

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 **FRIDAY, 20 FEBRUARY 2015**, commencing at **5.00 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 - 6)

To confirm as a correct record the minutes of the Council Meeting held on 10 February 2015.

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, 2 February 2015 of Executive (Pages 7 - 14)

(2) Schedule of Individual Executive Member Decisions and Officer Delegated Decisions (Pages 15 - 16)

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 22 January 2015.

(1) Minutes of meeting Thursday, 22 January 2015 of Scrutiny Board (Pages 17 - 20)

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 Monday, 24 November 2014 of Audit and Governance Committee (Pages 21 - 24)

- (2) Minutes of meeting Monday, 9 February 2015 of Audit and Governance Committee (Pages 25 - 28)

Note : the following recommendation is to be determined:

Minute 7 – Review of the Constitution

RESOLVED that the Committee:-

- (a) agrees with the proposal to set up a Member and Officer Working Group to assist with the review and update of the Council's Constitution before consideration by the Scrutiny Board and the Executive and approval by Council;
 - (b) recommends to Council that a Member Officer Working Group be established and that the Group Leaders be requested to nominate members to the group; and
 - (c) also suggests that the following members be nominated for the working group; Councillors T G Knight, L Keeble and P J Davies.
- (3) Minutes of meeting Tuesday, 6 January 2015 of Planning and Development Policy Development and Review Panel (Pages 29 - 32)
- (4) Minutes of meeting Thursday, 8 January 2015 of Streetscene Policy Development and Review Panel (Pages 33 - 38)
- (5) Minutes of meeting Wednesday, 14 January 2015 of Leisure and Community Policy Development and Review Panel (Pages 39 - 44)
- (6) Minutes of meeting Thursday, 15 January 2015 of Health and Housing Policy Development and Review Panel (Pages 45 - 50)
- (7) Minutes of meeting Tuesday, 20 January 2015 of Licensing and Regulatory Affairs Committee (Pages 51 - 54)

Note : the following recommendation is to be determined:

Minute 7 that the amended base budget for 2015/16 be agreed and recommended to Council for approval.

- (8) Minutes of meeting Wednesday, 28 January 2015 of Planning Committee (Pages 55 - 64)

Note : the following recommendation is to be determined:

Minute 6: that the Committee recommends the amended base budget for

2015/16 to Council for approval

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.

15. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16

(1) Suspension of Standing Order 19.4

To consider suspending the provisions of Standing Order 19.4 to allow the Executive Leader of the Council to speak on the matters referred to in items (2) and (3) below for longer than five minutes and the spokesman for the Opposition Group to speak for not more than ten minutes.

(2) Report to Executive - 2 February 2015 (Pages 65 - 74)

The minutes of the meeting of the Executive held on 2 February 2015, presented to Council at its meeting on 20 February 2015 at item 11(1), contained recommendations on the revenue budget and the level of council tax for 2015/16. If members accept the Executive's recommendations, formal approval will be sought of the following matters:-

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

(Note: A copy of the report to the Executive is included in this agenda pack)

(3) Council Tax 2015/16

Having made the necessary calculations in relation to its own budget, the Council must proceed to set the council tax for 2015/16 taking account of the amounts in precepts issued to the Council by Hampshire County Council, the Police & Crime Commissioner and Hampshire Fire Authority. Those precepts will not be issued before the publication of this agenda and will therefore be reported at the meeting.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, there will be a recorded vote on the budget

decision.

(Note: a schedule will be circulated at the meeting showing the formal calculations the Council must make, incorporating any figures recommended by the Executive. Members will also be advised of the wording of the formal resolution they must adopt to set the Council Tax for 2015/16, taking account of the requisite calculations and the precepts of Hampshire County Council, the Police & Crime Commissioner and Hampshire Fire Authority.)

16. Housing Revenue Account Spending Plans including the Capital Programme for 2015/16 (Pages 75 - 88)

The minutes of the meeting of the Executive held on 2 February 2015, presented to Council at its meeting on 20 February 2015 at item 11(2), contained recommendations on the Housing Revenue Account Spending Plans including the Capital Programme for 2015/16. If members accept the Executive's recommendations, formal approval will be sought of the following matters:-

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

(A copy of the report to the Executive is included in this agenda pack)

17. Proposed Changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme (Pages 89 - 102)

A report by the Monitoring Officer.

18. 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 23 February 2015.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

12 February 2015

**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: Tuesday, 10 February 2015

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, 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 L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, JP, C J Wood and S D T Woodward



1. PRAYERS

The meeting opened with prayers led by the Mayor's Chaplain, Pastor Brian Rogers from Hill Park Baptist Church.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs M Ellerton and J M Englefield.

3. MINUTES

Upon the minutes being submitted for confirmation, Councillor T G Knight raised an objection to the use of the word "unanimously" in the fourth paragraph of page 6 of the minutes as he had intended to abstain for the vote on recommendation (c) of item 12. He therefore requested a vote on the accuracy of the minutes.

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 21 January 2015, 23 members voting in favour and 5 members voting against the accuracy of the minutes.

4. MAYOR'S ANNOUNCEMENTS

The Mayor welcomed members of the public to the meeting of the Council and thanked Councillors for assembling for this additional meeting.

The Mayor then asked the Head of Democratic Services to explain the process to be followed for the meeting.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

There were no Executive Members' announcements made at this meeting.

7. DECLARATIONS OF INTEREST

Councillor Miss S Bell declared a non-pecuniary interest for item 9 – Development Sites and Policies Plan Proposed Modifications DMM19, as she is a Trustee on Portchester Parish Hall Board and is appointed as a Council representative.

Councillor N J Walker declared a non-pecuniary interest for item 9 – Development Sites and Policies Plan Proposed Modifications DMM19, as he is a Trustee on Portchester Parish Hall Board.

Councillor D J Norris declared a non-pecuniary interest for item 9 – Development Sites and Policies Plan Proposed Modifications DMM19, as he is a Trustee on Portchester Parish Hall Board and is appointed as a Council representative.

8. DEPUTATIONS

The Council received a deputation from Jean Cornish in relation to item 9 - Development Sites and Policies Plan Proposed Modifications.

9. DEVELOPMENT SITES AND POLICIES PLAN PROPOSED MODIFICATIONS

The comments of the deputation were taken into account during the consideration of this item (see minute 8 above).

Councillor T M Cartwright proposed that the provisions of Standing Order 19.4 be suspended to allow the Executive Leader and the Executive Member for Planning and Development to speak on this item for longer than five minutes and the Spokesman for the opposition group speak for not more than ten minutes; and further that Standing Order 19.5 be suspended to allow the Executive Leader and the Executive Member for Planning and Development to speak more than once in order to respond to points raised in debate.

Councillor P W Whittle, JP proposed an amendment to the motion to suspend the waiving of Standing Orders by limiting it to only one Executive Member, and to enable the Leader of the Opposition to also speak for an unlimited time or to limit the second Executive speaker to not more than ten minutes. Having been duly seconded and on being put to the vote, the amendment was declared LOST, 5 members voting in favour, 23 members voting against and 0 members abstaining.

Having been duly seconded, it was RESOLVED that the provisions of Standing Order 19.4 be suspended to allow the Executive Leader and the Executive Member for Planning and Development to speak on this item for longer than five minutes and the Spokesman for the opposition group speak for not more than ten minutes; and further that Standing Order 19.5 be suspended to allow the Executive Leader and the Executive Member for Planning and Development to speak more than once in order to respond to points raised in debate, 22 members voting in favour, 5 members voting against and 1 member abstaining.

It was proposed by Councillor S D T Woodward and seconded by Councillor K D Evans that the Council accepts the proposed modifications to the Development Sites and Policies Plan, as set out in Appendix B of the report.

In considering Main Modification 8 (DMM8), Councillor P J Davies proposed an amendment to insert an additional caveat at DSP7 “to ensure that it would not be a precedent for developers to develop private housing elsewhere in the countryside” (page 26 of Appendix B). Having been duly seconded and upon being put to the vote the amendment was declared LOST, 6 members voting in favour, 22 members voting against and 0 members abstaining.

In considering DMM8, Councillor P W Whittle, JP proposed 3 amendments: to add quantities of affordable housing provision to the opening paragraph of DMM8 (page 25 of Appendix B); to delete the 5th bullet point of paragraph 2 (page 26 of Appendix B); and to replace “sites outside the existing urban area boundaries” with “anywhere within the whole of the borough that are currently excluded could be reconsidered” at paragraph 2 (page 26 of Appendix B). Having been duly seconded and upon being put to the vote the amendment was declared LOST, 2 members voting in favour, 23 members voting against and 3 members abstaining.

In considering DMM8, Councillor C J Wood proposed an amendment to replace “minimise” with “avoid” at the 3rd bullet point of paragraph 2 (page 26 of Appendix B). Having been duly seconded and upon being put to the vote the amendment was declared LOST, 7 members voting in favour, 21 members voting against and 0 members abstaining.

Upon the proposed modifications contained within DMM8 being put to the vote, it was declared AGREED, 23 members voting in favour, 0 members voting against and 5 members abstaining.

In considering DMM9, Councillor Mrs K K Trott proposed a correctional amendment to the first sentence to replace the final comma with a semi-colon. Having been duly seconded and upon being put to the vote the amendment was declared CARRIED with no members voting against.

In considering DMM12, Councillor R H Price, JP proposed an amendment to add the clarification of “square metres” to the headings in the table and a footnote to clarify the inclusion of the Welborne figures. Having been duly seconded and upon being put to the vote the amendment was declared CARRIED with no members voting against.

In considering DMM21, Councillor P W Whittle, JP proposed an amendment to replace “by a developer” with “other evidence” on line 4 of paragraph 2 (page 34 of Appendix B). Having been duly seconded and upon being put to the vote the amendment was declared CARRIED with no members voting against.

In considering DMM22, Councillor T G Knight proposed a correctional amendment to the spelling of the Jolly Farmer pub at paragraph 2. Having been duly seconded and upon being put to the vote the amendment was declared CARRIED with no members voting against.

Councillor G Fazackarley left the meeting at 8:00pm.

In considering DMM25, Councillor R H Price, JP proposed an amendment to delete the 3rd bullet points relating to the “Corner of Station Road and A27, Portchester” (pages 38 and 39 of Appendix B). Having been duly seconded

and upon being put to the vote the amendment was declared LOST, 5 members voting in favour, 22 members voting against and 0 members abstaining.

In considering DMM25, Councillor R H Price, JP proposed a number of amendments to the H 20 site brief at Appendix B4: (page 54) to replace “3 stories in height” with “2 stories in height”; to delete the words “where possible”; (page 55) paragraph 3 to correct the reference of “Bridge Road” to “Station Road”; to correct the reference to “sewage line” to “fresh water pipe” and to add a reference that it runs through the south side of the site; at paragraph 4 to replace “15 units” with “no more than 5 units”; at paragraph 6 to delete the words “where possible”; and to add a paragraph at the end regarding car parking, specifying that there should be a minimum of one car parking space per unit. Having been duly seconded and upon being put to the vote the amendment was declared LOST, 5 members voting in favour, 22 members voting against and 0 members abstaining.

Upon the proposed modifications contained within DMM25 being put to the vote, it was declared AGREED, 22 members voting in favour, 5 members voting against and 0 members abstaining.

In considering DMM31, Councillor R H Price, JP proposed a correctional amendment to replace the date “1 April 206” with “1 April 2006”. Having been duly seconded and upon being put to the vote the amendment was declared CARRIED with no members voting against.

It was proposed by Councillor S D T Woodward and seconded by Councillor K D Evans that the recommendations contained within the report be approved by the Council.

Councillor R H Price, JP proposed an amendment to recommendations (b), (c) and (d) to add that any amendments made under delegated powers be notified to all members. Having been duly seconded and upon being put to the vote the amendment was declared CARRIED with no members voting against.

On being put to the meeting, recommendations (a), (b) as amended, (c) as amended, (d) as amended and (e) were declared CARRIED unanimously.

RESOLVED:

- (a) that the proposed Main Modifications and Minor Modifications to the Local Plan Part 2: Development Sites and Policies, as set out in Appendices B and C respectively, be published for a six-week representation period commencing on 16 February 2015 and concluding on 30 March 2015, together with a supplementary addendum to the Sustainability Appraisal and Habitats Regulation Assessment Reports, , subject to the following amendments agreed at the meeting:
 - i. the replacement of the final comma with a semi-colon in the first sentence at DMM9 of page 26 in Appendix B to the report;
 - ii. the insertion of a label of “square metres” into table 3 at DMM12 of page 29 in Appendix B to the report;

- iii. the replacement of “by a developer” with “other evidence” on line 4 of paragraph 2 at DMM21 of page 34 of Appendix B to the report;
 - iv. the correctional spelling of the “Jolly Farmer pub” in paragraph 2 at DMM22 of page 36 in Appendix B to the report; and
 - v. the correctional amendment to replace the date “1 April 206” with “1 April 2006” on line 4 of paragraph 1 at DMM31 of page 46 in Appendix B to the report.
- (b) that the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, be authorised to make any necessary minor amendments to the proposed Main and Minor Modifications to the Plan, prior to publication for representations, provided that these do not change the overall direction, shape or emphasis of the documents, and do not raise any significant new issues, and that all such amendments be notified to all Councillors;
- (c) that the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, be authorised, following the completion of the representation period, to submit the proposed Modifications to the Secretary of State together with copies of all representations received, along with a request under section 20(7C) of the Planning and Compulsory Purchase Act 2004 (as amended) for the Inspector to recommend to the Council, Modifications to the Plan that would make it sound, and that this be notified to all Councillors;
- (d) that the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, be authorised to make any necessary minor amendments to the proposed Main and Minor Modifications to the Plan, prior to submission to the Inspector, provided that these do not change the overall direction, shape or emphasis of the documents, and do not raise any significant new issues, and that all such amendments be notified to all Councillors; and
- (e) that the proposed Modifications to the Local Plan Part 2: Development Sites and Policies Plan, be endorsed as interim guidance to be afforded due weight in the determination of planning applications.

