

AGENDA FOR THE EXECUTIVE

Date: Monday, 7 December 2015

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

Councillor S D T Woodward, Policy and Resources (Executive Leader)

Councillor T M Cartwright, MBE, Public Protection (Deputy Executive Leader)

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor Miss T G Harper, Streetscene

Councillor Mrs K Mandry, Health and Housing



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of Executive held on 2 November 2015.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

To receive any deputations, of which notice has been lodged.

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

Matters for Decision in Public

Note: Where an urgent item of business is raised in accordance with Part 3 of the Constitution, it will be considered with the relevant service decisions as appropriate.

8. Leisure and Community

Key Decision

(1) Youth Services Review (Pages 5 - 16)

A report by the Director of Operations.

9. Streetscene

Key Decision

(1) Award of Contract - Cleaning Services (Pages 17 - 26)

A report by the Director of Operations.

10. Planning and Development

Key Decision

(1) Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) for Adoption (Pages 27 - 66)

A report by the Director of Planning and Development.

11. Policy and Resources

Key Decision

- (1) **Lease of Part of the Civic Offices to Community Rehabilitation Company**
(Pages 67 - 72)

A report by the Director of Finance and Resources.

- (2) **Disposal of Land at Daedalus** (Pages 73 - 96)

A report by the Director of Finance and Resources.

Non-Key Decision

- (3) **Finance Monitoring Report 2015/16** (Pages 97 - 108)

A report by the Director of Finance and Resources.

- (4) **Treasury Management Monitoring Report 2015/16** (Pages 109 - 122)

A report by the Director of Finance and Resources.

- (5) **Training for Defibrillators in Fareham** (Pages 123 - 130)

A report by the Director of Finance and Resources.

- (6) **Relocation of Allotments at Daedalus** (Pages 131 - 140)

A report by the Director of Finance and Resources.

- (7) **Recording Customer Satisfaction** (Pages 141 - 146)

A report by the Director of Finance and Resources.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

27 November 2015

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 2 November 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)
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
Miss T G Harper, Streetscene
Mrs K Mandry, Health and Housing

Also in attendance:

B Bayford, Chairman of Health and Housing Policy Development and Review Panel
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
Mrs M E Ellerton, Chairman of Public Protection Policy Development and Review Panel
M J Ford, JP, Mayor
Mrs C L A Hockley, Chairman of Leisure and Community Policy Development and Review Panel
A Mandry, Chairman of Planning and Development Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
Mrs K K Trott, For items 8(1) and 9(1)
R H Price, JP, For item 8(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive on 12 October 2015 be confirmed and signed as a correct record, subject to the correction of the title of Councillor Keeble's role to Chairman of Streetscene Policy Development and Review Panel.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

The Executive received a deputation from Christopher Gorham in relation item 9(1) – Vannes/Fareham Twinning Sculpture.

The Executive Leader agreed to bring this item for consideration forward on the agenda.

7. REFERENCES FROM OTHER COMMITTEES

There were no references from other Committees given at this meeting.

8. PUBLIC PROTECTION**(1) Dog Fouling Strategy and Public Space Protection Order Consultation**

At the invitation of the Executive Leader, Councillors Mrs K K Trott and RH Price, JP, addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) that a consultation exercise be run between 16 November 2015 and 11 January 2016 on a draft Public Spaces Protection Order, in accordance with section 72 of the Anti-Social Behaviour Crime Policing Act 2014;
- (b) to a communications campaign to raise awareness of dog fouling issues; and

- (c) an increase of the Fixed Penalty Notice fine for not clearing up after a dog has fouled from £75 to £100.

(2) Review of Hackney Carriage Fares

RESOLVED that the Executive agrees to amend the current Hackney Carriage tariff so that:

- (a) there is a standard charge for any luggage carried outside the passenger compartment of 50p; and
- (b) the maximum charge for fouling a vehicle be increased to £70.

9. POLICY AND RESOURCES

(1) Vannes/Fareham Twinning Sculpture

The comments of the deputation were taken into account in considering this item (see minute 6).

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

RESOLVED that the Executive approves:

- (a) that the 50th anniversary sculpture is installed in Westbury Manor Gardens, with the Civic Gardens being held as a 'reserve' site; and
- (b) that the design of the explanatory plaque is changed to include both town crests and sailing images.

(The meeting started at 6.00 pm
and ended at 6.38 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Leisure and Community
Subject:	Youth Services Review
Report of:	Director of Operations
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health & for Fun

Purpose:

To consider options to provide support for youth services in the Borough in light of a proposed reduction in funding of the service by Hampshire County Council.

Executive summary:

In early 2015 Hampshire County Council announced the intention to significantly reduce its budget for the provision of youth services. This decision is still under review but has prompted the Council to consider the current youth service provision in the Borough and how support for the service can be provided going forward.

The proposed cuts will result in a dramatic reduction in the current level of youth service provision in Fareham. The indication is that in future the County Council is only likely to provide funding to deliver youth support services for vulnerable young people.

Bridging the funding gap in order to maintain the current level of service is not a viable proposition for this Council. However, the Council recognises the need for an open access youth service in the Borough. Consultation with young people and local agencies has highlighted both concerns and potential consequences resulting from a dramatic reduction in the current level of service.

The report provides options for the future provision of open access youth services in the Borough. This includes the potential for funding this type of service which can be achieved without increasing the Council's revenue budget.

The Fareham Youth Council has been in existence for some 12 years and has provided the opportunity for young people to have their say about the services the Council provides. The proposal is to dissolve the current Youth Council and establish 'Y-CATs', a new arrangement for engaging with young people. This will involve use of social media and opportunities to meet with the Executive Leader to ensure Fareham's young people are able to make their voice heard.

Recommendations:

That the Executive approves:

- (a) the establishment of a 'Youth Activities Fund' to support open access youth services in Fareham Borough Council, as detailed in option 2 paragraph 17; subject to confirmation of Hampshire County Council's decision on future funding for youth services in Fareham;
- (b) that the estimated £30,000 saving resulting from the reorganisation of the Leisure & Community staff restructure be allocated to the Youth Activities Fund;
- (c) a review of the current Community Fund Grant scheme to consider local groups and organisations to submit one off bids for running costs;
- (d) that further consideration is given to the opportunity to provide a Mobile Youth Resource, as detailed in option 4 at paragraph 17 of the report, and that a report on this opportunity is presented to a future meeting of the Executive; and
- (e) that the current arrangements for the Youth Council are dissolved and replaced with the new 'Y-CAT' arrangements as the new way of engaging with young people in the Borough of Fareham.

Reason:

To ensure that young people can continue to access youth services in Fareham following Hampshire County Council's proposal to dramatically reduce the funding for this service.

Cost of proposals:

The estimated cost of implementing the recommended option is £30k and the cost of the proposals can be met from within existing budgets.

Appendices:

A: Sample of Current Youth Service Provision in Fareham
B: Sample of Young Persons Opportunities & Activities in the Borough of Fareham

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	7 December 2015
Subject:	Youth Services Review
Briefing by:	Director of Operations
Portfolio:	Leisure and Community

INTRODUCTION

1. A majority of young people take part in a variety of leisure and recreational pursuits in their spare time. Although many young people participate in organised activities, some young people seek less formal alternatives. Conventionally this need has been met by providing activities for young people in the traditional 'youth club' environment.
2. Providing informal open access activities in this way has the added benefit of offering help and support to young people. It provides a safe environment for them to participate in fun activities and access services to help address any issues or concerns. This support is generally delivered by youth workers who also provide positive and inspiring adult role models.
3. The funding to support services for young people aged 11 to 19 in Fareham has traditionally come from Hampshire County Council, with Fareham Borough Council providing some of the buildings and facilities that host the activities. In the past, while the level of funding has been below the national average, it has been sufficient to provide an adequate service for young people in the Borough.
4. In February 2015, Hampshire County Council wrote to all Borough and District Councils informing them of their intention to significantly reduce the budget for youth services. The County Council subsequently reviewed the decision and made a commitment to continue to fund the service at the present level until 2016. Beyond this date the funding situation is uncertain but it is likely that a significant amount of the current funding for organised youth activities will be withdrawn.
5. After Hampshire County Council announced the proposed cuts to Youth Service budgets, Fareham Borough Council's Executive Leader, when presenting the budget for 2015/2016, made a commitment to find a way for young people in Fareham to continue to access youth activities in time for 2016/2017.
6. Over recent months officers have undertaken a review of the current youth service provision in the Borough and considered the potential options available to the Council to continue to provide open access youth activities, albeit on a reduced scale.
7. Therefore the focus on the review is on open access activities such as the traditional 'youth club' where young people can go and meet friends, participate in informal activities and seek help and support from a suitably experienced youth worker.

BACKGROUND

8. The localised nature of provision has meant wide variation in spending on youth services, county and countrywide. Over a number of years the pressure on local government finances has resulted in Hampshire County Council reducing the budget for youth services for the Borough of Fareham. In 2009/10 the budget was £315,000 but in 2012/13 this budget reduced to £124,000.
9. This budget has provided funding for local charities and organisations to deliver commissioned services for young people on behalf of the County Council. A sample of the current open access youth service provision in the Borough is contained in Appendix A.
10. The Borough of Fareham is fortunate in that there is a plethora of different activities available to young people. This ranges from organised sport and uniform groups to skate parks and multi-use games areas. Appendix B provides a sample of the groups and organisations that provide activities for young people in the Borough of Fareham.
11. In addition to providing skate parks, recreational facilities and organised activities for young people such as SNAP and Access All Areas, the Council also owns and maintains four buildings dedicated to youth activities:
 - Oasis Youth Project (Titchfield Community Centre)
 - Genesis Youth Centre – (Locks Health Shopping Centre)
 - Crofton Youth Project (Crofton Community Centre)
 - X-Perience Youth Centre (Fareham Town Centre)
12. The Council's total spend on these buildings varies annually according to maintenance requirements, the total expenditure in 2013-2014 was £17k and in 2014-2015, £44k.
13. In October 2014 the County Council Executive Lead Member for Children's Services gave approval for consultation on new arrangements for providing youth services in Hampshire. At the core was a reduced level of funding distributed to the Hampshire Districts.
14. Consultation with different groups and organisations about the future funding arrangements is ongoing and due to conclude in January 2016. However, the indication is that County Council funding for youth support services in the future will be focused on the needs of vulnerable young people and not for the informal open access activities as listed in appendix A.

OPTIONS FOR FUTURE PROVISION OF YOUTH SERVICES

15. Hampshire County Council's decision to withdraw funding for open access youth services, other than those for vulnerable young people, will have a dramatic impact on the current level of provision and will make some of the current arrangements and facilities unviable. Consultation undertaken by Fareham Borough Council with a number of the current providers of youth services indicated that many of them will not be able to continue to provide a service if there is no Hampshire County Council funding.
16. Initial consultation with young people about the impact of the budget cuts, revealed concern about how they would be able to access services in the future. There was a

clear indication that there is demand for informal youth provision which meets the needs of particular group of young people. They do not generally engage in mainstream activities but value the opportunity to meet with friends in a safe and comfortable environment. Many of these young people also seek support from youth workers who in turn signpost them to where they can get help and support with any issues they may be experiencing.

17. In light of the implications, consideration has been given to the potential options available to this Council to continue to support informal open access youth activities for young people; most of which currently take place in various built facilities around the Borough. The following provides a summary of the options:
- **Option 1- Do Nothing** - The Council would simply 'do nothing' and accept the changes resulting from the reduction in funding for youth services. As of April 2016 there could be no Hampshire County Council funding for informal open access youth services in Fareham. The Council would continue to provide the youth buildings only where a viable service could be delivered.
 - **Option 2 - Youth Activities Fund** – Establish a “Youth Activities Fund” to support local groups and organisations providing open access youth provision. Specific criteria will be developed with a clear focus on providing revenue funding to run informal open access activities for young people; these must provide a safe environment to meet with friends and participate in activities with access to help and support from a ‘youth worker’. Consideration for funding will be given to all groups providing open access youth provision in the Borough; priority will be given to the four Fareham Borough Council owned youth facilities. A form of Service Level Agreement (SLA) will be developed for each funding arrangement which will set out the terms and conditions and the outcomes expected from the funding.
 - **Option 3 – Review of the Community Grants Criteria** – The criteria for Council’s Community Fund grant scheme only allows bids for one off capital based projects. The purpose of the review would be to consider amending the current criteria to allow one off bids for running costs. This would then enable charitable groups and organisations in the Borough the opportunity to access start-up funding to provide open access youth provision.
 - **Option 4 - Mobile Youth Resource** - The resource would either be a bus or an articulated unit. It could be adaptable to the needs of different groups, whether issue or neighbourhood based and could be accommodated at any location in the Borough. Additionally, when not being used for youth work, this presents an opportunity for other groups and organisations to reach people in a community setting or for other private/commercial bookings to be taken to maximise income.
18. In order to enable the different groups and organisations across the Borough the opportunity to access funding, option 2 is considered to be the preferred option. It will enable the Council to target available funding to where it is most needed. This will then provide the opportunity for young people to continue to access informal youth activities, albeit this is likely to be on a reduced level of service.
19. The Council’s ability to manage the longer term commitments of providing and maintaining a collection of youth buildings will be the subject of further consideration in the future. In particular the future of the X-Perience Youth Centre in Trinity Street, as well as the longer term future of Genesis Youth Centre and the youth wing at Titchfield Community Centre.

20. Therefore, in consideration of the longer term strategic provision of youth services, option 4 the mobile youth resource, has the potential to provide a cost effective and responsive service. The intention would be to explore this opportunity in more detail and come forward with a more detailed business case in the future.

REVIEW OF THE YOUTH COUNCIL

21. The current Youth Council has been in existence for the last 12 years and has had variable success during that time. At present the Youth Council is supported by a Youth Officer for which there is a budget of £4,300 per annum. This resource facilitates support for the Youth Council for five hours per week.
22. At the beginning of the year, over fifty young people came out on a Friday night to an open meeting with the Executive Leader and Executive Member for Leisure and Community. The event proved very popular and the young people valued the opportunity to articulate their views and raise concerns on local issues important to them. As a result of being able to raise an issue directly with the Leader at this meeting, young people were able to influence the installation of a seating area at the new skate park in Park Lane Recreation Ground.
23. A further meeting with young people and the Executive Leader took place last month at X-perience in Fareham Town Centre and was again very well attended, this time by over 60 young people.
24. In future the proposal is to engage with young people using this approach and the meetings will be called 'Y-CATs'. The intention will be to develop a network of 'youth campaigners' in each locality. These young people will be given support to assist their peers to gather and articulate their views at the Y-CAT meetings. Creative use of social media will be used to communicate with young people and to encourage them to share their ideas and concerns.
25. It is proposed that the current budget of £4,300 for the Youth Officer will be used to support the provision of youth services in Fareham, as outlined in the report.

FINANCIAL IMPLICATIONS

26. A reorganisation in the Leisure & Community team has released £30,000 to establish the Youth Activities Fund.
27. A further recommendation is to undertake a review of the Community Funding grant scheme criteria to consider amending the current criteria to allow one off bids for running costs. This would then enable charitable groups and organisations in the Borough the opportunity to access start-up funding to provide open access youth provision.
28. The reorganisation of the Leisure & Community team and the deletion of the Youth Officer post will enable a part time Community Development Officer post to be created which will focus on youth engagement. This post will coordinate the provision of youth activities, administer the Youth Activities Fund and coordinate the new arrangements for Y-CATs.
29. This means that the revenue required to provide a Youth Activities Fund and the new arrangements for Y-CATs can be met from within existing budgets.

CONCLUSION

30. The provision of youth support services is a Hampshire County Council responsibility and the proposal to significantly reduce the funding for youth services is likely to result in a dramatic reduction in the current open access youth provision in Fareham.
31. The consultation with young people highlighted their concerns about the consequences of losing the local youth network. Meanwhile, agencies and statutory partners are concerned about the wider impact of young people having limited access to worthwhile projects. In particular fears have been expressed about young people being bored, having nothing much to do or nowhere 'friendly' to go.
32. The Council has limited opportunity to provide funding to subsidise the provision of youth services. Bridging the funding gap in order to maintain the current level of service is not a viable proposition for the Council.
33. However, the Council is keen to make every effort to ensure that young people still have the opportunity to access youth services in the Borough of Fareham. While it is anticipated that Hampshire County Council will continue to provide youth support services for vulnerable young people, Fareham Borough Council will focus on enabling opportunities for the continued provision of informal open access youth activities in the Borough.
34. The report considers the options for the Council to reallocate resources in the Leisure & Community budget to create a 'Youth Activities Fund' and a review of the Community Grant Fund to allow one off bids for running cost. This positive commitment from the Council will enable youth services to be maintained in Fareham.
35. As voters of tomorrow, it is important to encourage young people to have a say about the area in which they live and how the Borough of Fareham evolves in the future. A new approach to youth engagement is outlined in the report and the intention is that this approach will help young people to raise issues through social media channels and provide direct access to decision makers in the Council.
36. Both of the initiatives outlined in the report demonstrate the Councils commitment to ensuring young people's needs are recognised and that positive steps are taken to ensure that the services they value are supported and remain accessible.

APPENDIX A: A Sample of Current Open Access Youth Service Provision in Fareham

Youth Project	Provider	Details
The Beacon, Stubbington	Holy Rood Church	Thursdays 7:30pm to 9pm ages 14 to 18
Broadlaw Walk Youth Club (Senior)	Y Services	Tuesdays 6:30pm to 8:30pm ages 14 – 17
Broadlaw Walk Youth Club (Junior)	SEHCO and Y Services	Thursdays 3pm to 5pm, ages 7 – 13
Café Imbizo Drop In	Fareham Community Church	One night per week planned 3:30 to 5:30pm
Central, Locks Heath	Locks Heath Free Church	Friday 8:15 to 10pm ages 14 to 18
Crofton Youth Project, Stubbington	Y Services and Crofton Youth Project	Monday 7 to 9pm (ages 12 – 14), Wednesday 6:30 to 8:30pm (ages 10 - 12)
The Edge	Locks Heath Free Church	Years 11 to 13, 6:30pm to 8pm on Fridays
Fareham detached	Y Services	Flexible – 3 sessions per week
Fareham North West	Y Services	Thursdays and Fridays, external funding (Clued Up 2 Go). Highlands Baptist Church enquiring about linking in
Fast	Holy Rood Church	Friday once per month from 7:30pm ages 14 – 18, more structured
Flame, Stubbington	Holy Rood Church	Ages 11 – 14, Fridays from 3:15 to 5pm
Fuel	Fareham Community Church	Friday fortnightly ages 11 to 14, 7 to 8:30pm ages 14 to 18, 8 to 9:30pm
Genesis, Locks Heath	Y Services	Monday, Wednesday 6:30 to 8:30pm, Thursday 6:30 to 8:30pm – sexual health, drugs and alcohol and NEET guidance.
Health and Wellbeing	HCC	4 sessions per week, Fri 3pm at Portchester, Mon 3:15pm at XP, Tues 2:45pm at Genesis.
The Milkbar	Portchester Community Centre	Tuesdays, 3 – 6pm, ages 9 - 12
Moving On Project, Fareham	No Limits	At X-Perience, Monday evenings
Music Fusion	Music Fusion	At The Beacon every fortnight, Jammit at Odyssey every Thursday 7 to 9pm, 13 – 19 years of age. 30 ad hoc sessions remaining in Youth Centre locations.
Oasis +, Titchfield	Y Services	With Titchfield Community Association, Thursdays 7 to 9pm, ages 13 to 18.
Oasis Youth Club, Titchfield	Y Services	Tuesdays 6:30 to 8:30pm, Age 10+.
Odyssey, Portchester	Y Services	Monday, Thursday and Friday
SNAP	FBC	4 times per year Friday 7 – 10:30pm
Whiteley Youth Club	Whiteley Community Association	Friday evenings from 7:30pm to 9:30pm for 10 – 15 year olds. Struggling with volunteers.
X-perience, Fareham	Y Services	Tuesday (ages 12 to 14), Wednesday (ages 14+) and Friday.
Yoof, St Johns Youth Group, Locks Heath	St Johns	Ages 11 – 16, 2 nd and 4 th Sundays from 6:30 – 8pm.

APPENDIX B: Current Youth Services Provision in Fareham

		Club / Group	Ward	Venue
Scouts / Guides	Scouts	1st Fareham Scouts	Fareham	Crescent Road
		3rd Portchester Sea Scouts	Portchester	White Hart Lane
		2nd Stubbington Scouts	Stubbington	Holy Rood Church
		2nd Portchester Scouts	Portchester	Adurni Hall
		2nd Fareham Sea Scouts	Fareham	Quay Street
		17th Fareham Scouts	Fareham	Holy Trinity Church
		1st Park Gate Scouts	Park Gate	St Anthonys Primary School
		1st Whiteley Scouts	Sarisbury	Whiteley Community Centre
		1st Sarisbury Green Scouts	Sarisbury	Coldeast Hospital
		1st Catisfield Scouts	Fareham	Blackbrook Road Scout Hut
		1st Stubbington Scouts	Stubbington	Stubbington Scout Hall
	1st Warsash Sea Scouts	Warsash	Warsash Maritime Academy	
	Guides	1st Fareham Girls Brigade	Fareham	Fareham Baptist Church
1st Portchester Girls Brigade		Portchester	Portchester Methodist Church	
1st Whiteley Guides		Sarisbury	Whiteley Community Centre	
Cadets	Army Cadet Force	Park Gate	1 Platoon, Bridge Road	
	ATC Air Cadets	Titchfield	Farm Road	
SPORT	Cricket	Portchester Cricket Club	Portchester	Portchester
		Sarisbury Cricket Club	Sarisbury	Allotment Road
		Locks Heath Cricket Club	Locks Heath	Warsash Road
		Fareham & Crofton Cricket	Fareham	Bath Lane Rec
	Rugby	Fareham Heathens Ruby Club	Fareham	Cams Alders
		Locks Heath Pumas	Locks Heath	Brookfield Community School

SPORT

	Netball	Fareham Fireflys Netball	Fareham	Henry Cort Community College
	Martial Arts	Aikido - Ken Shin Kai	Fareham	Fareham Leisure Centre
		Jason Boh's Martial Arts School	Portchester	Portchester Community School
		Shotokan Karate	Stubbington	Crofton School
		RC Southern Kickboxing	Sarisbury	Whiteley Community Centre
		Ju Jitsu	Stubbington	Crofton Community Centre
		Karate	Titchfield	Titchfield Community Centre
		British Taekwondo South	Fareham	Henry Cort Community College
		TaeKwon- Do	Sarisbury	Whiteley Community Centre
		Solent Martial Arts Academy	Stubbington	Crofton Community Centre
		Holbrook Judo Club	Warsash	Hook With Warsash School
		Fareham Choi Kwang Do	Fareham	Henry Cort Community College
		Amaetur Boxing Club	Titchfield	Mill Lane, Titchfield
		Portchester Karate Club	Portchester	Portchester Community School
		Kick Boxing	Titchfield	Titchfield Primary School
		Little Pumas Martial Arts	Sarisbury	Whiteley Community Centre
	Yoshinkan Aikido	Fareham	Fareham Leisure Centre	
	Martial Arts	Sarisbury Green Choi Kwang Do	Sarisbury	Brookfield Community School
	Basketball	Whiteley Oaks Basketball Club	Fareham	Meadowside Leisure Centre
		Locks Heath Tennis Club	Locks Heath	Locks Heath Tennis Club
		Warsash Junior Tennis	Warsash	Warsash Tennis Club

SPORT	Tennis	Advantage Tennis Academy	Stubbington	Stubbington Tennis Club
	Gymnastics	Cheryparkes Gymnastic Club	Fareham	Henry Cort Community College
		Gymnastics	Warsash	Abshot Community Centre
		Fareham School Of Gymnastics	Fareham	Fareham Academy
		Eclipse Gymnastics	Warsash	Warsash Road
		Stubbington Springboard Gymnastics	Stubbington	Crofton School
		Teenage Pilates	Sarisbury	Whiteley Community Centre
	Football	Crofton Saints Football Club	Stubbington	Stubbington Rec
		Locks Heath Lions FC	Park Gate	Brookfield Community School
		Stubbington FC Under 14's	Stubbington	Stubbington Rec
		Stubbington FC Under 16's	Stubbington	Stubbington Rec
		Warsash Wasps FC	Warsash	Club House, New Road
		Burridge FC	Sarisbury	Botley Road
Sarisbury Sparks FC		Sarisbury	Coal Park Lane, Southampton	
Portchester Youth		Portchester	Wicor Recreation Ground	
Football	Whiteley Football Club	Fareham	Meadowside Leisure Centre	
	Fareham Town FC	Fareham	Cams Alders	
	Jubilee 77 Youth Football Club	Fareham	Henry Cort Community College	
	Ranvilles Rangers Football Club	Fareham	Henry Cort Community College	
	Music	Solent Rock School	Sarisbury	Whiteley Community Centre
JUSE (Junior Operatic Society)		Stubbington	Crofton Community Centre	
Easylearn Pop Music School		Fareham	Henry Cort	

				Community College
Arts	Dance	Redmonds Dance School	Sarisbury	Whiteley Community Centre
		Sandras Dance Studio	Sarisbury	Sarisbury Community Centre
		In Time Dance	Locks Heath	Priory Park Hall
		Yasmin Taylor Academy of Dance	Warsash	Brookfield Community School
		Timestep Academy of Dance	Portchester	Portchester Community Centre
		Everyone Active School of Dance	Fareham	Fareham Leisure Centre
		Starz Academy	Stubbington	Park Lane
	Dance	Amber Andrews Dance School Kim Ellen School of Dance	Fareham Fareham	Fareham Scout Hut Ranvilles Community Centre
		Drama	Youth Theatre	Sarisbury
	Youth Theatre		Fareham	Ashcroft Arts Centre
	Stagecoach		Sarisbury	Whiteley Primary School
	Dante Academy		Stubbington	Crofton Community Centre
	Laura Dunkley Performing Arts		Sarisbury	Parish Rooms, Barnes Lane
	Titchfield Festival Youth Theatre		Titchfield	Titchfield Festival Theatre
Fareham Musical Society Youth Theatre	Fareham		Henry Cort Community College	

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Policy, Strategy and Finance
Subject:	Award of Contract – Cleaning Services
Report of:	Director of Operations
Strategy/Policy:	
Corporate Objective:	A safe and healthy place to live and work

Purpose:

This report considers the tenders received for the provision of cleaning services for specified Council owned buildings and designated areas of the town centre. The report recommends an award of contract for the services.

Executive summary:

The existing five year cleaning contract is due to end in March 2016. Therefore, it has been necessary to update the current specification schedule and associated documentation and undertake a re-procurement exercise. The new contract will run for five (5) years with a possible two (2) year extension option.

The contract will include the cleaning of buildings such as Ferneham Hall, pavilions, public conveniences, housing sites and the newly acquired control tower at Daedalus airfield. The contract includes the option for additional “provisional” locations to be added should it become necessary over the term of the contract.

The operations to be undertaken within the contract will include window cleaning, general cleaning, street washing, notice boards, wheeled bins as well as deep cleaning of void properties.

The contract was advertised via the Official Journal of the European Union (OJEU) with tenders issued on 4 September 2015 with a closing date of 2 October 2015.

Eight contractors submitted tenders. The evaluation panel scored all valid tenders based on the Best Price Quality Ratio in order to rank and position the tenders.

Recommendation/Recommended Option:

That the Executive agrees to award the contract to the contractor ranked in 1st position (as set out in confidential appendix A) being the best price quality ratio tender received.

