109 | 0.13% | ☺ |
| PERSONNEL ASSISTANT | £ 18,387 | £ 16,295 | 12.84% | ☹ |
| CIVIL ENFORCEMENT OFFICER | £ 16,040 | £ 18,687 | 14.16% | ☺ |
| PLANNING OFFICER | £ 24,480 | £ 25,109 | 2.51% | ☺ |
| PRINCIPAL PLANNING OFFICER | £ 36,094 | £ 39,690 | 9.06% | ☺ |
| REVENUES OFFICER | £ 20,069 | £ 16,295 | 23.16% | ☹ |
| HGV DRIVER | £ 17,846 | £ 18,687 | 4.50% | ☺ |
| REFUSE LOADER | £ 15,530 | £ 14,091 | 10.21% | ☹ |
| | | | | |
| AVERAGE (below comparator median) | | | 2.95% | ☹ |

2. ANALYSIS BASED ON SCALE MAXIMUMS

| JOB TITLE | MEDIAN | FAREHAM | % above or below comparator median MAX | |
|-----------------------------------|----------|----------|--|---|
| | MAX | MAX | | |
| AUDITOR | £ 29,532 | £ 28,253 | 4.53% | ☹ |
| TECHNICAL OFFICER (BLDG CNTRL) | £ 23,117 | £ 21,449 | 7.78% | ☹ |
| PRINCIPAL BUILDING CONTROL SVR | £ 42,918 | £ 39,690 | 8.13% | ☹ |
| CUSTOMER SERVICE ADVISOR | £ 19,566 | £ 21,449 | 8.78% | ☺ |
| CUSTOMER SERVICE TEAM LDR | £ 25,965 | £ 25,109 | 3.41% | ☹ |
| DEMOCRATIC SERVICES ASST | £ 20,526 | £ 18,687 | 9.84% | ☹ |
| DEMOCRATIC SERVICES OFFICER | £ 29,190 | £ 28,253 | 3.32% | ☹ |
| PERSONNEL ASSISTANT | £ 21,734 | £ 21,449 | 1.33% | ☹ |
| CIVIL ENFORCEMENT OFFICER | £ 19,817 | £ 21,449 | 7.61% | ☺ |
| PLANNING OFFICER | £ 31,405 | £ 26,539 | 18.33% | ☹ |
| PRINCIPAL PLANNING OFFICER | £ 41,919 | £ 43,282 | 3.15% | ☺ |
| REVENUES OFFICER | £ 23,271 | £ 18,687 | 24.53% | ☹ |
| HGV DRIVER | £ 20,337 | £ 21,449 | 5.19% | ☺ |
| REFUSE LOADER | £ 17,498 | £ 16,295 | 7.38% | ☹ |
| | | | | |
| AVERAGE (below comparator median) | | | 4.56% | ☹ |



Restructuring at senior level – pay and grading implications

Report by Steve Vale, HR Consultant

Background

1. Earlier this year, Fareham Borough Council made changes to its senior management structure, which has resulted in changed responsibilities and portfolios for a number of posts at Director and Head of Service level.
2. Because the Council uses a job evaluation (JE) system to determine the grading and pay of posts at this level (which I designed and helped to implement in 2008), these changes in responsibilities will have implications for the levels at which the jobs concerned are evaluated, and could therefore have implications for their correct grading within the current structure.
3. In addition, following on from the restructuring, certain Head of Service roles have been given enhanced corporate functions, which, in terms of responsibility level, means that they sit somewhere between the current Heads of Service and the current Directors. These roles have both Head of Service responsibilities and a significant element of over-arching strategic input to the running of the Council.
4. It is also important that, at the current stage, the Council ensures that the pay levels of its senior managers align with market norms in the local authority sector. Given the challenges the Council currently faces, avoiding unnecessary turnover at senior level will be important, so that the Council needs to avoid the risk that a high proportion of managers leave because remuneration for comparable roles elsewhere is more attractive. (It has recently undertaken a review of its Chief Executive's remuneration to address this risk).
5. Benchmarking senior management salaries is particularly important, given:
 - The growth in responsibilities at Director level and in a number of Heads of Service posts referred to later in this report;
 - The importance of continuity in senior management at a time when the Council has a number of key projects in progress, so that the risk of turnover as a result of the current remuneration packages being below market rates need to be minimised;
 - Indications that the labour market in the local authority sector is beginning to tighten again as the national economy picks up.
6. This report:
 - Looks at the current relationship between the Council's senior management remuneration and that in other District Councils in the south east of England, through a benchmarking analysis;

- Sets out changes to JE scores of senior posts as a result of changes to the Councils structure*, and considers the implications of these outcomes for the current grading structure and the grading of individual posts; and
- Suggests a new pay and grading structure takes account of the benchmarking analysis and of the implications of the structural changes, which is designed to ensure that the Council's remuneration at this level remain fair and competitive in terms of both relative internal responsibilities and in comparison to pay levels in other District Councils elsewhere in the south east of England.