(The meeting started at 6.00 pm
and ended at 8.55 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 2 February 2015

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:

Mrs S M Bayford, Chairman of Streetscene Policy Development and Review Panel
Miss S M Bell, Chairman of Leisure and Community Policy Development and Review
Panel
Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review
Panel
M J Ford, JP, Chairman of Appeals Committee
A Mandry, Chairman of Planning and Development Policy Development and Review
Panel
Mrs K Mandry, Chairman of Public Protection Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
Mrs K K Trott, for item 7(2)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 5 January 2015 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations received at this meeting.

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

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

RESOLVED that:-

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

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

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

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

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

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

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

It was AGREED that the Executive be advised that:-

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

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

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

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

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

7(3) Scrutiny Board: 22 January 2015

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

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

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

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

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

7(4) Scrutiny Board: 22 January 2015

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

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

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

It was AGREED that:-

- (a) the Executive be advised that in, in the Board's view, the word 'unallocated' should be replaced with 'non-phased' when describing those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed, such as in paragraph 12 of page 29 of the report;
- (b) subject to (a) above, the report as shown in Appendix C be commended to the Executive.

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

8. HEALTH AND HOUSING

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

RESOLVED that the Executive agrees to:

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

RESOLVED that the Executive approves that:

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

9. LEISURE AND COMMUNITY

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

RESOLVED that the Executive:

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

10. PUBLIC PROTECTION

- (1) Traffic Management Programme

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

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

11. POLICY AND RESOURCES

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

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

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

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

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

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

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

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

(3) Insurance Services Tender

RESOLVED that the Executive:

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

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

RESOLVED that the Executive agrees:

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

(5) Quarterly Financial Monitoring Reports 2014/15

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

(6) Treasury Management Monitoring Report 2014/15

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

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

FAREHAM

BOROUGH COUNCIL

SCHEDULE OF EXECUTIVE MEMBER & OFFICER DELEGATED DECISIONS

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

Leisure and Community

- (1) **Community Fund Application – Fareham School of Gymnastics** (Decision 2014/15-587)

RESOLVED that the application for £4,969.60 from Fareham Borough Council's Community Funding Programme, submitted by Ken Dimmer, Head Coach of Fareham School of Gymnastics be approved.

- (2) **Community Fund Application – The Portchester Society** (Decision 2014/15-606)

RESOLVED that the application for £439 from Fareham Borough Council's Community Funding Programme, submitted by The Portchester Society to purchase a projector, be approved (subject to call-in due to end on 16 February 2015).

Health and Housing

- (3) **Award of Contract – Crofton Court Window Replacement** (Decision 2014/15-593)

RESOLVED that the tender submitted by Sovereign Group Ltd, being the most advantageous tender received, be accepted and a contract awarded in the sum of £55,555.

Public Protection

- (4) **Traffic Regulation Order – Proposed Waiting Restrictions – Fielder Drive, Fareham** (Decision 2014/15-604)

RESOLVED that the waiting restrictions as shown at Appendix A to the report, are introduced.

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 22 January 2015

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, A Mandry, Mrs S Pankhurst and P W Whittle, JP

Also Present: Councillor K D Evans, Executive Member for Planning and Development (minute 6); and Councillor Mrs K K Trott (minute 7).



1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor M J Ford, JP.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 20 November 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. PRESENTATION BY, AND QUESTIONING OF, THE EXECUTIVE MEMBER FOR PLANNING AND DEVELOPMENT

The Board received a presentation by the Executive Member for Planning and Development on the performance of services within the Planning and Development portfolio over approximately the last two years and on future plans. The presentation included details of services relating to Planning Strategy, Regeneration, Trees, Historic Environment, Environmental Sustainability, together with the Building Control Partnership and the Eastern Solent Coastal Partnership.

The Executive Member for Planning and Development and the Director of Planning and Development answered members' questions concerning the presentation.

It was AGREED that the Executive Member for Planning and Development be thanked for his presentation.

7. MOTION TO COUNCIL UNDER STANDING ORDER 15

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

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

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

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

It was AGREED that the Executive be advised that:-

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

8. HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2015/16

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

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

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

9. FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE BUDGET AND COUNCIL TAX 2015/16

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

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

It was AGREED that:-

- (a) the Executive be advised that, in the Board's view, the word 'unallocated' should be replaced with 'non-phased' when describing those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed, such as in paragraph 12 of page 29 of the report;
- (b) subject to (a) above, the report as shown in Appendix C be commended to the Executive.

10. PRELIMINARY OVERALL REVIEW OF THE SCRUTINY BOARD'S WORK PROGRAMME 2014/15 AND DRAFT PROGRAMME FOR 2015/16

The Board considered a report by the Director of Finance and Resources on its work programme for 2014/15 and a preliminary draft work programme for 2015/16.

It was AGREED that:-

- (a) the 2014/15 programme items as set out in Appendix A to the report be confirmed;
- (b) the progress on actions since the last meeting, as set out in Appendix C to the report be noted; and
- (c) the preliminary draft work programme for 2015/16, as shown in paragraphs 5 – 10 of the report, be noted.

11. EXECUTIVE BUSINESS

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

(The meeting started at 6.00 pm
and ended at 8.13 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Monday, 24 November 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor T G Knight (Chairman)

Councillor G Fazackarley (Vice-Chairman)

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

**Also
Present:**



1. APOLOGIES

There were no apologies of absence.

2. MINUTES

RESOLVED that the minutes of the Audit and Governance Committee held on 22 September 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that since the last meeting there has been one complaint regarding a suspect breach to the members' code of conduct, this is currently under investigation and further details will be reported to a later meeting of the Committee.

He also welcomed to the meeting Kate Handy and Martin Young from Ernst & Young (External Auditors) and Suzanne Smith and Pat Stothard from Mazars (internal Audit).

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

In accordance with the Standing Orders and the Council's Code of Conduct, Councillor P W Whittle, JP declared a non-pecuniary interest for minute 7 – External Auditors Annual Audit Letter as he lets contracts to Ernest & Young through his job.

He also declared a non-pecuniary interest in minute 10 – Counter Fraud Progress as he is a Justice of the Peace for the South East Magistrates and has on occasions adjudicated on fraud cases outside of the Borough.

5. DEPUTATIONS

There were no deputations made at this meeting.

MATTERS SUBMITTED FOR CONFIRMATION

6. REVIEW OF FINANCIAL REGULATIONS

The Committee considered a report by the Director of Finance and Resources on a review of Financial Regulations 21 – External Arrangements and 4 – Authorisation Limits.

RESOLVED that the Committee recommends to Council that the proposed changes to these regulations as set out in Appendix B and C to the report be approved.

DECISIONS MADE UNDER DELEGATED POWERS

7. EXTERNAL AUDITORS ANNUAL AUDIT LETTER

The Committee considered a report by the Director of Finance and Resources on the External Auditors Annual Audit Letter.

Councillor Whittle declared a non-pecuniary interest in this item as he lets contracts to Ernst & Young as part of his job.

At the invitation of the Chairman, Kate Handy from Ernst & Young presented the report to the Committee and took questions from members.

Councillor Whittle addressed the Committee to congratulate officers on such an exemplary report.

RESOLVED that the Committee notes the content of the report.

8. IMPLEMENTATION OF TREASURY MANAGEMENT POLICY AND STRATEGY

The Committee considered a report by the Director of Finance and Resources on the Implementation of the Treasury Management Policy and Strategy.

Councillor Whittle enquired about the investment portfolio and as to whether it was cost effective to manage it internally and externally. The Director of Finance and Resources advised that the share of internally and externally managed investments is kept under review to ensure that it represents a good value approach. He also explained that having an external company managing part of the investment portfolio is an essential part of the Risk Management Strategy.

RESOLVED that the Committee notes the content of the report.

9. QUARTERLY AUDIT REPORT

The Committee considered a report by the Director of Finance and Resources on the quarterly audit report.

At the invitation of the Chairman, Pat Stothard from Mazars, presented the report and took questions from members.

Councillor Gregory enquired as to whether the implementation of the Vanguard interventions are affecting the internal audit processes and the recommendations that have come out of those audits. Pat Stothard confirmed that the Vanguard interventions can impact upon recommendations from audit reviews, however once recommendations are issued they are monitored and where changes to the service have occurred the recommendations are reviewed to see if they are still relevant and if not then they can be removed.

RESOLVED that the Committee notes the progress of the Contractor Internal Audit Plan, as set out in Appendix A to the report.

10. COUNTER FRAUD PROGRESS

The Panel considered a report by the Director of Finance and Resources on an update on the progress of Counter Fraud.

Councillor Whittle, JP declared a non-pecuniary interest in this item as he is a Justice of the Peace for the South East Magistrates and has on occasions adjudicated on fraud cases outside of the Borough.

Councillor Whittle enquired if it was possible for the section on the National Fraud Initiative in the report to include comparative figures for previous years so that members can have a better overview and understanding of how the fraud investigations are progressing. The Head of Audit and Assurance explained that it could be misleading as the nature of what is covered under National data is constantly changing, however she will look at the feasibility of this for the next report.

RESOLVED that the Committee notes the content of the report.

11. UPDATE ON AUDIT RECOMMENDATIONS

The Committee considered a report by the Director of Finance and Resources on an update on Audit Recommendations.

Members thanked the Head of Audit and Assurance for all of her hard work that went into creating the report and they commented that they found the report to be extremely useful.

RESOLVED that the Committee notes the content of the report.

12. REVIEW OF COMMITTEE WORK PROGRAMME

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

The Chairman, Councillor Knight requested that the training session for members on the annual governance statement be included in the work programme.

RESOLVED that, subject to the addition of the training session for members on the annual governance statement, the work programme for the remainder of the year, as set out in Appendix A to the report, be approved.

(The meeting started at 6.00 pm
and ended at 7.07 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Monday, 9 February 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor T G Knight (Chairman)

Councillor G Fazackarley (Vice-Chairman)

Councillors: L Keeble (deputising for P J Davies), Miss T G Harper,
D L Steadman, N R Gregory and D J Norris (deputising for P W
Whittle, JP)

Also Present: Councillors T M Cartwright, MBE (item 6) and N J Walker.



1. APOLOGIES

Apologies of absence were received from Councillors P J Davies and P W Whittle, JP.

2. MINUTES

RESOLVED that the minutes of the Audit and Governance meeting held on 24 November 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked all the members who had attended the meeting, especially given the short notice of it. He explained that the purpose of this special meeting is to ensure full consideration of proposals referred from the Planning Committee to change the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme. The existing schedule of meetings had the next A&G Committee on 16 March 2015, meaning that the proposed changes would not be able to be considered by Council until 23 April 2015. This would have meant that the three Planning Committee meetings would not have been able to adopt the new proposals.

As both the Scheme of Delegations and the Deputation Scheme are included in part 4 of the Council's Constitution, the proposed changes must be considered by the Audit and Governance Committee before being recommended to Council for approval.

The Chairman announced that further to his announcement at the last meeting on 24 November 2014, that there had been a suspected breach of the Member's Code of Conduct and he could now provide the following update to members:

A complaint was received on 14 October 2014 by the Council's Monitoring Officer in relation to the conduct of a Council Member at the Planning Committee meeting of 24 September 2014.

The complaint concerned the allegation that a member of the Committee, when considering an application, was discussing and raising objection issues with a representative opposed to the application after all formal representations had been made. This was seen by the complainant as undermining natural justice as the Councillor appeared to be favouring the representative opposing the application.

A full investigation by the Monitoring Officer, including consultations with the Solicitor to the Council, concluded that a breach of the Members' Code of Conduct had occurred.

A formal letter of censure was sent by the Monitoring Officer to the Councillor in question, who admitted that an error constituting a breach of the code had occurred. The Councillor was requested to attend further training on probity in planning when this could be arranged.

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. PROPOSED CHANGES TO THE SCHEME OF DELEGATION TO OFFICERS IN RESPECT OF THE PLANNING COMMITTEE AND THE PLANNING COMMITTEE DEPUTATION SCHEME

The Committee considered a report by the Monitoring Officer on the proposed changes to the scheme of delegation to officers in respect of the Planning Committee and the Planning Committee Deputation Scheme.

The report was presented by the Head of Development Management. He explained to the Committee that Appendix A is a copy of the report that was presented to the Planning Committee on 28 January 2015, and that the Committee's proposed amendments to the report have been listed in paragraph 5 of this report.

Councillor Gregory expressed concern over the number of notification letters that are sent out regarding a planning application and asked what would happen if less than 5 were issued due to the area containing only a few properties, and even if all objected there would not be enough to reach the required 5 letters of representation to bring the application before the Planning Committee. The Head of Development Management confirmed that this is unlikely to be a common problem, but reminded Members that Ward Councillors still have the right to call an application to the Committee and recommends should such a situation occur that this the Ward Councillor takes this action.

Councillor Gregory then enquired as to whether information would be provided on the Council's website to encourage residents to contact their Ward Councillor with any issues or concerns they may have with a planning application. The Head of Development Management informed the Committee that this information is already included with the notification letters sent out to residents and that they will continue to provide this information in the future.

Councillor Knight addressed the Committee regarding the proposal in that Members of the Planning Committee can (through the Chairman) ask for clarification on proposals or comments, and stated that it does not include Ward Councillor's in the list of people members could ask clarification from. Councillor Keeble informed the Committee that under the current scheme the Chairman of Planning Committee does offer Ward Members the opportunity to speak and where needed asks them for clarification on points. Councillor Walker confirmed this was correct and he would continue to do so.

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

RESOLVED that the Committee:-

- (a) notes the comments of the Planning Committee; and
- (b) recommends to Council that proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme as set out in paragraphs 38 and 48 of the report at Appendix A, along with the minor amendments and clarifications recommended by the Planning Committee in paragraph 5 of the report be agreed.

7. REVIEW OF THE CONSTITUTION

The Committee considered a report by the Monitoring Officer on a review of the Constitution.

The report was presented by the Head of Democratic Services who explained that the purpose of the report was to agree on a way forward to the updating and reviewing of the Council's Constitution. She explained that they are keen for members to have an input into these changes at an early stage and therefore recommends that a Member Officer Working Group be formed.

Councillor Keeble asked if this review of the Constitution would take place after all departments have been through the Vanguard Intervention as this could lead to several further changes needed. The Head of Democratic Services explained that the review of the Constitution is a work in progress and can only be done in small stages and therefore will be able to incorporate any changes brought about by the Vanguard Interventions.

