

FAREHAM

BOROUGH COUNCIL

AGENDA

PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND REVIEW PANEL

Date: Tuesday, 6 January 2015

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor A Mandry (Chairman)

Councillor T J Howard (Vice-Chairman)

Councillors P J Davies
J M Englefield
Miss T G Harper
N J Walker
Mrs K K Trott

Deputies: P W Whittle, JP

M J Ford, JP



1. Apologies for Absence

2. Minutes (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting held on 4 November 2014.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Tree Strategy Action Plan (Annual Update) (Pages 7 - 16)

To consider a report by the Director of Planning and Development on the Tree Strategy Action Plan (Annual Update).

7. Preliminary Overall Review of the Work Programme for 2014/15 and Draft Work Programme for 2015/16 (Pages 17 - 28)

To consider a report by the Director of Planning and Development , which reviews the Panel's Work Programme for the remainder of the current year 2014/15, and gives preliminary consideration to the Work programme for 2015/16.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
29 December 2014

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 4 November 2014

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor T J Howard (Vice-Chairman)

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

Also

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



1. APOLOGIES FOR ABSENCE

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

2. MINUTES

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

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PUBLIC TRANSPORT REVIEW: UPDATE

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

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

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

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

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

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

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

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

It was AGREED that the Panel:-

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

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

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

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

Jessica Rowlatt from Hampshire County Council addressed the Panel and informed them that they are looking at setting up multi agency meetings with communities that are at risk of flooding to provide them with guidance on preventing flooding and assisting them to set up a community plan for the

future so that they are able to deal with the flooding issues themselves and not rely on the Local Authorities.

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

The Chairman addressed the Panel and reminded members that the purpose of requesting this information was so members were aware of who to contact in the event of flooding. It was explained to members that whilst there are various different agencies who could be involved with a flood situation, the first point of contact for any issues in the Borough is Kevin Wright, Head of Parking and Enforcement.

The Panel AGREED to:-

(a) thank the Head of Parking and Enforcement, James Addicott, Jessica Rowlett and Wesley Jones on their informative presentation; and

(b) note that Kevin Wright is the first point of contact for all flood issues.

8. PRESENTATION: TITCHFIELD VILLAGE PARKING REVIEW

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

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

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

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

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

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

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

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

The presentation also gave information on the experimental Traffic Regulation Order which has been in place in South Street since 13 June 2014, during the experimental phase adjustments to the TRO have already been made, this was to remove the underused disabled parking bay, introduced a 20 minute waiting limited for all in the remaining parking area and to move the bollards back at the end of South Street where it enters the Square to ease passage for larger vehicles.

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

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

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

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

It was AGREED that the Panel:-

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

9. REVIEW OF WORK PROGRAMME 2014/15

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

Councillor Davies enquired as to whether an item on the opportunities to improve north-south pedestrian routes across the central Fareham town centre area (Civic Area, Fareham Shopping Centre, and Market Quay) could be included onto the Work Programme. The Director of Planning and

Development addressed the Panel and explained that this issue is highlighted in policies and proposals for Fareham town centre development set out in the emerging Development sites and Policies Plan. He suggested that as Officers progress work on the delivery of such development opportunities it would be appropriate to provide an update to the Panel on these issues, including the pedestrian access issue highlighted, during the next calendar year.

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

(The meeting started at 6.00 pm
and ended at 8.03 pm).

FAREHAM

BOROUGH COUNCIL

Report to Planning and Development Policy Development and Review Panel

Date 06 January 2015

Report of: Director of Planning and Development

Subject: TREE STRATEGY ACTION PLAN (ANNUAL UPDATE)

SUMMARY

This report reviews the Tree Strategy Action Plan and sets out the progress across the tree service and various work areas during 2014.

RECOMMENDATION

Members are invited to support the Tree Strategy Action Plan and make any comments they wish in terms of the annual review of the 5 year plan.