Reason:

To provide cleaning services for Fareham Borough Council specified owned buildings and other site locations for a period of five years, with the option to extend by further two years.

Cost of proposals:

The value of the cleaning services contract resultant from this tender over the five year term is approximately £1.9M. The cost of the contract is more than is provided for in existing revenue budgets. However, the increase has been recognised as a budget pressure in the Medium Term Finance Strategy and will be dealt with accordingly during the budget setting process.

Appendices:

A: Confidential Appendix providing information on tenders received (*Exempt by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*)

Background papers: None.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	7 December 2015
Subject:	Award of Contract – Cleaning Services
Briefing by:	Director of Operations
Portfolio:	Streetscene

INTRODUCTION

1. The purpose of this report is to consider the tenders recently received and award the contract for the cleaning of specified Council owned buildings along with Specialist Street washing for designated areas of the town centre.

BACKGROUND

2. In January 2011, the Executive awarded the Corporate Cleaning Contractor to Fountains Environmental Ltd (who were subsequently acquired by OCS Compliance to whom the contract was novated) a five year contract which expires on 3rd April 2016.
3. As a consequence of this it has been necessary to undertake a retendering exercise to find a suitable provider to continue this service after the expiry date.

CONTRACT SPECIFICATION

4. A review of the specification was undertaken with each of the relevant departments, such as Housing, Car Parking, Ferneham Hall etc. and some amendments and additions were made. Having four or more years of working with the existing specification, officers have taken the opportunity to alter aspects where ambiguity was present and insert improvements based on customer feedback.
5. The specification includes cleaning arrangements in the following buildings and sites.
 - Housing Establishments – Sixty three separate sheltered and non-sheltered places of multiple occupancy (three of which are provisional)
 - Ferneham Hall - toilets, offices and associated rooms
 - Council Depot - toilets, offices and associated rooms
 - Public Conveniences -fifteen in total
 - Pavilions - seven pavilions (& one cemetery chapel)
 - Car Parks - toilets, offices and associated rooms along with stairwells, lifts and lobbies.
 - Town Centre - main shopping area of West Street
 - Civic Offices - window cleaning only

6. New items that have been added to this contract include:
- Public Notice Boards – forty three in total
 - Welcome boards – nineteen in total
 - Daedalus Airfield Control Tower – offices and windows
7. The general tasks contained within the contract can be categorised as:
- General cleaning of offices and associated rooms
 - Cleaning housing communal areas, car park lobbies and stairwells, sports changing rooms
 - Cleaning public toilets along with opening and closing
 - Window cleaning
 - Cleaning of wheeled refuse bins
 - Gum removal and specialist street washing
 - Temperature checking and flushing for Legionella control
 - Single ad-hoc clean-up operations including the clearance of void properties

TENDER PROCESS AND EVALUATION CRITERIA

8. The contract was advertised via the Official Journal of the European Union (OJEU). Tender documents were issued and received electronically via the Council's e-tendering portal (South East Business Portal). Timeline below:

Issue of e-ITT by the Council	04.09.15
Site visits (for interested tenderers)	14.09.15 to 18.09.15
Closure date for e-bid responses	02.10.15 (No later than 12.00noon)
Evaluation period and approval	05.10.15 to 31.10.15
Interview (short-list tenderers)	23.10.15
All Tenderers notified by:	31.12.15 (tentative)
Award of Contract	04.01.16 (tentative)
Contract / Agreement start:	04.04.16

9. As per the tender document, the tenders received were evaluated in accordance with the criteria listed below:

Award Criteria	Weighting
Cost <i>(Fixed price to deliver the outcome specification.)</i>	40%
Service Quality <i>(Covering experience, management and organisation, working procedures, health & safety, continual improvement.)</i>	60%
Total	100%

TENDERS RECEIVED

10. Tenders were received electronically on 2 October 2015 and were opened by the Democratic Services Officer and witnessed by the Procurement Officer. Of the thirty nine (39) suppliers who expressed initial interest, eight (8) submitted a tender by the

deadline, nine (9) suppliers opted out and twenty two (22) gave no response.

TENDER EVALUATION

11. The tender submissions were evaluated by officers in accordance with the criteria set out in the invitation to tender. The scores and ranking for the tenders received are represented in the confidential appendix A.

RISK ASSESSMENT

12. Many of the usual and identifiable risks initially present in this type of project have been negated through the council's rigorous and structured procurement process.
13. The Council has sought to reduce the risks of this procurement by:
 - Procuring in line with Public Contracts Regulations 2015 using an open transparent OJEU compliant tender process.
 - Using electronic tendering to ensure all tenderers had access to the same documentation and that all questions and answers were shared.
 - Enabling tenderers to visit site location with Council officer present for Q&A during the tender timeline.

FINANCIAL IMPLICATIONS

14. All of the submitted tenders are more expensive than what the Council has been paying, however one of the main reasons for this is that this contract has high employee costs due to the nature of the work involved.
15. Members will be aware that the minimum National Living Wage comes into force on 1st April 2016 (£7.20 per hour) rising to £9.00 per hour by 2020. This has a significant implication for this contract as it is labour intensive and as such tenderers had to build in provision from the start of this fixed cost contract.
16. Excluding the provisional locations (optional items) contained within the preferred tender submission, there will be an increase in the required revenue budgets from 2016/17 as set out in Appendix A. The additional budget required across all the relevant services has been identified in the Medium Term Finance Strategy as a budget pressure and will be dealt with as part of the budget setting process.
17. If during the contract term a decision is made to add any of the provisional locations (e.g. sites currently cleaned by in-house staff, new locations or ad-hoc special cleaning) to the contract then additional revenue budget will be required as set out in Appendix A.

CONCLUSION

18. The tender process resulted in eight tender submissions by the deadline date for cleaning services specified by the Council.
19. It is recommended that the tender submitted by the contractor ranked in 1st position (as set out in confidential appendix A) be awarded the contract for five years beginning on 4 April 2016, with extension option for additional two years.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Planning and Development
Subject:	Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) for Adoption
Report of:	Director of Planning and Regulation
Strategy/Policy:	Local Plan: Adopted Core Strategy (August 2011) & Local Plan Part 2: Development Sites and Policies Plan (June 2015).
Corporate Objective:	Protect and Enhance the Environment Maintain and Extend Prosperity

Purpose:

To approve the revised Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) for adoption.

Executive summary:

This report summarises the background and rationale for the production of the Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) for adoption.

The Local Plan Part 1: Core Strategy, through Policy CS17: High Quality Design sets out key design principles that should be adhered to in all proposals in the Borough. Further policies relating to environmental impact and impact on living conditions are set out in policies DSP2: Environmental Impact and DSP3: Impact on Living Conditions of the adopted Local Plan Part 2: Development Sites and Policies Plan. The Design Guidance sets out in greater detail how proposals will be expected to fulfil these key design principles and policies, whilst having due regard to national standards and Planning Practice Guidance (PPG).

The adopted Design Guidance Supplementary Planning Document will be a material consideration in the determination of planning applications and will also provide helpful guidance to householders undertaking works that do not require planning permission. The Guidance has been prepared in a format that is accessible to all members of the community.

Recommendation:

That the Executive:

- (a) notes the consultation comments received on the Draft Fareham Borough Design Guidance Supplementary Planning Guidance (excluding Welborne) and agrees the proposed Council responses as set out in Appendix A to the report; and
- (b) adopts the Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) as set out in Appendix B to the report with effect from Monday 21 December 2015.

Reason:

To enable the Fareham Borough Design Guidance Supplementary Planning Guidance (excluding Welborne) to be adopted and afford it due weight as a material consideration in the determination of planning applications.

Cost of proposals:

There are no direct financial implications arising from this report.

Appendices: A: Summary of Comments Received and Proposed Council Responses to the Consultation
B: Fareham Borough Design Guidance Supplementary Planning Guidance (excluding Welborne)

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	7 December 2015
Subject:	Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) for Adoption
Briefing by:	Director of Planning and Regulation
Portfolio:	Planning and Development

INTRODUCTION

1. The National Planning Policy Framework places high quality design at the heart of the planning system and emphasises that design which makes places better for people, is central to the planning system's core objective of sustainable development.
2. The Core Strategy sets out, in policy CS17, the key design principles that all proposals in the Borough (excluding Welborne) will be expected to adhere to. The adopted Development Sites and Policies Plan sets out further requirements relating to Environmental Impact and Impact on living Conditions in policies DSP2 and DSP3 respectively.
3. Supplementary Planning Documents (SPDs) should be produced where they can help applicants make successful planning applications and should build upon and provide more detailed guidance on the policies in the Local Plan.
4. Once approved, the Fareham Borough Design Guidance SPD (excluding Welborne) will be a material planning consideration for decision-making purposes and, in conjunction with the Core Strategy and DSP Plan, be used to assess planning applications for the Borough (excluding Welborne).
5. The Guidance contained within the SPD sets out Fareham's aspirations for high quality design to householders, developers and other interested parties. The document has been produced in a manner and using language that is accessible to all members of the community including those without previous knowledge or experience of the planning system.
6. The Guidance does not introduce new policy or provide rigid standards that could stifle the design process, but explains to everyone carrying out development, what constitutes high quality design.

PURPOSE AND CONTENT OF THE GUIDANCE

7. The Fareham Borough Design Guidance SPD (excluding Welborne) has been prepared with the needs of residents, architects and developers in mind. The guide explains what high quality design looks like and offers helpful advice on how to resolve everyday design problems in the built environment.
8. The document is set out into separate sections covering common types of development proposals. This approach enables readers to head straight to the pages relevant to the type of proposal they are interested in. The sections of the document are set out below;
 - **Introduction**

The introduction sets out the Council's reasons for producing the document and how the document is set out.
 - **Policy context**

This section sets out the National and Local policy context in which the guidance has been produced.
 - **Section 1: Improving and extending your home**

The first section provides clear guidance for residents wishing to extend or improve their home.
 - **Section 2: New houses in existing streets; New houses in rear gardens; Flats**

This section explains what is considered high quality design for proposals which involve new houses and flats in existing streets. It has been prepared to be of most benefit to small house builders and developers who may have some previous experience of the planning system but are otherwise looking for guidance on high quality design.
 - **Section 3: New streets; New public spaces**

The section on New streets and New public spaces has been prepared to be of most benefit to developers who have previous experience of the planning system but are otherwise looking for guidance on high quality design. It deals with the issues of how to ensure development respects existing surrounding properties, the context and character of an area.
 - **Section 4: Shopfronts**

The section on Shopfronts has been prepared to be of most benefit to shop owners. It addresses problems often encountered with how best to design shopfronts to maintain or enhance the appearance of the wider building, and to be in keeping with or to enhance the existing street scene.
9. By following the Guidance and working closely with the Council and the community, how to achieve planning permission should be clearer for all interested parties. Furthermore, the principles within the Design Guidance will provide a clear framework through which high quality design can be achieved in the Borough's different settlements while having due regard to their unique characteristics.

STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

10. The Planning Practice Guidance states that when producing a Supplementary Planning Document an SEA may be required in exceptional circumstances. The design guidance expands upon policies within the relevant adopted local plans (LP1 and LP2) which have undergone Sustainability Appraisals as part of their respective examination processes and have been found to have positive effects. Furthermore, the design guidance SPD relates to design and other qualitative criteria for development. The Council is therefore of the opinion that an SEA is not required.

CONSULTATION AND NEXT STEPS

11. The draft Fareham Borough Design Guidance SPD (excluding Welborne) was consulted on for a period of 4 weeks to from 21 September 2015 to 19 October 2015. This was in compliance with the Planning Practice Guidance and Regulation 12 of The Town and Country Planning (Local Planning) (England) Regulations 2012. Following completion of the Consultation period, the Council produced a document summarising the responses received, the Council's initial response to them and set out any justified revisions to the SPD which have been subsequently incorporated. This Consultation document is set out in Appendix A of this report.
12. Following approval for adoption, the Fareham Borough Design Guidance SPD (excluding Welborne) will be used as a material consideration in the determination of planning applications.

RISK ASSESSMENT

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

CONCLUSION

14. The Fareham Borough Design Guidance SPD (excluding Welborne), as set out in Appendix B, consolidates and provides greater detail on the relevant principles and policies relating to design, environmental impact and impact on living conditions set out in the Local Plan Part 1: Core Strategy and Local Plan Part 2: Development Sites and Policies Pan. It will provide clarity on the requirements of high quality design and help secure a well-designed built environment. It is therefore recommended that the Executive approve the document for adoption.

**Fareham Borough Design
Guidance (excluding
Welborne)**
Supplementary Planning Document
Post Consultation Statement

November 2015

Introduction

- I This statement summarises and addresses the main issues raised during the public consultation on the Fareham Borough Design Guidance Supplementary Planning Document (SPD) (excluding Welborne). The document was published for 4 weeks of public consultation from Monday 21 September until 5pm Monday 19 October 2015.
- II This consultation statement has been prepared in accordance with Regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012.

1 Name of the Supplementary Planning Document

- 1.1 Fareham Borough Design Guidance (excluding Welborne)

2 Persons consulted

- 2.1 Fareham Borough Council consulted persons and organisations on the Local Development Scheme Database who previously expressed a wish to be notified of Local Development Document Consultations. In addition, residents and planning professionals who submitted planning applications in the 12 months previous to the consultation period were also contacted. A local development forum workshop was convened on the 13th of October at the Council offices to which local agents were invited. A total of 1249 people and organisations were consulted, of these, 98 persons responded and 5 agents responded.
- 2.2 A summary of the consultation responses and results of the workshop along with the Council's response to them are set out in Appendix 1 and Appendix 2.

3 Availability of consultation documents

- 3.1 The documents were available at the following places:

- Online: www.fareham.gov.uk/planning
- *Fareham Borough Council Civic Offices (Planning Reception)*
Civic Way, Fareham, Hampshire, PO16 7AZ.
- *Fareham Library*
Osborne Road, Fareham, PO16 7EN;
- *Lockswood Library*
Lockswood Centre, Locks Heath District Centre, Southampton, SO31, 6DX
- *Portchester Library*
West Street, Portchester, Hampshire, PO16 9TX
- *Stubbington Library*
Stubbington Lane, Stubbington, Fareham, PO14 2PP

Appendix 1: Summary of Consultation responses

Design Guidance Survey Analysis of comments made by residents of the Borough

Fareham Borough Council asked local residents, members of the E-panel and those who applied for planning permission in the past 12 months for general comments on the section of the draft SPD dealing with 'Improving and extending your home', and in addition, the following specific questions;

1. Would you feel confident in extending your home after reading the guidance document?
2. If not, why do you not feel confident enough to extend your home?
3. What further information would you require?

Would you feel confident in extending your home after reading the guidance document?

The majority 84 of respondents do feel confident in extending their home after reading the design guidance document, while 9 respondents did not.

Why people don't feel confident?

Issue raised	Council's response
Confusion over right of light, exact sizes, whether planning consent is still required, on which aspects require planning and which do not.	The right to light is a term commonly used which refers to a non-planning matter. However a proposal's effect on the light to neighbouring properties is a material consideration in the determination of a planning application.
	The aim of the Design Guidance is to provide a framework of guidance that is not overly prescriptive. As such, where possible, the Council has refrained from stipulating exact standards so as to allow a degree of flexibility in design solutions and varying local circumstances.
	To determine whether proposed works require planning permission or not, customers are welcome to talk to the Council's Duty Planning Officer. Additional information on the Duty Planning Officer service has been added to the Introduction section of the document. This service is provided 8:45am – 5:15pm Monday to Friday free of charge.
	Customers will also be sign posted to the Planning Portal website which will provide up-to-date

	information on permitted development rights.
No information on providing drainage.	Foul water drainage is normally a matter addressed under the Building Regulations. Advice on surface water drainage from hardstandings is contained within the document.
Some of the guidance isn't appropriate.	Without specific references to particular guidance the Council is unable to comment. Notwithstanding this, the guidance has been prepared in line with national guidance and policy and is deemed to be appropriate.
More details on helpline and architects needed.	<p>Customers are welcome to talk to the Council's Duty Planning Officer. Additional information on the Duty Planning Officer service has been added to the Introduction section of the document. This service is provided 8:45am – 5:15pm Monday to Friday free of charge.</p> <p>Whilst the Council is unable to recommend individual agents or architects, the Duty Planning Officer is able help customers find suitable agents or architects for the project they propose.</p>
It helps but is not as clear as planning portal picture guidance	<p>The design guidance document addresses issues specific to the Borough and goes one step further to provide clear guidance on what constitutes 'high quality design'.</p> <p>Customers will be sign posted to other relevant guidance through the website and by Duty Planning Officers.</p>
Find the white on light blue writing hard to read.	Noted. Adjustments have been made to the document to address this issue.
Neighbours' outlook & light can be affected just as much by a single storey extension with a high roof as a two storey extension. Neighbours get little sympathy from the planners and their protests are ignored and distorted	The Guidance within this SPD is consistent with the approach exercised by Fareham Borough Council for many years. Different guidance exists for single storey and two storey extensions. In the opinion of Officers, two storey extensions can have a greater impact upon neighbours than single storey extensions. There will still need to be a case by case assessment on every individual planning application.

Any further information required?

The most common comment was to clarify what needs planning permission and what does not.

Further information was also requested on:

Information required	Council's response
Examples of acceptable driveway extensions, dropped kerbs and drainage options	<p>Provided they are made of porous material, or they direct surface water drainage to areas of the garden or a drainage system, planning permission is not likely to be needed for driveways or parking spaces.</p> <p>Dropped kerbs onto unclassified roads normally do not need planning permission. Customers are advised to contact the Duty Planning Officer Service for further advice. Permission will be needed from Hampshire County Council to carry out works to the footpath/ highway.</p> <p>Customers will be sign posted to the Planning Portal.</p>
Parking spaces required per household for new developments	Parking Standards are covered by the Residential Car and Cycle Parking Standards SPD which is provided through the Council's website.
Guidance on tree species to avoid problems of trees maturing to obscure vision, daylight and sight lines for vehicles. Guidance on species of hedges as they can on maturing over sail footpaths causing obstruction.	Issue acknowledged and further notes included within the Guidance.
Information about foundations; building regulation requirements and legal issues of non-compliance.	These are matters that are covered by Building Regulations and are not Planning matters.
Good practice of discussing plans with neighbours	As a Council we advise applicants to discuss their proposals with neighbours. Additional wording has been added to the introduction to reflect the comment.

<p>Does timber decking come under planning rules?</p>	<p>The Guidance does not include advice on what does and doesn't need planning permission as this can change frequently.</p> <p>The Duty Planning Officer Service will be able to answer such questions and the online guidance at the Planning Portal is signposted from this SPD.</p>
<p>Guidance on materials, texture and colour etc., internal noise insulation, safe emergency exits, environmental additions e.g. water butts, solar panels, bike storage etc.</p>	<p>Issues such as internal noise insulation and emergency exits are covered by the Building Regulations. For information on solar panels and water butts, customers will be sign posted to the Planning Portal on the Council's Website.</p> <p>With regard to materials, texture and colour, proposals to extend or improve residential properties should normally be carried out using matching materials where possible. For listed buildings and buildings within Conservation Areas great care will be needed to ensure appropriate materials are used.</p>
<p>How long will it take to get a decision on a planning application?</p>	<p>The Government requires planning decisions to be taken within 8 weeks of an application being submitted. Fareham Borough Council will aim to issue decisions as soon as it is possible to do so and often in less than 8 weeks.</p>
<p>Why does this guidance exclude Welborne?</p>	<p>Design Guidance for Welborne is subject to a separate design guidance document.</p>
<p>Effect of on street parking on traffic flow and pedestrians</p>	<p>This will need to be carefully considered to ensure that there is no harm to highway safety and operation.</p>
<p>Determined by positive elements within the street" - What is a positive element??</p>	<p>This will need to be assessed on a case by case, street by street basis. It will be necessary to look at sections of a street, or sometimes the street as a whole, and determine which characteristics represent high quality design and in turn positively contribute to the street.</p>

Design Guidance Survey Analysis of comments made by Local Agents

Overall there were 5 responses received from people contacted on the LDF database. There is a strong focus on parking from all three.

Issue raised	Council's response
Concerns over 'on-plot parking' being unacceptable in all circumstances (page 13). This is considered too restrictive and not reflective of NPPF policy para 58 and market demand.	The guidance advises that proposals "should avoid" using the entire frontage of a property for parking. It does not preclude a particular type of parking nor is it overly prescriptive. In this vein the Council considers the guidance to be in conformity with para 58 of the NPPF.
Needs to show a balanced view of the type of parking.	The guidance provides an overview of different types of parking arrangements and where relevant highlights the advantages and disadvantages of particular arrangements.
Perhaps would be better to give advice on styles of parking instead of insinuating preferences.	The guidance relates particular types of parking to the relevant contexts where it would be most appropriate. There is no stipulation or restriction on particular types of parking. It is for an applicant to agree, in discussion with the Council on what arrangement best suits the proposals.
It is not accepted that side extensions look better if the ridge is below the original roofline and that a two-storey extension is set back from the front wall of the house.	Noted. Text adjusted to reflect comments.
A three-metre outlook (50% of the 6-metre distance) towards a single-storey dwelling (50% of a two-storey house) would be acceptable – the requirement for a four-metre outlook distance is unnecessary and would be unreasonable	Historically, Fareham Borough Council has sought a minimum distance of 4 metres. Officers do not believe there are good reasons to reduce the light and outlook standard at this time.
Use of vague terms like "adequately sized", "average home" and "large family homes".	Noted. With the exception of "large family homes" the wording has been changed to reflect the comments received.

<p>With regard to 'Character', the requirement for 'The new dwelling should be in proportion to the plot' does not provide a definitive basis for decisions.</p>	<p>The wording as it stands reflects the need to assess character on a case by case basis.</p>
<p>Internal space. If reliance is to be placed on 'National Guidance', the reference should be precise, not generalised.</p>	<p>Noted. Text amended to reflect comment. Additional text added to the Introduction clarifying the source of the standards.</p>
<p>The requirement that 'New flats should have access to adequately sized and good quality outdoor space' is vague and does not provide a sound basis for decisions. Many flat-dwellers have no call for an external amenity area and the financial/practical responsibility for its maintenance is frequently an encumbrance.</p>	<p>Historically, Fareham Borough Council has sought provision of gardens, often communal, to serve individual flats. This SPD seeks the provision of gardens wherever possible and suggests acceptable alternatives in situations where gardens cannot be achieved. Officers do not believe there are good reasons to remove the requirement to provide garden areas to serve new flatted development.</p>

Appendix 2: Analysis of Local Development Forum Workshop

A Local Development Forum Workshop was convened on the 13th of October 2015. A summary of the comments and issues raised are set out below.

Issue raised	Council's response
What space is required between properties when proposing a 2 storey side extension? This is unclear.	The distance sought in such circumstances is set out in the Guidance, and ranges from 4- 6 metres. The Guidance sets out the circumstances in which a distance of less than 6 metres might be acceptable.
Could the document also sign-post to the interactive site on the planning portal?	Where relevant links will be provided through the Council's website to additional resources.
Has FBC looked at other authorities design SPDs? Some seem to be more detailed (ref Eastleigh)	Fareham Borough Council have looked at other Design Guides but the intention for this document was to keep it simple so as to be accessible and understandable to a broad range of users and members of the community.
	Whilst the Council wishes to provide guidance on what makes high quality design, it does not wish to be too prescriptive. The document has been designed to very visual rather than dominated by text to get messages on design across.
	There is also a need to strike the balance between aspirations and deliverable design.
In the introduction, planners should be added to the paragraph beginning "It has been prepared with the needs of residents, architects and developers in mind".	Noted. Additional text added to the Introduction section to reflect the comment.
Page 5 – Insert "blank" to read in the rear of neighbouring houses and the back wall of a proposed extension	Noted. Additional text added to the section.

Page 7 – Other Councils give guidance that first floor windows should be at least 10 metres from boundaries; the guide says at least 11 metres.	Historically, Fareham Borough Council has sought a minimum distance of 11 metres between first floor clear glazed windows and party boundaries. Officers do not believe there are good reasons to reduce this privacy standard at this time.
Page 8 - Private gardens should be adequately sized is too subjective, other authorities are more specific. (ref Arun & Eastleigh).	Noted. Additional text added to the sections referring to dwellings to reflect the comment.
Page 9 – “Flat Building” should be amended to Flatted buildings	Noted. Text amended to reflect the comment.
Page 14 – Rear Court car parking – could reference be made to natural surveillance and add reference to trees included to prevent areas becoming playgrounds.	Noted. In text reference to natural surveillance added.
Page 18 – No reference has been made to hanging signs,	In-text reference added.
Do recessed doorways invite rough sleepers?	This has not proved a problem within the Town Centre and other centres within the Borough and no amendment to this aspect is recommended.
The document is a problem to email due to the size, could this be addressed?	Noted. A reduced size pdf will be made available on the website.
Will the document be free to collect from FBC offices?	Whilst it is designed to be viewed online or printed off at the user’s home/offices, Fareham Borough Council will print of sections of the document when requests are received from callers to the office.

**Fareham Borough Design Guidance
Supplementary Planning Document
(Excluding Welborne)**

Introduction

This guide has been written with the aim of answering the question – “what makes good design?”

It has been prepared with the needs of residents, planners, architects and developers in mind, in fact anyone who is involved in the process of designing or making changes to new and existing buildings and places. The guide explains what good design looks like and offers helpful advice on how to resolve everyday design problems in the built environment.

The document is set out into separate sections covering common types of proposals. This approach enables readers to head straight to the pages relevant to their proposals. However, they may find the guidance on other pages useful as well. For example, designers of new housing developments can also draw upon the advice given in the first section of the guide on improving and extending existing houses. The sections of the document are set out below;

- **Policy context** – This section provides the Local and National policy context in which the guidance has been produced.
- **Section 1: Improving and extending your home** -The first section provides clear guidance for residents wishing to extend or improve their home.
- **Section 2: New houses in existing streets; New houses in rear gardens; Flats** - This section explains what is considered good design practice for proposals which involve new houses and flats in existing streets. It has been prepared to be of most benefit to small house builders and developers who may have some previous experience of the planning system but are otherwise looking for guidance on good design.
- **Section 3: New streets; New public spaces** - The section on New streets and New public spaces has been prepared to be of most benefit to developers who may have some previous experience of the planning system but are otherwise looking for guidance on good design. It deals with the typical issues of how to ensure development respects existing surrounding properties, the context and character of an area.
- **Section 4: Shopfronts** - The section on Shopfronts has been prepared to be of most benefit to shop owners. It addresses problems often encountered with how best to design shopfronts to enhance the appearance of the wider building and where possible to be in keeping with or enhance the existing street scene.
- **Technical Annex** - This section provides further guidance on the design of refuse storage.

The Council will expect proposals made in planning applications to have been designed with specific regard to the guidance contained in this document, relevant policies within the local plan and national guidance. It has been written specifically with the aim of encouraging well-designed proposals and preventing poorly thought-out applications being made in the first instance. The guide has not however been created to try and replace discussions between prospective applicants and Council Officers but to assist those conversations and help illustrate good design practice.

This document does not deal specifically with design considerations for development in conservation areas or listed buildings . Please contact us directly to discuss design considerations in these instances.

The issue of whether proposals require planning permission is not covered by this document. Please contact our duty planning officer between 8:45am- 5:15 pm Monday to Friday on **01329236100** to discuss whether planning permission is required or not. Advice on what requires planning permission can also be found on the Planning Portal website at www.planningportal.gov.uk.