Councillor Knight addressed the Committee, and stated that whilst he is aware that Group Leaders will be nominating members for the Working Group, he had received a request from Councillor Davies who has requested to be included on the Working Group. He also suggested that Councillor Keeble and himself be considered for this Working Group.

RESOLVED that the Committee:-

- (a) agrees with the proposal to set up a Member and Officer Working Group to assist with the review and update of the Council's Constitution before consideration by the Scrutiny Board and the Executive and approval by Council;
- (b) recommends to Council that a Member Officer Working Group be established and that the Group Leaders be requested to nominate members to the group; and
- (c) also suggests that the following members be nominated for the working group; Councillors T G Knight, L Keeble and P J Davies.

(The meeting started at 6.00 pm
and ended at 6.30 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 6 January 2015

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, N J Walker and Mrs K K Trott

Also

Present: Councillor Evans, Executive Member for Planning and Development.



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

The Chairman referred members to page 3 of the previous minutes concerning minute item 6 Public Transport Review which stated that a message would be sent to all Councillors asking them to put forward suggestions for areas in the Borough that are in need of a bus service. He informed the Panel that this has not yet happened but stated that the email would be sent out the following day.

Councillor Davies addressed the Panel to inform members' that all members are welcome to attend meetings of the Fareham and Gosport Passenger Transport Forum organised by Hampshire County Council (HCC), and he will ensure that he circulates details of the next meeting to all members.

Lastly the Chairman referred the Panel to minute item 7 Presentation: Inland Flooding – Roles and Responsibilities and Current Projects. He informed members' that information relating to flooding and emergency contacts would be circulated to all members via the members newsletter and that Kevin Wright is the focal point for all flood enquiries within the Borough.

It was AGREED that the minutes of the meeting of the Planning and Development Policy Development and Review Panel meeting held on 4 November 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 made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. TREE STRATEGY ACTION PLAN (ANNUAL UPDATE)

The Panel considered a report by the Director of Planning and Development on an Annual Update of the Tree Strategy Action Plan and received a presentation on the key issues within the report by the Principal Tree Officer.

The presentation outlined the various work and responsibilities that is undertaken by the tree team, these included; tree inspections, Council Housing trees, tree planting and maintenance, protection of trees, tree service requests, the impact of weather on trees, and an update on pests and diseases.

The Panel were also provided with information regarding improvements to the service as a result of the Vanguard work being undertaken. This will include Tree Officer's using tablet PC's whilst out on site, which will enable officers to record information directly onto the system which will take less time than writing notes and recording them at a later date. It will also help provide the most current and up-to-date information. A proposal was put forward to introduce a 'fast track' system for small scale works to protected trees. This would enable for smaller works such as crown lifting and shortening of overhanging branches to be approved within 7-10 days.

As part of the presentation the Panel was also shown a demonstration of the systems used by the Tree Team, which. Which provides information such as a tree's position, its health and condition; the previous maintenance history.

The Chairman requested that all local Ward Councillors be notified when major tree works or planting is going to take place so that they aware and can advise residents should they receive any enquires. The Principal Tree Officer confirmed that this will now happen for new tree planting schemes. Ward Councillors and local residents are currently notified when major tree works and tree removal are necessary.

It was AGREED that:-

- (a) the Principal Tree Officer be thanked for his presentation; and
- (b) the Panel supports the Tree Strategy Action Plan, as set out in Appendix A to the report.

7. PRELIMINARY OVERALL REVIEW OF THE WORK PROGRAMME FOR 2014/15 AND DRAFT WORK PROGRAMME FOR 2015/16

The Panel considered a report by the Director of Planning and Development on a preliminary review of the 2014/15 work programme and the draft 2015/16 work programme.

The Director of Planning and Development addressed the Panel on this item to explain that he had put together a list of potential agenda items for the 2015/16 work programme, including suggestions already put forward from members.

The Chairman suggested that due to the limited number of meetings held by the Panel it may be advisable if some of the potential agenda items are dealt with by forming working groups. He explained to the Panel that time management will be crucial and therefore careful consideration will need to be given as to how these items are managed and how far they are looked into.

Councillor Trott suggested that maybe some of the performance reviews did not have to be done so frequently and may some could become bi-annual instead of annual. The Director of Planning and Development confirmed that it is the Panel's choice as to which, if any performance reviews are completed

during the year, however he suggested that members keep the review of the Planning Strategy Service as this is a critical performance review which will inform the future review of the Local Plan.

It was AGREED that the work programme for the remainder of the year is approved.

(The meeting started at 6.00 pm
and ended at 7.32 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 8 January 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs S M Bayford (Chairman)

Councillor Miss T G Harper (Vice-Chairman)

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

Also Present: Councillor L Keeble, Executive Member for Streetscene (items 6 & 8)



1. APOLOGIES FOR ABSENCE

An apology of absence was received Councillor J M Englefield.

2. MINUTES

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 23 October 2014.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

She passed her congratulations on to the Refuse and Recycling teams for their Christmas collection programme which resulted in only 23 phone calls.

She also expressed her thanks to Officers for arranging a visit to the ERF (Energy Recovery Facility) and MRF (Material Recovery Facility) which was extremely informative and she encouraged all members who had not yet visited these sites to do so.

The Panel were informed that as noted in the minutes of the last Streetscene Policy Development and Review Panel Meeting on 23 October 2014, it was agreed that a report on the Impact of Weekly Refuse Collections in the Summer Months be included in January's panel meeting.

Initial investigations and research by officers has found that during the past 3 years the Department of Streetscene has received less than 10 requests from residents of the borough to return to weekly collections. Due to the lack of demand for this service, it was not felt necessary to bring a full report to the Panel.

A report on the impact of the refuse weekly collections was brought to the Panel in January 2014 for information. A copy of this report can be provided if required.

As part of the 2015-16 draft work programme it is proposed to set up several Member and Officer Working Groups to discuss the topics in detail before reports are brought to the Panel.

If you would like to volunteer to be part of one of these working groups let Officers know.

Lastly the Panel's attention was drawn to the briefing note on Community Funerals which had been sent to members by email a few weeks ago. Councillor Bryant enquired as to who is responsible for bodies on the shoreline. The Director of Environmental Services addressed the Panel to state that he would get the Parks and Open Spaces Manager to provide this information to members.

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

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

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

The Director of Environmental Services circulated a list of proposed agenda items for the 2015/16 work programme.

Members were asked to note the two proposed reports which would also require the addition of a Member and Officer Working Group, and were asked for volunteers for each of the working group.

Councillors Swanbrow and Norris put themselves forward for the working group on Allotment Agreements Renewal, and Councillors Whittingham and Mrs Bayford put themselves forward for the Public Toilet Refurbishment 5 Year programme working group.

Members were invited to make suggestions for the 2015/16 work programme but no suggestions were made at that time. Members were informed they had until the next meeting in March to put forward suggestions for the 2015/16 work programme.

The Director of Environment Services addressed the Panel and explained that several members of the Panel had requested to go out on a visit with one of the refuse crews but he did not feel this was acceptable due to the potential dangers that could occur with this, however members were informed that should they wish to go out with the Supervisors who are responsible for the refuse crews, or the litter collection crews he would be happy to arrange this.

It was AGREED that the work programme for the remainder of the year be approved.

7. ANNUAL REVIEW OF GROUNDS MAINTENANCE SERVICE

The Panel considered a report by the Director of Environmental Services on an annual review of the Grounds Maintenance Service.

The report was presented by the Operations Manager who then took questions from the Panel.

Councillor Swanbrow commented on how successful the wild flower meadows were and asked if they would be continued. The Operations Manager confirmed that they would be continued again this year and there will be additional sites included also.

Councillor Bryant enquired as to whether the Council advertises the hire of the Chapel at Wickham Road Cemetery. The Operations Manager confirmed that the Council's website advertises this and is discussed with customers when funerals at the cemetery are being arranged. A question was also asked as to when the scaffolding will be removed from building. The Director of Environmental Services explained that the scaffolding was put in place when the tower was damaged in the storms from the previous year and due to the building being a listed building the replacement tower has taken some time to construct, however it should be completed in the next few months.

The Chairman passed her thanks and praise onto the grounds maintenance teams who were involved with Fareham in Bloom and felt that more recognition should be given to the Grounds Maintenance teams for their hard work and efforts which without the awards achieved would not be possible.

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

8. VEHICLE FLEET MANAGEMENT

The Panel considered a report by the Director of Environmental Services on the Vehicle Fleet Management.

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

The Transport Manager explained that whilst the CO² emissions have been reduced from the previous year they will increase slightly over the next year as the building services department are bringing their maintenance work back in house from 1 April 2015, and will therefore be procuring additional vehicles for this.

He also reported that fuel prices have been reducing recently and with the money saved from this will be put towards making the refuse vehicles safer for cyclists in the borough by having signage installed on the back of the trucks which will inform cyclists of when and where the vehicles are turning. Another safety measure for cyclists that is being looked into is under run bars for refuse vehicles. These are bars that are fitted to the underneath of refuse vehicles and prevents cyclists from falling underneath a vehicle if they were knocked off of their bike. It is likely that these will become legislation within the next few years and therefore the Transport Manager has decided to take a more proactive approach to this rather than a reactive approach.

Councillor Bryant enquired as to what will be happening with the Vehicle Replacement Programme in the future. The Transport Manager advised the Panel that the money will be concentrated in purchasing refuse, road sweeper and hedge cutting vehicles and that each one will be purchased with the best framework to ensure that they are the best value for money.

Councillor Bryant also enquired as to whether there is a specific time limit set on the life of the vehicles and as such they will be replaced after so many years. The Director of Environmental Services explained that this is not possible to do as each vehicle will have a different lifespan depending on its usage. Therefore vehicles are regularly checked and will be replaced when they are no longer economically safe and viable.

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

(The meeting started at 6.00 pm
and ended at 7.27 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Wednesday, 14 January 2015

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

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel held on 5 November 2014 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Andy Kennedy from Y Services and Paul O'Beirne from Community Action Fareham to the meeting.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Panel received a deputation from Mrs Christina Inman regarding play areas.

Mrs Inman was thanked accordingly for her deputation.

6. PRESENTATION ON THE REVIEW OF PLAY AREAS

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

The Panel received a presentation from the Leisure Projects Officer who gave an overview of the play areas that Fareham is currently responsible for and the equipment provided. Details were provided on the Play Area Review which took place last October-December 2014, and included all of Council Play Areas. The review involved each play area being visited and assessed, to identify the current condition and the usage of the play area, and to identify where there is a demand for new provision. Social media was used to raise awareness about the review to gain an understanding of what matters to local residents. Ward Councillors were consulted on the findings from the review in respect of all of the play areas in their respective wards.

Once the review was complete the results were put into a 3 year priority improvement programme, which will include those sites which need replacement equipment or a mini makeover (painting of equipment). Also drafted is a 10 year plan which will include all of the 43 play areas, and will be for refurbishments or the installation of additional equipment. The Panel was also told that they are looking at the possibility of installing (where possible) accessible play equipment which can be accessed by children in wheelchair or

who have disability as currently there is only one play area in the borough that has this equipment.

The Chairman asked if there was enough funding for all of the projects identified. The Leisure Projects Officer confirmed that there is enough funding for the first 3 years of the programme, as this is being funded from the section 106 developer contributions collected by the Council. After this there is no definite funding in place but talks are on-going with the Finance to work out how this can be achieved.

Councillor Price commented that he did not feel that there should be dual purpose litter bins inside play areas as it encourages people with dogs to enter the play areas to dispose of their dog waste. The Leisure Projects Officer explained that they are working closely with the Streetscene department and as part of the review they have been looking at the relocation of the litter bins to just outside the fenced play area.

Councillor Englefield referred to the deputation made by Mrs Inman in minute 5 above, and enquired as to whether there was scope within the review to consider the proposal of a new play area on the Boat Estate, Warsash. The Leisure Projects Officer confirmed that as part of the review this would be investigated.

It was AGREED that the Leisure Projects Officer be thanked for all of her hard work with the review and for putting together the 3 year and 10 year plan.

7. PRESENTATION BY Y SERVICES

The Panel received a presentation from Andy Kennedy, the Chairman of local youth work charity, Y Services for Young People (Y Services), on how the charity has progressed and strengthened in the last two years the challenges ahead for them.

The Panel was informed that the aim of Y Services is to match good youth workers to projects and communities that need an effective youth work input.

An overview of the set-up of the charity was provided and since the charity was registered in 2012, the number of evening sessions available to young people has increased from 13 evening sessions per week to 20 evening sessions per week. In addition, this is also supported by 48 day sessions. However due to the recent consultation proposals from Hampshire County Council, it is likely the amount of funding provided for youth services will be substantially reduced. As a consequence it is likely that the sessions will reduce to 5 evening sessions a week.

Members enquired as to how much HCC is proposing to reduce the funding allocation for Fareham by. Andy Kennedy explained that the funding received in 2009 was £281,000 and in 2011 the funding was reduced to £125,285. HCC has confirmed that the proposed funding allocation for Fareham in 2015/16 will be £30,000. Councillor Price proposed that the Council investigate possible additional funding either from the Council or other

sources, to assist Y Services to continue with their successful projects. All members agreed that the proposed funding allocations are extremely low and will have a negative impact on the young people in the Borough.

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

It was AGREED that:-

(a) Andy Kennedy be thanked for his informative presentation;

(b) the Council look into the possibility of providing or sourcing additional funding for youth services.

8. COMMUNITY ACTION FAREHAM - SLA REVIEW

The Panel considered a report by the Director of Community on the changes to funding arrangements for Community Action Fareham (CAF) and sets out the Council's new grant funding arrangements from April 2015.

The report outlined Hampshire County Council's proposal to change the focus of the funding and also proposed a reduction in the funding provided for Community Voluntary Services (CVS). In light of these changes the Council is also proposing a new process for awarding the funding that it provides to CAF. It is suggested that Fareham's funding will now focus on three key areas that will meet the needs of Community Groups and Organisations in the Borough. These 3 key targets are; volunteering & skill exchange, funding advice & support and governance & community resilience.