INTRODUCTION

1. In March 2012 Fareham Borough Council adopted a Tree Strategy 2012 - 2017 for the planning and management of the borough's urban forest. The strategy will continue to deliver multiple benefits for Fareham, particularly the proactive management of the Council's tree stock to maintain a safe, diverse and healthy tree population for those who live and work in the borough.
2. The Strategy promotes the sustainable management of Fareham's existing tree cover and seeks to improve the resilience of its own tree stock through the proactive tree planting program to meet the increasing pressures from climate change, pests and diseases, development and public expectations.
3. Fareham is a prosperous, safe and attractive place to live and work. The Council's Tree Strategy directly supports several of the Council's Corporate Values and Corporate Priorities. The Tree Strategy Action Plan can be found at Appendix A.

TREE SAFETY INSPECTIONS

4. The proactive inspection of the Councils tree stock continues to identify a significant amount of tree work necessary to prevent interference with or damage to property, obstruction to access / thoroughfares and general hazards to the public. The maturing tree population throughout the western wards of Fareham is beginning to have a significant impact in terms of the increased requirement for remedial tree works.
5. The most common type of tree work identified comprises reducing branches away from buildings, crown lifting over paths, roads and well used grass areas, removing major dead wood and remedial pruning of weak and defective branches; and other bio-mechanical defects. Other pruning to remove ivy and clear basal vegetation to enable future inspection is also necessary and can be significant along the borough extensive network of greenways and green spaces.

HOUSING TREES

6. The ongoing survey of individual rented properties to establish the number of existing trees that are currently not subject to any proactive inspection has continued through 2014. Stubbington and Hill Head wards have been completed so far this year and where appropriate those trees requiring regular inspection have been added to the program of proactive tree safety inspections.

NEW TREE PLANTING AND MAINTENANCE

7. This year's annual tree planting has been undertaken in accordance with the aims and objectives of the Tree Strategy.
8. The Council has planted 141 trees across the borough this year comprising: **11 trees** adopted by local communities, **50 trees** to replace those felled in the past twelve months **27 trees** to replace those lost in the 2013/2014 winter storms, **2 trees** to replace vandalised young trees and **51 trees** planted on new sites identified in the proactive planting plan.

9. New tree planting in accordance with policy TP5 has been completed during December 2014 at the following sites: Linden Lea open space – **10 trees**, Red Barn Avenue / Robinson Court – **1 tree**, Lancaster Close – **1 tree**, Assheton Court – **6 trees**, Redlands Lane (Solent House etc.) – **5 trees**, East House Avenue open space – **2 trees**, St Annes Grove - **18 trees** and Stubbington Paddock - **8 trees**.
10. An additional 32 new trees were planted at Portchester Park at the end of October 2014 as part of a capital project to reinstate the site of the of the old community centre building and return it to a public park.
11. Residents living adjacent to locations identified for new tree planting, which directly affect their interests, have been written to prior to the planting taking place on site. The purpose of this contact is to outline the proposals in broad terms and allay any concerns over species choice and tree size, whilst meeting the Council's objective to engage with local residents in terms of its tree management function.
12. This year's annual tree planting has received widespread support and positive feedback from local residents and the public alike.

PROTECTION OF TREES

13. The review of older TPOs has progressed throughout 2014 in accordance with the priorities agreed by the Review Panel in 2010, by focusing on older orders with 'area' designations and large multiple groups where individual species are not shown on the map. The table below summarises the number of orders served in 2014 and the reason for making them:

Order No	Order Name	Revoked	Reason
FTPO686	43 Holly Grove, Fareham		Review
FTPO688	Land west of Westley Grove, Fareham		Development proposals
FTPO689	Mayflower Close, Hill Head		Threat
FTPO690	Fareham College, Bishopsfield Road		Development proposals
FTPO693	33 Hazel Grove, Locks Heath		Threat
FTPO694	56 Maylings Farm Road, Fareham		Development proposals
FTPO695	14 and 17 St Edmund Close		Review
FTPO696	Old Common, Old Common Gardens, Downland Close and Locks Road		Review
FTPO697	Harvey Crescent, Newbury Place and Primrose Way, Warsash		Review
FTPO698	31 Ilex Crescent, Locks Heath		Review

The following order was revoked as part of the ongoing review process:

Order No	Order Name
TPO303	96 Burnt House Lane

14. In 2015 the sequential review of older orders will continue and resources will also be focussed on the Whiteley settlement, which was scheduled to commence in 2014.