Reference is made in the following Supplementary Planning Document to National Technical Standards in connection with internal sizes of new dwellings. At the time of producing this Supplementary Planning Document, guidance on internal space standards is contained in the “Technical housing standards – nationally described space standard” issued by the Department of the Communities and local Government.

Other things to consider;

- It is important to note that while some works do not require planning permission, Building Regulations approval may still be required. The Building Control Partnership will be happy to advise you on Building Regulation issues and can be contacted on **01329 236100**.
- When considering undertaking works, applicants are recommended to discuss their proposals with neighbours. This means that neighbours’ concerns are understood at an early stage and can be addressed. In turn this will reduce the risk of delay in obtaining planning permission.

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Policy Context

Local policy

This document is a supplementary planning document (SPD) which expands on the design guidance already contained within the Fareham Borough Local Plan 1: Core Strategy (LP1) and Local Plan Part 2: Development Sites and Policies Plan (LP2).

It explains in more detail the various principles and criteria set out in the following policies:

- Policy CS17: High Quality Design (LP1).
- Policy DSP2: Environmental Impact (LP2).
- Policy DSP3: Impact on living Conditions (LP2).

It also highlights the importance of ensuring new development does not have an unacceptable impact on the living conditions of residents living nearby.

Policy DSP2: Environmental Impact

Development proposals should not, individually, or cumulatively, have a significant adverse impact, either on neighbouring development, adjoining land, or the wider environment, by reason of noise, heat, liquids, vibration, light or air pollution (including dust, smoke, fumes or odour).

Development should provide for the satisfactory disposal of surface and waste water, and should not be detrimental to the management and protection of water resources.

Policy DSP3: Impact on Living Conditions

Development proposals should ensure that there will be no unacceptable adverse impact upon living conditions on the site or neighbouring development, by way of the loss of sunlight, daylight, outlook and/or privacy.

CS17 High Quality Design

All development, buildings and spaces will be of a high quality of design and be safe and easily accessed by all members of the community. Proposals will need to demonstrate adherence to the principles of urban design and sustainability to help create quality places. In particular development will be designed to:

- respond positively to and be respectful of the key characteristics of the area, including heritage assets, landscape, scale, form, spaciousness and use of external materials,
- provide continuity of built form, a sense of enclosure with active frontages to the street and safety of the public realm,
- ensure permeable movement patterns and connections to local services, community facilities, jobs and shops,
- create a sense of identity and distinctiveness and one that is legible,
- enable and/or encourage a mix of uses and diversity in an area,
- ensure that the public realm has pedestrian priority, is safe, secure, functional and accessible, and is constructed of quality materials and well maintained,
- enable buildings to provide flexible accommodation, which can be adapted to suit all members of a community throughout their lifetime,
- provide green infrastructure, including landscaping, open spaces, greenways and trees within the public realm, and
- provide appropriate parking for intended uses taking account of the accessibility and context of a development and tackling climate change.

In addition new housing will be required to:

- secure adequate internal and external space, dwelling mix, privacy, and sunlight and daylight to meet the requirements of future occupiers.

Demonstration of adherence to the principles must be set out within design and access statements, and/or where relevant, design codes, briefs, frameworks or masterplans and to include a contextual analysis. Where relevant, a report by a licensed assessor which sets out compliance with the BREEAM and/or Code for Sustainable Homes level operating at the time of any application for planning permission.

New housing should seek to achieve the Lifetime Home standard from 2013. Prior to 2013, the Council will encourage developers to meet the lifetime home standard having regard to the viability of the proposal.

National policy

The government has published the National Planning Policy Framework (NPPF) stressing the importance of good design in the built environment and stating that:

“good design is a key aspect of sustainable development and good planning, and should contribute positively to making places better for people”, and;

“that local planning authorities should give great weight to outstanding or innovative designs that help to raise the standard of design more generally in the area. Equally, they should refuse planning permission for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions”.

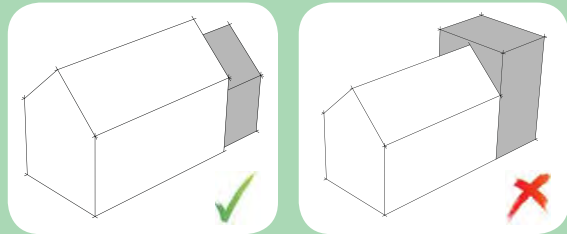
More detailed guidance is provided in the National Planning Practice Guidance (PPG). A specific chapter on design provides advice on the key points to take into account, highlighting the importance of good design, what constitutes a well-designed space, the treatment of buildings, the spaces in-between and issues specific to particular types of development.

Section 1: Improving and extending your home

Improving and extending your home

A successful extension or improvement to a house will respect the existing character of the house and the street. High quality, long-lasting materials which are complementary to the original dwelling will make a big difference to the overall appearance of the house.

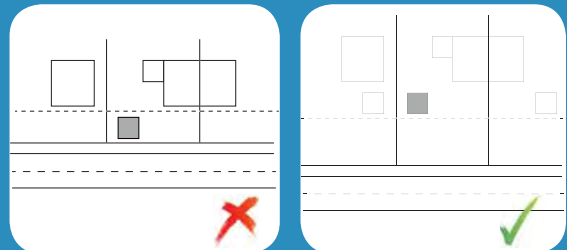
Side extensions



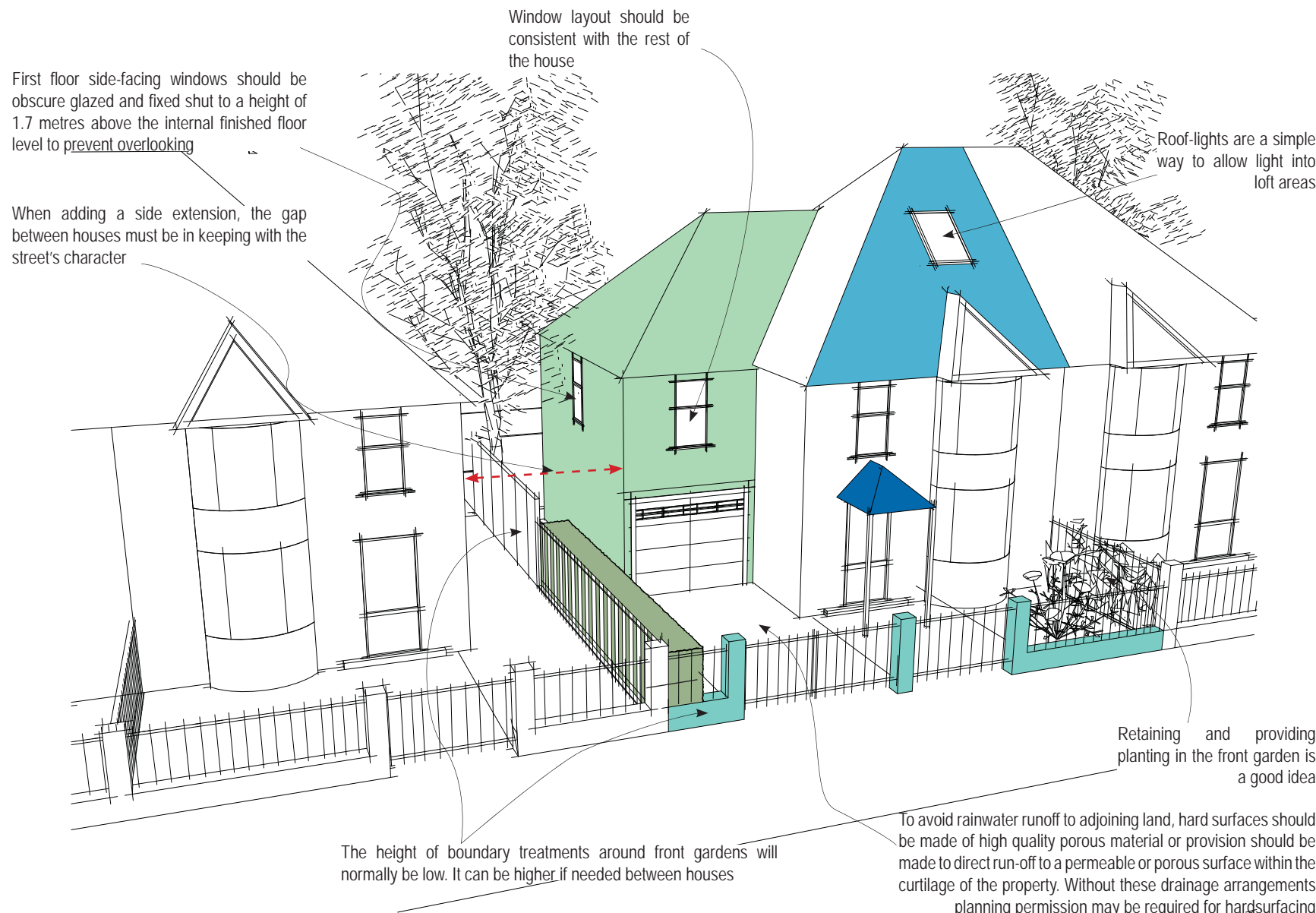
Side extensions look better if the ridge of the new roof sits below the original roofline.

Two storey extensions should be set back from the front wall of the house.

New buildings in front gardens



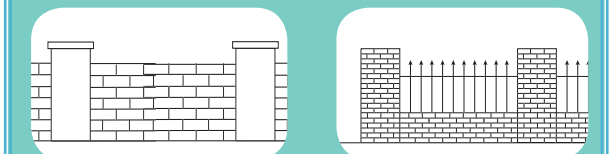
The addition of garages or other buildings in front gardens will normally only be allowed in streets where others are already found. Front gardens must also be large enough to accommodate them.



Appropriate front boundaries

New proposals for front boundary treatments should reflect the positive aspects of a street's character and where possible enhance it.

The choice of boundary treatment and height should be determined by the positive elements within the street.



Brick walls

Wall and railings



Hedges

Porches

The design of a porch should reflect the appearance of the existing house. Excessively large or bulky porches are unlikely to be acceptable.

Dormers

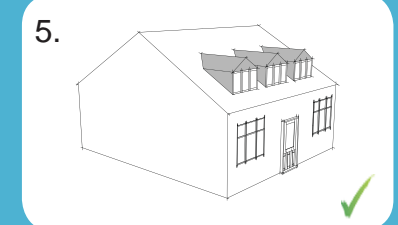
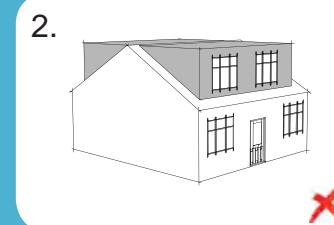
A dormer creates additional headroom within the roof space of a house but because they are so prominent they need to be well designed to stay in keeping with the original house. Where multiple dormers are proposed they should be of a similar scale to each other and be in keeping with the original dwelling.

As a guide:

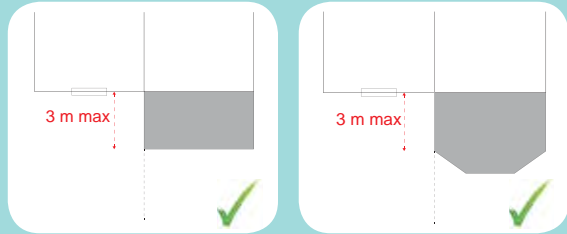
1. Put a dormer at the back of the house where it is less visible.

2. Keep below the original ridge of the roof.
3. Dormers should not take up the whole roof slope and should be set in from the gable end and eaves.
4. Materials and design of dormer windows should match those of the existing dwelling.
5. Several smaller dormers look better than one very large one.
6. Keep to the original style of the roof and use a gabled or hipped dormer.

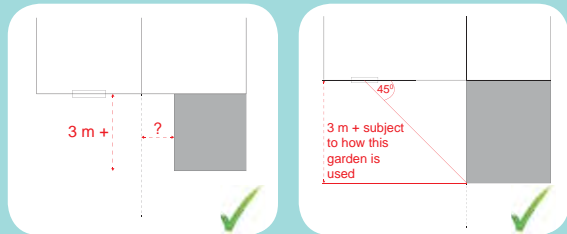
7. Care should also be taken to ensure new dormers do not unacceptably overlook nearby properties.
8. Dormers should be set within the existing roof slope which should remain visible above, below and to the sides of the dormer.
9. Avoid dormers on the hipped end of a roof.



Rear extensions and conservatories



Extending semi-detached or terraced houses can affect the light to and outlook from habitable rooms* in adjoining properties if not done carefully. An extension up to a depth of 3 metres from the rear of neighbouring properties will normally be acceptable.

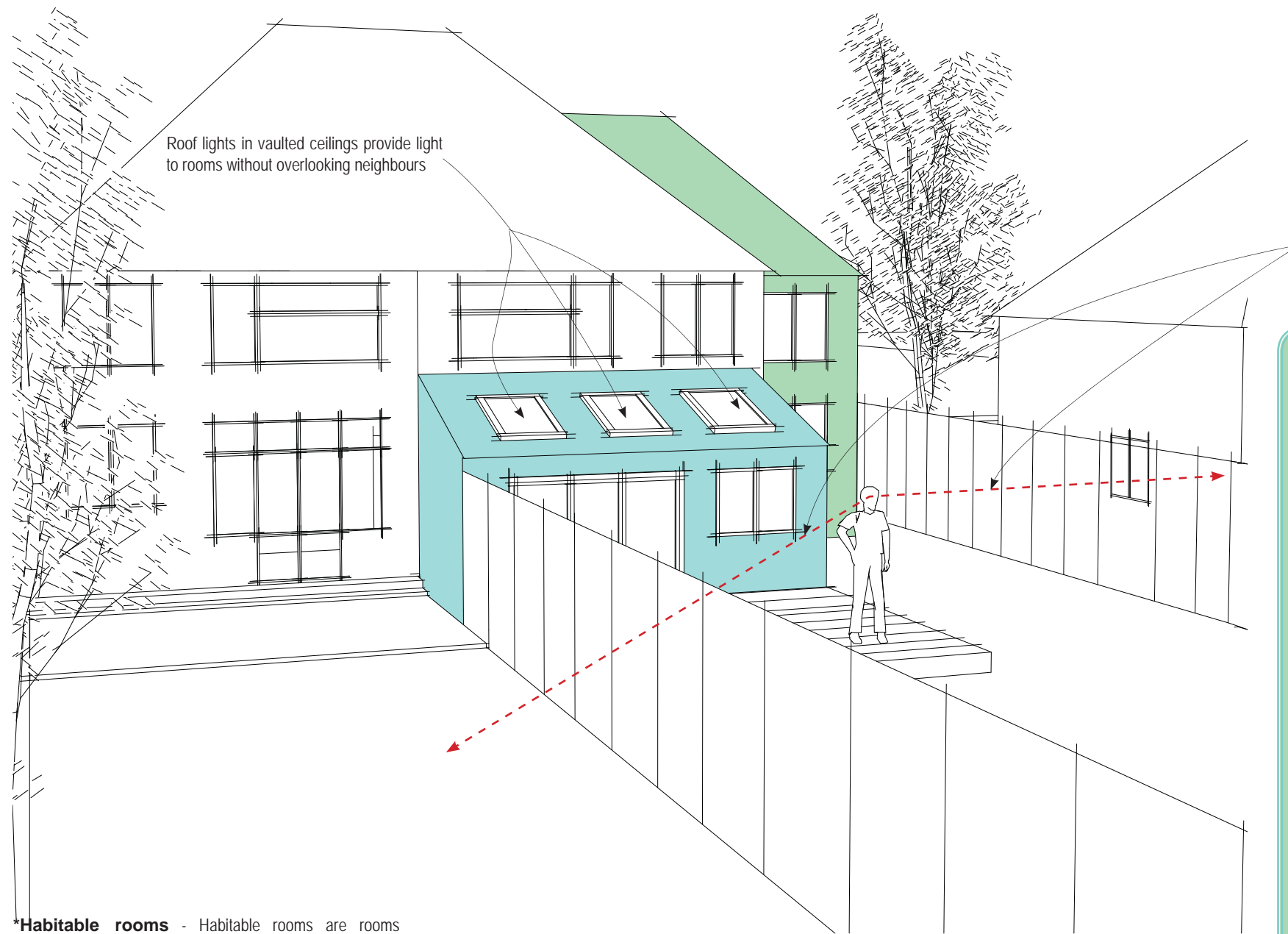


Setting the extension in from the boundary may mean its depth can exceed 3 metres, whilst still minimising the effect on neighbours.

If the extension falls behind a line drawn at 45 degrees from the centre line of the neighbour's window, it is less likely to affect them.

Similarly, where the affected window is set in from the boundary an extension exceeding 3 metres deep may be acceptable.

Well designed extensions will have a minimal effect on the living conditions of neighbours, particularly their light, outlook and privacy.



The addition of decking, or a raised platform of any kind, should not allow people standing on it to overlook neighbouring gardens

Side Extensions

Where a two storey extension would affect a sole window in your neighbour's property serving a habitable room at ground floor level, a distance of 6 metres between your neighbour's window and the flank of the extension should normally be achieved.

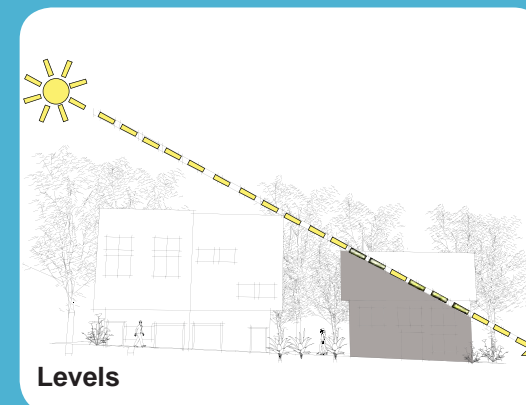
A lesser distance of 4 metres between the neighbour's habitable room window and the flank of the extension may be acceptable where:

- the neighbouring room is served by other windows which wouldn't be affected by the extension;
- the affected window currently has limited outlook and light available to it;
- existing boundary treatments already affect the light and outlook to the neighbouring window;
- the neighbouring property is built on higher land than the extension;
- the extension is of single storey scale with a roof design which limits the impact upon the neighbouring window.
- the window affected is at first floor level

***Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

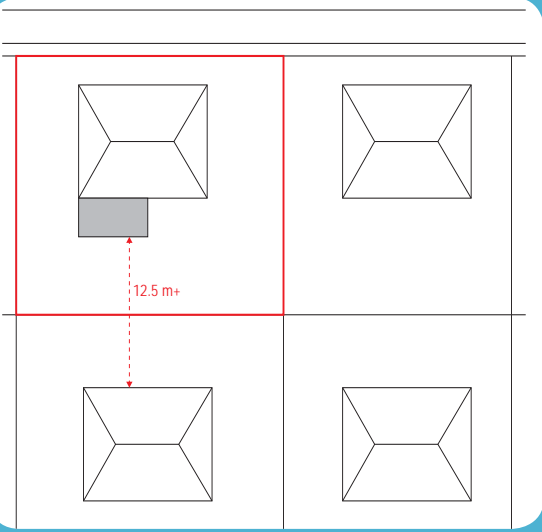
In order to establish whether your proposal will be acceptable ask yourself:

- What is the existing situation?
- How does the orientation of buildings affect sunlight (N, S, E, W)?
- How do levels make a difference?
- Is there any fencing, walls planting etc. (existing or proposed)?
- In the neighbouring property, what room might be affected? e.g. a habitable room?
- What is the importance of any affected windows.



Two-storey extensions to the rear of neighbouring properties

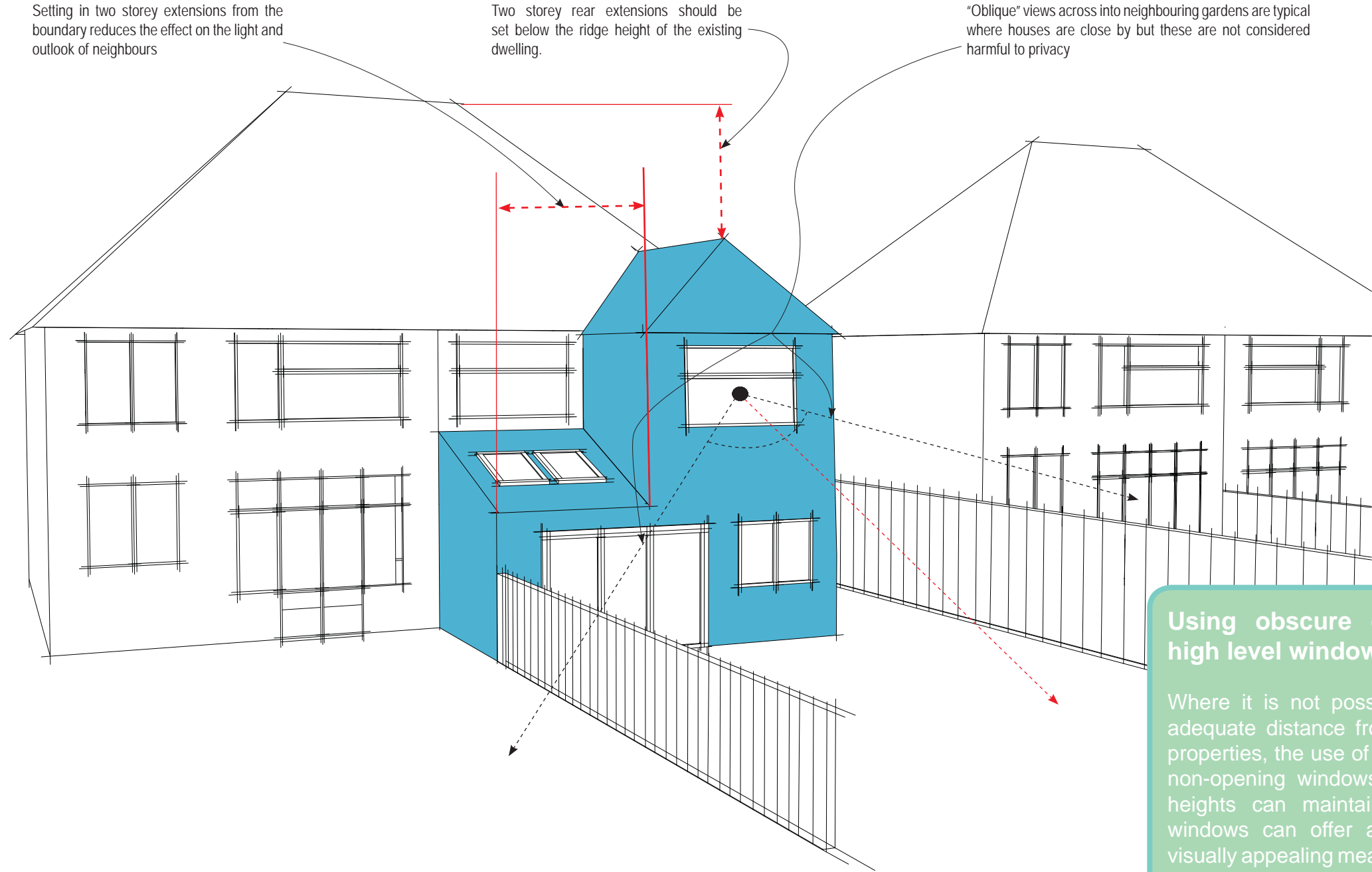
A distance of at least 12.5 metres should be retained between the windows in the rear of neighbouring houses and the wall of a proposed extension to minimise any loss of light or outlook.



Setting in two storey extensions from the boundary reduces the effect on the light and outlook of neighbours

Two storey rear extensions should be set below the ridge height of the existing dwelling.

"Oblique" views across into neighbouring gardens are typical where houses are close by but these are not considered harmful to privacy

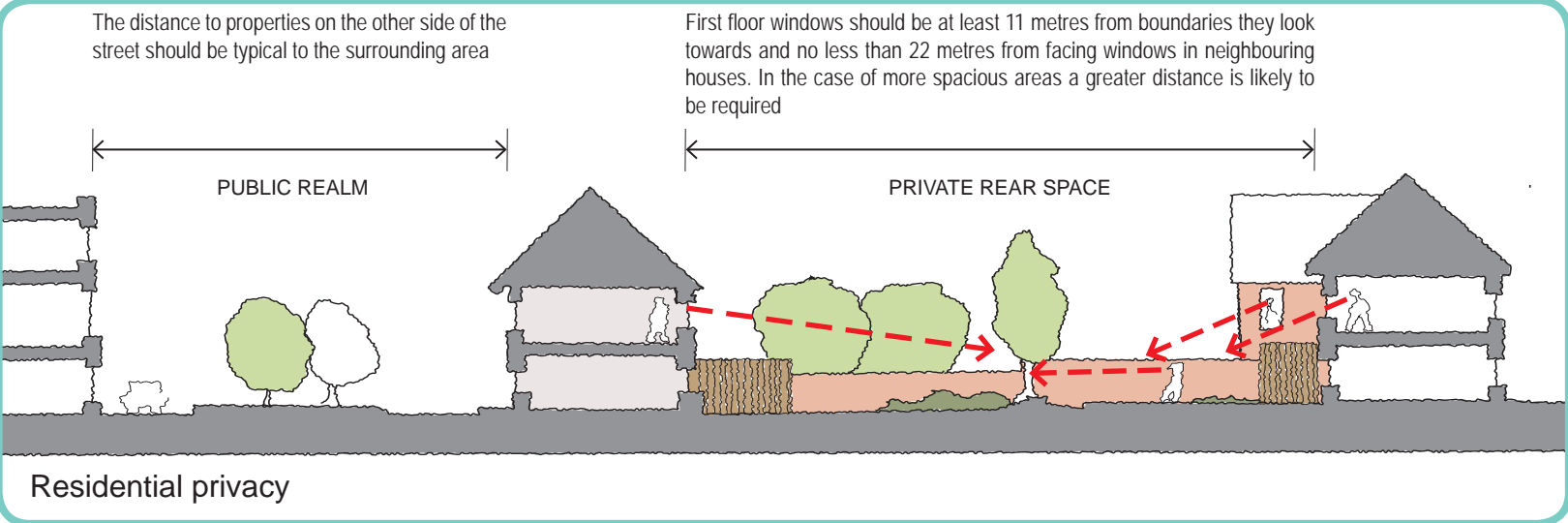


Balconies

A typical balcony can often give rise to sideways views into neighbouring properties. Solid or opaque 1.7 metre high screens will maintain privacy.

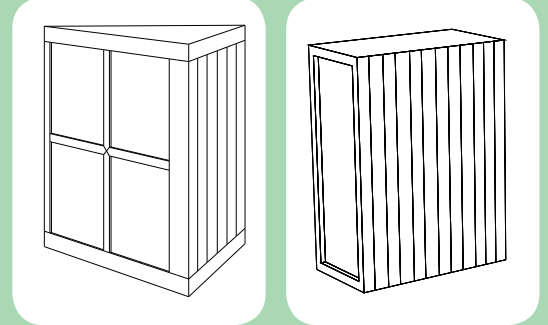


A 'Juliet' balcony has no decked area to stand out on. There are no potentially harmful sideways views.



Using obscure glazing and high level windows

Where it is not possible to keep an adequate distance from neighbouring properties, the use of obscure glazing, non-opening windows and raised sill heights can maintain privacy. Oriel windows can offer an effective and visually appealing means of addressing overlooking issues.



The use of obscure glazed windows to habitable rooms will not be acceptable if they are the sole window.