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

9. COMMUNITY ACTION FAREHAM PRESENTATION - SUPPORTING LOCAL COMMUNITY NEEDS

The Panel received a presentation from Paul O'Bernie from Community Action Fareham on the work of the organisation and how they propose to support community groups and organisations in Fareham, as funded by Fareham Borough Council (FBC) and Hampshire County Council (HCC).

He outlined the current situation for Community Action Fareham and the challenges that face them with the changes to funding.

He explained that the funding from Hampshire County Council is now to be shared between Fareham and Gosport CVS's who are being asked to operate as a local 'Cluster'. Discussions between Fareham and Gosport CVS (Community Voluntary Service) are due to take place by mid-February. The consideration of a merger was discussed but Gosport CVS have stated they are not interested in merging the two organisations.

Councillor Price enquired as to why Fareham Borough Council's grant is not replicating the two year time period that HCC have set out. The Director of Community explained that the services that HCC have commissioned is very

different from the objectives that FBC are proposing be supported by a grant, therefore there is no need to match HCC's time period. He also explained that the time period has been set to allow officers to review the funding after a year to see if it is working and if not then it can be amended.

The Chairman addressed the Panel and explained that now is a time for change. The County have chosen what their funding will be used for and the Council has set specific targets for the use of their funding locally and how it will support the local community in Fareham. Members supported the proposal for funding from FBC, as put forward by Officers.

It was AGREED that Paul O'Beirne be thanked for his presentation.

10. PRELIMINARY OVERALL REVIEW OF WORK PROGRAMME 2014/15 AND DRAFT WORK PROGRAMME 2015/16

The Panel considered a report by the Director of Community which gave a preliminary review of the 2014/15 work programme and the 2015/16 work programme.

The Chairman reminded members of the planned Leisure and Community tour that is being arranged for 4 March 2015. A draft programme for the day is currently being prepared and once details have been confirmed they will be circulated to all members.

The Director of Community explained to members that at the next meeting of the Panel in March members will be asked to agree to the draft work programme for 2015/16 and therefore if they have any suggestions for next year's work programme to inform officers before the next meeting.

Councillor Mrs Bryant requested that an update on the Western Wards Pool and Leisure Centre be included onto the 2015/16 work programme.

It was AGREED that the work programme for 2014/15 as set out in Appendix A to the report be approved.

(The meeting started at 6.00 pm
and ended at 7.59 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 15 January 2015

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs M E Ellerton (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: T G Knight, 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

An apology for absence was received from Councillor N R Gregory.

2. MINUTES

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

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

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

5. DEPUTATIONS

There were no deputations made at this meeting.

6. HEALTH UPDATE

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

He informed the Panel that the Accident and Emergency departments are struggling to cope with the winter health demand, and as such the Government has provided some additional funding for this. Gosport War Memorial has received some of this money and has been able to secure an extra 15 low intensity beds which will help move people out of the A&E department and into other non-emergency wards.

He also informed the Panel that the Clinical Commissioning Group (CCG) has now set up 4 integrated core teams, 2 in Gosport and 2 in Fareham. These are made up with district nurses, social workers, health visitors and community support workers.

Councillor Knight enquired as to whether the recent problems with the A&E departments are causing routine operations to be cancelled. Councillor Bayford confirmed that all elective surgery has been cancelled during the high periods of illness in order to make more staff available to work in the A&E department.

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

7. ANNUAL REVIEW OF HOUSING WAITING LIST & ALLOCATIONS POLICY

The Panel received a verbal update from the Head of Housing, Revenues and Benefits on the housing waiting list and allocations policy.

She explained to the Panel that the housing department has just begun a Vanguard Intervention and it is therefore too early in the process to do a review of the housing waiting list and allocations policy. Once the review has been underway for a while both of these subjects will be reviewed and at that point they will be able to be reported back to the Panel.

The Head of Housing, Revenues and Benefits was thanked for her update.

8. PRESENTATION - LOCAL HOUSING COMPANY

The Panel received a verbal presentation from the Director of Community on the Local Housing Company that has been set up by Fareham Borough Council, Eastleigh Borough Council, First Wessex and Radian Housing Association.

He explained that the information has been in the public domain for some time and the last report on this went to the Executive in November 2013. It has been a long legal process but the company was finally registered as Aspect Building Communities Limited in December 2014.

In order to assist members to understand the process and the reasoning behind the formation of the Housing Company, the Director of Community broke the presentation down into specific sections.

To start with he explained what is meant by affordable housing. Affordable Housing is socially rented, affordable rented and intermediate housing provided to eligible households whose needs are not by the market. Eligibility is determined with regard to local incomes and local house prices. Such homes are provided with some form of subsidy and include provision for the homes to remain at an affordable price for future eligible households such as shared ownership.

He then reviewed local demand and supply, which relates to the Council's housing waiting list and availability of affordable housing. He explained that there are currently 1400 people on the Council's housing waiting list. There are 4000 affordable homes in the Borough and 2200 of those properties are owned by Fareham Borough Council with the remainder being owned by Registered Providers (Housing Associations). Taking into account new build properties and vacated properties there are approximately 300 vacancies each year in the affordable housing stock. The average waiting time for anyone on the waiting list in the high or medium band is approximately 2.5 years for 1 or 2 bed accommodation, but considerably longer for those requiring 3 or 4 bed accommodation. Therefore the demand for affordable housing greatly exceeds the supply. He also reminded the Panel that the housing waiting list is restricted to those with a local connection to Fareham (and must be at least 2 years).

The presentation then looked at the reasons that prevent Fareham Borough Council from building more housing. Part of the reason is land supply as the Council owns very few sites that are suitable for development. The other reason being the availability of funding. Prior to 2012 (and for approx. 25 years) Council's had been prevented from building new homes. However in 2012 there was a major change by the Government to the housing finance. Every housing authority had to buy their way out of the current housing subsidy system they were in, which cost Fareham Borough Council £49,000,000, (this will be repaid over the next 30-40 years) from rental stream which the Council is now able to keep rather than paying to HM Treasury. Along with each authority having to buy their way out of the subsidy system they were in, the Government's set a borrowing cap on each local authority's housing account restricting the amount of funding the Council can borrow to build new housing. For Fareham Borough Council the cap was set at £52,000,000, therefore there is very little headroom to fund new development.

The presentation then went on to explain how the local housing company could help with this. Within the powers of economic and social wellbeing local authorities are allowed to enter into partnerships and or create companies for the benefit of the local community, which is how the housing company was formed. The sole purpose of the company is to build new affordable housing in the borough. The benefits of the company will be to increase the availability of affordable housing, the houses will not be subject to right to buy so will always remain in the affordable housing market. Any land sold or money borrowed and loaned to the Company for building affordable housing within the borough will have to be reported and approved by the Executive first.

So the company in simple terms is a legal entity by which the Council is able to build more affordable housing in the Borough. The Council's Executive will have control over the decisions to sell land and or lend money to the housing company. Any profits made will be reinvested within the company for the sole purpose of providing more affordable homes or repaid direct to the partner organisations.

The Director of Community concluded the presentation by explaining that the next step with the company is to find a suitable site for building on, and it is hoped that within the next year a proposal will be brought forward for consideration by the Executive.

It was AGREED that the Director of Community be thanked for his extremely informative and interesting presentation, which was very easy to follow and understand.

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

The Panel considered a report by the Director of Community on a review of the current work programme 2014/15 and the draft work programme for 2015/16.

The Panels attention was drawn to the changes to the current work programme as set out in paragraph 3 of the report.

Members were also informed that at the next meeting of the Panel they would be asked to agree the draft work programme for 2015/16 so if any members have any suggestions for the work programme to let officers know by the next meeting.

Councillor Knight put forward the following suggestions for the work programme:

- Rough Sleeping
- Food Bank
- Housing Waiting List/Allocations Policy
- Farelets
- Local Dr's Surgeries – long waiting times
- Housing and Council Tax Fraud
- Use of Fareham Hospital

The Director of Community agreed that all of these items can be included into the 2015/16 work programme.

It was AGREED that the work programme for 2014/15, as set out in appendix A to the report, be approved.

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 20 January 2015

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, T J Howard,
L Keeble, Mrs K Mandry, D J Norris and Mrs S Pankhurst



1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor M J Ford, JP.

2. MINUTES

It was AGREED that the minutes of the meeting of the Committee held on 18 November 2014 be confirmed and signed as a correct record.

3. SPENDING PLANS 2015-16

With reference to minute 8 of the meeting held on 18 November 2015, Councillor Keeble reminded the Committee that, following his question during the consideration of the item at the meeting about what decision the Committee was empowered to make, the situation had subsequently been clarified at the meeting of the Council on 11 December 2014 (minute 12 (9) refers).

It was NOTED that, with regard to budgetary matters, the Committee was invited to make recommendations to the Council, which was responsible for final decisions.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made an announcement concerning the Licensing training session for members held earlier in the day.

5. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

DECISIONS UNDER DELEGATED POWERS

7. SPENDING PLANS 2015-16

The Committee considered a report by the Director of Finance and Resources on the revised revenue budget for 2014/15 and the base budget for 2015/16 following the meeting of the Council on 11 December 2014.

RESOLVED that the amended base budget for 2015/16 be agreed and recommended to Council for approval.

8. REVIEW OF HACKNEY CARRIAGE FARES

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

RESOLVED that:-

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

and

- (b) the Head of Environmental Health be requested to inform all hackney carriage operators of the Executive's decision on (i) and (ii) above.

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 18 November 2014 be noted;
- (b) the six monthly 'Monitoring Report on Applications Received' items be replaced by an annual item at the first meeting of each municipal year summarising the applications received during the previous year;
- (c) in view of similar reports submitted to the Public Protection Policy Development and Review Panel and the Scrutiny Board, the 'Annual Report on Licensed Premises and Community Safety' item be replaced by a simplified report summarising situations that had arisen relating to licensed premises and completed actions taken to address them during the previous municipal year, to be presented at the July meeting;
- (d) it be noted that the 'Environmental Health Partnership Update' item, on the work programme for 17 March 2015, might need to be carried over to the 2015/16 work programme, depending upon when the first meeting of the Environmental Health Partnership Board was arranged;
- (e) subject to (b), (c) and (d) above, the work programme for 2014/15, as shown in Appendix B to the report, be confirmed; and
- (f) the officers be requested to note members' comments in relation to the venue for the members' training session held on 20 January 2015 when arranging future training sessions.

(The meeting started at 6.00 pm

and ended at 6.32 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 28 January 2015

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, R H Price, JP,
D C S Swanbrow, P J Davies and Mrs C L A Hockley
(deputising for M J Ford, JP)

Also Present: Councillors Miss S Bell and L Keeble.



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor M J Ford.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 17 December 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's Cartwright, Swanbrow, Bayford, Price and Mrs Hockley | P/14/1094/RM – Barnes Lane, Land to the East of | 8 (4) |
| All Members | P/14/1179/FP – 232 Botley Road, Burr ridge | 8 (8) |
| Councillor Mrs Hockley | P/14/1158/FP – 134 Blackbrook Road, Fareham | 8 (11) |
| | | |
| | | |

5. DEPUTATIONS

The Committee received a deputation 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 | Minutes No/ Application No |
|-------------|---|----------------|---|-----------------------------------|
| | | | | |

| | | | | |
|------------------------|--|--|-------------------|-------------------------|
| ZONE 1 - 3.30 | | | | |
| Ms S Kimman (Agent) | | 22-24 Bridge Road, Park Gate – Proposed installation of ATM, shop front alterations, installation of air condition and condenser units and alteration to car parking layout | Supporting | Item 1 P/14/1052/FP |
| Ms S Kimman (Agent) | | 22-24 Bridge Road, Park Gate – Proposed new fascia signs, a totem sign, disabled parking sign and other signs associated with new supermarket | Supporting | Item 2 P/14/1053/AD |
| Mr T Quinlan | | Brooklands Quay, Swanwick Shore Road, Swanwick – Demolition of sheds and surrounding compound fencing and proposed modifications to boundary wall and erection of garage block | Opposing | Item 9 P/14/1202/FP |
| Mr D Van Gelder | | -ditto- | Supporting | -ditto- |
| ZONE 2 – 5.00 | | | | |
| Ms S Marsh | | 177 Gosport Road, Fareham – Change of use of existing 2- storey dwelling into two 1-bedroomed flats | Opposing | Item 10 P/14/1065/CU |
| Mr A Prescott | | 134 Blackbrook Road, Fareham – Replacement of existing felt roof covering with aluminium trapezoidal sheets | Supporting | Item 11 P/14/1158/FP |
| ZONE 3 – 5.00 | | | | |

6. SPENDING PLANS 2015-16

The Committee considered a report by the Director of Finance and Resources on the spending plans 2015-16.

The report was presented by the Management and Finance Accounting Manager who explained that the report is the same report that came to Committee in November 2014, with the change of the base budget for 2015/16, which takes into account the increase in pay award agreed at Council on 11 December 2014.

RESOLVED that the Committee:-

- (a) agreed the amended base budget for 2015/16; and
- (b) recommends the budget to Council for approval.

7. PROPOSED CHANGES TO THE WORK OF MEMBERS OF THE PLANNING COMMITTEE

The Committee considered a report by the Director of Planning and Development on proposed changes to the work of members of the Planning Committee.

The report was presented by the Head of Development Management, who highlighted the key changes in the report to members, and then took questions from members.

Members enquired about the proposed change to the Scheme of Delegation to Officers which related to the number of representations that needed to be received before an application would automatically be reported to Committee.

Councillor Price enquired as to what would happen if 5 letters were received raising material planning issues but were split between supporting and opposing the officer recommendation. The Head of Development Management confirmed that if 5 letters of representation were received on an application raising material planning issues regardless as to whether they were all against the officer's recommendation or not that application would be reported to the Committee for decision.

Councillor Swanbrow also enquired as to how petitions raising material planning issues would be treated under the proposed changes. He asked if a petition would be counted as one representation or if it had 5 or more signatures it would then require the application to be reported to the Committee. The Head of Development Management confirmed that if a petition was received raising material planning issues which contained 5 or more signatures from different households then that application would be reported to the Committee. Clarification on these two points would be included into the report.

Members requested that paragraph 44 of the report be expanded to state that any member who calls in an application must attend the Committee when that item is considered.