TREE SERVICE REQUESTS

15. In 2014 the tree team received 235 requests for tree work from residents and 123 from other sources such as Hampshire County Council, other internal departments and ward members. One hundred and seventy seven of these requests resulted in tree work being undertaken. The expenditure on pruning arising from tree service requests equated to 77% of the annual budget with an average spend per job of £489.59.
16. In the previous year (2013) 262 tree work requests were received, 168 of which resulted in tree work. The expenditure on pruning arising from tree service requests equated to 45% of the annual budget with an average spend per job of £300.
17. This compares to 315 requests in 2012 of which 239 resulted in tree work. In 2012 the expenditure on pruning in response to tree service requests equated to 49% of the annual budget with an average cost of £237 per job.
18. When site inspections are undertaken in response to tree service requests officers take proactive steps to assess the circumstances adjacent to the customer's property. The initial visit provides an opportunity to determine the impact other trees may be having on adjacent property and identify any remedial tree works. This proactive approach has contributed to the increased average spend per job in recent years.
19. A full breakdown of the annual expenditure since 2012 is set out below:

BUDGETS

Annual tree budget	£110,600	£115,500	£112,500
Key work area	2012	2013	2014
Tree inspections (approx. 4000 pa)	£9,410	£7,030	£7,615
Detailed tree inspections	£411	£1,493	£7,283
Tree work - inspections	£21,431	£42,422	40,738
Tree work – detailed inspections	£500	£1,870	£7,149
Tree work – customer requests	£56,813	£51,610	£86,657
Tree planting – plant material	£9,873	£8,108	£10,180
Tree planting – labour & materials	£16,420	£10,440	£15,900
Incidental tree works	£8,323	£20,607	£23,392
Winter storms – February 2014			£8,545
Total	£123,181	£143,580	£207,459

20. Pressure on the tree budget in 2014 was again significant, a trend that has continued since 2012. Two main areas of work represent the largest spend: Reactive tree inspections that result in 'good neighbour' pruning and tree work recommendations arising from proactive tree safety inspections, which are normally categorised as moderate priority and undertaken within 12 months. The purpose of these works is to reduce potential risks to people and damage to property in the future, the main priority for the Council.
21. The public expects local authorities to manage the risks associated with trees within acceptable limits. However, on a day to day basis residents tend to raise more general concerns about encroaching branches, tree related debris, shading and dominance that have a direct impact on the enjoyment of their property. Officers acknowledge there is an expectation from residents that our trees should be 'maintained properly' to reduce the impact on their property to a reasonable degree.
22. Requests to undertake 'good neighbour' pruning are assessed on the merits of each case and the circumstances that prevail. The vast majority of this work does not improve the risk associated with the Council's tree stock and is not undertaken to remove hazards. The Tree Strategy clearly sets out the Council's tree management priorities in terms balancing the risks associated with trees and their value and importance as a natural asset. The Strategy also acknowledges that a conflict of interest can exist in some circumstances where trees become a source of frustration for some residents.
23. It has become apparent that the implications of doing nothing in response to public expectations is likely to have a negative impact on the profile of trees in general and the image of the Council in terms of providing a tree service that is sympathetic to residents' needs. The presumption is that trees are good and should be protected and managed responsibly to ensure they continue to deliver multiple benefits to our communities, often referred to as Ecosystem Goods and Services. Examples of ecological goods and services include purification of air and water, maintenance of biodiversity, partial stabilisation of climate and providing aesthetic beauty and stimulation of health and wellbeing.
24. Therefore any work or activity that could be considered harmful to trees is generally deemed unnecessary and should be avoided. However, the majority of requests for tree work from householders are not unreasonable or likely to be harmful to the trees concerned. Therefore in most cases residents pruning requests can be undertaken without conflicting with the objectives of the Tree Strategy or indeed the corporate objective to protect and enhance the environment of Fareham.