You should also consider whether the window will need to serve as a 'means of escape' to comply with the Building Regulations.

Section 2: New dwellings

New dwellings in existing streets

Well-designed new houses on 'frontage infill' sites will reflect the scale of other plots in the street.

Scale

It is important that the scale of a new house relates well to its surroundings.

Where most homes in a street are single-storey, a two-storey building is likely to be out of character.

Likewise a single-storey building in a street containing mostly two-storey homes may not be appropriate.

In streets where there is a mixture of single and two-storey housing, a smooth transition can be achieved through careful design.



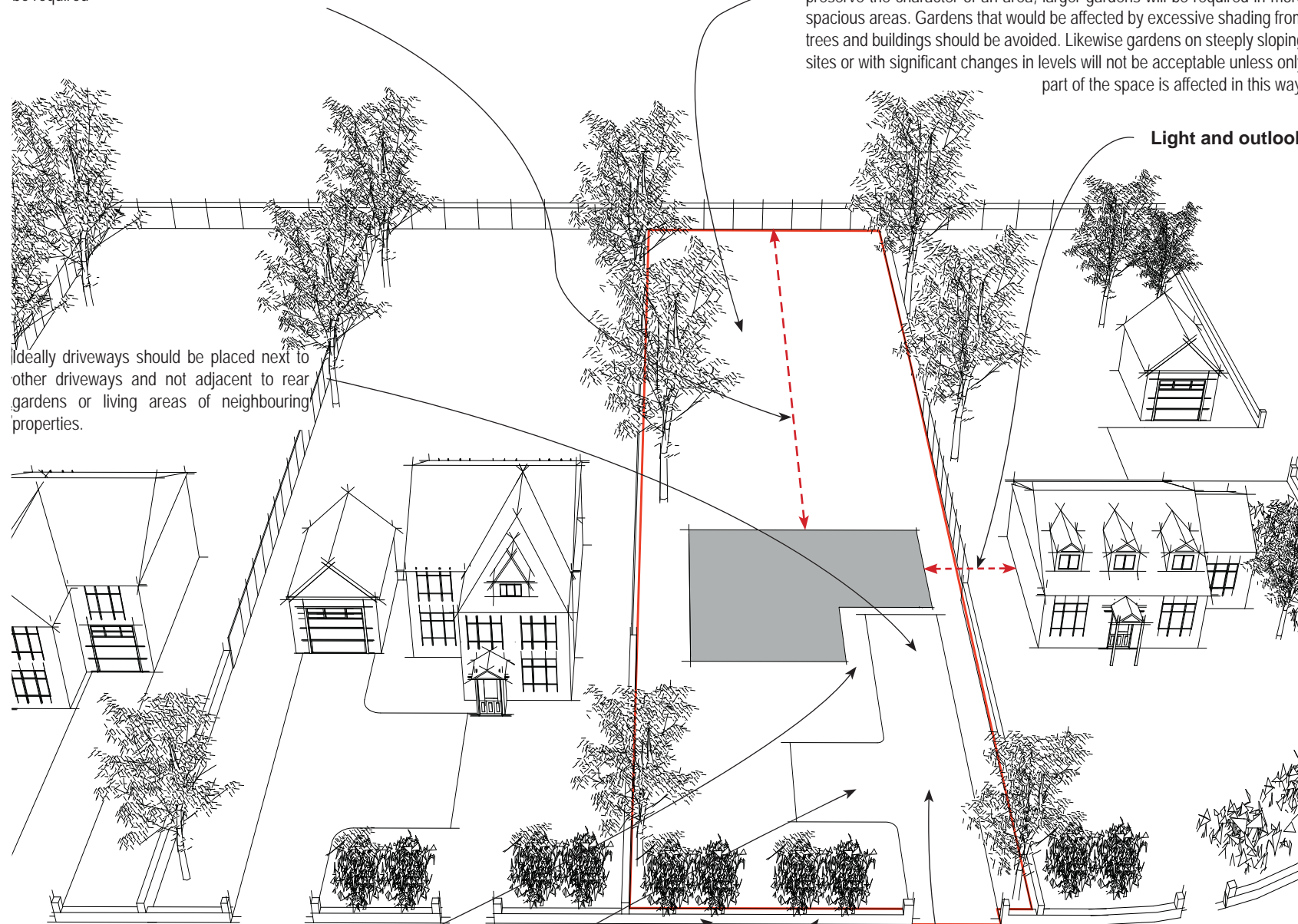
Character

Gaps between existing houses can sometimes make appropriate plots for new homes. This will depend on the size and width of the plot and how it compares to others in the street.

Care should be taken to ensure the space left between houses reflects the spaciousness and character of the area.

Space should be retained in front of the building to reflect the character of the street and not protrude beyond the building line.

First floor windows should be at least 11 metres from boundaries they look towards and no less than 22 metres from facing windows in neighbouring houses. In the case of more spacious areas a greater distance is likely to be required



Ideally driveways should be placed next to other driveways and not adjacent to rear gardens or living areas of neighbouring properties.

For detailed guidance on refuse/bin storage design please refer to the technical annex on page 20 of this document.

Although there should be sufficient room for cars to park and turn around, hard surfacing should not dominate the front garden

***Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

Private gardens should be adequately sized and provide good quality outdoor space. A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. In order to preserve the character of an area, larger gardens will be required in more spacious areas. Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

Light and outlook

Light and outlook

Where a new dwelling would affect a sole window in a neighbouring property serving a habitable room* at ground floor level, a distance of 6 metres between the neighbouring property's window and the flank of the new dwelling should normally be achieved.

A lesser distance of 4 metres between the neighbouring property's habitable room window and the flank of the new dwelling may be acceptable where:

- the neighbouring room is served by other windows which wouldn't be affected by the new dwelling;
- the affected window currently has limited outlook and light available to it;
- existing boundary treatments already affect the light and outlook to the neighbouring window;
- the neighbouring property is built on higher land than the extension;
- the new dwelling is of single storey scale with a roof design which limits the impact upon the neighbouring window.
- the window affected is at first floor level.

When creating a new frontage, proposals should aim to retain existing hedgerows and trees which contribute to the street's character. Where possible additional planting should be provided.

To avoid rainwater runoff to adjoining land, hard surfaces should be made of high quality porous material or provision should be made to direct run-off to a permeable or porous surface within the curtilage of the property

Internal space

The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

New dwellings in rear gardens

Sometimes referred to as 'backland', 'garden land' or 'tandem' development.

Private gardens

Private gardens should be adequately sized and provide good quality outdoor space.

A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. In order to preserve the character of an area, larger gardens will be required in more spacious areas.

Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

Character

Proposals for new houses in rear gardens should ensure both the new plot and the remaining plot are similar in size to nearby properties.

The new dwelling should be in proportion to the plot so it does not appear cramped or out of character.

Existing mature hedgerows should be retained to minimise the effect on neighbours and the appearance of the area.

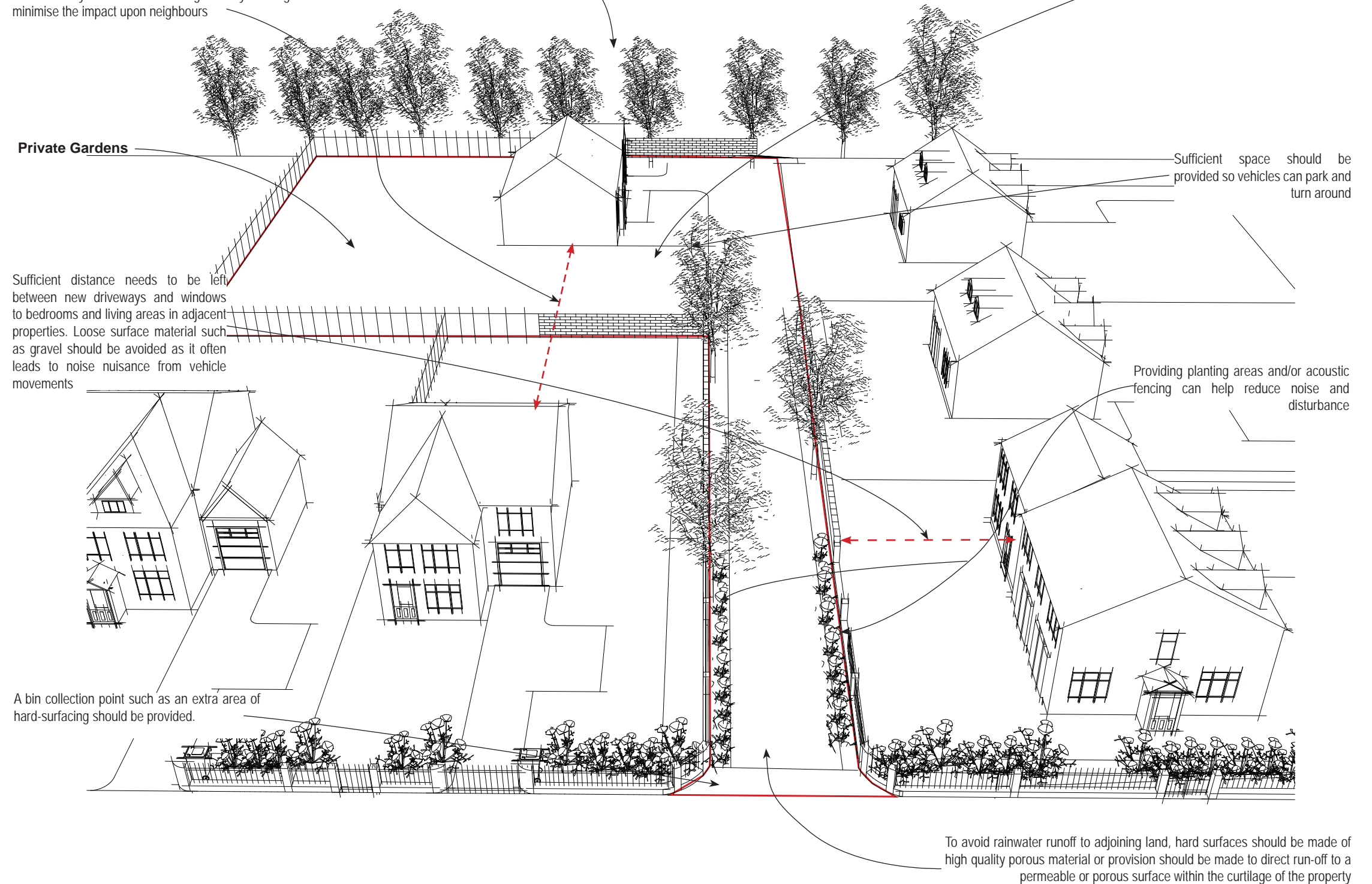
Internal space

The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

Dwellings within backland locations must be carefully designed to preserve the outlook and privacy available to existing properties. Properties constructed in these locations may often need to be single storey in design to minimise the impact upon neighbours

Rear gardens often have mature trees which must be taken into account. Keeping trees adds value and preserves the character of an area.

For detailed guidance on refuse/bin storage design please refer to the technical annex on page 20 of this document.



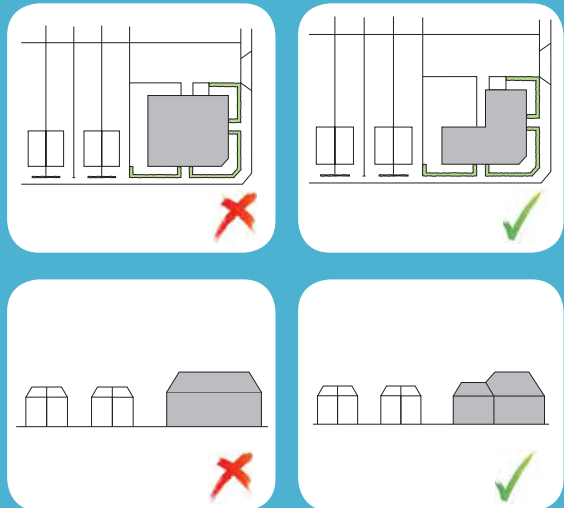
Flats

Flats are effective ways of enhancing the capacity of sites and are more appropriate in local or Town Centres where they make best use of good transport links and help support local shops. Well designed flats will enhance their setting and reflect the character of the surrounding area.

Internal space

The internal dimensions of a flat should seek to meet at least the minimum sizes set out in the National Technical Standards.

Reducing the bulk of large buildings



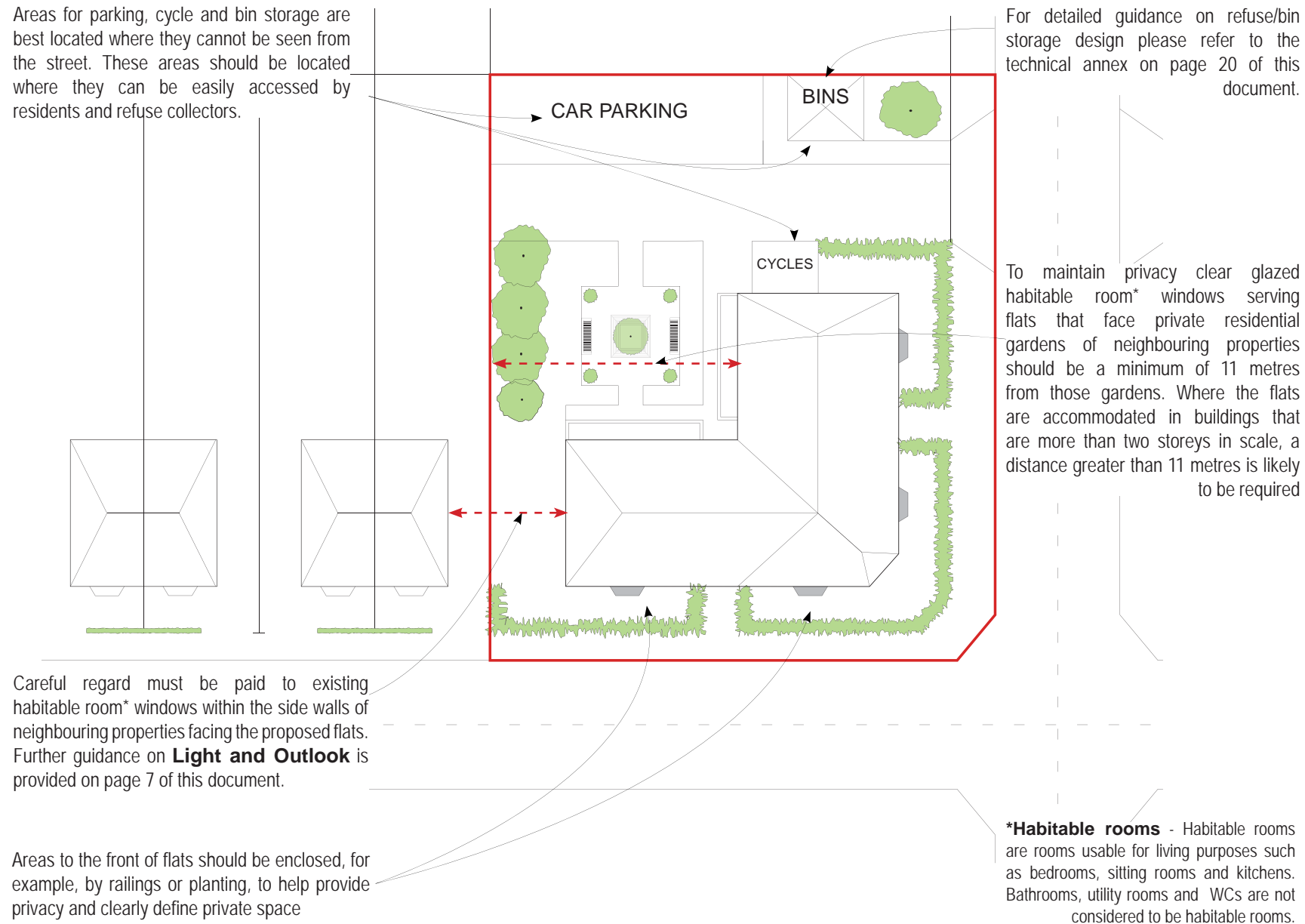
Buildings containing flats will be expected to be in keeping with the existing scale and character of the street.

The bulk of large buildings can often be reduced by breaking up the overall building into smaller parts creating separate buildings or variation to elevations.

Flat buildings can be designed to include and repeat key characteristics of the street, for example bay windows.



Areas for parking, cycle and bin storage are best located where they cannot be seen from the street. These areas should be located where they can be easily accessed by residents and refuse collectors.



For detailed guidance on refuse/bin storage design please refer to the technical annex on page 20 of this document.

To maintain privacy clear glazed habitable room* windows serving flats that face private residential gardens of neighbouring properties should be a minimum of 11 metres from those gardens. Where the flats are accommodated in buildings that are more than two storeys in scale, a distance greater than 11 metres is likely to be required

Balconies

Balconies offer the opportunity for providing quality individual outside space. This is of great importance in areas where it is not possible to provide adequate outdoor space. They also have the added benefit of providing natural surveillance to communal areas.

Adequate space should be provided to enable a balcony to be used as an outside living space. It is also important to consider the privacy of existing buildings and private space when designing proposals that include balconies.



Outdoor space

New flats should have access to adequately sized and good quality outdoor space. There may be exceptional circumstances, such as the conversion of existing non-residential buildings in local or town centre locations, when the provision of outdoor space is not possible.

A garden of 25m² will normally be sufficient for most one or two bedroom flats. Where it is not possible to provide each flat with its own private garden, a communal garden will be acceptable.

In the town centre and other centres around the Borough more innovative ways of providing quality outdoor space might be required. For example, courtyards, roof terraces and balconies may be acceptable alternatives to gardens.

Proposals should avoid areas of "landscaping" with no clear sense of ownership which may often become neglected or poorly maintained over time. Instead, space around the building should be clearly defined.

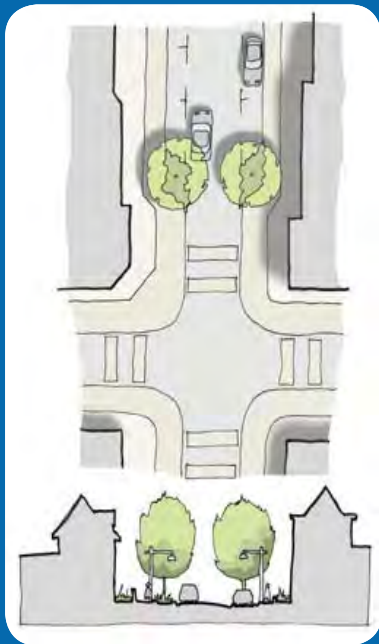
Section 3: New streets and Public spaces

New streets

Well designed development will connect into existing routes and where possible enhance them. Where new streets are proposed they should respect the existing route hierarchy and ensure good pedestrian links to key destinations.

Routes

Places are made up of a hierarchy of routes referred to as primary, secondary and minor routes. Large developments will clearly show what routes are major ones and which are more secondary down to the most informal pedestrian routes. This needs to be clear from the dimensions of the street and the corresponding scale of buildings and trees which front it. Smaller developments will need to be designed appropriately to fit into the existing 'route hierarchy' of the surrounding area.



Primary routes:

On larger sites, some form of 'main street' may typically form the spine of the development. These usually have wider streets, taller buildings, segregated cycle routes and foot-ways. Primary routes should be wide enough to accommodate on-street parking.



Secondary routes:

Many residential streets would fall into this category. These usually have modest street widths, smaller buildings, mostly smaller street trees and dedicated space for larger street trees, cycle routes and foot-ways may not be segregated and on-street car parking.



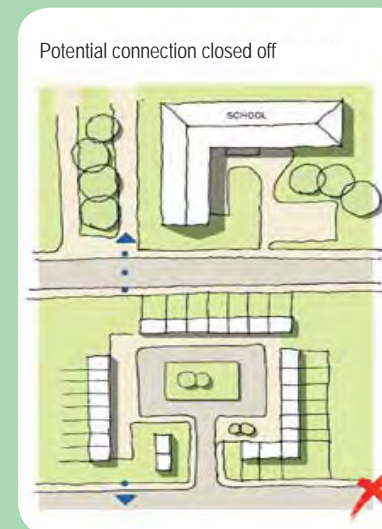
Minor routes :

The lowest in the hierarchy of streets, typically serve only a small number of vehicle movements. On-street parking is not a feature of minor routes which usually have on-plot or rear court parking areas.



Making connections

New streets should provide clear and well connected routes. A well connected street will allow people to move easily between places and provide direct routes to key services and facilities. New streets will integrate with the layout of existing layout of streets and routes.

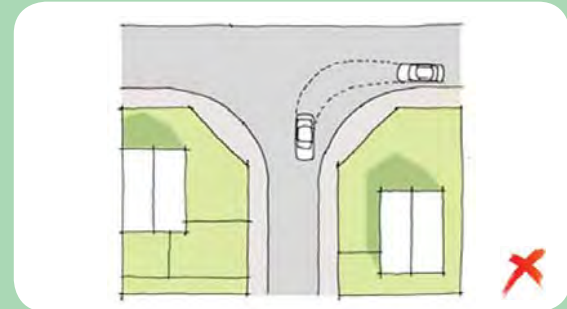


New streets (lower density)

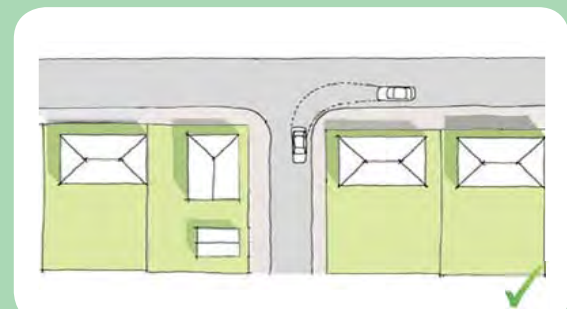
Access into the site

In residential developments, where possible, vehicular, pedestrian and cycle access into the site should not be from a single point, but should allow the possibility of entering and exiting the site from several different locations. This is to prevent the inefficiencies experienced with typical cul-de-sac developments and excessive vehicle movements experienced by residents living on a single route in and out.

The design of the access will depend very much on the nature and size of the development and the size and traffic speed of the road or route that it links into.

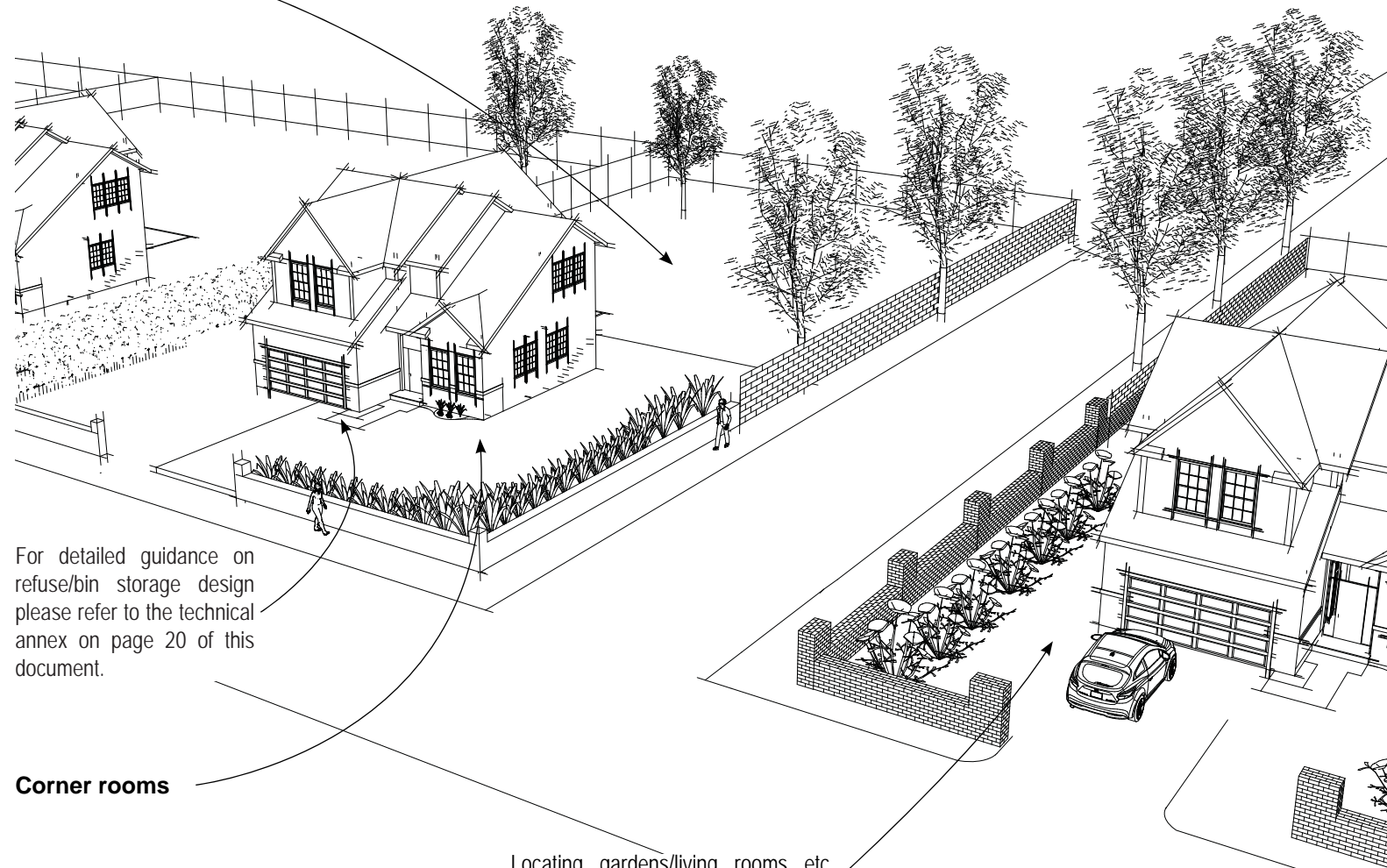


Vehicle dominated layouts are created when footpaths and buildings follow wide swept paths and must be avoided.



Tighter footpaths create less vehicle-dominated road layouts and give greater priority to pedestrians and make better use of the land available.

Private gardens



For detailed guidance on refuse/bin storage design please refer to the technical annex on page 20 of this document.

Corner rooms

Locating gardens/living rooms etc. needs consideration at entrances to sites due to noise/pollution issues

Private gardens

Private gardens should be adequately sized and provide good quality outdoor space.

A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. In order to preserve the character of an area, larger gardens will be required in more spacious areas.

Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

Corner rooms



Corner rooms should have windows in walls addressing both sides of the street to allow complete surveillance and avoid the problem of blank flank walls.

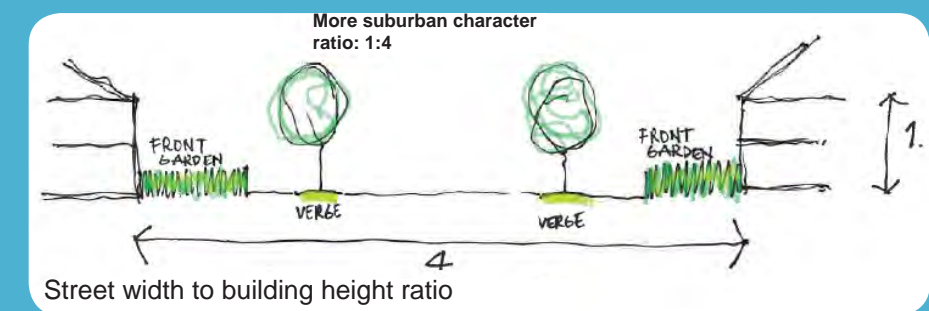
Layout



In lower density areas, the size and spaciousness of new plots and the buildings on them should respect the surrounding character.