Councillor Cartwright requested that further clarification be added into the report regarding the proposals for informal Member briefings in advance of the formal Planning Committee meeting. He felt that the report could be misinterpreted to read that planning applications will be presented at the informal Member briefing immediately before the application is heard at the formal Committee meeting.

The Head of Development Management explained that the report is referring to the informal Member briefings that will take place for members prior to the Planning Committee meeting, but made it clear that no planning applications would be presented to the informal Member briefing and then decided on the same day in the formal Planning Committee.

All members agreed that the changes set out in the report are positive changes and all expressed their support for them.

RESOLVED that the Planning Committee recommends to the Audit and Governance Committee the proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme, subject to the amendments above, as set out in paragraphs 38 and 48 of the report, are supported.

8. 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/14/1052/FP - 22 - 24 BRIDGE ROAD PARK GATE SOUTHAMPTON SO31 7GE

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

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

(Voting: 8 in favour; 0 against and 1 abstention)

RESOLVED that PLANNING PERMISSION be granted.

(2) P/14/1053/AD - 22 - 24 BRIDGE ROAD PARK GATE SOUTHAMPTON SO31 7GE

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

Upon being proposed and seconded, the officer recommendation to grant advertising consent for 5 years, was voted on and CARRIED.

(Voting: 8 in favour; 0 against and 1 abstention)

RESOLVED that ADVERTISEMENT CONSENT be granted for 5 years, subject to standard conditions.

(3) P/14/1062/FP - 24 LAMBOURNE DRIVE LOCKS HEATH SOUTHAMPTON SO31 6TY

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

(Voting: 9 in favour; 0 against)

RESOLVED that, subject to standard conditions, PLANNING PERMISSION be granted.

(4) P/14/1094/RM - BARNES LANE - LAND TO THE EAST OF - (PART OF COLDEAST SITE) SARISBURY GREEN SO31 7BJ

Councillor Cartwright declared a non-pecuniary interest in this item as he is the Chairman of the Members working group for this project.

Councillors Swanbrow, Bayford and Price declared a non-pecuniary in this item as they are all members of the working group for this project.

Councillor Mrs Hockley declared a non-pecuniary interest in this item as she is the Executive member for this portfolio.

Upon being proposed and seconded, the officer recommendation to approve the reserve matters, 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, the reserve matters be APPROVED.

(5) P/14/1121/TO - 14 ST EDMUND CLOSE FAREHAM HAMPSHIRE PO14 4RQ

The Committee were informed that the applicant had logged an appeal that morning. The planning inspectorate confirmed that an appeal had been received but at the time of the meeting it had not been validated and therefore the officers considered that Fareham Borough Council were still able to determine the application.

Upon being proposed and seconded, the officer recommendation to refuse consent to fell one oak tree, was voted on and CARRIED.

(Voting: 8 in favour; 0 against and 1 abstention)

RESOLVED that consent to fell one oak tree be REFUSED.

Reasons for Refusal:

There is insufficient arboricultural evidence, harmful to visual amenities and character of the area.

(6) P/14/1124/FP - 41 BROOK LANE WARSASH HANTS SO31 9FF

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.

(7) P/14/1164/FP - 123 LOCKS ROAD LOCKS HEATH SOUTHAMPTON HANTS SO31 6LJ

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.

(8) P/14/1179/FP - 232 BOTLEY ROAD BURRIDGE SOUTHAMPTON SO31 1BL

All members of the Planning Committee declared a non-pecuniary interest in this item as the applicant is known to them.

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.

(9) P/14/1202/FP - BROOKLANDS QUAY SWANWICK SHORE ROAD SWANWICK SOUTHAMPTON SO31 7EF

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:- *The ecologist has assessed the proposal and given the site's proximity to the Special Area of Conservation (SAC), Special Protection Area (SPA) and Ramsar site has recommended that conditions are incorporated to minimize disturbance.*

- 1. the submission of a construction environmental management plan to ensure no contaminants are released into the surrounding habitat during the construction works;*
- 2. demolition and construction to commence in March and stopped before September to avoid overwintering birds; and*
- 3. further checks for bat occupancy to be undertaken prior to demolition.*

It is also recommended that a condition is incorporated which states that the use of the proposed garage is for purposes incidental to the dwelling.

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.

(10) P/14/1065/CU - 177 GOSPORT ROAD FAREHAM PO16 0QD

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

The Committee was informed that there was an error with the recommendation which should read 'Permission to commence within 3 years'.

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.

(11) P/14/1158/FP - 134 BLACKBROOK ROAD FAREHAM HAMPSHIRE PO15 5BY

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

Councillor Mrs Hockley declared a non-pecuniary interest in this item as the applicant and Management Company are known to her.

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.

(12) P/14/1206/FP - 20 DAVIS WAY - BUILDING C - FAREHAM HAMPSHIRE PO14 1AR

The Committee's attention was drawn to the update report which provided the following information:- *One further letter has been received raising the following additional concerns;*

- *the window looks straight into our house*
- *the glass could be changed to clear at any time*
- *the windows on the east elevation are also of concern*
- *there is a lot of night time activity with fork lifts and lorries making noise and lights going on and off causing disturbance*

Further details of the window restrictor that has been fitted to the window have been received. These confirm that the restrictor allows the window to be opened up to 100mm. The retention of the restrictor will be secured by condition.

Additional windows have been inserted into the east elevation of the building however it was previously determined that these would not require planning permission.

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/14/1211/TO - 7, 8 & 9 THE GLADE FAREHAM HAMPSHIRE PO15 6EQ

Upon being proposed and seconded, the officer recommendations to:

- (a) consent to fell 11 oak trees to ground level and crown raise 3 oaks to 5 metres above ground level by removing small diameter branches; and
- (b) refuse to trim and reduce all trees by up to 20%

Was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that:

- (a) CONSENT be granted to fell 11 oak trees to ground level and crown raise 3 oaks to 5 metres above ground level by removing small diameter branches; and
- (b) Trim and reduce trees by up to 20% be REFUSED.

Reason for Refusal:

Insufficient arboricultural evidence, harmful to visual amenities and character of the area.

(14) P/14/1134/FP - 47 NURSERY LANE STUBBINGTON PO14 2PY

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.

(15) Planning Appeals

The Committee noted the information in the report.

(16) UPDATE REPORT

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

9. TREE PRESERVATION ORDER NUMBER 701 - THE OUTBUILDING, NORTH WEST OF THE NOOK, HOOK LANE, WARSASH

The Committee considered a report by the Director of Planning and Development regarding not confirming Tree Preservation Order 701 to which an objection (in respect of a provisional order made in October 2014) had been received.

Members of the Planning Committee were advised that no evidence had been submitted to Fareham Borough Council to date demonstrating that this Oak Tree was causing any structural damage to the adjacent dwelling.

A motion was proposed and seconded that Tree Preservation Order 701 be confirmed and made as served. Upon being put to the vote the motion was CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that Tree Preservation Order No 701 be confirmed as made and served.

(The meeting started at 2.30 pm
and ended at 5.29 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 February 2015

| | |
|-----------------------------|--|
| Portfolio: | Policy and Resources |
| Subject: | Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16 |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Finance Strategy |
| Corporate Objective: | A dynamic, prudent and progressive Council |

Purpose:

This report seeks final confirmation of the recommendations to Council, on 20 February 2015, in respect of the revenue budget, capital programme and council tax for 2015/16.

Executive summary:

On 5 January 2015, the Executive reviewed the Council's overall finance strategy and considered proposals relating to the capital programme, revenue budgets and the council tax for 2015/16. This report updates the Council's budgets to reflect the decisions taken on 5 January 2015.

The capital programme for the years 2014/15 to 2018/19 will be £33,176,000.

The revenue budget for 2015/16 will be £9,174,600. With Central Government support and retained business rates estimated to be £3,199,732, the option of accepting additional council tax freeze grant for 2015/16 equating to £61,695 and use of collection fund balance of £75,786 this results in the total amount due from the council tax of £5,837,387.

Taking these changes into consideration, the council tax for 2015/16 will be £140.22 per Band D property and would mean that Fareham's element of the Council Tax will have remained unchanged for 7 years. This represents no increase from the council tax set for 2014/15, compares favourably to the current rate of inflation and complies with the Council's corporate objectives.

Recommendation:

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

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

Reason:

To allow the Council to approve the Council Tax for 2015/16.

Cost of proposals:

Not applicable.

Appendices:

A: Revenue Budget Summary 2014/15 and 2015/16

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 February 2015

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. On 5 January 2015 the Executive reviewed the Council's overall finance strategy and considered proposals relating to:
 - The capital programme for 2014/15 to 2018/19;
 - The revised revenue budget for 2014/15;
 - The revenue budget for 2015/16; and
 - The council tax for 2015/16.
2. The purpose of this report is to update the Council's spending plans to take account of the decisions taken by the Executive in relation to these various issues.

THE CAPITAL PROGRAMME 2014/15 TO 2018/19

3. The capital programme for the period 2014/15 to 2018/19 is £33,176,000 as shown in the following tables:

| | £000s |
|--------------------------|---------------|
| Public Protection | 429 |
| Streetscene | 629 |
| Leisure and Community | 12,555 |
| Health and Housing | 2,782 |
| Planning and Development | 922 |
| Policy and Resources | 15,859 |
| TOTAL | 33,176 |

| | £000s |
|--------------|---------------|
| 2014/15 | 15,720 |
| 2015/16 | 11,228 |
| 2016/17 | 2,124 |
| 2017/18 | 1,035 |
| 2018/19 | 1,035 |
| Unallocated | 2,034 |
| TOTAL | 33,176 |

4. It is anticipated that the programme will be financed from the following sources:

| | £000s |
|---|---------------|
| Capital Fund Account | 7,352 |
| Capital Receipts | 6,601 |
| External Contributions | 3,261 |
| Major Repairs and Renewals Reserve | 302 |
| Matched Funding Reserve | 133 |
| Revenue Contribution to Capital schemes | 60 |
| TOTAL | 17,709 |

5. In addition, the following resources are anticipated to be available between 2014/15 and 2018/19:

| | £000s |
|---|---------------|
| External Contributions | 4,703 |
| Revenue Contribution to Capital schemes | 3,918 |
| Borrowing | 2,965 |
| Contribution to Capital Fund Account | 2,500 |
| Capital Receipts | 1,635 |
| Government Grants | 1,344 |
| TOTAL | 17,065 |

6. The programme and projected resources indicate that, by 31 March 2019, there would be a surplus of capital resources of £1,598,000, which represents a contingency of 4.8% on the overall capital programme.
7. Importantly, the surplus assumes an estimate of future capital receipts as well as continued revenue contributions towards capital investment, totalling £6.4m. In the event that these resources do not materialise, the surplus will be reduced.
8. Spending pressures in this respect include refurbishment/replacement works to some Council assets (for example community centres and the Osborn Road multi-storey car park) that have yet to be added to the capital programme. Therefore, no further use of the forward-balance is proposed and further replenishment of capital resources will be sought, (e.g. through use of revenue underspends).

SPENDING RESERVE

9. The spending reserve currently stands at £2,273,000 which is 5% of gross expenditure for 2014/15 which represents the minimum required balance as set

out in the approved Medium Term Finance Strategy.

10. At the meeting on 5 January 2015 the Executive agreed to use the £573,500 that was in excess of the minimum balance to support the capital programme.

REVISED BUDGET 2014/15

11. In January, the Executive considered in detail the revised budget for 2014/15, which totalled £9,516,100 and is no change when compared to the base budget for the year.

SERVICE BUDGETS 2015/16

12. The following paragraphs of this report indicate the changes to the service budgets resulting from the decisions of the Executive on 5 January 2015.

Planning Committee

13. There were no changes to this committee which confirms the budget total as £753,000.

Licensing and Regulatory Affairs Committee

14. No changes were made to this Committee's budget, confirming the total as £490,200.

Leisure and Community Portfolio

15. No changes were made to the portfolio budget, which is now confirmed to be £2,112,600.

Health and Housing Portfolio

16. No changes were made to this portfolio's budget, confirming the total as £1,215,000.

Planning and Development Portfolio

17. There were no changes made to the portfolio budget, which is now confirmed to be -£1,001,900.

Policy and Resources Portfolio

18. There were no changes made to the portfolio budget, which will now be confirmed as £1,463,400.

Public Protection Portfolio

19. There were no changes made to the portfolio budget, which is now confirmed to be £2,293,800.

Streetscene Portfolio

20. There were no changes made to the portfolio budget, which is now confirmed to be £4,447,000.

OTHER BUDGETS 2015/16

21. Since the January Executive report was prepared further information has been released regarding Central Government Support. As a result of this change the Other Budgets total will be -£2,598,500.

THE OVERALL BUDGET POSITION FOR 2015/16

22. Taking account of the various changes referred to in the preceding paragraphs, the overall total budget for 2015/16, detailed in Appendix A, is confirmed as £9,174,600. This total is £341,500 below the base budget for 2014/15 of £9,516,100.

GOVERNMENT SUPPORT

23. The amount of government support that the Council expects to receive in 2015/16 is summarised in the following table:

| | 2014/15 | 2015/16 |
|--|------------------|------------------|
| | £ | £ |
| Core Funding | 3,365,814 | 2,872,567 |
| Individual grants now included in core funding (homelessness prevention) | 56,291 | 56,074 |
| Council Tax Freeze Grant (2011/12) | 149,351 | 148,782 |
| Council Tax Freeze Grant (2013/14 & 2014/15) | 127,340 | 122,309 |
| TOTAL | 3,708,796 | 3,199,732 |

24. This finance settlement core funding represents a cash reduction of 13.7% when compared to 2014/15.
25. With further cash reductions predicted for 2016/17, it is important that the Council continues to identify and secure cash-releasing efficiencies each year in order to maintain the high level of service currently provided and continue to achieve its high corporate priority of council tax increases at or below the rate of inflation.

COUNCIL TAX AND NATIONAL NON-DOMETIC RATE BASE

26. The revised council tax base for 2014/15 is 40,974 Band D equivalent properties which is the same as the original estimate.
27. The council tax base for 2015/16 is 41,630 Band D equivalent properties.
28. The net rates payable from National Non-Domestic Rates for 2014/15 (after Transitional arrangements and reliefs) is £42,856,496.