CUSTOMER SERVICE IMPROVEMENTS - VANGUARD

25. In spring 2013 tree officers took on the responsibility of dealing with tree work applications; these applications were previously assigned to planning officers who consulted with tree officers. The potential for further streamlining was identified at the time in terms of transferring the whole tree work application process across to the tree team to provide more continuity and greater focus on the customers' needs whether they are the applicant or an adjoining property owner.

26. Throughout 2014 Vanguard interventions have taken place in Development Management. During the intervention officers 'mapped' the journey of a number of applications, which revealed the considerable number of steps in the process. It revealed that many applications were being handled by several different officers, multiple times throughout the course of an application. It became clear that the current process lacked continuity and the many links in the work flow added unnecessary delays to the time it took to make a decision.
27. In December 2014 the tree team took on the whole tree work application process from registration through to determining the application and issuing the decision. In most cases applications are now being determined shortly after the 21 day neighbour notification period expires resulting in a decision being issued within four weeks. Applicants now receive decisions on their applications consistently faster than was achieved at the beginning of 2014.
28. The tree team have also been promoting pre-application advice since 2012 and the take up from applicants is very high, which has also improved the quality of the application process.
29. Many local planning authorities have gone one step further by operating a 'fast track' system for works to protected trees. Tree officers approve low impact works such as crown lifting and shortening overhanging branches as '*de minimis*' works within several days and let nearby residents know what work is going to be carried out, rather than canvas opinion by way of 21 day neighbour notifications. More significant or harmful tree work such as reducing or felling protected trees, that could have an adverse impact on public amenity, would continue to require a full application.
30. Officers are of the opinion that a 'fast track' system could work for Fareham Borough Council and improve the quality of the application process for the customer. This proposal will shortly be explored further with the Southampton and Fareham Legal Partnership.
31. In the New Year Vanguard will begin working with Officers on reviewing the requests for tree work to see how well this service works, and the scope which exists to improve it for our customers.

CUSTOMER SERVICE IMPROVEMENTS - TPOs

32. The Council's TPO records are now completely electronic and since August 2014 all TPO documents are accessible on this Council's Website through the TPO Register and Local View – mapping system. There is no charge for downloading these documents.

SERVICE IMPROVEMENTS – COUNCIL TREES

33. In January 2015 the tree team will begin using a tablet pc on site. The device will enable many tasks to be undertaken directly from site including updating tree records, auditing tree works, tree surveys and inspections, tree service requests, plotting new trees and TPO review work. Recording data just once will significantly improve the accuracy and quality of information gathered; and increases the efficiency of the many tasks undertaken out in the field.

34. EzyTreev is the Council's tree management system that contains the records of trees under our control. The system acts as an asset register of the trees we maintain and a tree risk management system to coordinate and prioritise tree safety inspections.
35. Work is currently in progress to link tree service requests from residents to individual tree records adjacent to their property. This will enable direct cross referencing between tree inspections, customer enquiries and tree work completed by contractors.

COMMUNITY ENGAGEMENT AND PUBLICITY.

36. In 2014 tree officers delivered two community tree talks to the Fareham Local History Group in March and the Catisfield and District Horticultural Society in September.
37. A Fareham Today article on the Council's tree service will be published in the spring 2015 edition.

CHALLENGES AND FUTURE PRESSURES ON THE SERVICE

38. The principal demands on the tree service have been identified as follows:-
 - New residential development / adoption of public land.
 - Trees and woodlands at the former Coldeast Hospital site.
 - Increasing frequency and intensity of severe weather events.
 - Maturing tree population in western wards.
 - Threats from pests and diseases.
39. The Council's Tree Strategy will enable the tree team to respond to some of these challenges by delivering tree services in a proactive and sustainable manner, whilst retaining enough flexibility to adapt to the short term variability in work streams. However, pressure on the tree budget is expected to increase for the remaining life of the plan until 2017.