Proposals for higher density development which would be out of keeping with the area's character will be unacceptable.



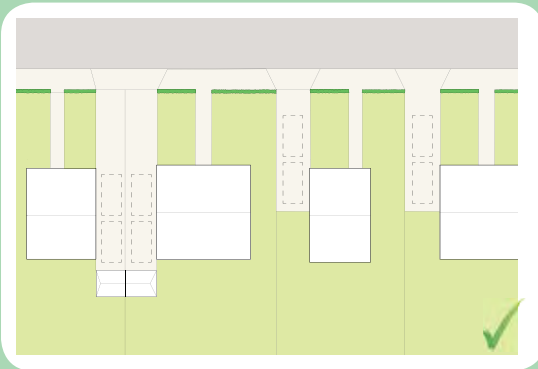
The scale of buildings, widths of streets and frontages will reflect the more suburban character.

On-plot parking

On-plot parking spaces provide more convenient and secure spaces for vehicles. However, frontage parking can often result in a street which is dominated by hard surfacing and parked cars, particularly when narrow plots (below 5.5m) are adjacent to each other, making it unsightly.

In general, on-plot parking wholly in front of a property should be avoided. Parking to the side of the house and behind the building line of the street will be visually more appropriate.

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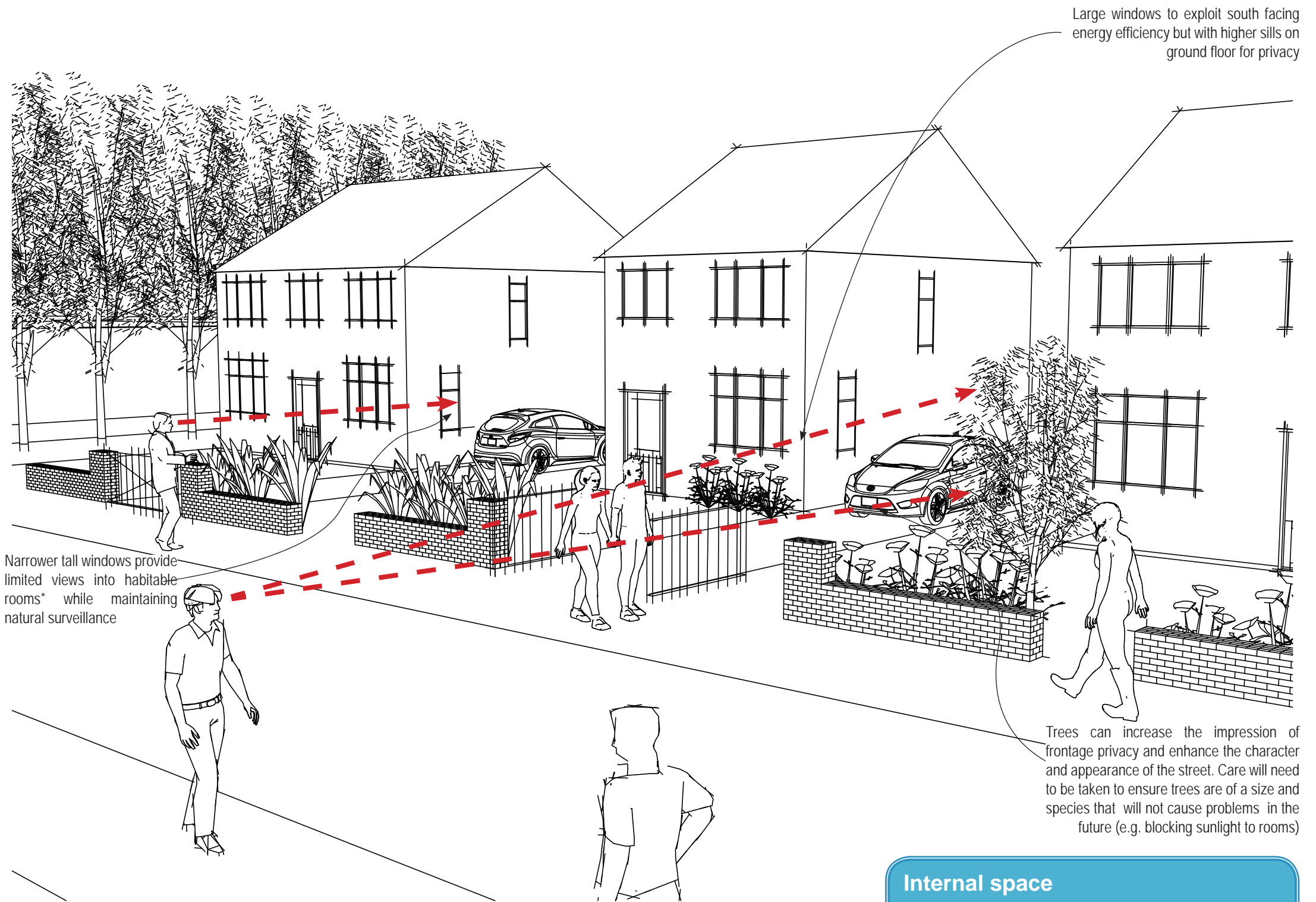


Private car spaces and drives should be surfaced in high quality porous materials which will allow sustainable drainage and contrast with standard tarmac. Materials that can cause a noise nuisance, like gravel, should be avoided.

Parking spaces should not be placed close to windows to habitable rooms. It is also important that sufficient space be provided for parked vehicles to avoid overhanging on adjacent footpaths.

Even in lower density development tandem parking can lead to on-street parking. This is particularly a problem where the streets are of modest width leading to parking partially on the footway. If on-street parking is likely the width of the street should be designed to accommodate on-street parking.

Well designed houses, incorporating appropriate front boundary treatments, will enable natural surveillance of the street while protecting the privacy of residents.



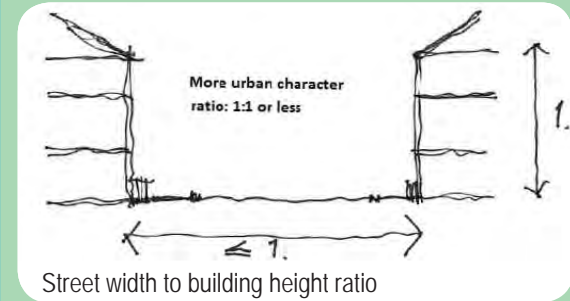
***Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

Internal space

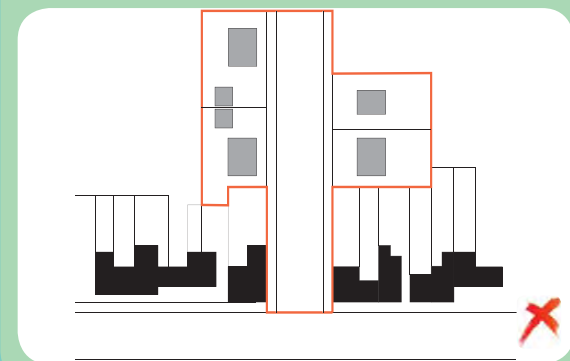
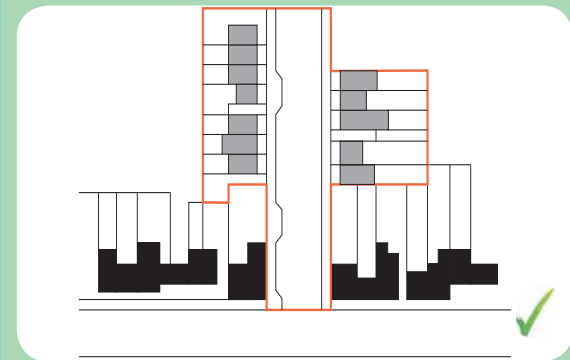
The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

Layout

In existing areas of higher density development, new streets should reflect this character through the size of plots, scale of buildings and width of the street and the sense of enclosure this creates.



Trying to introduce lower density suburban type housing will be out of keeping with the character of the area.



New streets (higher density)

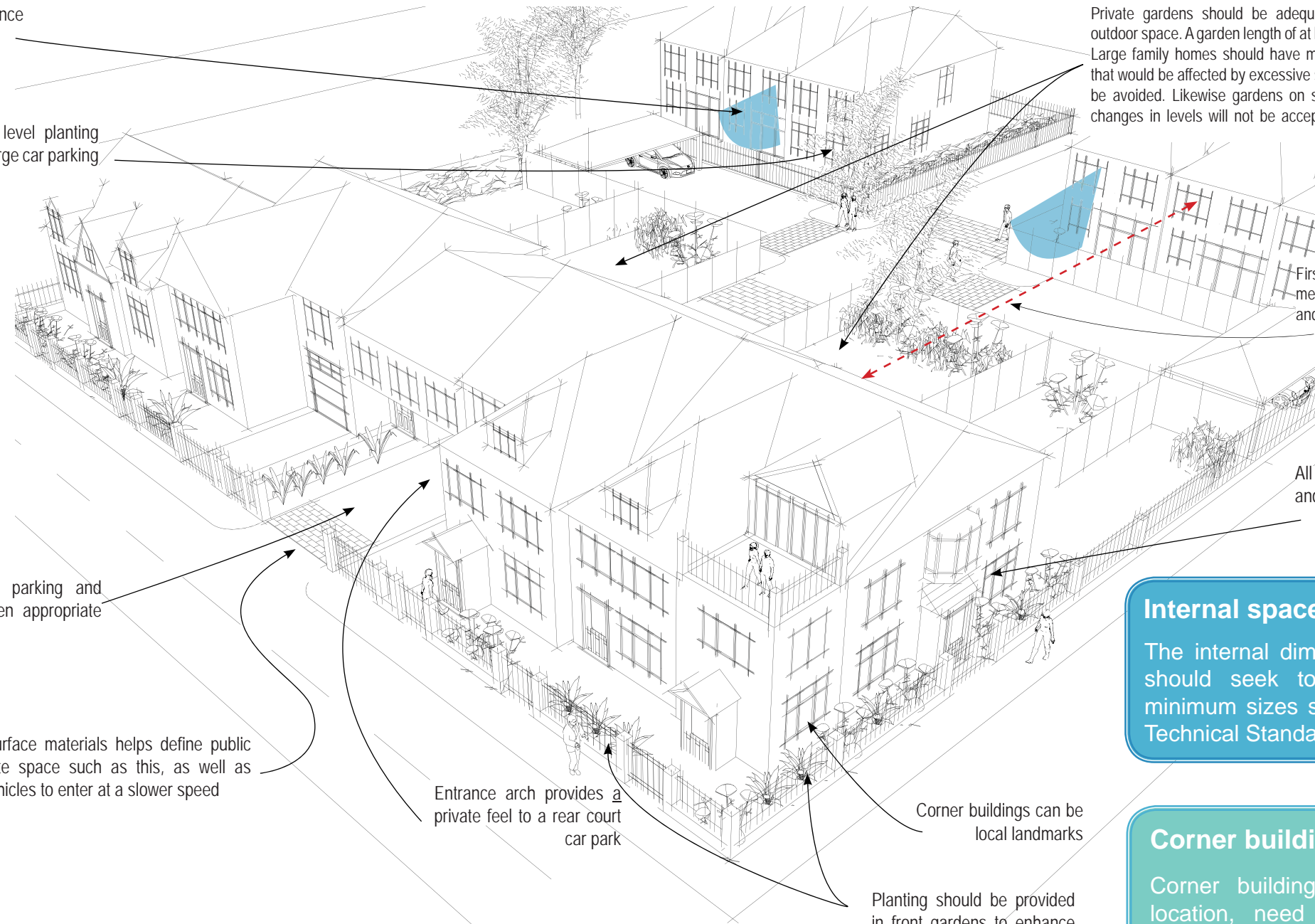
Natural surveillance from windows

Trees and low level planting help break up large car parking areas

Rear courtyard parking and servicing is often appropriate on busy road

A change in surface materials helps define public and semi-private space such as this, as well as encouraging vehicles to enter at a slower speed

***Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.



Private gardens should be adequately sized and provide good quality outdoor space. A garden length of at least 11 metres long should be provided. Large family homes should have more generous sized gardens. Gardens that would be affected by excessive shading from trees and buildings should be avoided. Likewise gardens on steeply sloping sites or with significant changes in levels will not be acceptable unless only part of the space is affected in this way.

First floor windows should be at least 11 metres from boundaries they look towards and no less than 22 metres from facing windows in neighbouring houses.

All street elevations should be attractive and contain windows from habitable room* for natural surveillance

Internal space

The internal dimensions of a dwelling should seek to meet at least the minimum sizes set out in the National Technical Standards.

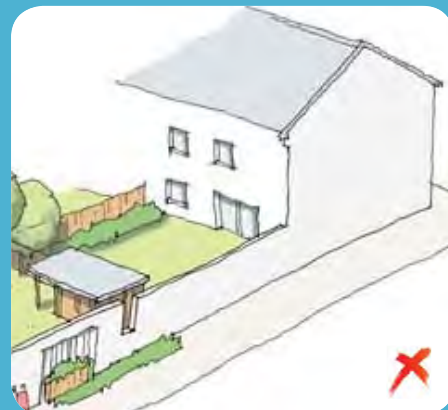
Corner buildings

Corner buildings, because of their location, need to be designed to address all aspects facing the street.

Blank walls

Blank walls facing the street should be avoided as they are visually unappealing, with their large, bland elevations. They can cause problems with the lack of natural surveillance, and can become the focus of anti-social behaviour. All walls facing onto a public or semi-public area (such as a car parking area) should have windows from habitable rooms (not bathrooms, halls, stairwells or storerooms).

In exceptional circumstances where blank walls cannot be avoided design solutions that reduce their impact should be used. This could be through the use of planting, such as non-destructive climbers or green walls, or through detailing such as weatherboarding, tile hanging, brick detailing or public art.



Rear court car parking

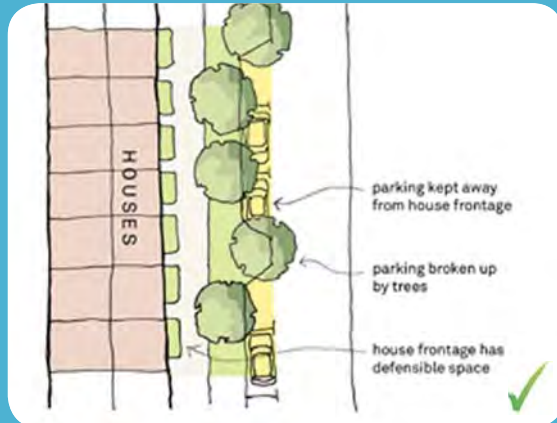
Areas behind buildings can be used to provide communal parking spaces where appropriate. These areas should benefit from natural surveillance provided by neighbouring properties.

- All spaces should ideally be within 20 metres of the properties they serve.

- Parking should not cause adverse impact to windows at ground level, particularly at night.

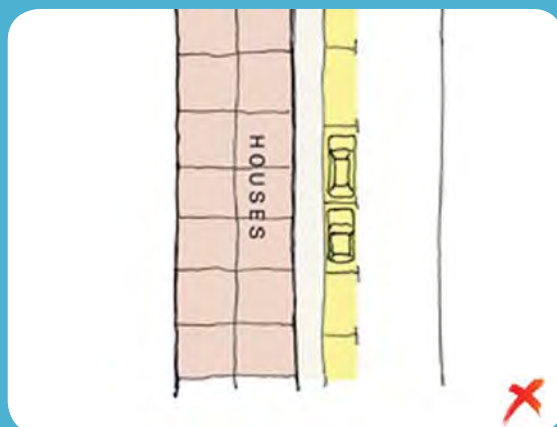
- Any block of more than 5 parking spaces should be broken up with appropriate paving and tree planting to reduce its visual impact.

On street parking



The most traditional car parking method is to provide unallocated spaces on the street. This enables every space to be used by anyone and to its greatest efficiency. It often allows residents to see their car from their house and contributes to an active street and traffic calming, while keeping most vehicular activity on the public side of buildings.

Continuous areas of communal parking are visually intrusive and need to be avoided by breaking up their quantity in one place.



Street layouts should be designed to discourage on-pavement parking near the fronts of houses or elsewhere.

Parking squares

Parking squares can provide more car spaces in a wide street than parallel kerbside parking.

- They need to be designed with robust materials and as attractive public spaces which also accommodate

parked cars. This can be achieved with generous and appropriate street trees, surfaces other than tarmac and appropriate street furniture.

- Small squares can add interest and provide parking in a traffic calmed environment.
- All unallocated parking spaces should be suitable for adoption and cannot be subsequently allocated or conveyed to individual properties.



Trees

Trees and planting are essential elements in creating high quality well designed streets and spaces. Care should be taken to ensure that there is sufficient space for the planting to mature and achieve its potential as well as adequate space to maintain the planting.

The species and siting should not

give rise to pressures in the future leading to pruning, lopping or felling due to space, amenity, ownership or future infrastructure maintenance issues.

Retained trees must be designed into the scheme in a positive way, such as a focal point within public open space.

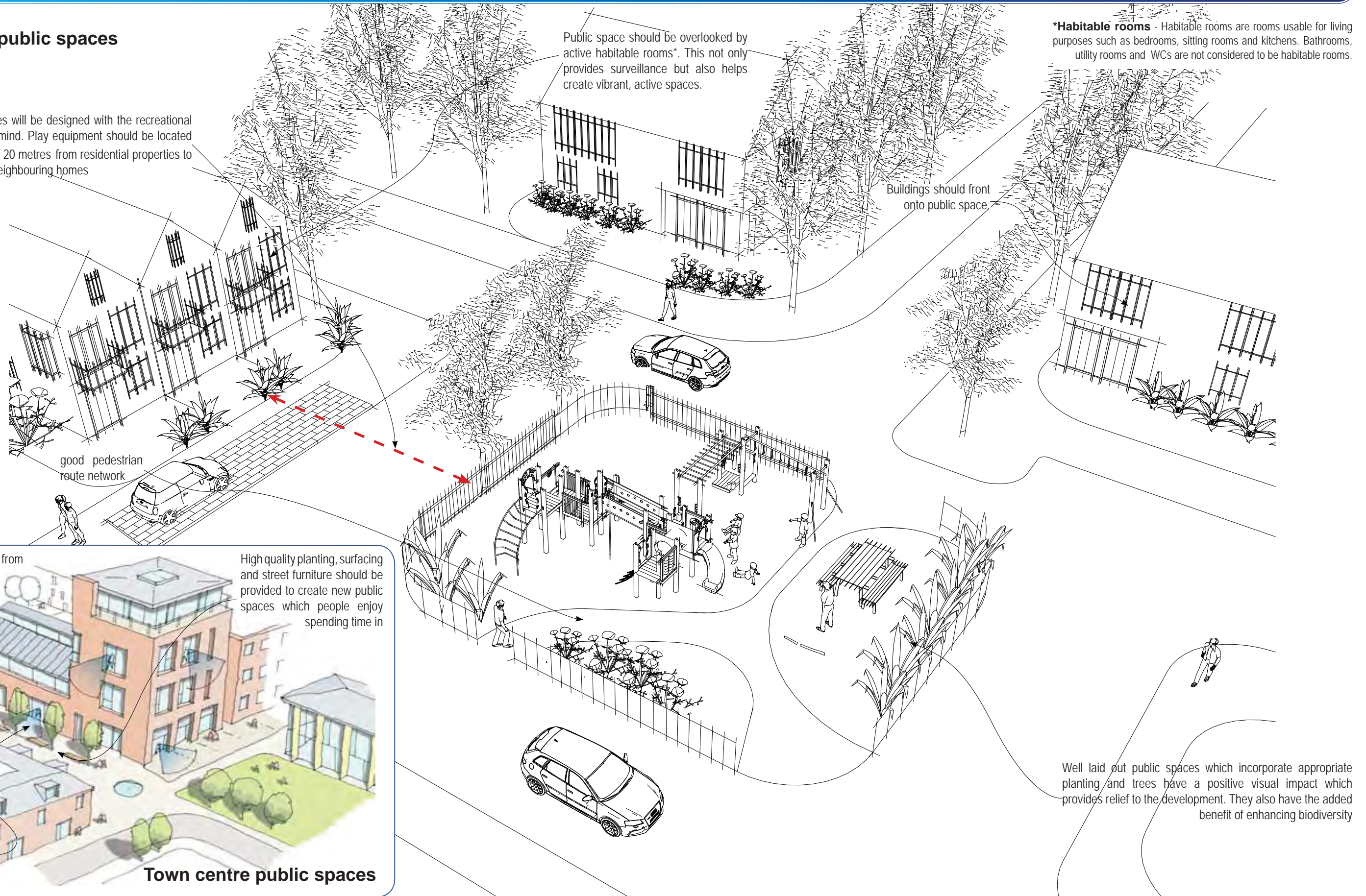


New public spaces

Larger developments will be expected to provide new well designed and thought out public spaces which function successfully. New development adjacent to existing public spaces will take every opportunity to improve and enhance these spaces and where possible should connect to surrounding public spaces. The scale of surrounding buildings and their uses should reflect the type of public space, its size and location (e.g. town centre, residential, etc.)

Residential public spaces

Parks and open spaces will be designed with the recreational needs of residents in mind. Play equipment should be located a minimum distance of 20 metres from residential properties to avoid disturbance to neighbouring homes



Public space should be overlooked by active habitable rooms*. This not only provides surveillance but also helps create vibrant, active spaces.

***Habitable rooms** - Habitable rooms are rooms usable for living purposes such as bedrooms, sitting rooms and kitchens. Bathrooms, utility rooms and WCs are not considered to be habitable rooms.

Buildings should front onto public space.

good pedestrian route network

Natural surveillance from flats at night

High quality planting, surfacing and street furniture should be provided to create new public spaces which people enjoy spending time in

Natural surveillance from offices/shops during the day

Town centre public spaces

Well laid out public spaces which incorporate appropriate planting and trees have a positive visual impact which provides relief to the development. They also have the added benefit of enhancing biodiversity

Section 4: Shopfronts

Shopfronts

Well designed shopfronts will enhance the building as a whole and be in keeping with the wider street scene.

Traditional details

In streets with a strong traditional character, appropriate details, such as pilasters, cornices, corbels and hanging signs should be used.

Windows

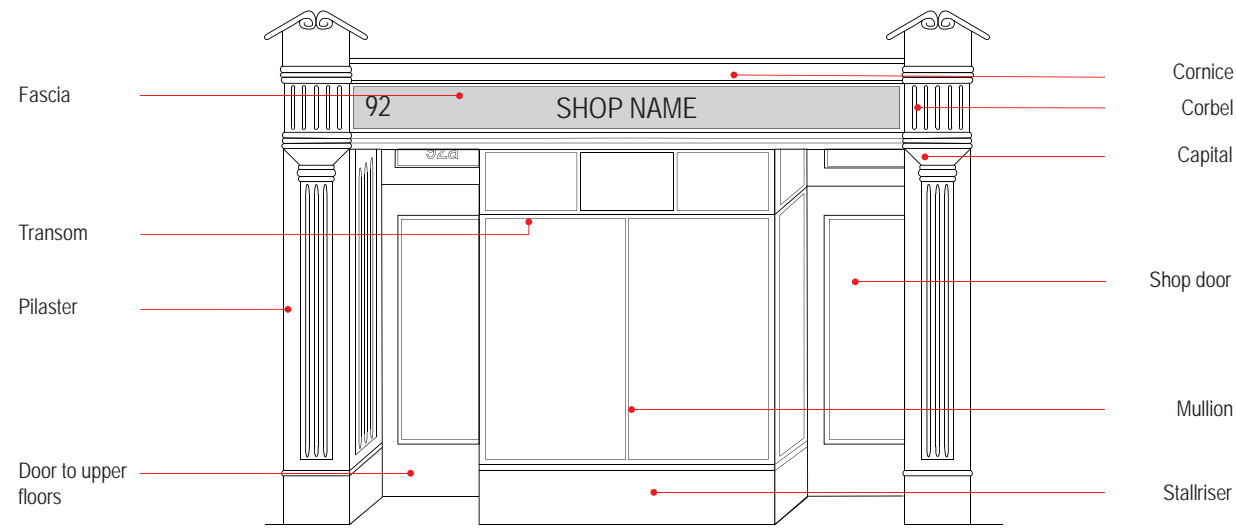
The size and proportions of the windows should relate well to the design of the building.

Large areas of sheet glass are often out of proportion. Dividing them vertically with mullions can help improve their appearance.

Canopies

Canopies over shopfronts should respect the appearance of the building and not obscure any architectural detail.

Plastic or glossy materials are not appropriate for listed buildings or in conservation areas.



Elements of a shopfront



Bad street scene



Good street scene

Doorways

Doorways are better recessed so that they provide shelter for shoppers and avoid a flat shopfront.

Fascias

Fascias which obscure windows, or do not relate well to the building as a whole (for example by extending across a number of units) will look unsightly and will be unacceptable.

The use of plastic fascia signs and internally illuminated box fascias on listed buildings or within a conservation area will not be acceptable.

Shop numbers should be included on fascias to help orientate people within a street.

Security shutters

Solid external shutters create dead and hostile frontages when down and can attract vandalism and graffiti.

Open grill shutters located between the window display and the glass will be encouraged as an alternative which preserves an active shopfront whilst still providing protection for the premises.



Technical Annex

Introduction

Fareham Borough Council is responsible for the collection of waste and recyclable material from all domestic properties within its boundary. The service is a key council operation, and it is essential that all new developments are designed to enable effective and efficient collections.

The Council has powers to specify the type and number of bins to be used for waste and recycling collection, and the location where they should be placed for collection.

This guidance complements the Building Regulations, and they should be followed at the planning/design stage of waste and recycling storage and collection facilities.

Outline of the main requirements

The service is provided using a variety of sizes of wheeled bins.

Each house is allocated one 240 litre bin for waste, and one for recyclable material. Garden waste is also collected in reusable sacks or bags, on the same day as recycling.

Flats are issued with bins of varying size depending on the number and type of dwelling; up to 240 litres of refuse and 240 litres of recycling per dwelling. Garden waste is also collected from flats if required, as outlined above.

Collections from houses are carried out from the kerbside; and residents are asked to place their bin at the edge of the highway on collection day. In the case of flats, collection will take place from a communal bin storage area.

Development proposals must therefore:

- Comply with all applicable legislation
- Provide sufficient internal storage capacity to separate waste and recycling
- Provide sufficient external storage space for the separate waste and recycling containers, including garden waste and with room for other services, for example glass collection
- Locate the waste and recycling storage areas:
 - so householders do not need to carry material (waste and recycling) for a distance greater than 30m
 - so that the collection vehicle can park as close as is possible to the collection point and certainly no more than 25m away.
 - without being impeded by vehicles parked in a parking space,
 - The waste and recycling storage areas must be at ground level, with dropped kerb crossings and road markings provided where necessary, to ensure that bins can be transferred to the collection vehicle unimpeded.

Waste and recycling capacity

The ratio of bins to number of flats, and the size of bins to be installed will be at the discretion of the Council, in discussion with the developer. Developers pay for all refuse bins, there is currently no charge for recycling bins.

Flats: 240 litres each of refuse and recycling, multiplied by number of households/units.