COUNCIL TAX FOR 2015/16

29. With a net budget for 2015/16 of £9,174,600 and government support of £3,261,427 (including the option of additional freeze grant for 2015/16 of £61,695) and the use of collection fund balances of £75,786, the Executive is able to recommend no council tax increase for 2015/16, as compared to the current rate of inflation of 2.0% (this is the published RPIX inflation rate for November 2014). This is shown in the following table:

| | Base Budget 2014/15 | Base Budget 2015/16 | Variation |
|--|----------------------------|----------------------------|------------------|
| | £ | £ | £ |
| Total Budget | 9,516,100 | 9,174,600 | -341,500 |
| Less: | | | |
| Government Support | 3,709,301 | 3,199,732 | -509,569 |
| Use of Collection Fund surplus | 0 | 75,786 | +75,786 |
| Council Tax Freeze Grant | 61,425 | 61,695 | +270 |
| Total due from Council Tax Payers | 5,745,374 | 5,837,387 | +92,013 |
| Council Tax base | 40,974 | 41,630 | |
| Council Tax | £140.22 | £140.22 | |
| Cash Increase | + £0.00 | + £0.00 | |
| Percentage Increase | + 0.00% | + 0.00% | |

30. Fareham's element of the council tax has remained at £140.22 since April 2009. Since that date RPIX has increased by 21.8% (to November 2014). Had Fareham's council tax increased in line with RPIX it would now stand at £170.79 which is £30.57 above the current level.

ASSURANCE STATEMENT BY THE CHIEF FINANCIAL OFFICER (CFO)

31. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the CFO must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.
32. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.
33. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at a minimum of 5% of gross expenditure, resources should be in place to meet any variations that cannot be met from within the Council's overall budget.

RISK ASSESSMENT

34. While all spending plans can be met from within existing resources, continuing financial pressures increase the risk that spending plans exceed desirable levels.
35. Also, the budget reflects the implications of the changing economic situation. However, these changes will continue to affect the Council's finances. It is

therefore very important to retain sufficient balances to cater for the unexpected in these uncertain times.

36. Finally, the largest risk in the budget setting remains changes to Central Government Funding and reliance on government policy keeping damping measures in place.

CONCLUSION

37. In making a recommendation to full Council on the council tax for 2015/16, the Executive has evaluated the Council's overall financial position in relation to existing commitments, the level of resources and the projected financial position in the future; not just the overall budget position for next year.

Reference Papers: None

REVENUE BUDGET SUMMARY REVISED 2014/15 and BASE 2015/16

| | Budget 2014/15 £ | Revised 2014/15 £ | Variation Base to Rev £ | Budget 2015/16 £ | Variation Base to base £ |
|---|------------------------|-------------------------|----------------------------------|------------------------|-----------------------------------|
| Committees | | | | | |
| Planning Committee | 793,400 | 801,800 | 8,400 | 753,000 | -40,400 |
| Licensing and Regulatory Affairs Committee | 503,400 | 497,200 | -6,200 | 490,200 | -13,200 |
| Executive - Portfolio Budgets | | | | | |
| - Leisure and Community | 2,278,700 | 2,257,100 | -21,600 | 2,112,600 | -166,100 |
| - Health and Housing | 1,210,300 | 1,322,100 | 111,800 | 1,215,000 | 4,700 |
| - Planning and Development | -537,600 | -610,300 | -72,700 | -1,001,900 | -464,300 |
| - Policy and Resources | 1,950,100 | 1,755,600 | -194,500 | 1,463,400 | -486,700 |
| - Public Protection | 2,455,400 | 2,417,400 | -38,000 | 2,293,800 | -161,600 |
| - Streetscene | 4,373,700 | 4,517,800 | 144,100 | 4,447,000 | 73,300 |
| SERVICE BUDGETS | 13,027,400 | 12,958,700 | -68,700 | 11,773,100 | -1,254,300 |
| Capital Charges | -2,152,200 | -1,983,000 | 169,200 | -1,983,000 | 169,200 |
| Capital Financing Costs | | | | | |
| - Use of Housing Capital Receipts | -230,000 | -334,000 | -104,000 | -230,000 | 0 |
| - Direct Revenue Funding | 1,301,000 | 1,301,000 | 0 | 1,301,000 | 0 |
| - Direct Revenue Funding NHB | 897,900 | 897,900 | 0 | 897,900 | 0 |
| Interest on Balances | -676,900 | -706,900 | -30,000 | -599,900 | 77,000 |
| Portchester Crematorium | -150,000 | -150,000 | 0 | -125,000 | 25,000 |
| New Homes Bonus | -1,416,000 | -1,421,800 | -5,800 | -1,648,000 | -232,000 |
| Contribution to(+)/from(-) Reserves | -1,085,100 | -1,045,800 | 39,300 | -211,500 | 873,600 |
| OTHER BUDGETS | -3,511,300 | -3,442,600 | 68,700 | -2,598,500 | 912,800 |
| BUDGET TOTAL | 9,516,100 | 9,516,100 | | 9,174,600 | -341,500 |
| NET BUDGET | 9,516,100 | 9,516,100 | | 9,174,600 | -341,500 |

| | Budget 2014/15 £ | Budget 2015/16 £ |
|--|---------------------------------|---------------------------------|
| NET BUDGET | 9,516,100 | 9,174,600 |
| EXTERNAL SUPPORT | | |
| Non-Domestic Rates | 1,717,625 | 1,750,446 |
| Revenue Support Grant | 1,991,676 | 1,449,286 |
| Council Tax Freeze Grant | 61,425 | 61,695 |
| | <u>3,770,726</u> | <u>3,261,427</u> |
| USE OF COLLECTION FUND BALANCE | 0 | 75,786 |
| NET AMOUNT DUE FROM COUNCIL TAX PAYERS | 5,745,374 | 5,837,387 |
| COUNCIL TAX BASE | 40,974 | 41,630 |
| COUNCIL TAX PER BAND D PROPERTY (ROUNDED) | £140.22 | £140.22 |
| CASH INCREASE | £0.00 | £0.00 |
| PERCENTAGE INCREASE | 0.00% | 0.00% |

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 February 2015

| | |
|-----------------------------|---|
| Portfolio: | Policy and Resources |
| Subject: | Housing Revenue Account Spending Plans including the Capital Programme for 2015/16 |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Housing Strategy |
| Corporate Objective: | A balanced housing market. |

Purpose: This report seeks Executive approval for the revised budget for 2014/15, the base budgets, rent increases and fees and charges for 2015/16 and the capital programme with its financing for the years 2014/15 to 2018/19.

Executive summary:

The Executive recommended and the Council approved, in February 2014, the base budget and rent increased for 2014/15, for Housing Revenue Account services.

This report sets out the Housing Revenue Account revised budget for 2014/15 and base budget for 2015/16 along with the capital programme and financing for the years 2014/15 to 2018/19. The report examines the issues affecting the Housing Revenue Account including rent increased with effect from 6 April 2015.

Council budgets are susceptible to change in the level of expenditure and income caused by factors outside the Council's control. A risk assessment has been carried out to indicate the effect on housing balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and a working balance.

Recommendation:

That the Executive agrees that:

- (a) individual rent increases in line with the rent model, be approved for Council Dwellings with effect from 6 April 2015;
 - (b) rents for Council garages be increased by 5% with effect from 6 April 2015;
 - (c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 6 April 2015;
 - (d) the revised budget for 2014/15 be approved;
 - (e) the base budget for 2015/16 be approved;
 - (f) the capital programme and financing for 2014/15 to 2018/19 be approved;
- and

(g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.

Reason:

To allow the Council to approve the Housing Revenue Account budget for 2015/16.

Cost of proposals:

As detailed in the report.

Appendices:

- A: Capital Programme and Financing
- B: Housing Revenue Account Budget
- C: Housing Repairs Account
- D: Examples of Rent
- E: Fees and Charges

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 02 February 2015

Subject: Housing Revenue Account Spending Plans including the Capital Programme for 2015/16

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report brings together the revenue and capital spending plans for 2014/15 and 2015/16 for the Board to consider. On 6 October 2014, the Executive approved the Council's Finance Strategy for 2015/16 and later years. The budget guidelines contained within the Strategy have been used as a basis for the Housing Revenue Account (HRA) spending plans.

CAPITAL PROGRAMME – APPENDIX A

2. The five year capital programme has been updated and is summarised in the following table. More details of the capital schemes and its financing can be found in Appendix A.

| Year | £'000 |
|---------|---------------|
| 2014/15 | 7,351 |
| 2015/16 | 11,232 |
| 2016/17 | 3,207 |
| 2017/18 | 2,240 |
| 2018/19 | 2,375 |
| | <u>26,405</u> |

3. The financing of the capital programme is mainly from the Major Repairs Reserve, Revenue Contributions to Capital, external grants, and 1:4:1 Receipts from Right-to-Buy sales (RTB).
4. The major schemes in 2015/16 and 2016/17 are the construction of 16 flats in Palmerston Avenue, 6 houses in Coldeast Close and a new sheltered scheme at the former Coldeast site plus improvements to existing stock.
5. Also included within the programme is the purchase of additional vehicles for use by the Building Services team now that the housing repairs service is being brought in-house.
6. Following the changes to the Right-to-Buy scheme, we are required to utilise retained 1:4:1 RTB receipts to increase our housing stock. Such proceeds must represent no

more than 30% of the cost of acquisition or new build with the balance being met from revenue reserves or borrowing and to use the monies within three years of being received. It is intended not to borrow for this purpose.

REVENUE BUDGETS - APPENDICES B and C

7. The following tables summarise the base and revised budgets for 2014/15 and the base budget for 2015/16, of the Housing Revenue Account and Housing Repairs Account. Further information can be found in Appendices B and C.

| | Base Budget 2014/15 £000s | Revised Budget 2014/15 £000s | Base Budget 2015/16 £000s |
|--|--|---|--|
| Housing Revenue Account | | | |
| Income from service | -12,120 | -11,983 | -12,268 |
| Expenditure on service | 6,962 | 4,881 | 5,086 |
| Net cost of service | -5,158 | -7,102 | -7,182 |
| Interest paid and received | 1,721 | 1,735 | 1,702 |
| Revenue contribution to capital expenditure etc. | 3,852 | 4,776 | 5,836 |
| Surplus(-) / deficit | 415 | -591 | 356 |
| Opening Balance | -4,905 | -4,118 | -4,709 |
| Closing Balance | -4,490 | -4,709 | -4,353 |
| Housing Repairs Account | | | |
| Income | -1,679 | -874 | -1,081 |
| Expenditure | 1,679 | 1,674 | 1,581 |
| Surplus(-) / deficit | 0 | 800 | 500 |
| Opening balance | -1,800 | -1,800 | -1,000 |
| Closing balance | -1,800 | -1,000 | -500 |
| Overall closing balance | -6,290 | -5,709 | -4,853 |

8. Until this year, we have maintained a fixed year-end balance on the Repairs Account of £1,800,000. This balance has existed for many years and has not been called upon. Its purpose was to protect the revenue account from fluctuations in the level of repairs. It is now intended to reduce the year-end balance to £1,000,000 at the end of 2014/15 and £500,000 at the end of 2015/16 which will have the effect of a reduced transfer from the Housing Revenue Account for the next three years.
9. The detail in Appendix C shows a reduction in the number of cost centres used within the Housing Repairs Account. This is as a result of the Building Service Intervention.

RENT INCREASES – APPENDIX D

10. Rents are set in line with the Government's rent setting policy. In the Spending Review of 2013, the Government announced its intention that social rents would increase by

CPI +1% from 2015/16-2024/25. CPI as at end of September was 1.2%. Rents will therefore increase by 2.2%.

11. When we left the HRA Subsidy System, rents were assumed to continue to move towards convergence by 2015/16. The aforementioned Spending Review took away the ability for Local Authorities to increase rents, for tenants in situ, so as to achieve convergence by the said date.
12. For 2015/16, 970 properties (974 in 2014/15) will be below formula rent. In order to move towards convergence, as and when a property becomes vacant, it is re-let at formula rent.
13. Appendix D shows examples of proposed new rents.
14. Under Housing Benefit reforms, of the 1504 tenants who receive housing benefit, 114 (122 in 2013/14) are under-occupying. 99 (92) are affected by a 14% reduction in housing benefit and 15 (20) by a 25% reduction.
15. Rents for Council garages are not covered by rent restructuring. The number of garages which are not let is stable year on year. It is proposed that garage rents for 2015/16 increase by 5%.

FEES AND CHARGES – APPENDIX E

16. The current fees and charges for the HRA and the proposed charges for 2015/16 are set out in appendix E. The proposed discretionary fees have been increased wherever possible to achieve a 5% increase.
17. The statutory charge is subject to the control and advice of Government. The current level of charge has been set at the maximum allowed.