RISK ASSESSMENT

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

CONCLUSION

41. Members are invited to support the Tree Strategy Action Plan and make any comments they wish in terms of the annual review of the 5 year plan.

Appendix A - Tree Strategy Action Plan

Background Papers: None

Reference Papers: Report to Strategic Planning and Environment Policy Development and Review Panel 4 March 2014; Fareham Borough Council Tree Strategy 2012 - 2017.

Enquiries: For further information on this report please contact Paul Johnston, Principal Tree Officer (Ext 4451).

Appendix A - Action Plan

	Actions	Lead	Timescale
1	<p><u>Trees in Parks & Public Open Spaces</u></p> <ul style="list-style-type: none"> Complete an assessment of the principal parks for replanting opportunities. Implement a replanting programme for principal parks sites. 	Principal Tree Officer + Parks Officers	Complete Ongoing
2	<p><u>Housing Trees</u></p> <ul style="list-style-type: none"> Prepare a schedule of rented properties with significant trees in the curtilage. Undertake a survey and risk assessment of the trees identified and add to tree management database. Implement a programme of tree works in accordance with the actions identified. Complete an assessment of amenity housing areas for replanting opportunities. Implement a replanting programme for amenity housing areas identified. 	Principal Tree Officer + Housing Officer Principal Tree Officer Principal Tree Officer Principal Tree Officer	Complete Ongoing Ongoing Complete Ongoing
3	<p><u>New Tree Planting & Maintenance - Council Land</u></p> <ul style="list-style-type: none"> Complete annual assessment of the number of trees that have been removed or felled. Complete annual assessment of new tree survival rates from previous years planting. Implement schedule of replacement tree planting, where appropriate, prior to undertaking any new tree planting initiatives. 	Principal Tree Officer Principal Tree Officer Principal Tree Officer	Annual target Annual target Annual target
4	<p><u>Protection of Trees</u></p> <ul style="list-style-type: none"> Produce an annual report on the progression of the review of the Council's older tree preservation orders. Continue to review the number of trees felled or removed with consent or under exemption. Issue tree replacement notices where appropriate. 	Principal Tree Officer Principal Tree Officer Principal Tree Officer	Annual Ongoing
5	<p><u>Planning Policy</u></p> <ul style="list-style-type: none"> Site Allocation Plans - Provide arboricultural advice and guidance to Policy Officers. Strategic Development Area and Area Action Plans - Provide arboricultural advice and guidance to Policy Officers. Strategic Sites and Master Planning - Provide arboricultural advice and guidance to Policy Officers and Planning Consultants. 	Principal Tree Officer + Principal Planner - Strategy Principal Tree Officer + Principal Planner - SDA Principal Tree Officer + Principal Planner -	LDF Timescales LDF Timescales LDF Timescales

		Strategic Sites & Design	
6	<u>Promotion of the Urban Forest</u> <ul style="list-style-type: none"> • Produce topical articles relating to trees for publication in Fareham Today. • Undertake a feasibility study into the development of a Tree Warden Scheme in Fareham. 	Principal Tree Officer Principal Tree Officer	Annual 2015
7	<u>Monitor and Review the progress of the Strategy</u> <ul style="list-style-type: none"> • Prepare an annual update on the progress of the action plan to the Strategic Planning and Environment Policy Development Review Panel. 	Principal Tree Officer	Annual

FAREHAM

BOROUGH COUNCIL

Report to Planning and Development Policy Development and Review Panel

Date 06 January 2015

Report of: Director of Planning and Development

Subject: PRELIMINARY REVIEW OF THE WORK PROGRAMME FOR
2014/15 AND DRAFT WORK PROGRAMME FOR 2015/16

SUMMARY

At the last meeting of the Panel for the 2014/15 municipal year (on 3 March 2015), members will be asked to review the outcome of the work programme for the current year. Also at that meeting, the Panel will be requested to finalise the draft work programme for the next year, 2015/16.