This equates to:

- Refuse approx 1 x 1100 litre bin per 5 flats
- A mixture of 1100 litre, 340 litre and 240 litre bins can be issued to meet required capacity
- Recycling bins approx 3 x 340 litre bins per 5 flats

Sheltered housing (flats): 110 litres each of refuse and recycling, multiplied by number of units

- Refuse - if 1100 litre bins are used, thought must be given to the residents' ability to lift the heavy lids in order to deposit their waste. The bin store can be constructed with a ramp for the residents to use the bins.
- Alternatively, 340 litre bins can be issued to the required number.
- Recycling approx 1 x 340 litre bin per 5 flats.

Houses: 2 x 240 litre bins - one refuse and one recycling

Bin types

1100 litre bins are used for refuse, one for every 5 flats. They are not used for recycling because any contamination is not seen until the bin is tipped into the vehicle. 340 litre bins are the largest size issued for recycling.

Dimensions of bins

The dimensions of the bins are:

240 litre: 1070mm (1800mm with lid open) x 580mm x 740mm

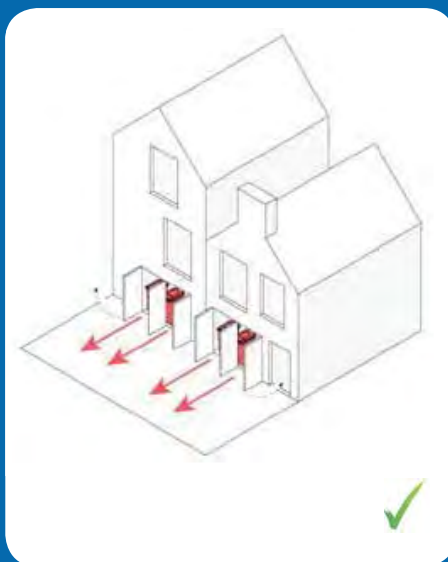
340 litre: 1095 mm x 625mm x 860mm

1100 litre (Euro): 1370mm (2350mm with lid open) x 1250mm x 980mm

Individual Houses

Space should be allocated within the boundary of each house, to store the necessary number of bins for that household, in a manner which does not detract from the street scene. This is particularly important for households where no rear access is proposed.

The route to and from the collection point should allow for ease of use, namely a hard surfaced pathway from the store to the collection point at least 1.5 metres wide and as near level as possible. There should be a dropped kerb at the highway edge to allow easy movement of larger wheeled bins. Again, steps and other hazards to ease of movement should be avoided.



Construction and Appearance of Communal Bin Stores

Size

The size of enclosure should provide space for the required number of bins, and should allow room for filling and emptying. A clear space of 150mm between and around the containers should be provided. They should be a minimum of 2m high.

Location and gradient

Bin stores must be located to allow the collection vehicle to park as close as is practicable to the store, to a maximum distance of 25m. They must be at ground level. The access from the bin stores to the collection vehicle must be level, and with dropped kerbs. If there is a gradient it must not exceed 1:12. Steps must be avoided.

Surface

The roads in the development and to the bin store must be of suitable construction and surfacing to take the weight of a fully-laden refuse collection vehicle, which at the present time is 26 tonnes.

Construction

It is recommended that external bin enclosures are of durable construction, and roofed. Enclosures should be well ventilated and secure, with drainage to facilitate periodic cleansing. Doors must be large enough to allow easy removal of the bins, and could incorporate self closures to prevent access by foraging animals. Suitable lighting must be installed inside, and outside where necessary. There must be no protruding taps or other fittings which can be damaged by the bins. Bin stores and entrances must not be obstructed by car parking bays or any other obstruction.

Security

Lockable gates or doors are recommended to deter fly-tipping. Either a key or PIN code is acceptable; the Council must be supplied with the pin code, or a minimum of four keys per store. Where a development includes several separate bin stores, a matching suite of locks with one master key is required, to avoid crews having to manage large bunches of keys.

Access

Road markings, such as 'no parking' markings, may be required to maintain access to the bin stores, or to allow room for the vehicle to turn.

Design

The design of refuse storage facilities can have an adverse impact on the character and appearance of existing buildings, streets and spaces. This is particularly the case in Conservation Areas and within the setting of Listed Buildings. For this reason purpose built external bin enclosures need careful design as an integral part of the domestic built environment as a whole. They should never be added merely as an afterthought. They and the activity associated with them should be away from windows and ventilators, and preferably in shade or shelter. They should not dominate the outlook from any dwelling, either existing or proposed.

Private Roads

The Council collects bins from the public highway. The Council's collection vehicles will not enter a private road unless a legal agreement has been entered into prior to dwellings becoming occupied. Refuse storage serving dwellings on any private road should be positioned accordingly – generally with a safe bin collection point allocated for use on collection days. Guidance outlined above in relation to bin collection points would apply.

Management

Details of the management company responsible for maintenance of communal areas, bin stores and grounds must be provided to the Refuse and Recycling Section of the Council before the developer vacates the site. Careless misuse of a bin enclosure, including dumping bulky items, constitutes fly-tipping, and will not be cleared by the Council.

Dimensions of vehicles

All roads within developments must be sufficient for the refuse collection vehicle to safely manoeuvre. The Council uses 11 metre long, triple axle mid-steer vehicles. The road surface must be of suitable construction for a fully-laden collection vehicle which at the present time is 26 tonnes.

Swept path plans must be provided with the plans.

For Advice please contact:

- Development Management (Planning) devcon@fareham.gov.uk Telephone 01329 236100
- Refuse, Recycling and Transport Manager customerservices@fareham.gov.uk Telephone 01329 236100
- Building Control Partnership bcpartnership@fareham.gov.uk Telephone 01329 236100

Flats

Internal Storage

To enable occupants to easily recycle their waste, developers should provide adequate internal storage, usually within the kitchen, for the storage of waste and recyclable material in separate containers, prior to the transfer of the material to the external bins.

External Storage

In any communal refuse store adequate space must be provided for separate bins for both refuse and recyclables at the ratios given at the end of this document. Communal refuse stores must be located adjacent to the highway for collection; the route to and from the highway should allow for ease of use, and include a dropped kerb at the highway edge. Residents in flats are not required to pull bins out for collection.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Policy and Resources
Subject:	Lease of Part of the Civic Offices to Hampshire and Isle of Wight Community Rehabilitation Company
Report of:	Director of Finance and Resources
Strategy/Policy:	Asset Management Plan
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

To obtain the Executive's approval to the heads of terms provisionally agreed with Hampshire and Isle of Wight Community Rehabilitation Company to occupy part of a floor within the Civic Offices.

Executive summary:

The Council has been in discussions with Hampshire and Isle of Wight Community Rehabilitation Company to occupy vacant space in the Civic Offices as a base for services within Fareham. This will have advantages to the Council as it will build on the leases granted to the Wessex Youth Offending team and Hampshire Constabulary and will secure an additional public sector organisation to occupy space in the Civic Offices. The rent and service charge paid by Hampshire and Isle of Wight Community Rehabilitation Company will help offset the running costs of the building. Confidential Appendix A to this report sets out the heads of terms provisionally agreed with Hampshire and Isle of Wight Community Rehabilitation Company for the approval of the Executive.

Recommendations:

That the Executive:

- (a) approves the heads of terms provisionally agreed with Hampshire and Isle of Wight Community Rehabilitation Company; and
- (b) delegates authority to the Director of Finance and Resources, in consultation with the Executive Leader, to agree final terms, if required.

Reason:

To obtain approval to the heads of terms provisionally agreed with Hampshire and Isle of Wight Community Rehabilitation Company for the lease of accommodation within the Civic Offices.

Cost of proposals:

The Council is estimated to receive rent and service charge, from Hampshire and Isle of Wight Community Rehabilitation Company, as set out in Appendix A.

Appendix A: Confidential Executive Briefing Paper Detailing Heads of Terms provisionally agreed with the Community Rehabilitation Company (Exempt by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 December 2015

Subject: Lease of Part of the Civic Offices to Hampshire and Isle of Wight
Community Rehabilitation Company

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The Council has been in discussions with Hampshire and Isle of Wight Community Rehabilitation Company (CRC) who expressed interest in leasing accommodation in the Civic Offices as a base for their services in Fareham.
2. Following the changes to the Probation Service the CRC has the role of rehabilitating those individuals who have been convicted of low level offences. The CRC have requested office space within the Civic Offices as well as a small amount of space for meeting people on the ground floor. The CRC have provided details of the anticipated numbers of visitors, which suggests a volume of approximately 10 people a day. This volume represents only a marginal shift in the volume of people visiting the Civic Offices.
3. As part of the discussions with the CRC assurances have been provided to the Council that individuals who have been convicted of serious crimes are handled separately by the Probation Service and will not be coming into the Civic Offices.
4. The proposed lease will have advantages to the Council as it will secure another public sector organisation to occupy space in the Civic Offices alongside the Wessex Youth Offending Team and Hampshire Constabulary. This will generate an additional income stream to offset the running costs of the building and will make a significant contribution to the Council's Efficiency Plans. The CRC occupying space within the building will also achieve the objective included in the Council's Asset Management Plan to efficiently use the Council's operational property in terms of running costs. It will also facilitate collaboration between public bodies in order that public assets can be used more effectively by co-location.
5. The CRC are aiming to move into the Civic Offices in January 2016, which means that there is limited time available to allow this deadline to be achieved.

INTEGRATED OFFENDER MANAGEMENT TEAM

6. The current lease with the Integrated Offender Management (IOM) team is due to end on 1 April 2016. IOM do not intend to re-new the lease, but will instead work with the CRC and occupy some of the space that they are proposing the lease.
7. The Council current receives nearly £24,000 per annum in rent and service charge from IOM. The arrangements with the CRC will allow the Council to lease a larger space within the Civic Offices and provide a source of income for a longer period of time.

PROVISIONAL HEADS OF TERMS AGREED WITH COMMUNITY REHABILITATION COMPANY

8. Confidential Appendix A sets out for the approval of the Executive, the provisional heads of terms for the lease agreed with CRC. Appendix A also includes the rent and service charge to be paid. The floor area to be leased is approximately 1,728 sq. ft. (160m²) as shown for identification purposes on the drawing attached as Appendix B. An additional 215 sq. ft. (20m²) of space will also be made available on the ground floor. The terms at this stage are still provisional and could be amended before the lease is completed. Therefore, the Executive is requested if it proves necessary, to delegate approval of the final terms to the Director of Finance and Resources in consultation with the Executive Leader.
9. As part of their requirements, the CRC, have requested space on the ground floor. Discussions are on-going, as to the most suitable location, but it is likely to be alongside the existing meeting rooms. The CRC has also requested the facility to work some evenings, until 1830. This service would only be for 3 days a week and it has been agreed that only prearranged appointments would be permitted after 1715, due to the closure of normal Council services.

FINANCIAL IMPLICATIONS

10. Appendix A sets out the estimated rent and service charge that the Council is expected to receive from the CRC. Over the period of the lease, subject to the break clauses not being exercised and increases in the rent and service charge, the letting of this space to CRC could give rise to income in excess of £186,000, which will offset the running costs of the Civic Offices and make a significant contribution to the Council's Efficiency Plans. This income will also make up for the money that would have been lost had the IOM team left the Civic Offices.

RISK ASSESSMENT

11. The risks arising from the occupation of the accommodation in the Civic Offices by the CRC e.g. health and safety will be covered in the lease to be granted.

CONCLUSION

12. Terms have been provisionally agreed with CRC for the lease of accommodation within the Civic Offices. This will have advantages to the Council as it will secure another public sector organisation to occupy space in the Civic Offices and obtain a rent and service charge, which will offset the running costs of the building.
13. The Executive is recommended to approve the provisional heads of terms set out in the confidential Appendix A and grant delegated authority to the Director of Finance and Resources in consultation with the Executive Leader to agree the final terms.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Finance and Resources
Subject:	Disposal of Land at Daedalus
Report of:	Director of Finance and Resources
Strategy/Policy:	Corporate Strategy
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

To consider the terms for the disposal of land at Daedalus, to enable the delivery of the IFA2 interconnector project by National Grid IFA2 Ltd (NGIL).

Executive summary:

National Grid is planning a major new energy infrastructure project linking the United Kingdom's electricity transmission network to France, with its UK connection point being located in Fareham.

The project requires a large area of land to construct a converter station, which is a facility that converts alternating (AC) current to direct current (DC), and a site at Daedalus has been identified for this facility.

The report sets out commercial Heads of Terms for the disposal of land to enable this project to progress to the next stage of technical feasibility and detailed design. If the technical feasibility and suitable environmental evidence can be demonstrated, then the Council would grant an option to National Grid to enter into a lease for land at Daedalus. The option would be exercisable by them upon certain conditions being met, and the lease would be completed once the facility was constructed.

Assuming that the lease is completed, the premium paid by National Grid for the interest in the land would be reinvested in Daedalus, to provide funding for some of the improvements identified in the Council's approved Vision for the site.

Recommendations:

That the Executive:

- (a) approves the draft Heads of Terms, as set out in confidential Appendix A to this report;
- (b) delegates authority to the Director of Finance and Resources in consultation with the Executive Member for Policy and Resources to agree the detailed terms, as appropriate; and
- (c) agrees to reinvest the proceeds of the disposal of land under this agreement into the delivery of actions that support the Vision for Daedalus.

Reason:

To enable the disposal of land to National Grid to progress further.

Cost of proposals:

The legal and surveyors costs associated with the disposal of land will be met from the proceeds of the disposal. The premium payable, should a lease be entered into, will be made available to fund the improvements in the Vision for Daedalus.

Appendices: **A: Draft Heads of Terms (CONFIDENTIAL)**
 B: Illustrative Map of the Site

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	7 December 2015
Subject:	Disposal of Land at Daedalus
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. National Grid is planning a major new energy infrastructure project linking the United Kingdom's electricity transmission network to France, with its UK connection point being located in Fareham.
2. The project requires a large area of land to construct a converter station and land at Daedalus has been identified as a potential location for this facility. The report sets out commercial Heads of Terms for the disposal of land to enable this project to progress to the next stage of technical feasibility and detailed design.

BACKGROUND

3. The National Grid project, known as Interconnexion France Angleterre 2 (**IFA2**), is a major piece of new energy infrastructure linking the United Kingdom's electricity transmission network to France, with its UK connection point being located in Fareham.
4. The project will provide a high voltage direct current (HVDC) electricity interconnector between Fareham (at Daedalus) and Caen in Normandy, France. The interconnector is made up of undersea cables running for more than 100 miles between the two countries which would connect at either end to a converter station. The converter station in Fareham is proposed to be based at Daedalus in Stubbington.
5. This converter station would convert the forms of alternating current (AC) electricity used domestically in France and Britain into direct current electricity (DC) that can be used for transmission between the countries.
6. The interconnector would then link to the national electricity network at a replacement substation building at the existing National Grid site near Chilling, Warsash. There will be a need for undersea cables to run from Daedalus to Chilling to connect the two sites rather than running the cables over or under the land.
7. Once operational, the facility will be capable of exchanging 1,000MW of power between Britain and France, enough to power over 1,000,000 homes, and will help to enhance the security, affordability and sustainability of energy supply to both countries.

DAEDALUS AS A LOCATION FOR THE CONVERTER STATION

8. The point at which the Interconnector has to feed into the UK electricity network is at the existing substation in Chilling, Warsash. National Grid have advised that due to this constraint, the converter station has to be located in relatively close proximity to the connection point, both for technical and economic reasons.
9. The National Grid previously identified land at Chilling for the converter station, but this was rejected by the landowner, Hampshire County Council. The Borough Council was also unsupportive of this location, as it felt the natural beauty of this coastal landscape would be very badly affected if that was also the site for the large converter station. National Grid was therefore requested to consider siting the station at Daedalus instead and to run undersea cables between the two locations.
10. Initial feasibility work carried out by National Grid has suggested that, whilst Daedalus presents a more expensive and technically challenging location to deliver the converter station, it is a feasible location. Furthermore, it recognises Daedalus as an area for commercial development, with a focus on advanced engineering and manufacturing activity, something that is relevant to the Interconnector project.

TERMS FOR LAND DISPOSAL

11. Through discussions with National Grid, draft Heads of Terms have been prepared for the disposal of land to accommodate the converter station. These are attached in confidential appendix A. There are a number of elements in the terms, which are designed to safeguard the position of both the Council and the National Grid, given the uncertainties that still remain in this project.
12. License to undertake ground investigation works: The Council has already granted a license to carry out ground investigation works on the plot identified for the converter station at Daedalus, as well as the route for the cabling (connecting the UK to France and connecting the converter to the substation at Chilling). This work will be carried out November-December, and will provide National Grid with a detailed understanding of the ground conditions and is necessary to confirm the technical feasibility of the site.
13. Technical Study: An important precursor to the grant of an option to dispose of land to National Grid will be the impact that the converter station will have on the environment, and in particular the perceived impact of electro-magnetic emissions on the local community, communications infrastructure and the Council's ability to deliver its Vision for Daedalus (particularly regarding airfield activities).
14. To this end, the heads of terms require National Grid to fund a jointly specified and commissioned technical study to provide assurance that the perceived risks associated with the facility are at an acceptable level, and will not undermine the wider vision for Daedalus. The condition will only be fulfilled once the Council is satisfied that the impact of the converter station does not materially impact on the operation of the airport or the ability of the Council to deliver its Vision for Daedalus.
15. Option Agreement to Lease Land: Once the National Grid have satisfied the Council through the technical evidence study referred to above, an option agreement will be completed, for a Building Lease/Agreement for Lease land with associated easements, to secure the site for the Converter facility. The option is conditional on certain events being met, but effectively protects the land for the Interconnector project for a period of 4 years. Once those conditions are satisfied, then the National Grid is able to choose if

it wishes to exercise the option and progress to a Building Lease/Agreement for Lease. Upon securing the option, the National Grid will be obliged to pay a non-refundable option fee.

16. Building Agreement/Agreement for Lease: If the National Grid exercises the option, then a Building Lease/Agreement for Lease will be entered into. The Building Agreement will give National Grid the rights to access the site for the converter station, along with a wider area on Daedalus for laying down materials during the construction phase, and then to construct the facility. It will also set out the parameters that they must follow during the construction phase. The National Grid will be required to carry out and complete the development in accordance with the approved planning permission and a defined programme, and in accordance with the Council and CAA's requirements in respect of aerodrome safeguarding.
17. Agreement for Lease/Lease of Land: At the same time as entering into a Building Agreement, the Council will grant an Agreement for Lease. This provides certainty that, provided that National Grid construct the facility in line with their obligations under the building lease, then upon completion of the building, the Council agrees to grant them a long lease of the site.
18. The principal terms for the lease of land are shown in Appendix A, but will be refined in the detailed lease. The main elements of the lease are
 - a. The term of the lease is 125 years, with Lessee only break options.
 - b. A premium for the lease is payable on completion of the lease, at a cost described in the Heads of Terms. This cost will be indexed upward in line with the consumer prices index (CPI) for the period from exercising the option to completing the lease.
 - c. Certain rights will be granted to National Grid, in terms of access, services, surrounding site maintenance, etc, but all subject to agreement with the airport operator in terms of safety and CAA compliance.
 - d. Easements for cable routing and services are to be provided, which will accommodate DC and AC cables for an offshore route from the converter station to the connection point at Chilling. There are also rights reserved for an onshore AC cable route within the Daedalus site boundary only, should an onshore route be necessary.
 - e. The lease requires the National Grid to contribute its share to the cost of estate management, via a service charge.
 - f. National Grid will reimburse reasonable costs incurred by the Council and compensate for loss of revenue arising from the works, where these are evidenced and where reasonable steps have been taken to avoid the compensation being necessary. The aggregate of compensation payable will be capped at a level to be determined after the technical studies have been concluded (but in advance of an Option Agreement being exercised).
 - g. National Grid will meet the Council's proper and reasonable professional costs associated with the various agreements.
 - h. Material changes to the facility in the future need to be supported by a further technical study, to provide continued assurance around the impact of the facility

on the wider area.

19. It is important to note that the heads of terms set out in Appendix A reflect the arrangements that the Council would enter into, as landowner of the site at Daedalus. It does not reflect any dialogue that the Council may have in its capacity as Local Planning Authority, and obligations that may arise from these. Such obligations would be documented in a Section 106 agreement with National Grid and be determined by the Planning Committee.

NEXT STEPS

20. If the Heads of Terms are agreed by the Executive, then these will be exchanged with the National Grid, and work will proceed to agree the scope of work for the Technical Evidence Study.
21. The Council will seek expert advice to ensure that the scope of work is sufficiently detailed, and to oversee the appointment of a suitably qualified consultant to undertake the study.
22. The respective legal teams will also prepare the detailed terms of the Option Agreement, Building Agreement/Agreement for Lease, and Long Lease. These documents would only be completed if the ground investigation results are satisfactory to the National Grid, and the technical study satisfies the Council's requirements.
23. National Grid will be holding a series of information events in December at venues in Fareham and Gosport. The events will offer people a chance to understand and shape the proposals, and the feedback will be used to inform the design of the scheme. A further consultation period will then be held early in the New Year to inform a planning application, which is intended to be submitted in spring 2016.
24. Having secured the necessary consents, the National Grid would aim then begin the construction phase in 2018, such that the facility would be completed and on-line in 2020.

FINANCIAL IMPLICATIONS

25. For a project of this scale and complexity, the Council (in its capacity as landowner) will require extensive expert advice and support from a technical, property and legal perspective. The Heads of Terms, however, state that all reasonable costs incurred by the Council will be met by the National Grid. Therefore, there should be no net financial implication for the Council, in this regard.
26. Consequential losses during the construction phase are also subject to compensation payable by National Grid, where the losses can be evidenced.
27. Finally, there will be a lease premium payable by the National Grid for the use of the Council's land at Daedalus. It is not possible to determine precisely how much the premium will be, as the site has not been defined in detail. However, in principle, it is intended that the premium would be used to further the delivery of the Council's Vision for Daedalus.

CONCLUSION

28. The proposal to accommodate the converter station at Daedalus presents an opportunity to secure significant inward investment at the site, and will provide a source

of funding for some of the important elements of new infrastructure that were identified as needed in the Council's Vision for Daedalus.

29. As an important piece of national energy infrastructure, the location of the IFA2 converter station is limited by the location of the connection to the national energy network. While other sites may be geographically more attractive to National Grid, the Daedalus site represents the most appropriate feasible option, given its recognised status as a commercial development area.
30. As such, it is recommended that the Executive agree the Heads of Terms, as set out in the appendix, and a delegate authority to the Director of Finance and Resources in consultation with the Executive Member for Policy and Resources, to agree the detailed terms for each of the legal agreements.

Enquiries:

For further information on this report please contact Andrew Wannell. (Ext 4620)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Daedalus Zone Clusters



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision

7 December 2015

Portfolio:	Policy and Resources
Subject:	Finance Monitoring Report 2015/16
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:
 This report provides comparative information on the Council's revenue and capital expenditure for the period ended 30 September 2015. Members are invited to consider the financial performance and any corrective action that may be deemed appropriate.

Executive summary:
 This report provides summary information on the overall spending position against the revenue and capital budgets in the current year, as set out in the following tables:-

Revenue	Budget 2015/16	Budget to 30 Sep 15	Actual to 30 Sep 15	Variation
	£000s	£000s	£000s	£000s
Service Budgets	11,773	13,446	13,154	-292
Non-Service Budgets	-2,598	-1,024	-1,030	-6
Net	9,175	12,422	12,124	-298

Capital Programme	Budget 2015/16	Budget to 30 Sep 15	Actual to 30 Sep 15	Variation
	£000s	£000s	£000s	£000s
General Fund	17,838	5,069	2,968	-2,101
HRA	12,140	2,766	2,743	-23
Total	29,978	7,835	5,711	-2,124

Revenue and capital spending plans are showing an under spend for the period.

While there are no areas of immediate concern, it is appropriate to monitor financial performance over the second half of the financial year to ensure that any slippage does not adversely affect the services provided to residents and customers.

Commentary on the most significant variations is set out in the in the briefing paper accompanying the report.

Recommendation:

That the report on revenue and capital budget monitoring be noted.

Reason:

To provide members of the Executive with a summary of the Council's budgetary performance to 30 September 2015.

Cost of proposals:

Not applicable.

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	07 December 2015
Subject:	Finance Monitoring Report 2015/16
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. This report sets out, in detail, the variations between the budgeted and actual income/expenditure to 30 September 2015 for both revenue and capital budgets.

REVENUE EXPENDITURE SUMMARY

2. The details of the budget and spend for each of the Council's committees and portfolios for the first six months of the 2015/16 financial year are shown in the following table:-















ACTUAL REVENUE EXPENDITURE TO 30 SEPTEMBER 2015

	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £
Committees				
Planning	753,000	184,700	187,968	3,268
Licensing & Regulatory Affairs	490,200	4,400	-4,833	-9,233
Executive - Portfolio Budgets				
- Leisure & Community	2,112,600	504,300	498,706	-5,594
- Health & Housing	1,215,000	512,300	497,957	-14,343
- Planning & Development	-1,001,900	-562,700	-499,054	63,646
- Policy & Resources	1,463,400	11,123,700	10,897,770	-225,930
- Public Protection	2,293,800	881,100	812,058	-69,042
- Streetscene	4,447,000	798,400	764,040	-34,360
SERVICE BUDGETS	11,773,100	13,446,200	13,154,612	-291,588
NON-SERVICE BUDGETS	-2,598,500	-1,024,000	-1,030,391	-6,391
NET BUDGET	9,174,600	12,422,200	12,124,221	-297,979

3. The budget for Policy and Resources to September 2015 appears high against the budget for the year as housing benefit payments are processed during the year whereas the grant income is processed at year end.

THE KEY COUNCIL SERVICES

4. The Council has a number of services that would be considered as major or demand led services as they have a large impact on the council tax and any major variation in these budgets could lead to unacceptable rises in council tax. The details are shown in the following table:-

Service	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £	
Parking Services	-1,070,300	-556,800	-493,465	63,335	
Commercial Estates	-2,472,100	-791,700	-836,891	-45,191	
Local Tax Collection	892,100	348,100	381,506	33,406	
Community Parks & Open Spaces	1,096,700	62,000	40,602	-21,398	
Street Cleansing	953,000	345,000	364,326	19,326	
Processing Planning Applications	245,000	43,900	24,486	-19,414	
Homelessness	346,900	281,400	277,873	-3,527	
Land Charges	-170,400	-92,900	-106,527	-13,627	
Housing Benefits Payments	0	10,254,600	10,107,598	-147,002	
Waste Collection & Recycling Services	1,950,900	783,200	819,942	36,742	
Trade Waste	-72,600	-482,500	-502,824	-20,324	
Ferneham Hall	415,100	155,100	187,825	36,725	
Interest on Investments	-599,900	-200,000	-195,689	4,311	
Cost of Employment	15,607,000	7,836,823	8,056,225	219,402	






5. The main variations in the key services are detailed as follows:-


- (a) Parking Services is showing a variation of £63,000 above the budget, which is mainly as a result of reduced income from users of the Council's car parks.
- (b) Commercial estates are showing a variation of £45,000 less than the budget for the first 6 months of the year. There have been savings on premises expenditure which has been offset by increased spend on consultants. The rental income is currently in line with budget.