RISK ASSESSMENT

18. Council budgets are susceptible to changes in the level of expenditure and income caused by factors outside and within the Council's control. A risk assessment has been carried out to indicate the effect on balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and working balance.
19. The following list of potential risks indicates that it is essential to preserve the account balance held for the HRA & Repairs Account. Reserves are held so that we can:
 - Continue to manage and maintain homes;
 - Improve and redevelop estates;
 - Cover any unexpected expenditure;
 - Take advantage of new opportunities to meet housing needs;
 - Repay debt; and
 - Meet the challenges of any change in Government policy.

| Examples of potential changes. | Effect on expenditure in year £'000s | Effect on income in year £'000s |
|--|---|--|
| Change in rent policy to only increase rents by CPI | | -£87 |
| Loss of income if void rate rises to 2.5% from 1.26% | | -£140 |
| Increase from 4 to 14 RTBs' – income | | -£50 |
| Increase in CPI to 2.5% | +£46 | +£127 |

CONCLUSION

20. The Executive will be asked to approve the following recommendations to Full Council:

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

Reference Papers:

- a) Executive 10 February 2014 - Housing Revenue Account Spending Plans including the Capital Programme 2014/15
- b) Executive 7 July 2014 - Actual Housing Revenue Account Expenditure and Financing 2013/14
- c) Executive 6 October 2014 – Annual Review of the Council's Finance Strategy
- d) HRA 30 year Business Plan.
- e) [DCLG - Guidance on Rents for Social Housing](#)

APPENDIX A

| | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
|--|--------------|---------------|--------------|--------------|--------------|
| CAPITAL PROGRAMME AND FINANCING | £'000 | £'000 | £'000 | £'000 | £'000 |
| Housing Improvements | 2,047 | 2,150 | 2,182 | 2,215 | 2,260 |
| Mobility Scooter Storage | 20 | 20 | | | |
| Converting front gardens for car parking | 25 | 25 | 25 | 25 | 25 |
| Collingwood Court | 4,067 | 152 | | | |
| Coldeast Sheltered | | 5,500 | | | |
| Palmerston Avenue | 200 | 1,713 | | | |
| Allotment Road | 100 | 900 | | | |
| Stock Repurchase | 790 | 772 | | | |
| Garage purchase | 22 | | | | |
| 123 Bridge Road | | | 1,000 | | |
| Vehicles | 80 | | | | 90 |
| TOTAL | 7,351 | 11,232 | 3,207 | 2,240 | 2,375 |

FINANCED BY:

| | | | | | |
|----------------------------------|--------------|---------------|--------------|--------------|--------------|
| Revenue contributions to Capital | 2,612 | 3,672 | 1,827 | 1,000 | 1,135 |
| Major Repairs Reserve | 4,287 | 1,240 | 1,240 | 1,240 | 1,240 |
| 1:4:1 Receipts | 139 | 232 | | | |
| Grants & Contributions | 313 | 1,160 | 140 | | |
| Capital Fund | | 4,928 | | | |
| TOTAL | 7,351 | 11,232 | 3,207 | 2,240 | 2,375 |

APPENDIX B

| | Base 2014/15 £000s | Revised 2014/15 £000s | Base 2015/16 £000s |
|--|-----------------------------------|--------------------------------------|-----------------------------------|
| Income | | | |
| Rents - Dwellings | -10,970 | -10,860 | -11,119 |
| Rents - Garages | -236 | -238 | -248 |
| Rents - Other | -18 | -18 | -22 |
| Service Charges (Wardens, extra assistance, heating) | -322 | -299 | -581 |
| Cleaning | -114 | -105 | -126 |
| Grounds Maintenance | -79 | -77 | -80 |
| Other Fees and Charges | -24 | -29 | -27 |
| Leaseholder Service Charges & Insurance | -65 | -65 | -65 |
| Grants receivable | -292 | -292 | 0 |
| | -12,120 | -11,983 | -12,268 |
| Expenditure | | | |
| General Administrative Expenses | 1,548 | 1,576 | 1,523 |
| Corporate & Democratic Core | 58 | 54 | 54 |
| Corporate Management | 107 | 94 | 105 |
| Communal Heating Services | 76 | 76 | 75 |
| Communal Lighting | 36 | 29 | 29 |
| Rents, Rates & Other Taxes | 49 | 54 | 59 |
| Communal Cleaning | 134 | 134 | 127 |
| Grounds Maintenance | 194 | 203 | 200 |
| Sheltered Housing Service | 542 | 529 | 543 |
| Fire & Refuse | 50 | 0 | 0 |
| Sub-total of management costs | 2,794 | 2,749 | 2,715 |
| Contribution to Repairs Account | 1,619 | 815 | 1,039 |
| Bad Debts Provision | 27 | 27 | 0 |
| Bad Debts Written off | 10 | 10 | 50 |
| Depreciation | 2,478 | 1,240 | 1,240 |
| Debt Management Expenses | 34 | 40 | 42 |
| | 6,962 | 4,881 | 5,086 |
| Net income from service | -5,158 | -7,102 | -7,182 |

| | Base 2014/15 | Revised 2014/15 | Base 2015/16 |
|--|-------------------------|----------------------------|-------------------------|
| | £000s | £000s | £000s |
| Interest Payable | 1,871 | 1,847 | 1,838 |
| Interest earned on internal balances | -150 | -115 | -136 |
| Net operating income | -3,437 | -5,370 | -5,480 |
| Revenue contribution to capital | 1,688 | 2,612 | 3,672 |
| Transfer to Capital Fund | 2,164 | 2,164 | 2,164 |
| (Surplus)/Deficit for year | 415 | -594 | 356 |
| Housing Revenue Account balance | | | |
| Balance brought forward | -4,905 | -4,118 | -4,712 |
| Surplus/(Deficit) for year | 415 | -594 | 356 |
| Balance carried forward | -4,490 | -4,712 | -4,356 |

| | Base 2014/15 £000s | Revised 2014/15 £000s | Base 2015/16 £000s |
|--|--------------------------|-----------------------------|--------------------------|
| General Administrative Expenses | | | |
| Corporate & Democratic Core | 58 | 54 | 54 |
| Corporate Management | 108 | 92 | 106 |
| Employees | 776 | 754 | 740 |
| Premises | 98 | 108 | 107 |
| Transport-related expenditure | 19 | 19 | 19 |
| Supplies and Services | 88 | 137 | 98 |
| Contract Services | 48 | 40 | 49 |
| Internal Support | 525 | 529 | 518 |
| Income | -7 | -9 | -9 |
| | 1,713 | 1,724 | 1,682 |
| Communal Heating Services | | | |
| Premises | 76 | 76 | 75 |
| | 76 | 76 | 75 |
| Communal Lighting | | | |
| Premises | 36 | 29 | 29 |
| | 36 | 29 | 29 |
| Communal Cleaning | | | |
| Employees | 37 | 37 | 39 |
| Premises | 95 | 95 | 86 |
| Internal Support | 2 | 2 | 2 |
| | 134 | 134 | 127 |
| Grounds Maintenance | | | |
| Employees | 13 | 13 | 14 |
| Premises | 154 | 164 | 160 |
| Internal Support | 26 | 26 | 26 |
| | 194 | 203 | 200 |
| Sheltered Housing Service | | | |
| Employees | 448 | 438 | 457 |
| Premises | 47 | 46 | 43 |
| Transport | 14 | 14 | 13 |
| Supplies and Services | 18 | 17 | 16 |
| Internal Support | 16 | 14 | 14 |
| | 542 | 529 | 543 |
| Other Communal Services | | | |
| Premises | 32 | 38 | 37 |
| Supplies and Services | 17 | 16 | 22 |
| Fire & Refuse -Premises | 50 | 0 | 0 |
| | 99 | 54 | 59 |

APPENDIX C

HOUSING REPAIRS ACCOUNT

| Expenditure | Base 2014/15 £000s | Revised 2014/15 £000s | Base 2015/16 £000s |
|--|-----------------------------------|--------------------------------------|-----------------------------------|
| Day to Day | | | |
| Internal decorating | 55 | 55 | 0 |
| General repairs | 574 | 574 | 1,151 |
| External works | 160 | 160 | 0 |
| Work to garages | 21 | 21 | 0 |
| Works to void properties | 103 | 103 | 0 |
| Other works | 83 | 83 | 424 |
| | 996 | 996 | 1,575 |
| Schemes previously in the capital programme | | | |
| Repairs | 222 | 222 | 0 |
| Total from capital programme | 222 | 222 | 0 |
| Cyclical repairs | | | |
| External decorating | 108 | 108 | 0 |
| Gas service & associated repairs | 250 | 250 | 0 |
| Lift servicing | 30 | 30 | 0 |
| Pre decorating repairs | 14 | 14 | 0 |
| Emergency lighting | 48 | 48 | 0 |
| Total cyclical | 450 | 450 | 0 |
| Administration | | | |
| Supplies & services | 11 | 7 | 6 |
| | 11 | 7 | 6 |
| Total expenditure | 1,679 | 1,674 | 1,581 |
| Income | | | |
| Contribution from HRA | -1,619 | -815 | -1,039 |
| DSO Surplus | -1 | -1 | 0 |
| Fees & charges | -59 | -59 | -42 |
| Total income | -1,679 | -874 | -1,081 |
| Balance brought forward | -1,800 | -1,800 | -1,000 |
| Surplus (-ve) /Deficit for year | 0 | 800 | 500 |
| Tfr from Repairs Reserve | | | |
| Balance carried forward | -1,800 | -1,000 | -500 |

HRA EXAMPLES OF RENT

| | Property type | 2014/15 Actual Rent | 2015/16 Proposed Rent | Increase £ p.w. | Increase % p.w. |
|------------------|---------------------|---------------------------|-----------------------------|--------------------|--------------------|
| Nashe Way | 1 Bed Bungalow | £87.73 | £89.66 | £1.93 | 2.20% |
| Foster Close | 1 Bed Flat | £79.40 | £81.14 | £1.74 | 2.19% |
| Grebe Close | 2 Bed Bungalow | £107.70 | £110.07 | £2.37 | 2.20% |
| Addison Road | 2 Bed House | £103.48 | £105.75 | £2.27 | 2.19% |
| Foxbury Grove | 2 Bed Flat | £90.32 | £92.31 | £1.99 | 2.20% |
| Garden Court | 1 Bed Maisonette | £79.40 | £81.14 | £1.74 | 2.19% |
| Sicity House | 2 Bed Maisonette | £87.63 | £89.56 | £1.93 | 2.20% |
| Fairfield Avenue | 3 Bed House | £104.96 | £107.27 | £2.31 | 2.20% |
| Garden Court | 3 Bed Flat | £101.15 | £103.37 | £2.22 | 2.19% |
| Foster Close | 4 Bed House | £119.95 | £122.59 | £2.64 | 2.20% |

Average for total
stock

£88.89 £90.84 £1.96 2.20%

Garages

£9.82 £10.31 £0.49 5.00%

FEES AND CHARGES 2015/16

| | Existing Charge inc VAT | Proposed Charge inc VAT | Increase |
|---|--|----------------------------|----------|
| <u>Discretionary Charges</u> | | | |
| Sheltered Accommodation for the Elderly | | | |
| Guest Room Charge – single occupancy per night | £7.35 | £7.70 | 4.76% |
| Guest Room Charge - per couple per night | £10.50 | £11.00 | 4.76% |
| Rechargeable Repairs to Council houses | | | |
| a) Rechargeable works | These will be assessed individually at the time the work is carried out | | |
| b) Service charges to purchasers of flats and maisonettes | These annual charges are made in advance on the basis of estimated costs. Once the actual cost is known, a retrospective adjustment is made. | | |
| Recharge of Officer time in agreeing any consent to freeholders | | | |
| Fee per occurrence | £79.40 | £83.40 | 5.04% |
| <u>Statutory Charge</u> | | | |
| Sale of Council Houses | | | |
| Legal and administration fees in connection with granting a service charge loan (statutory maximum of £100) | £100.00 | £100.00 | 0.0% |

FAREHAM

BOROUGH COUNCIL

Report to Council

Date **20 February 2015**

Report of: **Monitoring Officer**

Subject: **PROPOSED CHANGES TO THE SCHEME OF DELEGATION TO OFFICERS IN RESPECT OF THE PLANNING COMMITTEE AND THE PLANNING COMMITTEE DEPUTATION SCHEME**

SUMMARY

Fareham Borough Council is working with Vanguard Consulting to improve the way in which services are provided to its customers.

In February 2014 Vanguard consultants began working closely with the Development Management Service and began a full intervention into the processing of planning applications.

A number of changes have been made to the way in which planning officers deal with planning applications to make the process easier, faster and more inclusive for those using the service.

The Intervention has now arrived at a point where changes to the way in which the Planning Committee works, will assist further in the Council's ambition to ensure that the services provided meet the needs of its customers. The appended report sets out recommended changes to the way the Planning Committee works to meet these ambitions.

The Council is asked to review and approve the proposed amendments.

RECOMMENDATION

That the Council approves:

- (a) that the proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee as set out in paragraphs 38 and 48 of the report at Appendix A, along with the minor amendments and clarifications recommended by the Planning Committee in paragraph 5 of this report be agreed; and
- (b) that subject to the approval of (a), the Monitoring Officer be authorised to make the necessary amendments to the Scheme of Delegation to Officers and to the Planning Committee Deputation Scheme of the Constitution.

INTRODUCTION

1. Members will be aware that Vanguard Consulting has been working with Officers across a range of services within Fareham Borough Council.
2. The Vanguard intervention with Development Management began in February 2014 and is now well underway. The primary area of focus to date has been around how planning and related applications are processed.

INTERVENTION FINDINGS

3. The Intervention has now arrived at a point where changes to the way in which the Planning Committee works, will assist further in the Council's ambition to ensure that the services provided meet the needs of its customers.
4. A report by the Head of Development Management gives further details on the findings of the intervention and the suggested changes to working procedures. The report was considered by the Planning Committee at its meeting on 28 January 2015 and the Audit and Governance Committee at its meeting on 9 February 2015 and is attached at Appendix A.
5. In considering the report, the Planning Committee agreed the following minor amendments and clarifications:
 - (a) with regard to the number of representations that needed to be received before an application would automatically be reported to Committee, it was confirmed that if 5 letters of representation were received on an application raising material planning issues, regardless as to whether they were all against the officer's recommendation or not, that application would be reported to the Committee for decision;
 - (b) with regard to how petitions would be handled under the proposed changes, it was confirmed that if a petition was received raising material planning issues which contained 5 or more signatures from different households then that application would be reported to the Committee;
 - (c) Members requested that paragraph 44 of the report be expanded to state that any member who calls in an application must attend the Committee when that item is considered;
 - (d) with regard to informal Member briefings, it was clarified that no planning applications would be presented to the informal Member briefing and then decided on the same day in the formal Planning Committee.
6. The Planning Committee unanimously supported the proposals and resolved to recommend the changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme as set out in paragraphs 38 and 48 of the report, to the Audit and Governance Committee for its consideration, subject to the amendments in paragraph 5.
7. The Audit and Governance Committee unanimously supported the proposals and resolved to recommend to Council that the proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme as set out in paragraphs 38 and 48 of the report at Appendix A, along with the minor amendments and clarifications recommended by the Planning Committee in paragraph 5 of the report be agreed.

RISK ASSESSMENT

8. If the recommended changes are not supported, it could:
- (a) reduce the Council's ability to fully deliver a Development Management service which meets the needs of its customers;
 - (b) reduce the scope for the Planning Committee to spend greater amounts of time on significant pre-application proposals and planning applications;
 - (c) mean that a number of applicants will have to wait significantly longer to get a decision on their application ; and
 - (d) require Development Management Officers to continue to invest considerable time and resources on producing reports for the Planning Committee on small scale matters, many of which the Planning Committee does not wish to discuss.