* Details of the rationale for the changes and the re-evaluations of the posts concerned are set out in a separate confidential report which has been sent to the Council's Chief Executive

Benchmarking

7. The approach taken in benchmarking the Chief Executive's salary was to seek to achieve alignment with median salary levels elsewhere in the ***south east region (i.e. in Kent, East Sussex, West Sussex, Surrey, Hampshire, Oxfordshire and Buckinghamshire)***. This approach was supported by the policy statements in the Council's statutory pay policy, pursuant to the Localism Act 2011.
8. It therefore makes sense to take a similar approach to benchmarking in relation to senior managers' (Directors and Heads of Service) salary levels.
9. Current benchmarking data from across the region has been assembled from a number of sources, including Epaycheck and the transparency data on Council websites. As a result it includes data from virtually every District Council across the region (salaries in Unitary and County Councils are not comparable with those for Districts although it should be recognised that all types of councils will be recruiting from the same pool of candidates).

10. Directors

The table below sets out data on Directors pay in District Councils across the south-east region :

| | <i>Lower end of pay scale</i> | <i>Top of pay scale</i> |
|------------------------------|--------------------------------------|--------------------------------|
| <i>Minimum</i> | £ 61,200 | £ 70,000 |
| <i>Lower quartile</i> | £ 74,450 | £ 82,229 |
| <i>Average</i> | £ 78,295 | £ 88,038 |
| <i>Median</i> | £ 77,434 | £ 86,714 |
| <i>Upper Quartile</i> | £ 81,053 | £ 94,000 |
| <i>Maximum</i> | £ 103,383 | £ 112,695 |
| | | |
| Fareham | £ 72,688 | £ 80,080 |

11. The table shows that the current Director pay range at Fareham is well below regional median values, to the extent that it is also below lower quartile values.

12. Heads of Service

The table below sets out data on the pay levels for **all** Heads of Service/ 3rd tier posts in District Councils across the south-east region (i.e. in Kent, East Sussex, West Sussex, Surrey, Hampshire, Oxfordshire and Buckinghamshire).

| | <i>Lower end of pay scale</i> | <i>Top of pay scale</i> |
|-----------------------|-------------------------------|-------------------------|
| Minimum | £ 44,736 | £ 46,259 |
| Lower quartile | £ 54,660 | £ 62,506 |
| Average | £ 58,709 | £ 67,454 |
| Median | £ 57,433 | £ 66,996 |
| Upper Quartile | £ 64,000 | £ 73,327 |
| Maximum | £ 75,900 | £ 84,462 |
| | | |
| Fareham | £ 48,131 | £ 59,203 |

13. The table shows that the current Head of Service pay ranges at Fareham are also well below regional median values, to the extent that they are below lower quartile values.
14. However, it needs to be borne in mind that organisational and pay structures vary between one Council and another at Head of Service level much more markedly than at Director level. In broad terms, a distinction can be between:
- Those Councils who use a single pay scale of all Head of Service posts; and
 - Those, like Fareham, who have more than one grade (usually 2) at Head of Service level.
15. The former normally have smaller numbers of Heads of Service (perhaps only 3 or 4), with broad service portfolios, and the latter usually have larger numbers, with service portfolios of different dimensions (thus the requirement for differential pay and grading levels).
16. It is more logical for Fareham to benchmark itself against the latter group. The table below therefore sets out data on the pay levels for Heads of Service/ 3rd tier posts in the upper grade for such in District Councils across the south-east region which have more than one Head of Service grade.

| | <i>Lower end of pay scale</i> | <i>Top of pay scale</i> |
|-----------------------|-------------------------------|-------------------------|
| Minimum | £ 56,040 | £ 62,000 |
| Lower quartile | £ 60,000 | £ 64,404 |
| Average | £ 61,781 | £ 67,892 |
| Median | £ 62,864 | £ 66,492 |
| Upper Quartile | £ 64,179 | £ 71,255 |
| Maximum | £ 65,330 | £ 76,430 |
| | | |
| Fareham | £ 52,672 | £ 59,203 |

17. It will be seen that this comparison makes little difference to the nature of the relationship between Fareham's remuneration levels and the median and lower quartiles for the region, but it does suggest that Fareham pay levels are not so far below the upper quartile and the maximum.
18. The table below sets out data on the pay levels for Heads of Service/ 3rd tier posts in the lower or lowest grade for such in District Councils across the south-east region who have more than one Head of Service grade.

| | <i>Lower end of pay scale</i> | <i>Top of pay scale</i> |
|-----------------------|-------------------------------|-------------------------|
| Minimum | £ 51,732 | £ 56,000 |
| Lower quartile | £ 54,623 | £ 58,352 |
| Average | £ 55,023 | £ 60,504 |
| Median | £ 54,770 | £ 61,136 |
| Upper Quartile | £ 55,571 | £ 62,654 |
| Maximum | £ 58,177 | £ 64,070 |
| | | |
| Fareham | £ 48,131 | £ 54,332 |