This report contains details of the Panel's existing work programme for the current year, in order to allow for an early assessment of progress.

RECOMMENDATION

The Panel is invited to review and approve the Work Programme for the remainder of 2014/5 and give preliminary consideration to the Work Programme for 2015/16.

INTRODUCTION

1. The outcomes from the Work Programme for the current year (2014/15) will be reviewed at the Panel's meeting on 3 March 2015. At the same time, the Panel will be requested to finalise its work programme for the following year (2015/16).
2. In order to assist the process, members are invited to consider both issues at this meeting.

WORK PROGRAMME 2014/15

3. At the last meeting of the Panel on 4 November 2014, members reviewed and agreed the current programme of items for 2014/15. It is proposed that the current work programme for the remainder of 2014/15 as shown in Appendix A to this report, be noted.
4. The Panel is asked to note the following revisions to the Work Programme:-
 - (i) The Tree Strategy Action Plan (Annual Update) report has been moved from 3 March 2015 to 6 January 2015; and
 - (ii) The Environmental Sustainability Strategy Plan (Annual Update) report has been moved from 6 January 2015 to 3 March 2015
5. The progress on actions since the last meeting of the Panel on 4 November 2014 is attached at Appendix B, for members' information.

WORK PROGRAMME 2015/16

Scrutiny Board Responsibilities

6. Members are reminded that the Scrutiny Board is generally responsible for:-
 - maintaining an overview of the discharge of the Council's Executive functions.
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive Members) or key decisions made by officers in exercise of their delegated powers.
 - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions.
 - reviewing and/or scrutinising any matters affecting the strategic plans and financial affairs of the Council.
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area.

Role Of The Policy Development And Review Panels

7. The Policy Development and Review Panels are responsible for preparing their own work programmes. Those programmes should take account of the role of the Panels to:-

- assist in the development and formulation of policy.
- report and advise upon policies and proposals relating to their particular service interest.
- review the performance of services provided directly or indirectly by the Council.
-

Planning Next Year's Work Programme

- Members are invited to consider policy development and formulation items for the work programme for 2015/16. It has previously been suggested that a few items of major significance be chosen.
- In addition to any other matters which members may wish the Panel to look at, the Executive may decide if it wishes the Panel to carry out specific tasks during the next municipal year.
- The programme of dates for the Panel during the next municipal year are as follows:-

<u>MEETING DATE FOR YEAR</u>
<u>2015/16</u>
19 May 2015
21 July 2015
8 September 2015
3 November 2015
12 January 2016
1 March 2016

- A verbal update will be provided at the meeting by the Panel Chairman and the Director of Planning and Development (as appropriate) on potential items for the 2015/16 work programme, in order that these can be considered by all members of the Panel.
- It is open for the Executive Member for Planning and Development to suggest any additional items for the Panel to consider at future meetings.
- Other general items may arise during the year, such as responding to consultation requests by the Government.
- Statutory strategies and policy framework items will need to be reported to any combination of the Review Panels, the Scrutiny Board, the Executive and the Council, as appropriate.

RISK ASSESSMENT

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

CONCLUSION

16. The Panel is now invited to:-

- (a) approve the programme of items for the remainder of 2014/15, as set out in Appendix A to this report;
- (b) note the progress on actions since the last Panel meeting, as set out in Appendix B to this report;
- (c) note the Planning and Development Portfolio – Executive Work Programme 2014/15 (as at 27 November 2014);
- (d) give preliminary consideration to the outcome of the Panel’s work programme for the current year; and
- (e) prepare a draft work programme for next year, 2015/16, which can be given further consideration at the next Panel meeting on 3 March 2015.