SUMMARY

9. The Council is requested to review and approve the proposed changes to the Constitution and to authorise the Monitoring Officer to make any further necessary minor amendments.

Reference Papers:

Report to Planning Committee 28 January 2015

Report to Audit and Governance Committee 9 February 2015

Enquiries:

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

FAREHAM

BOROUGH COUNCIL

Report to Planning Committee

Date 28 January 2015

Report of: Director of Planning and Development

Subject: PROPOSED CHANGES TO THE WORK OF MEMBERS OF THE PLANNING COMMITTEE

SUMMARY

Fareham Borough Council is working with Vanguard Consulting to improve the way in which we deliver services to our customers.

In February 2014 Vanguard consultants began working closely with the Development Management Service and began a full intervention into the processing of planning applications.

A number of changes have been made to the way in which planning officers deal with planning applications to make the process easier, faster and more inclusive for those using the service.

The Intervention has now arrived at a point where changes to the way in which the Planning Committee works, will assist further in the Council's ambition to ensure that the services we provide meet the needs of our customer. The following report sets out recommended changes to the work of Members of the Planning Committee to meet these ambitions.

Should Members support the proposed changes; the amendments to the Constitution will need to be considered by the Audit and Governance Committee before being recommended to Council for approval before they can be implemented.

RECOMMENDATION

That the Planning Committee recommends to the Audit and Governance Committee that the proposed changes to the Scheme of Delegation to Officers in respect of the Planning Committee and the Planning Committee Deputation Scheme as set out in paragraphs 38 and 48 of the report, are supported.

Introduction

1. Members will be aware that Vanguard Consulting has been working with Officers across a range of services within Fareham Borough Council.
2. The Vanguard intervention with Development Management began in February 2014 and is now well underway. The primary area of focus to date has been around how we process planning and related applications.
3. A range of changes have also been made to enable Fareham Borough Council to issue planning decisions quicker. Development Management Officers now seek to agree details wherever possible when dealing with applications, rather than imposing planning conditions which require their subsequent approval. This means that more planning permissions are now capable of being implemented immediately without the need for any further planning approvals.
4. There is now greater dialogue between Development Management Planners, applicants and agents, and residents who express interest in planning proposals. Planners are increasing the contact they have with Ward Councillors, providing updates on cases where objections have been received and identifying key planning issues. This contact with Ward Councillors will continue to increase as the Vanguard changes become more embedded in the Development Management work.
5. The way in which consultations are undertaken both with other Council departments and statutory consultees is also being changed to ensure issues are fully considered.
6. A number of changes have been made to improve the way in which we deliver the service to our customers and many more changes will continue to be made over the coming months.
7. The intervention has however arrived at a point where it is appropriate to look at the role of the Planning Committee in the development management process, and changes that could be made to further meet the needs of customers.

The current work of the Planning Committee

8. The Planning Committee presently sits every 4 to 5 weeks.
9. The determination of planning applications represents the bulk of the work that the Planning Committee undertakes. Other areas of work include the confirmation of tree preservation orders and consideration of 'information' reports on matters such as planning appeal performance.
10. Approximately 1,200 planning related applications are received by Fareham Borough Council every year. Of these applications, around 15% are decided by the Planning Committee with the other 85% dealt with under Officers delegated powers.
11. The number of planning applications reported to the Planning Committee during 2014 ranged in number from 7 at October's meeting to 23 at June's Committee.
12. The majority of those applications that are reported to the Planning Committee are because representations are received which are contrary to the intended decision of

the Head of Development Management. For example if one letter of support is received on an application which Officers believe should be refused, or a letter of objection is received to an application Officers believe should be permitted, the application is reported to the Planning Committee.

13. The need to report all applications to the Planning Committee where views are received contrary to the recommendation of officers means that the Committee currently spends a lot of its time considering small scale, mainly householder applications.
14. Throughout 2014, planning officers assessed the nature and scale of planning applications considered by the Planning Committee. With a very small number of exceptions, Members only discussed applications where applicants, agents, neighbours or Ward Councillors came and made a deputation.
15. In almost every case where there were no deputations, Members voted unanimously to accept the Officers' recommendation without discussion. Where deputations were received and Members discussed the proposals, Members accepted the recommendations of Officers in the vast number of cases.

Implications of the present arrangements

16. When planning applications are reported to the Planning Committee, it significantly increases the length of time it takes for applicants to get decisions from this Council.
17. There is a considerable resource implication in terms of time for Development Management and Democratic Officers, in producing the Planning Agenda and reports and managing the meetings.
18. Finally, there is a disproportionate amount of time spent by the Planning Committee on small scale works compared with the time spent on significant proposals.

Proposals for the future work of the Planning Committee

19. Officers believe that Members of the Planning Committee should be involved in significant planning proposals within the Borough to a greater extent than at present. There are two particular ways in which this could be done at both the pre-application and planning application stage.

Pre-application stage:

20. The provision of a comprehensive pre-application is strongly encouraged through Government guidance and advice. The National Planning Policy Framework (paragraphs 188-190) states:
21. *'Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.'*

22. *Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take-up of any pre-application services they do offer. They should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community before submitting their applications.*
23. *The more issues that can be resolved at pre-application stage, the greater the benefits.'*
24. We believe it would be appropriate that pre-application proposals for significant proposals are presented to Members of the Planning Committee, Ward Members and indeed any Members who may have an interest. The presentation would explain to Members the proposals being developed and would highlight key planning policies and issues.
25. We believe this is a very important piece of work in the shaping of future planning applications. It will enable Members to ask questions during the early preparation of planning proposals and help address concerns, refine planning proposals and help deliver quality developments before they are formally submitted.
26. Pre-application presentations would take the form of informal Member briefings immediately in advance of the formal Planning Committee meeting.

Planning applications:

27. For significant planning applications, we believe it is very important that these are presented to the Planning Committee on an 'information only' basis before they are reported for formal decision.
28. We believe this is a very important piece of work in the consideration of planning applications. It will enable Members to ask questions and seek clarity on proposals and the nature of Section 106 community benefits being offered (in appropriate cases).
29. Such presentations would take the form of informal Member briefings immediately in advance of the formal Planning Committee meeting.

Delegation arrangements

30. Within the preceding paragraphs we have set out two substantial and important areas we believe should become an integral part of the work of Members of the Planning Committee. The number of significant planning proposals anticipated within the Borough, means that Member briefings on pre-application proposals or 'information updates' on significant planning applications are likely to occur before most formal Planning Committee meetings. The work of the Planning Committee Members will increase through their greater involvement with significant pre-application enquiries and planning applications as described above.

31. Fareham Borough Council is consulted by neighbouring local authorities when they receive significant planning proposals which may have implications for this Borough. Officers believe that it is important that the Planning Committee has the opportunity to consider these consultations on significant applications and these matters will be brought to the Planning Committee.
32. To enable Members to spend time on this work and to speed up the granting of planning permission for smaller scale, straightforward applications, we recommend changes are made to the current Scheme of Delegation to Officers. The changes recommended would reduce the number of applications automatically reported to the Planning Committee, whilst ensuring measures are in place for Members to call-in any proposals they wish the Committee to consider.
33. At the present time the receipt of just one representation raising views contrary to the recommendation of officers requires the application to be reported to the Planning Committee.
34. Through discussions with other local neighbouring authorities within Hampshire it appears that most report applications to the Planning Committee only when five or more representations (from different households) are received. Those neighbouring Councils advise that the following percentages of planning applications are decided under Officers Delegated powers:

Eastleigh Borough Council: 90%
Gosport Borough Council: 94%
Havant Borough Council: 95%
Portsmouth City Council: 92%
Southampton City Council: 92%
Winchester City Council: 95%

Proposed changes to the Scheme of Delegation to Officers

35. At the present time the Scheme of Delegation to Officers allows the Head of Development Management to make decisions on all applications for:
- a. Planning permission (including renewals and those submitted by other officers relating to Council owned land)
 - b. Listed building consent
 - c. Conservation area consent
 - d. Display of advertisements
 - e. Hazardous substance consent
 - f. Approval of reserved matters
 - g. Approval of matters covered by a condition

Except those where:

- (i) a Councillor registers a request by completing a standard form setting out material reasons why the application be referred to the Committee and that the form be attached to the committee report
- (ii) Any application submitted by or on behalf of a Councillor or an Officer of the Council or their respective spouses or partners.

(iii) Representations are received (and not withdrawn) which are contrary to the intended decision of the Head of Development Control/Chief Development Control Officer

36. Officers are proposing that the Officer Scheme of delegation should be amended so that five or more representations (from different households) must be received before an application is automatically reported to the Planning Committee. Multiple representations from the same household should be treated as one representation.

37. Any Councillor would be able to call any planning application onto the Planning Committee for decision if they would like to do so. Requests to call applications onto the Planning Committee would need to be made in writing and must explain the reasons for the call-in.

38. In order to make these changes Officers recommend that the current Scheme of Delegation to Officers set out at points (i)-(iii) above is amended in the following manner:

(i) A Member registers a request before the expiry of the 21 day neighbour notification period, for a planning application to be reported to the Planning Committee for decision. Requests to call applications onto the Planning Committee are to be made in writing to the Head of Development Management and must explain the material planning reasons for the call-in. The reasons for calling items onto the agenda will be set out in the Planning Officers' reports.

(ii) Any application submitted by or on behalf of a Member or an Officer of the Council, or their respective spouses, partners or close relations.

(iii) Five or more representations (from different households) raising material planning reasons are received during the 21 day neighbour notification period which are contrary to the intended decision of the Head of Development Management. Multiple representations from the same household are to be treated as one representation.

39. Officers would continue to report significant applications (for example where they are of strategic importance or raise important planning policy issues) to the Planning Committee whether five representations are received or not.

40. Significant proposals being developed by or on behalf of this Council will also be reported to the Planning Committee irrespective of the number of representations received in the interests of transparency of decision making.

41. Officers have carefully considered the implications of increasing the number of representations which need to be received before a planning application is automatically reported to the Planning Committee. As part of that consideration, Officers have reviewed the applications decided by the Planning Committee in 2014.

42. During 2014, the Planning Committee overturned the recommendations of Planning Officers on 10 occasions. Of the 10 overturned recommendations, Officers had recommended that permission be granted in 8 cases but Members refused the proposals. The other 2 cases were recommended for refusal but Members voted to permit them.
43. More than 5 representations were received in relation to all 8 applications that the Planning Committee refused. Under the recommended changes to the Scheme of Delegation to Officers, all 8 of those applications would still automatically come to the Planning Committee for decision.
44. Of the 2 applications which were permitted against Officers recommendations, one had been called onto the Agenda by a Ward Councillor.
45. Therefore of the 10 recommendations overturned, only one application would not have come to the Planning Committee automatically under the new arrangements.

Other recommended changes to practices at the Planning Committee

46. Under the Council's present deputation scheme, Members are not able to seek clarification from speakers or other attendees at the Planning Committee meeting when considering planning applications. At present the Head of Development Management is asked to go and speak directly with people within the audience when clarification is needed; he then returns to his chair and advises the Planning Committee of the clarification he has received.
47. This approach to seeking clarification is not ideal as it disrupts debate on planning proposals. Furthermore it does not come across as completely transparent as neither Members nor other people in the room can hear the actual questions being asked by the Head of Development Management or the clarification provided.
48. Officers believe it would be appropriate that Members of the Planning Committee (through the Chairman) should be able to ask deputees, applicants and agents to clarify aspects of proposals or comments they have made when applications are formally considered, when appropriate. Should Members agree to this approach, the Planning Committee's deputation scheme would need to be amended.

Other issues

49. Should Members support the changes set out in this report, Officers would suggest that for the next municipal year the starting time of the formal Planning Committee meeting should be 3pm. Immediately in advance of the formal meeting, between 2pm and 3pm, Officers would provide Members with the informal briefings on pre-application proposals, information updates on significant planning applications and changes to National planning policy.
50. The contents of this report along with the recommended changes have been brought to the attention of regular planning agents and Amenity Groups within the Borough.

Summary

51. Vanguard Consulting have worked closely with Development Management in order to ensure that the service is focused on meeting the needs of our customers. A number of changes have already been made to the way in which the service is delivered on a day to day basis and further changes are continuing to be made.
52. This report sets out a number of recommended changes in order to build on and process further the service improvements already being implemented by Officers. These recommended changes can be summarised as:
53. Members of the Planning Committee receiving regular informal briefings on significant pre-application proposals immediately before Planning Committee meetings;
54. Members of the Planning Committee receiving regular informal briefings updating them on significant planning applications, immediately before Planning Committee meetings;
55. Changes to the Scheme of Delegation to Officers - planning applications will be reported to the Planning Committee where at least five letters of representation have been received. Applications raising significant policy issues, significant proposals being undertaken by Fareham Borough Council and consultations from neighbouring authorities on proposals which have significant impacts upon this Borough, will be reported to the Planning Committee even where less than five letters are received. Members will be able to call any planning application onto the Planning Committee for decision.
56. Members will be able to ask applicants, agents and deputees at the Planning Committee meeting to clarify matters, where that clarification is needed to assist them in decision making.

Risk assessment

57. If the recommended changes are not supported, it will reduce this Council's ability to fully deliver a Development Management service which meets the needs of our customers.
58. The scope for the Planning Committee to spend greater amounts of time on significant pre-application proposals and planning applications is reduced.
59. A number of applicants will have to wait significantly longer to get a decision on their application as at present.
60. Development Management Officers will continue to invest considerable time and resources on producing reports for the Planning Committee on small scale matters, many of which the Planning Committee does not wish to discuss.

Conclusion

61. Members advise the Audit and Governance Committee that the proposed changes to the Scheme of Delegation to Officers and the Planning Committee Deputation scheme as set out in paragraphs 38 and 48 of the report, are supported

Enquiries:

For further information on this report please contact Lee Smith, Head of Development Management at lsmith@fareham.gov.uk (direct dial 01329 824427) or Richard Jolley, Director of Planning and Development at rjolley@fareham.gov.uk (direct dial 01329 8244388).