19. This table shows that the pay rates in the lower Head of Service grade at Fareham are well below regional benchmarks, and that, in fact, pay for posts at this level is probably the lowest in the region.
20. The outcomes of benchmarking show clearly that there is a need to consider increases in senior manager remuneration to give a better alignment with regional norms and to address the risk that managers will leave because remuneration for comparable roles elsewhere is more attractive.
21. The Council has budgeted to pay a 1% pay award to its senior managers with effect from April 2014 in line with the national pay policy but at the time of writing, this is not currently agreed by

the Joint National Council (JNC) for Chief Officers. But this will not have only any impact on how its remuneration compares with other Councils. There is therefore a need for revised pay scales which will bring pay levels closer to the regional medians for comparable senior management roles.

22. The precise nature of the revised scales will need to take account of the outcomes of the senior management restructuring as well as the results of benchmarking exercise, and the results of the former are therefore summarised in the next section of this report.
23. In addition, any new pay scales will need to take account of changes proposed to the mainstream pay scales (these are set out in a separate report), and to ensure that existing differentials between the highest paid mainstream posts and its senior managers are maintained, so that the higher responsibility levels of the latter continue to be reflected properly.

The revised JE outcomes for the current grading structure and the implications for future grading of posts are set out in Confidential Appendix 6

24. The revised JE rank order which results from the changes to the senior management structure is set out in Confidential Appendix 6.
25. The new rank order shows a different distribution of scores to that seen in previous rank orders, in that posts score across the whole spectrum from 720 to 1425 points, rather than the previous pattern, where they were in two clusters (one at c. 700 to c.1000 points and other at c.1300 to 1400 points).
26. The current points-to grades arrangement gives a three-grade structure:

Senior Manager Grade 2: up to 900 points
 Senior Manager Grade 1: 901 – 1250 points
 Director: More than 1250 points

27. But this is difficult to sustain this arrangement in relation to the new structure, as retaining it would imply that either the Head of Service posts which now score above 1250 points would have to be graded the same as the Directors, which would be unworkable in practice, or there would need to be an adjustment so that they would be in the same grade as posts scoring just 915 points, which would be unfair, and fail to recognise their significantly higher responsibilities. (It would be very unusual for the bandwidth in any JE-based grading structure to place jobs scoring more than 300 points apart into the same grade.)
28. On this basis, a four grade structure would be much more logical in ensuring that grades are a proportionate reflection of relative responsibility levels. The following structure is based on equal point ranges, in line with normal practice for setting points-to-grades ranges for JE schemes:

| | |
|------------------------|-----------------------|
| Senior Manager Grade 3 | up to 920 points |
| Senior Manager Grade 2 | 921 to 1120 points |
| Senior Manager Grade 1 | 1121 to 1320 points |
| Director | more than 1320 points |

29. If this structure is applied to the anticipated JE scores, the grading outcomes would apply to individual posts and these are shown in Confidential Appendix 6.

Pay scales for the new four-grade structure

30. The current Director and Senior Manager scales consist of 5 spinal column points. There is a two- point overlap between the pay ranges for the current two Senior Manager grades. There is no overlap between the upper Senior Manager scale and the Director scale.

31. However, the new 4-grade structure at senior level gives an opportunity to create a more logical grading structure, which parallels the relationships between grades in other parts of the Fareham grading ladder, so that all 4 grades have 5 increments and overlap with the grades above and below them to some extent.

32. In practice, this would mean that the new Senior Manager Grade 1 would overlap with both the Senior Manager Grade 2 at the lower end and the Director Grade at the upper end.

33. In setting pay levels in this new 4 –grade structure, the Council needs to:

- Take account of the results of benchmarking, by seeking to align the maximum of new Fareham pay scales with the regional median maximums for the most populous grades of (a) Director and (b) Senior Manager Grade 2,
- Ensure that there are appropriate differential between senior manager and mainstream pay scales – see paragraph 34, below; and
- Consider the size of incremental steps within the grades – it would be logical to use incremental steps similar to those used in the current Chief Executive pay scale, i.e. 3.5%.

34. With regard to differentials, the Council has always recognised that there is a step-change in responsibility level between mainstream and senior management posts: thus the use of a separate job evaluation system and separate pay and grading structure at senior levels. When the current pay structure was introduced just over 5 years ago, this step change was recognised in the pay levels which then applied. The differential between the maximum pay point of the highest of the GLPC grades and the maximum pay point of the lowest senior manager grade was around £8,000, so that any new pay scales should seek to preserve the same measure of differential.

35. The suggested pay scales below take account of all the criteria in paragraph 33:

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

Document is Restricted