Appendices

Appendix A – Work Programme 2014/15

Appendix B – Progress on actions since last meeting on 4 November 2014

Appendix C – [Planning and Development Portfolio – Executive Work Programme 2014/15 as at 27 November 2014](#)

Background Papers: None

Reference Papers: Planning and Development Policy Development and Review Panel 4 November (minute 9)

Report to Council – 9 October 2014 – Schedule of Meetings 2015/16

Enquiries:

For further information on this report please contact Richard Jolley. (Ext 4388)

STRATEGIC PLANNING AND ENVIRONMENT POLICY DEVELOPMENT AND REVIEW PANEL - WORK PROGRAMME FOR 2014/15

<u>MEETING DATES FOR</u> <u>2013/14</u>	<u>ITEMS</u>
9 July 2014	<p>Public Transport Review – Scoping Study</p> <p>River Hamble to Portchester Coastal Flood Risk & Management Strategy – Draft for Consultation</p> <p>Review of the Work Programme 2014/15</p>
2 September 2014	<p>Presentation – Parking Strategy & Charges – Annual Review</p> <p>Presentation – Public Transport Review: Progress Update</p> <p>Update on Local Plan Examination Arrangements</p> <p>Review of the Work Programme 2014/15</p>
4 November 2014	<p>Public Transport Review: Findings</p> <p>Presentation: Inland Flooding – Roles and Responsibilities and Current Projects</p> <p>Presentation – Titchfield Village Parking Review</p> <p>Review of the Work Programme 2014/15</p>
6 January 2015	<p>Tree Strategy Action Plan (Annual Update)</p> <p>Preliminary Review of the Work Programme 2014/15 and Draft Work Programme 2015/16</p>
3 March 2015	<p>River Hamble to Portchester Coastal Flood Risk & Management Strategy proposed for Adoption</p> <p>Environmental Sustainability Strategy Action Plan (Annual Update)</p>

	Final Review of Work Programme 2014/15 and Draft Work Programme 2015/16
Items to be Programmed: Review of Fareham Biodiversity Action Plan Conservation Area Appraisal & Management Strategy items	

**STRATEGIC PLANNING AND ENVIRONMENT POLICY DEVELOPMENT AND REVIEW PANEL PROGRESS ON ACTIONS
SINCE LAST MEETING ON 4 NOVEMBER 2014**

Date of Meeting	4 November 2014
<u>Subject</u>	<u>Public Transport Review: Update</u>
Type of Item	Review
Action by Panel	<p>It was AGREED that the Panel:-</p> <p>(a) notes the content of the Interim Report relating to the provisional findings from the Public Transport Review, and in particular the proposed changes resulting from Hampshire County Council's review of subsidised bus and community transport services; and</p> <p>(b) concur with the conclusions un he Report including activities identified to provide further outcomes from the Review.</p>
Outcome	Report Noted
Link Officer	Robert Burton

<u>Subject</u>	<u>Presentation: Inland Flooding – Roles and Responsibilities and Current Projects</u>
Type of Item	Consultation
Action by Panel	The Panel AGREED to thank the Head of Parking and Enforcement, James Addicott, Jessica Rowlatt and Wesley Jones on their informative presentation.
Outcome	Presentation noted
Link Officer	Kevin Wright
<u>Subject</u>	<u>Presentation: Titchfield Village Parking Review</u>
Type of Item	Review
Action by Panel	It was AGREED that the Panel;- (a) thanked the Principal Transport Planner and the Head of Parking and Enforcement for their presentation; and (b) the Executive note the Panel's comments above in considering the proposed changes to the 3 main parking areas in Titchfield.
Outcome	The Panel's comment will be presented to the Executive at its meeting on 5 January 2015
Link Officer	Robert Burton
<u>Subject</u>	<u>Review of the Panel's Work Programme for 2014/15</u>
Type of Item	Review
Action by Panel	It was AGREED that the work programme, as set out in Appendix A to the report, be approved.
Outcome	To note
Link Officer	Richard Jolley