- (c) Housing benefits payments are currently £147,000 under the budget for the year. The forecast will be reviewed at the mid-point of the financial year and will reflect the updated position on changes in caseload and amounts paid in benefits. Expenditure will be offset by income at year end when Government Grant is accounted for.
- (d) Waste Collection and Recycling services is showing an over spend at the half year point mainly as a result of higher spend on agency staff particularly in the garden waste service. Some of this over spend has been offset by lower transport costs especially where fuel costs have stabilised.
- (e) Ferneham Hall is showing an overspend after 6 months mainly due to high levels of promoter expenditure where income sharing arrangements are in place as many shows are showing higher than anticipated ticket sales. There has also been lower than anticipated income from hiring of the hall.
- (f) Interest on investments is lower than budgeted for the year due to less cash being available for investment than anticipated. This however will continue throughout the financial year as some of the larger capital projects reduce this balance as they require funding later in the financial the year.
- (g) Expenditure on employees represents approximately 60% of the Council's gross expenditure (excluding benefit payments) and therefore it is important that the total establishment cost is monitored collectively, as well as monitoring at service level. During the first 6 months of the year, savings on salaries and wages have arisen, mainly as a result of employee vacancies. This has been partly offset by the additional expenditure on agency employees used to cover some of those vacancies. On top of this there has been additional expenditure as a result of contract terminations that are likely to mean an over spend in this area at the end of the year.

THE COUNCIL'S FUNDAMENTAL PARTNERSHIPS

6. The Council has six fundamental partnerships and it is appropriate that the expenditure in relation to each partnership is specifically monitored. The table below shows the financial performance relating to this Council's element of each partnership:-

Service	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £	
Project Integra	25,000	20,500	20,461	-39	
Community Safety Partnership	297,200	100,700	96,759	-3,941	
Fareham & Gosport CCTV Partnership	151,000	58,200	52,466	-5,634	
Portchester Crematorium JC	-125,000	0	0	0	
Environmental Health Partnership	1,545,900	677,600	635,297	-42,303	

Service	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £	
Building Control Partnership	221,200	100,400	60,496	-39,904	

7. There are no particular causes for concern within the Council's fundamental partnerships.

CAPITAL PROGRAMME

8. On 2 February 2015, the Executive approved the 2015/16 capital programme for General Fund services of £11.2m and Housing Revenue Account (HRA) of £11.2m giving a combined total of £22.4m.
9. Details of actual capital expenditure in 2014/15 were reported to the Executive on 13 July 2015 and it was noted that the slippage on the capital programme for 2014/15 of £3.5m for General Fund and HRA services, would now be included in the capital programme for 2015/16.
10. Since the capital programme was approved earlier in the year, a number of new schemes have been added to the 2015/16 programme giving a revised total of £30m:-
- Daedalus - £2.1m
 - Additional funding for Holly Hill Leisure Centre - £2m
 - Housing Enabling Purchases - £680,000
 - New sports pitches at Holly Hill Leisure Centre – revised down to £110,000
 - Whiteley Community Centre Refurbishment - £55,000
 - Play Area Upgrades - £50,000
11. The following table sets out the updated capital programme for 2015/16 and has been used as the basis for monitoring progress to 30 September 2015:-

	Approved Programme £	2014/15 Slippage £	New Schemes £	Updated Programme £
Public Protection	0	0	0	0
Streetscene	134,400	77,000	0	211,400
Leisure & Community	7,146,700	639,000	1,229,000	9,014,700
Health & Housing	560,000	77,500	680,000	1,317,500
Planning & Development	83,500	35,300	0	118,800
Policy & Resources	3,303,000	1,772,300	2,100,000	7,175,300
Total General Fund	11,227,600	2,601,100	4,009,000	17,837,700
Housing Revenue Account	11,232,000	908,200	0	12,140,200
Updated Capital Programme	22,459,600	3,509,300	4,009,000	29,977,900

MAJOR CAPITAL SCHEMES

12. The Council has a number of major capital schemes where expenditure is in excess of £500,000. These schemes, with forecast budget to 30 September 2015, are detailed in the following table:-

Capital Scheme	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £	
Holly Hill Leisure Centre	7,722,300	3,382,300	1,466,458	-1,915,842	☹
Sylvan Court Sheltered Housing	5,470,600	500,000	430,981	-69,019	☺
Daedalus	3,492,100	0	0	0	☺
HRA Capitalised Repairs/Renewals	2,150,000	1,254,000	973,768	-280,232	☹
Commercial Property Investment Acquisition	1,936,800	0	0	0	☺
Stevenson Court New Build	1,630,600	400,000	332,751	-67,249	☺
Housing Stock Repurchases	1,019,600	0	0	0	☺
Allotment Road Passivhaus	956,200	350,000	303,071	-46,929	☺
Civic Offices Improvement Programme	939,000	0	0	0	☺
Collingwood Court Sheltered Housing	781,500	500,000	474,142	-25,858	☺
Housing Enabling Purchases	680,000	680,000	676,270	-3,730	☺
Disabled Facilities Grant	500,000	247,100	209,212	-37,888	☺

13. Progress updates on the major schemes are detailed below:-

- (a) Construction of the Holly Hill Leisure Centre has commenced and the steel frame is now complete. Practical Completion is on target for early July 2016 with the Leisure Centre opening to the public later that month. The project is currently forecast to complete within the approved budget.
- (b) The scheme at Sylvan Court is for 36 x 1 and 2 bed sheltered housing flats in the western wards. Work commenced in July 2015 with expected completion in October 2016. A £720,000 Homes and Communities Agency (HCA) grant has been approved for the scheme. 50% has been received to date and 50% will be claimed at completion.
- (c) Expenditure to date for HRA Capitalised Repairs/Renewals is lower than profiled but is anticipated to increase over the second half of the year. Future spend will be on a holistic basis focussing on improving individual estates rather than borough-wide improvements on individual elements such as windows, kitchens and bathrooms.

- (d) The scheme at Stevenson Court is for 16 x 1 bed flats for general needs (including 1 fully wheelchair accessible unit) in central Fareham. Work commenced in February 2015 with expected completion in May 2016. A £310,000 HCA grant has been approved for the scheme. 75% has been received to date and 25% will be claimed at completion.
- (e) The Allotment Road Passivhaus scheme is for 6 x 2 bed houses for general needs in the western wards. Work commenced in April 2015 with completion expected in February 2016. A £120,000 HCA grant has been approved for the scheme. 50% has been received to date and 50% will be claimed at completion.
- (f) The scheme at Collingwood Court is for 40 x 1 and 2 bed sheltered housing flats in north Fareham. This scheme is now complete and occupied. A £625,000 grant was received from the HCA and the formal opening event and dedication of the Ernest Crouch lounge was in September 2015.
- (g) Adjoining sites at 96 Highlands Road and 2 Fareham Park Road were purchased in Spring 2015 for Housing Enabling. An initial concept design by appointed architects suggests 20 x 1 and 2 bed flats for general needs (including 2 fully wheelchair accessible units) could be achieved. This scheme is now subject to planning and funding.
- (h) There have been 54 completed cases for Disabled Facilities Grants to date, with a further 15 approved and 30 pending. Government funding has increased this year from £250,000 to £330,000.

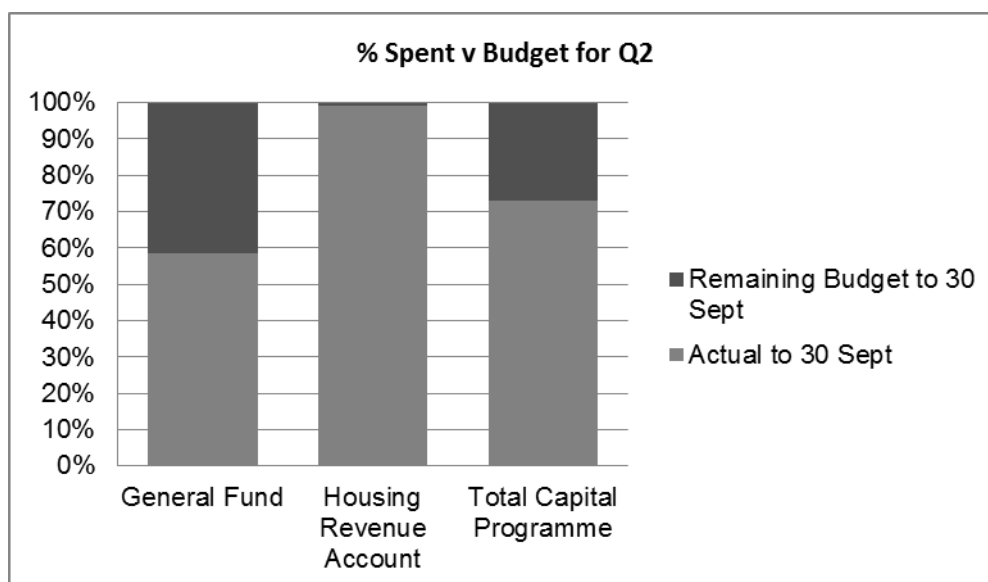
CAPITAL MONITORING

14. The following table provides summary information for the period to 30 September 2015, for the schemes within each portfolio.

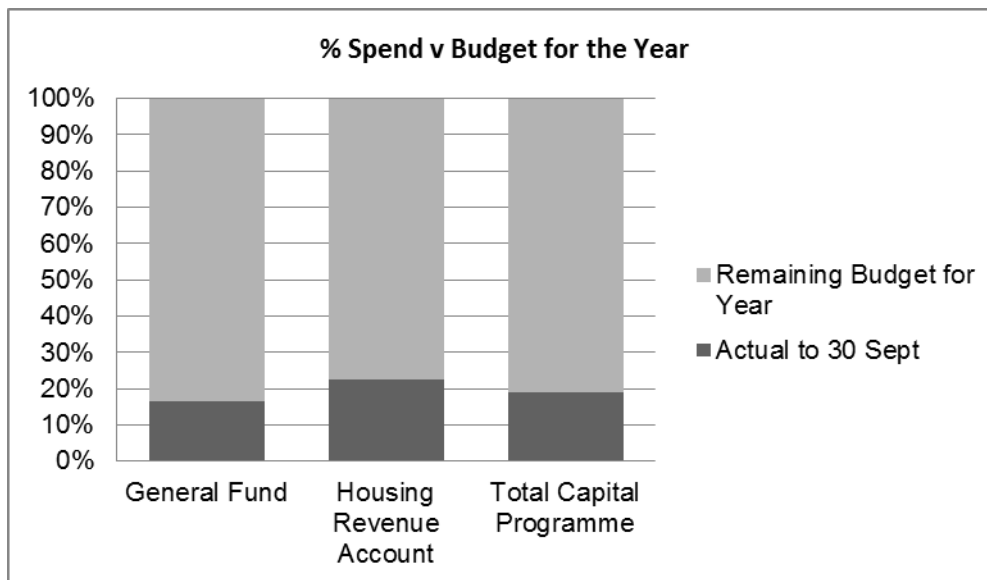
	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £
Public Protection	0	0	0	0
Streetscene	211,400	0	8,011	8,011
Leisure & Community	9,014,700	3,931,600	1,919,551	-2,012,049
- Buildings	8,108,500	3,502,400	1,487,733	-2,014,667
- Outdoor Recreation	504,000	310,833	235,917	-74,916
- Play and Parks	290,100	88,367	165,901	77,534
- Grants to Community Groups	60,000	30,000	30,000	0
- Other Community Schemes	52,100	0	0	0
Health & Housing	1,317,500	981,400	919,947	-61,453
- Enabling	704,100	701,400	682,702	-18,698
- Home Improvement Schemes	613,400	280,000	237,245	-42,755
Planning & Development	118,800	0	0	0
- Car Parks	118,800	0	0	0
Policy & Resources	7,175,300	156,000	120,876	-35,124

	Budget 2015/16 £	Budget to 30 Sep 15 £	Actual to 30 Sep 15 £	Variation £
- Daedalus	3,492,100	0	0	0
- Commercial Property Acquisition	1,936,800	0	0	0
- Civic Offices	939,000	0	0	0
- Vehicles and Plant	428,600	0	16,950	16,950
- ICT	321,000	156,000	103,926	-52,074
- Depot	57,800	0	0	0
Total General Fund	17,837,700	5,069,000	2,968,385	-2,100,615
Housing Revenue Account				
- New Build	8,838,900	1,600,000	1,540,945	-59,055
- Capitalised Repairs/Renewals	2,150,000	1,100,000	1,122,653	22,653
- Stock Repurchases	1,019,600	0	0	0
- Other HRA Schemes	131,700	66,000	79,650	13,650
Total Housing Revenue Account	12,140,200	2,766,000	2,743,248	-22,752
Total Capital Programme	29,977,900	7,835,000	5,711,633	-2,123,367

15. The graphs below show the actual expenditure to 30 September 2015 as a percentage of the programme for the equivalent period and for the whole year.
16. 73% of the capital programme has been spent compared to the profiled budget for the first half of the year.



17. Only 19% has been spent compared to the budget for the year. The budgets will be reviewed and re-phased where applicable as part of the forthcoming budget setting process.



RISK ASSESSMENT

18. Whilst it would be too early to draw very firm conclusions regarding the final revenue and capital budget position for 2015/16 after six months, it is equally important that the Executive is made aware of the trends in both expenditure and income where they differ from those anticipated when the original budgets were prepared.
19. It is also worth noting that expenditure tends to increase during the latter months of the year as work programmes proceed so any under spends in the first half of the financial year are unlikely to continue throughout the whole of the financial year.
20. A potential risk to the capital programme relates to scheme slippages. Delayed schemes could result in increased contract costs for which funding may not be available and could also impact on the Council achieving its corporate objectives.
21. The Council's expenditure and income are monitored by officers throughout the year. Known spending pressures have been reflected in the Finance Strategy for 2015/16 that was presented to the Executive at its meeting in October. The budget that will reflect the revised position will be reported to the Executive in January 2016.

CONCLUSION

22. It is important that there is a timely reporting system in place to focus the Executive on key variances. To reflect this, revenue and capital monitoring reports include detailed information about the more significant areas of the Council's expenditure and income.
23. No particular actions are considered necessary at the present time. Officers will, however, continue to monitor the actual revenue and capital expenditure very closely and any variance that will impact on the Council's overall financial position will be reported to the Executive as soon as possible, in advance of the normal monitoring arrangements.

Reference Papers:

- (a) 2 February 2015 Executive Report - Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16.
- (b) 2 February 2015 Executive Report - HRA Spending Plans including the Capital Programme for 2015/16.
- (c) 13 July 2015 Executive Report - Actual Capital Expenditure and Financing 2014/15.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Policy and Resources
Subject:	Treasury Management Monitoring Report 2015/16
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy
Corporate Objective:	A dynamic, prudent and progressive council

Purpose:
 This report summarises the Council’s investment activity up to 30 September 2015 and provides details of the Council’s money market transactions.

Under the Code of Conduct that governs the operation of the money markets, it is not possible to make public details of specific transactions. For this reason, Appendix A is included in the confidential part of the agenda.

Executive summary:
 This report gives the Executive the opportunity to review the treasury management activity up to 30 September 2015 along with the Treasury and Prudential Indicators.

The overall position is set out in the following table:

Investments	Externally Managed £m	Internally Managed £m	Call Accounts £m	Total £m
At 1 April 2015	10.0	13.0	20.1	43.1
New	4.0	17.0	63.4	84.4
Repaid	4.0	11.0	64.4	79.4
At 30 Sept 2015	10.0	19.0	19.1	48.1

The actual fixed term investments are set out in Appendix A with more detailed information set out in the briefing paper.

Performance for the first half of the year for the Treasury and Prudential Indicators are shown in detail in Appendix B. During the financial year to date the Council has operated within the treasury limits and Prudential Indicators.

Recommendation:

That the treasury management monitoring report for 2015/16 be noted.

Reason:

To inform the Executive of the Council's investment, borrowing and repayment activity up to 30 September 2015.

Cost of proposals:

Not applicable.

Appendices:

A: Externally and Internally Managed Investments
(Confidential Appendix)

B: Half Year Treasury and Prudential Indicators

C: Treasury and Prudential Indicators Explained

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	07 December 2015
Subject:	Treasury Management Monitoring Report 2015/16
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly. This report therefore ensures this Council is implementing best practice in accordance with the Code.
2. The total amount of fixed term investments and call accounts as at 30 September 2015 was £48.1 million, as summarised below. The movements during the year for fixed term investments are detailed in Appendix A.

Investments	Externally Managed £m	Internally Managed £m	Call Accounts £m	Total £m
At 1 April 2015	10.0	13.0	20.1	43.1
New	4.0	17.0	63.4	84.4
Repaid	4.0	11.0	64.4	79.4
At 30 Sept 2015	10.0	19.0	19.1	48.1

3. The £5 million increase in investments during the first half of the year was mainly due to the timing of precept payments, receipts of grants and progress on the Capital Programme.

INVESTMENT STRUCTURE

4. The structure of the investments at 30 September is shown in the following table. Over the past few years, most investments have been held on short periods to mitigate the risks that have been seen during the recession.

Investment Structure	External £m	Internal £m	Call £m	Total £m
For periods of less than 1 month	1.0	1.0	15.1	17.1
For periods of 1 to 3 months	2.0	0	4.0	6.0
For periods of 3 to 6 months	0	0	0	0
For periods of 6 to 12 months	5.0	18.0	0	23.0
For periods of 1 to 2 years	2.0	0	0	2.0
Total Investments at 30 Sept 2015				
Investments for periods < 365 days	8.0	19.0	19.1	46.1
Investments for periods 365+ days	2.0	0	0	2.0

5. Throughout this period of uncertainty, officers have been taking advice from the Council's treasury advisor, Capita Asset Services, to ensure that decisions are taken in light of the latest facts at the time. This has given rise to lower interest rates being secured but this is the lowest priority consideration compared to the security of investments and the liquidity of cash flow.
6. The Council's fixed term investments are partly managed externally by Tradition UK Ltd. The role of the broker is to determine the most appropriate investment option within criteria set by the Council. All cash transfers are made by Council officers and Executive approval has been given for the allocation of up to £13 million to the externally managed portfolio. This retains sufficient funds within the direct management of officers, while still ensuring that maximum yield is achieved from the longer term investments.
7. The investment structure is sufficient to meet the capital programme and other large cash outflows.
8. To increase the liquidity of the Council's investments, call accounts with Nat West, Santander, HSBC and Svenska Handelsbanken are being used. These accounts offer quick access to funds, however, they do attract a lower rate of interest than some of the fixed term investments shown in the table above.
9. The balance within each call account as at 30 September 2015 is set out in the following table:-

Call Accounts	£m
NatWest	5.1
Santander – 95 Day Notice	4.0
Svenska Handelsbanken	4.0
HSBC	6.0
Total	19.1

ECONOMIC UPDATE FROM TREASURY ADVISOR – CAPITA ASSET SERVICES

10. UK GDP growth rates in 2013 of 2.2% and 2.9% in 2014 were the strongest growth rates of any G7 country; the 2014 growth rate was also the strongest UK rate since 2006 and the 2015 growth rate is likely to be a leading rate in the G7 again, possibly being equal to that of the US. However, quarter 1 of 2015 was weak at +0.4% (+2.9% y/y) though there was a rebound in quarter 2 to +0.7% (+2.4% y/y). Growth is expected to weaken to about +0.5% in quarter 3 as the economy faces headwinds for exporters from the appreciation of Sterling against the Euro and

weak growth in the EU, China and emerging markets, plus the dampening effect of the Government's continuing austerity programme.

11. Despite these headwinds, the Bank of England August Inflation Report had included a forecast for growth to remain around 2.4-2.8% over the next three years, driven mainly by strong consumer demand as the squeeze on the disposable incomes of consumers has been reversed by a recovery in wage inflation at the same time that CPI inflation has fallen to, or near to, zero over the last quarter.
12. The August Bank of England Inflation Report forecast was notably subdued in respect of inflation which was forecast to barely get back up to the 2% target within the 2-3 year time horizon. However, with the price of oil taking a fresh downward direction and Iran expected to soon rejoin the world oil market after the impending lifting of sanctions, there could be several more months of low inflation still to come, especially as world commodity prices have generally been depressed by the Chinese economic downturn.
13. There are therefore considerable risks around whether inflation will rise in the near future as strongly as had previously been expected; this will make it more difficult for the central banks of both the US and the UK to raise rates as soon as was being forecast until recently. Recent major concerns around the slowdown in Chinese growth, the knock on impact on the earnings of emerging countries from falling oil and commodity prices, and the volatility we have seen in equity and bond markets in 2015 so far, could all potentially spill over to impact the real economies rather than just financial markets.
14. On the other hand, there are also concerns around the fact that the central banks of the UK and US have few monetary policy options left to them given that central rates are near to zero and huge QE is already in place. There are therefore arguments that they need to raise rates sooner, rather than later, so as to have ammunition to use if there was a sudden second major financial crisis. But it is hardly likely that they would raise rates until they are sure that growth was securely embedded and 'noflation' was not a significant threat.
15. The forecast for the first increase in Bank Rate has therefore progressively been pushed back during 2015 from Q4 2015 to Q2 2016 and increases after that will be at a much slower pace, and to much lower levels than prevailed before 2008, as increases in Bank Rate will have a much bigger effect on heavily indebted consumers than they did before 2008.
16. The Government's revised Budget in July eased the pace of cut backs from achieving a budget surplus in 2018/19 to achieving that in 2019/20.

INTEREST RATES

17. The base rate has remained at 0.5% since March 2009. The forecast for the timing of the first increase in Bank Rate by Capita Asset Services is quarter 2 of 2016.
18. In the current economic conditions, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the 0.5% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment, investment returns

are likely to remain low.

19. Actual investment income for 2014/15 was £710,760 with the budget for 2015/16 set at £599,900 for the General Fund and Housing Revenue Account.

BORROWING

20. The Council's external long term borrowing amounted to £40.2 million as at 1 April 2015. This is as a result of the Housing Revenue Account (HRA) reforms (£40m) and the Hampshire County Council interest free loan for Portchester Community Centre (£0.2m).
21. For the HRA reforms, the Council has taken out ten £4 million loans from the PWLB with duration of between 40 and 50 years at an average interest rate of 3.50% as detailed in the table below:-

Repayment Date	Loan Amount	Interest Rate
30/09/2052	£4m	3.52%
30/09/2053	£4m	3.51%
30/09/2054	£4m	3.51%
30/09/2055	£4m	3.51%
30/09/2056	£4m	3.50%
30/09/2057	£4m	3.50%
30/09/2058	£4m	3.50%
30/09/2059	£4m	3.49%
30/09/2060	£4m	3.49%
30/09/2061	£4m	3.48%
Total	£40m	3.50% average

22. Interest payable for 2015/16 is budgeted at £1,851,700 and will be met by the HRA. £1,400,400 relates to the PWLB loans and £451,300 for interest on internal borrowing between the General Fund and the HRA.

STRATEGY COMPLIANCE

23. The Council's Treasury Management Strategy Statement for 2015/16, which includes the Annual Investment Strategy 2015/16, was approved by the Council on 2 March 2015. It sets out the Council's investment priorities as being:
- Security of capital;
 - Liquidity; and
 - Yield
24. The Council will also aim to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs but also to seek out value available in higher rates in periods up to 2 years with highly credit rated financial institutions.
25. The compliance with the various elements of the strategy are set out in the following table:-

Compliance on Individual Elements	Yes/No	Notes
Borrowing only up to "supported" level	Yes	No borrowing during the first half of the year.
All investments with approved institutions	Yes	Treasury management advisors provide updated list of approved institutions weekly.
All individual investments within prescribed financial limits	Yes	There are currently 6 institutions where the total investment is at the maximum level. They are Lloyds, Barclays and HSBC, (£6m limit), Skipton BS, West Bromwich BS and Principality BS (£2m limit).

COMPLIANCE WITH TREASURY AND PRUDENTIAL LIMITS

26. It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordable limits) were approved by the Executive at its meeting on 2 March 2015.
27. Performance for the first half of the year is shown in Appendix B and the purpose of each indicator is explained in more detailed in Appendix C. During the financial year to date the Council has operated within the treasury and prudential indicators.

RISK ASSESSMENT

28. In the current economic climate, there are risks that financial institutions holding Council investments could default and be unable to fulfil their commitments to repay the sums invested with them.
29. To help mitigate this risk, the Council maintains a list of approved institutions based on a grading system operated by the Council's treasury management advisers. Maximum limits are also set for investments with individual institutions.

Reference Papers:






2 March 2015 Executive Report - Treasury Management Strategy and Prudential Indicators 2015/16

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Appendix B

2015/16 Prudential and Treasury Indicators - Quarter 2 Performance

Indicator	Description	Approved Indicators 2015/16	Quarter 2 Position	Performance Rating
Aff.1	Affordability Measure: Financing Costs as a percentage of net revenue streams			
1a	Overall Position	3%	2.4%	
1b	General Fund	-11%	-3.5%	
	Housing Revenue Account	14%	13.9% (estimated)	
Aff.2	Affordability Measure: Incremental impact of capital investment on Council Tax and Housing Rents			
2a	Council Tax increases, borrowing costs only	£2.24	No borrowing undertaken, therefore no effect on rent or council tax increases	
2b	Housing Rent increases, borrowing costs only	£0.77		
Aff.3	Affordability Measure: Capital Expenditure (£'000s)	Estimate to 30 Sept 15	Actual to 30 Sept 15	
	General Fund	£5,069	£2,968	
	Housing Revenue Account	£2,766	£2,743	
	Total Capital Expenditure	£7,835	£5,711	
Aff.4	Affordability Measure: External Debt Level (£'000s)			
	Authorised limit, comprising	£76,000	Long term external debt is £40.2m and short term debt is £1.826m	
	- borrowing	£70,000		
	- other long term liabilities	£6,000		
	Operational boundary, comprising	£49,000		
	- borrowing	£45,000		
	- other long term liabilities	£4,000		
Aff.5	Affordability Measure: Capital Financing Requirement (£'000s)			
	General Fund CFR closing balance in the year	£54,016 £211	No anticipated change to the planned position for CFR items	
	HRA CFR closing balance in the year	£53,805		

Indicator	Description	Approved Indicators 2015/16	Quarter 2 Position	Performance Rating
Pru.1	<p>Prudence Measure: Gross Debt and Capital Financing Requirement (CFR), (£'000s)</p> <p>Gross External Borrowing level</p> <p>CFR (for last, current and next 2 years)</p> <p>Has measure been achieved?</p> <p>Memorandum Item: Prudence margin</p>	<p>£44,395</p> <p>£213,099</p> <p>Achieved</p> <p>£168,504</p>	<p>£41,823</p> <p>£213,099</p> <p>Achieved</p> <p>£171,276</p>	☺
Pru.2	<p>Prudence Measure: Adoption of the CIPFA Treasury Management Code of Practice</p> <p>Has the Code been adopted in its entirety?</p>	Yes	Yes	☺
Pru.3	<p>Prudence Measure: Upper Limits to fixed and variable interest rate exposure</p> <p>Upper limit to variable interest rate exposures</p> <p>Upper limit to fixed interest rate exposures</p>	<p>25%</p> <p>100%</p>	All investments are fixed rate except 4% which are semi variable and linked to LIBOR rates	☺
Pru.4	<p>Prudence Measure: Maturity structure of borrowing</p> <p>Loans maturing within 1 year</p> <p>Loans maturing within 1 - 2 years</p> <p>Loans maturing within 2 - 5 years</p> <p>Loans maturing within 5 - 10 years</p> <p>Loans maturing in over 10 years</p>	<p><u>Upper Limit</u></p> <p>25%</p> <p>25%</p> <p>25%</p> <p>50%</p> <p>100%</p>	No borrowing undertaken in Quarter 2	☺
Pru.5	<p>Prudence Measure: Total Principal sums invested for periods of more than 364 days (£'000s)</p> <p>Upper Investment Limit for the year</p>	£15,000,000	<p>£2m 1-2 years</p> <p>£0m 2-3 years</p> <p>£0m 3-4 years</p>	☺

Details of the Treasury and Prudential Indicators

This appendix explains each of the prudential indicators, as defined in the Prudential Code for Capital Finance in Local Authorities and the Treasury Management in Public Service Code of Practice.