APPENDIX C

Directorate	Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision?	Referred to Council?	Referred to Exec.?	Contact	Report Author
Planning & Development	Executive	Planning and Development	Welborne	Welborne Financial Update	Report	06/10/2014	October	2014		Claire Burnett X4330 cburnett@fareham.gov.uk	Toby Ayling
Planning & Development	Planning & Development PDR Panel	Planning and Development	Planning Strategy & Regeneration	Public Transport Review: Update	Report	04/11/2014	November	2014		Claire Burnett X4330 cburnett@fareham.gov.uk	Robert Burton
Planning & Development	Planning & Development PDR Panel	Planning and Development	Planning Strategy & Regeneration	Inland Flood: Roles and Responsibilities and Current Projects	Presentation	04/11/2014	November	2014		Richard Jolley x4338 rjolley@fareham.gov.uk	Eastern Solent
Planning & Development	Planning & Development PDR Panel	Planning and Development	Planning Strategy & Regeneration	Presentation - Titchfield Village Parking Review	Report	04/11/2014	November	2014		Claire Burnett X4330 cburnett@fareham.gov.uk	Robert Burton
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Titchfield Village Parking Review	Report	05/01/2015	January	2015		Claire Burnett X4330 cburnett@fareham.gov.uk	Robert Burton
Planning & Development	Planning & Development PDR Panel	Planning and Development	Development Management	Tree Strategy Action Plan (Annual Update)	Report	06/01/2015	January	2015	No	Lee Smith X4427 lsmith@fareham.gov.uk	Paul Johnston
Planning & Development	Planning & Development PDR Panel	Planning and Development	Planning Strategy & Regeneration	River Hamble to Portchester Coastal Flood Risk & Management Strategy proposed for Adoption	Report	03/03/2015	March	2015		Richard Jolley X4338 rjolley@fareham.gov.uk	Eastern Solent Coastal Partnership
Planning & Development	Planning & Development PDR Panel	Planning and Development	Planning Strategy & Regeneration	Environmental Sustainability Strategy Action Plan (Annual Update)	Report	03/03/2015	March	2015		Richard Jolley X4438 rjolley@fareham.gov.uk	Mark Chevis
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	River Hamble to Portchester Coastal Flood Risk & Management Strategy proposed for adoption	Report	20/04/2015	April	2015		Richard Jolley X4338 rjolley@fareham.gov.uk	Eastern Solent Coastal Partnership
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	CIL Review - Draft Charging Schedule	Report	TBC	TBC		Yes	Claire Burnett X4330 cburnett@fareham.gov.uk	Peter Home
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	CIL Review – Submitted Charging Schedule	Report	TBC	TBC			Claire Burnett X4330 cburnett@fareham.gov.uk	Peter Home
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) - Draft for Consultation	Report	TBC	TBC		No	Claire Burnett X4330 cburnett@fareham.gov.uk	Claire Burnett
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Fareham Borough Planning Obligations Supplementary Planning Document (excluding Welborne) - for Adoption	Report	TBC	TBC		Yes	Claire Burnett X4330 cburnett@fareham.gov.uk	Mark Chevis

APPENDIX C

Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Fareham Borough Non-Residential Parking Standards: Draft for Consultation	Report	TBC	TBC		No	Claire Burnett X4330 cburnett@fareham.gov.uk	Robert Burton
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Fareham Borough Non-Residential Parking Standards: for Adoption	Report	TBC	TBC		Yes	Claire Burnett X4330 cburnett@fareham.gov.uk	Robert Burton
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Fareham Borough Planning Obligations and Affordable Housing Supplementary Planning Document (excluding Welborne) -for Adoption	Report	TBC	TBC			Claire Burnett x4430 cburnett@fareham.gov.uk	Mark Chevis
Planning & Development	Executive	Planning and Development	Planning Strategy & Regeneration	Review of Fareham Biodiversity Action Plan - for Adoption	Report	TBC	TBC		Yes		
Planning & Development	Executive	Planning and Development	Welborne	Welborne Planning Obligations and Affordable Housing Supplementary Planning Document – for Adoption	Report	TBC	TBC			Claire Burnett x4330 cburnett@fareham.gov.uk	Toby Ayling
Planning & Development	Executive	Planning and Development	Welborne	Welborne Strategic Design Guidance Supplementary Planning Document – for Adoption	Report	TBC	TBC		Yes	Claire Burnett X4330 cburnett@fareham.gov.uk	Jenna Turner