Affordability

Aff.1: Financing costs as a percentage of net revenue stream

This compares the total principal and net interest payments on external debt less interest and investment income to the overall total revenue spending of the authority. The indicator must be calculated separately for the General Fund and Housing Revenue Account (HRA).

Aff.2: The incremental impact of capital investment on the Council Tax and Housing Rents

This indicator requires the General Fund net revenue streams to be converted into an estimated Band D Council Tax for each of the next three years. This will mean making assumptions on the levels of Government grant and Non Domestic Rates expected as well as the Council Tax base and spending plans. Only the element of any increase/decrease in Council Tax that relates to the Council's capital investment plans is reported in the indicator. A similar indicator must be calculated for average weekly rents in the HRA.

Aff.3: Capital expenditure

This indicator reports the Council's capital expenditure for the current year.

Aff.4: External debt

This indicator reports on the external debt limits (made up of borrowing and other long term liabilities). The two limits set are:-

The *authorised limit*. This is the maximum amount the authority allows itself to borrow.

The *operational boundary*. This reflects the most likely (prudent) but not worst case scenario of the debt position of the authority. This is also an "upper" limit, so does not reflect the expected external debt level for the Council on a day to day basis, but should link directly to capital spending plans, the capital financing requirement and daily cash-flows.

There may be occasions when the operational boundary for borrowing is temporarily breached - for example, if a capital receipt is not received on the due date. Such breaches must be monitored to identify trends, but do not need to be reported. On very rare occasions, the authorised limit may be breached and this must be reported to members.

Aff.5: The Capital Financing Requirement (CFR)

This indicator reports the actual capital financing requirement (CFR) for the General Fund and HRA. The CFR comprises the sum of the value of fixed assets (land, buildings etc), deferred charges (spending on assets not owned by the Council, such as capital grants to housing associations) and other capital accounts on the balance sheet (revaluation reserve and capital adjustment account). By adding these values together, the total represents a good approximation of how much capital investment has been funded from borrowing.

Prudence

The aim of this category of indicator is to ensure that medium and long term borrowing is only for capital purposes and that authorities are not taking out long term borrowing to fund revenue spending.

Pru.1: Gross external borrowing and the capital financing requirement

This indicator is used to compare the gross external borrowing against the total capital financing requirement (see Aff.5 above) for current year plus any additions to the total capital financing requirement for the coming year and two following years. The gross external borrowing figure should always be the lower figure.

Pru.2: Adoption of the CIPFA Treasury Management Code of Practice

The Code requires an explicit statement from the Authority that it has adopted the above Code published by the Chartered Institute of Public Finance and Accountancy, in full.

Pru.3: Upper limits to fixed and variable rate exposures

This indicator sets upper limits on the amount of net borrowing (total borrowing less investments) with fixed interest rates and variable interest rates for a three year period. By applying these thresholds, the exposure to fluctuations in interest rates can be controlled.

Pru.4: Maturity structure of borrowing

This indicator sets upper and lower limits on the amount of borrowing due to be repaid in a given period on fixed rate borrowing. The purpose of this indicator is to ensure that the Council has a balanced portfolio of debt, avoiding any major peaks and troughs over the life of the total debt.

Pru.5: Total principal sums invested for periods of more than 364 days

This sets a limit on the amount of money than can be invested for more than one year.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Policy and Resources
Subject:	Training for Defibrillators in Fareham
Report of:	Director of Finance & Resources
Strategy/Policy:	
Corporate Objective:	A Safe and Healthy Place to Live and Work

Purpose:

To consider the allocation of funding and resources to enable the effective provision of a defibrillator at each of the Borough's Community Centres and to provide training for the use of defibrillators to the staff and user groups of these facilities.

Executive summary:

Every year across the United Kingdom more than 30,000 people suffer a cardiac arrest. Of this number less than one in ten currently survives. Swift access to Cardio Pulmonary Resuscitation (CPR) and defibrillation is a key influential factor to these survival rates.

Defibrillators are simple and safe to use. Once in position, the defibrillator detects the heart's rhythm and it will not deliver a shock unless one is needed. If the heart has stopped, high-voltage (200–1000 volts) pads will pass an electric current through the heart so that it is shocked into working normally again.

The Government, working in partnership with the British Heart Foundation, has announced £1 million of funding to provide free defibrillators for public places.

This report presents the funding criteria and the options available to the Council to help ensure the best defibrillator coverage across the Borough's community centres.

Recommendations:

That the Executive approves:

- (a) the provision of up to four CPR (Cardiopulmonary resuscitation) and defibrillator training sessions to be facilitated by the Council's Facilities Manager and delivered to core staff or users from those community centres securing a defibrillator. Up to 12 individuals can be trained in one session, and it is proposed that this tailored training would be made available to up to three individuals from each community

centre. The British Heart Foundation provides a training video with each defibrillator so the training is over and above their requirement;

- (b) the allocation of £150 for the purchase of one additional battery for use in training sessions;
- (c) the allocation of £6,005 to a 'plan b' fund to purchase defibrillators for up to five community centres who may be unsuccessful in their applications to the British Heart Foundation if they fail to meet the criteria;
- (d) the allocation of a maximum of 70 hours in total (5 hours per community centre) for Building Services to install any cabinet required to house the defibrillators; and
- (e) the allocation of a maximum of £7,020 to purchase up to 13 secure coded cabinets for those Community Centres intending to install their defibrillator externally.

Reason:

To improve the likelihood of an individual surviving a cardiac arrest in the Borough of Fareham.

Cost of proposals:

The expected cost of this project is £13,175 and will be funded by the balance remaining on the FBC charity account and community grants budget.

Appendices: Appendix A Status report for defibrillators in Fareham's community centres

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	7 December 2015
Subject:	Training for Defibrillators in Fareham
Briefing by:	Director of Finance & Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. The purpose of this report is to consider the allocation of funding and resources to enable the effective provision of a defibrillator at each of the Borough's Community Centres and to provide training for the use of defibrillators to the staff and user groups of these facilities.

BACKGROUND

2. Every year in homes and communities across the United Kingdom more than 30,000 people suffer a cardiac arrest. Of this number less than one in ten currently survives. Swift access to Cardio Pulmonary Resuscitation (CPR) and defibrillation is a key influential factor to these survival rates. Research shows that for every minute an individual suffering a cardiac arrest spends without CPR and defibrillation, their chances of survival are reduced by 10%.
3. Defibrillators are simple and safe to use. Once in position, the defibrillator detects the heart's rhythm and will not deliver a shock unless one is needed. If the defibrillator detects that the heart has stopped, high-voltage (200–1000 volts) pads will pass an electric current through the heart so that it is shocked into working normally again.
4. The Government, working in partnership with the British Heart Foundation, has announced £1 million of funding to provide free defibrillators for public places. The defibrillator offered through the British Heart Foundation initiative is a simple mains powered machine in an unsecured cabinet.

POTENTIAL DEFIBRILLATOR SITES ACROSS FAREHAM

5. Across Fareham, 16 Community Centres create key hubs which often attract large numbers of service users and visitors. They are focal points in their communities and this high usage makes them ideal locations for defibrillators.
6. When the 16 Community Centres were contacted to inform them of the Government initiative, seven were supportive of making an application (subject to approval from their committee), two were willing to proceed with an application immediately and two already had existing defibrillators. Of the remaining five, difficulty of contact due to the Centre not being staffed, transition within the committees and the identification of low visitor numbers were the main reasons support was not secured.

FUNDING CRITERIA

7. The British Heart Foundation's criteria for a successful application to the Government initiative are:
 - a. The ability to demonstrate that the defibrillator will be accessible to the public (preferably 24 hours per day, 7 days per week).
 - b. A high footfall at the location.
 - c. A commitment to train the local community in CPR.
8. Consultation with the British Heart Foundation indicates that many of Fareham's Community Centres would meet the first two conditions as a result of their high public usage and lengthy opening hours or willingness to locate the defibrillator externally in a secure cabinet.
9. For those Community Centres considering externally locating a defibrillator, there is a real risk that devices may be damaged or stolen, rendering them inoperable in an emergency situation. This report proposes that secure, coded cabinets (for which the emergency services hold easily accessible details of the code) are made available to those Centres for which an externally located defibrillator would make them a more valuable resource for the community they serve. Those wishing to access the cabinet will follow instructions on the front to call emergency services to obtain the code. An allocation of up to £7,020 would allow the purchase up to 13 secure coded cabinets.
10. This report also proposes that Fareham Borough Council allocates resources to enable the Community Centres to fully meet the final criteria of providing training in CPR. As part of the Government initiative, a 'Call Push Rescue' training pack (a tutorial DVD on how to deliver CPR, developed by the British Heart Foundation) is available upon application.
11. Within the Council, the Facilities Manager is qualified to provide CPR and defibrillator training and has the capacity to deliver a tailored session on this to core members of staff and user groups of community centres. Up to 12 individuals can be trained in one session, and it is proposed that this tailored training would be made available to up to three individuals from each community centre. An additional defibrillator battery would need to be purchased, at a cost of £150, to allow the training sessions to be undertaken.
12. Applications to the British Heart Foundation are considered on a case-by-case basis. Although the British Heart Foundation has been advised of the Council's intentions to support our community centres in their applications, they are unable to guarantee that every application will be successful.
13. Five of the Centres have been highlighted by the Leisure Development Manager as having lower levels of usage and are therefore less likely to make a successful application. This report proposes that a 'Plan B' fund of £6,005 to provide defibrillators for those Community Centres that do not meet the British Heart Foundation's criteria.

CONCLUSION

14. Every year across the United Kingdom more than 30,000 people suffer a cardiac arrest and less than 10% currently survives. Swift access to CPR and defibrillation is a key helping improve survival rates. The Government, working in partnership with the British

Heart Foundation, has announced £1 million of funding to provide free defibrillators for public places, which this report proposes to take advantage of.

15. This report proposes the provision of a defibrillator at each of the Borough's Community Centres. To support this provision, it is also proposed that training for the use of defibrillators to staff and user groups of these facilities is provided.
16. A total of £13,175 is requested to ensure that defibrillators and training can be provided to all of the Community Centres, across the Borough, including those that do not manage to meet the requirements of the Government's and the British Heart Foundations scheme.

APPENDIX A Status report for defibrillators in Fareham's community centres

Community Centre	Contact Details	Status
Abshot	Shaun Merrington smerrington@btconnect.com	No response despite having left several messages. We will continue to attempt to contact. It is likely that this facility will have low footfall and require funding.
Broadlaw	Awaiting contact details in South East Hampshire Community Outlook (SEHCO)	Chasing up appropriate contact in SEHCO who manage the building.
Burridge	Ken Potheary 01489 576646 kenpotheary@hotmail.com	Taking to committee for consideration. Have requested that user groups rather than staff are trained.
Catisfield Memorial Hall	Glenn Duggan Glenn.duggan@parliament.uk 02392 522121	Proceeding with application. Concerns regarding footfall so may require funding.
Crofton	Nicky Rayner 01329 662821 Ccamanager1@googlemail.com	Supportive – taking to committee for consideration
Fareham North West	Derek Ashmore dashmore@btinternet.com	Working with the Committee to get the appropriate arrangements in place. Concerns re footfall so may require funding.
Locks Heath Memorial Hall	Julia Oldbury-Davies Julia@allknightsafety.co.uk 07810 487824	Working with the Committee to get the appropriate arrangements in place.
Lockswood	Jess Gentle jgentle@lockswood.org.uk 01489 582512	Proceeding with application

APPENDIX A Status report for defibrillators in Fareham's community centres

Community Centre	Contact Details	Status
Portchester	02392 321787 c.mertens@portchester.hants.sch.uk Lucy Redfern	Supportive. Taking to committee for approval.
Ranvilles	Alison Billington alibillabong@yahoo.co.uk 07963 423632	Supportive. Approved at their committee.
Sarisbury Green	Sharon Boghurst info@sarisburygreen.org.uk 01489 573114	Supportive. Taking to committee for approval.
Titchfield	tccadmin@btconnect.com 01329 842933 Dinah Lloyd	Supportive. Taking to committee for approval.
Victory Hall	Dave Gasser Victoryhall27@tiscali.co.uk 01489 572913	Supportive. Taking to committee for approval.
Wallington	j.knipe123@btinternet.com Geoff Knipe	Have a defibrillator but interested in training if spare places.
Whiteley	Mark Gray 01489 881190	Have a defibrillator.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio:	Policy and Resources
Subject:	Relocation of Allotments at Daedalus
Report of:	Director of Finance and Resources
Strategy/Policy:	Corporate Strategy
Corporate Objective:	To Maintain and Extend Prosperity A Dynamic, Prudent and Progressive Council

Purpose:

To advise the Executive of a proposal to relocate the allotments from the proposed site on Daedalus to an alternative location fronting Gosport Road, Stubbington, Fareham.

Executive summary:

On 6 October 2014, the Executive considered a report on the future ownership of land at Daedalus. Recognising the importance of the Daedalus site to prosperity and economic vitality of the Borough, the Executive agreed in principle to pursue the acquisition of the land at Daedalus from the Homes & Community Agency (HCA) which comprised the airfield and East/West Enterprise Zone development areas.

On 2 March 2015 the Executive received a further report on progress made to secure the transfer of land at Daedalus, and seek approval to complete the acquisition.

The purchase of Daedalus from the HCA was completed on 27 March 2015.

The report outlines that an alternative location has been considered to provide allotments, in close proximity to Daedalus and fronting Gosport Road, Stubbington in the ownership of Basil Baird (Fareham) Ltd. The provisionally agreed Heads of Terms for the lease of the site are set out in the confidential Appendix A for consideration by the Executive.

Within the Daedalus site as part of the community infrastructure provision and to discharge the Section 106 planning obligation, a site was allocated for the provision of allotments. In the absence of allotment provision within Daedalus itself a variation to the obligation will need to be sought and planning permission obtained for the alternative site.

Another site is also under consideration but will require the approval and co-operation of the land owner. If this site can be progressed it will be the subject of a further report to the Executive.

Recommendation/Recommended Option:

That the Executive:

- (a) supports in principle the proposed site for the relocation of the allotments and confirms the provisionally agreed Heads of Terms for a lease from Basil Baird (Fareham) Ltd as set out in the confidential Appendix A; and
- (b) delegates authority to the Director of Finance & Resources to conclude the lease of land for allotment provision; and
- (c) delegates authority to the Director of Operations, in consultation with the Director of Finance and Resources and the Executive Leader, to agree the final specification of the allotment layout.

Reason:

To consider the proposal to relocate the allotments from the proposed site on Daedalus to an alternative location fronting Gosport Road, Stubbington, Fareham.

Cost of proposals:

The costs of the proposal are shown in the confidential Appendix A to this report.

Appendices:

A: [Confidential Appendix](#) setting out the provisionally agreed Heads of Terms for the Lease of the relocated Allotment site. (Exempt By virtue of paragraph (3) of Part 1 of Schedule 12A of the Local Government Act 1972.)

B: [Site Plan](#)- Gosport Road, Stubbington

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	7 December 2015
Subject:	Relocation of Allotments at Daedalus
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. The purpose of this briefing paper is to advise the Executive of a proposal for the relocation of the allotments that were originally to be located on Daedalus to an alternative site fronting Gosport Road, Stubbington, Fareham.
2. Another site is also under consideration in the Stubbington locality but will require the co-operation of, and terms to be agreed with, the land owner. Despite officers best efforts, limited progress to date has been made to secure the alternative site. If this site can be progressed it will be the subject of a further report to the Executive.
3. For the above reason officers are recommending that the Executive support in principle the proposed site for the relocation of the allotments fronting Gosport Road, Stubbington, and confirm the provisionally agreed Heads of Terms for a lease from Basil Baird (Fareham) Ltd as set out in the confidential Appendix A. If the other site option does not materialise the lease from Basil Baird (Fareham) Ltd will be entered into.

BACKGROUND

4. In December 2013 the Council granted outline planning permission to the Homes and Community Agency for a quantum of employment based development at Daedalus, which included the provision of open space, allotments and landscaping. A Section 106 planning obligation was also agreed which requires, amongst other matters, that the owner submits the design of the allotments for approval by the Council and that they are delivered on site in accordance with the approved plans.
5. In March 2015 the Council acquired the Daedalus site. Since that time the Council has formally adopted A Vision and Outline Strategy for Daedalus following an Executive decision in October 2015. The strategy contained within the Vision identifies that the originally proposed allotments at Daedalus should be provided off site and a suitable alternative secured.
6. Details of a suitable alternative site are as set out in paragraph 10 of this report

ALLOTMENTS RELOCATION AND PLANNING IMPLICATIONS

7. The alternative location of allotments as identified by the adopted Vision will require the Section 106 planning obligation associated with the outline planning permission to be varied to reflect non-delivery on site.
8. The development of allotments on an alternative site will also require a separate planning application to be submitted to this Council (in its capacity as the Local Planning Authority) seeking permission for a change of use.

CURRENT ALLOTMENT SITE

9. The current allotments on Daedalus are located in the north west corner of the site. This comprises a triangular piece of land measuring some 1.0 hectares or 2.6 acres and adjacent to and accessed from Gosport Road via the Daedalus West gate.

OPTIONS FOR RELOCATION OF ALLOTMENTS

10. Negotiations have been concluded with Basil Baird (Fareham) Ltd to relocate the allotments on land in the company's ownership fronting Gosport Road, Stubbington as shown on Appendix B. The land is larger than that identified on Daedalus, being some 1.6 hectares or 4 acres. It is currently in agricultural production with a small proportion managed as set aside. The land is essentially flat with an existing field gate from Gosport Road. There is a sewer easement running along the eastern boundary of the site, which must be excluded from allotment use.
11. The Council informed Basil Baird (Fareham) Ltd that its preference was to acquire the freehold of the land. This was not acceptable and the Council were advised that if the land was to be made available for allotments this could only be on the grant of a lease. The provisionally agreed Heads of Terms for a lease from Basil Baird (Fareham) Ltd are set out in the confidential Appendix A.

OUTLINE SPECIFICATION FOR THE LAYING OUT OF THE ALLOTMENTS

12. The layout of the new allotment site has not yet been designed, but importantly the layout and facilities would need to satisfy the planning conditions for Daedalus. It is anticipated that the land could provide approximately 90 x 5-rod allotments, and would require the following facilities;
 - Drainage system (if found to be necessary)
 - 2m high deer fencing and security gates
 - Boundary hedge planting with native species
 - Access road into Allotments from Gosport Road
 - Loose fill car park
 - Loose fill surfaced path / grassed path network
 - Irrigation points for plot holder use
 - Signage
13. However, depending on availability of funds, consideration will also be given to
 - Possible raised allotment plots for people with limited mobility
 - A built structure for storage

- Toilet/kitchenette facilities
14. Detailed drawings of the new layout will be produced prior to the submission of the planning application.

FUTURE MANAGEMENT OF THE ALLOTMENTS

15. The existing allotment sites located throughout the Borough are managed by Allotment Associations under leases granted by the Council. Arrangements for the management of the new allotment site are yet to be determined, but could be leased to an existing Allotment Association, or leased to a new Allotment Association to be formed to manage this specific site.

FINANCIAL IMPLICATIONS

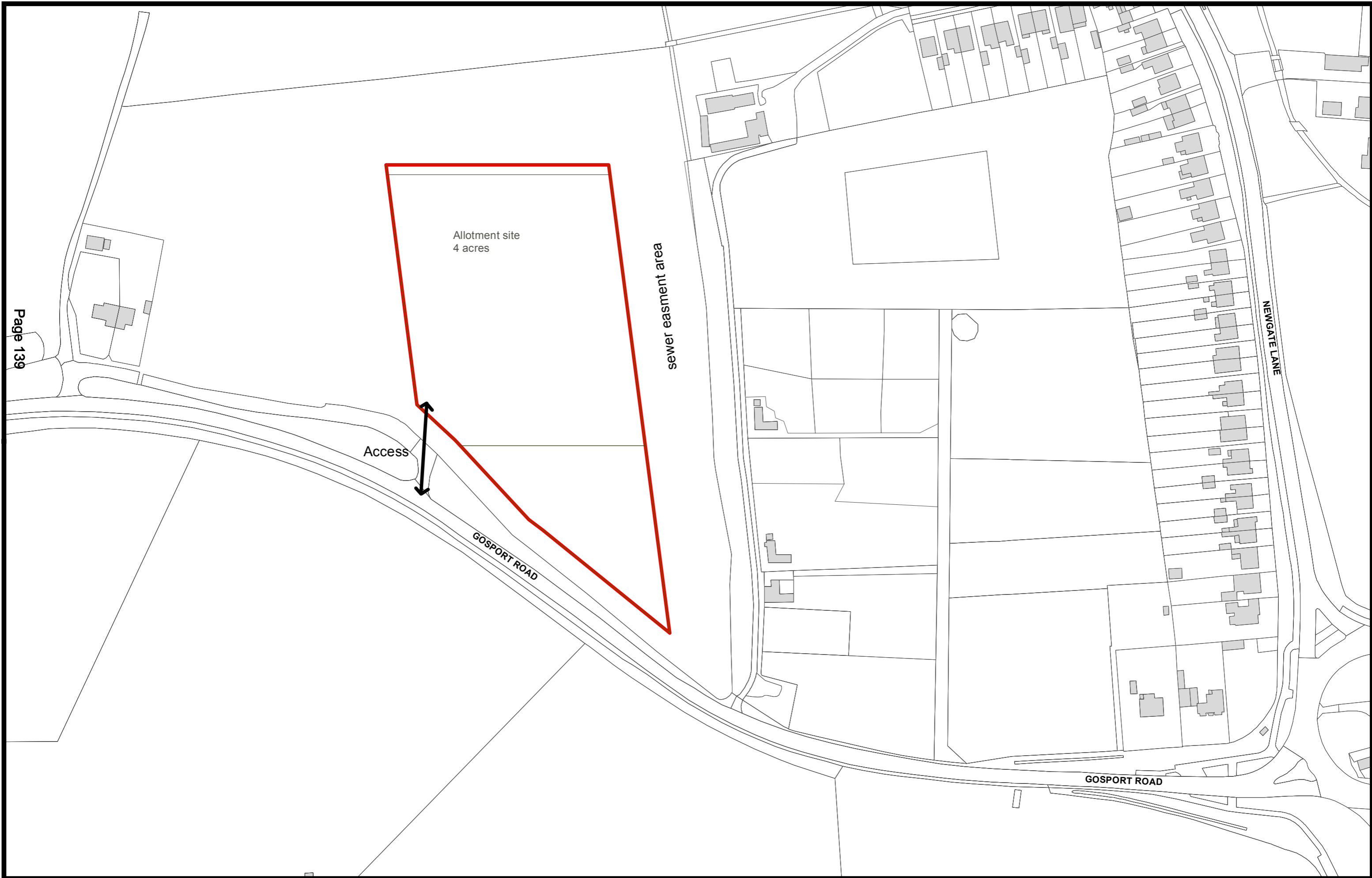
16. The cost of laying out the allotments can be met from the funding secured by the Council from the Homes and Communities Agency (HCA) at the time of acquiring the Daedalus site.
17. The rent to be paid to Basil Baird (Fareham) Ltd for the lease is set out in the confidential Appendix A. This, together with other on-going costs, will be met in part from the income derived from the allotments. Any net cost will be met from drawing down the residual funding from the HCA.

CONCLUSION

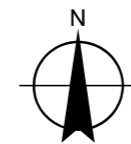
18. The report advises the Executive of a proposal to relocate the allotments from the proposed site on Daedalus to an alternative location fronting Gosport Road, Stubbington, Fareham. The Executive are recommended to support in principle the proposed site for the relocation of the allotments and confirm the provisionally agreed Heads of Terms for a lease from Basil Baird (Fareham) Ltd as set out in the confidential Appendix A.
19. The Executive are also asked to delegate authority for concluding the lease arrangement to the Director of Finance and Resources, and the final specification for the allotments to Director of Operations, in consultation with the Director of Finance & Resources and Executive Leader.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted



Daedalus Allotments



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 7 December 2015

Portfolio: Policy and Resources
Subject: **Recording Customer Satisfaction**
Report of: Director of Finance and Resources
Strategy/Policy: Communications
Corporate Objective: Strong and Inclusive Communities

Purpose:

This report assesses the effectiveness of the biennial Residents' Survey and outlines an alternative approach to recording and analysing customer satisfaction.

Executive summary:

One of the ways that the Council has previously gauged the level of resident satisfaction with our services is through a biennial Residents' Survey, which has been running since 2000.

The introduction of systems thinking, using the Vanguard Method since 2013, has required a clear understanding of what matters to customers and their personal journeys. This combined with the rise of social media, which allows people to give detailed and timely feedback on services has brought into question the value of a lot of the top level satisfaction data that the Residents' Survey provides.

This report proposes an alternative option for gathering useful data on resident satisfaction.

Recommendations:

That the Executive agrees to replace the Residents' Survey with quarterly customer satisfaction surveys, focusing on service areas that have been through a Vanguard intervention.

Reason:

To ensure that customer satisfaction data is recorded and used in the most effective way.

Cost of proposals:

There are no significant costs associated with the proposals.

Appendices: None
Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 7 December 2015

Subject: Recording Customer Satisfaction

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. The purpose of this report is to look at the Council's use of the biennial residents' survey with regard to whether it still meets the Council's needs, and provides a true reflection of the levels of satisfaction felt by Fareham residents.
2. The report then proposes an alternative option for gathering data on resident satisfaction.

BACKGROUND

3. One of major ways that the Council has historically gaged resident satisfaction with our services is through the biennial Residents' Survey. It has been running since 2000 and was started as part of a compulsory government initiative.

Resident Survey Methodology

4. The methodology of the survey has evolved and become more robust over time. For recent surveys, a random sample of 4020 residents (268 from each ward) was selected from the Electoral Register. Selected households were then sent a self-completion questionnaire addressed to the occupier so that anyone living at that address could complete and return the survey. In 2013, we received 1291 responses in total, which represents a 32% return. This is a good return rate for this type of postal survey.
5. A number of questions, focusing on top level satisfaction with different services across the Council, would be carried over across different surveys to allow the tracking of satisfaction over time. In addition to these regular questions there would be ad hoc questions focusing on specific topics e.g. expressing support for the Council's approach to planning for Welborne.

Costs of Residents' Survey

6. The following table outlines the costs associated with the production of the residents' survey:

Activity	Cost
Initial Design	£1000
Design updates	£300
Printing	£200
Return paid envelopes	£200
Postage	£1900
Temporary Staff	£350
Total	£3950

Benefits of the Residents' Survey

7. The Residents' Survey has evolved over time and has proven useful for:
- Providing a general overview of resident satisfaction with the Council as a whole.
 - Getting the views of residents on specific questions e.g. Welborne
 - Tracking general satisfaction over time

A changing culture

8. Since 2013, the Council has been implementing systems thinking using the Vanguard Method. This has involved a fundamental rethink of service provision through the eyes of the customer. The key to success is to design services “outside in” from the customer’s point of view, rather than “inside out” for the benefit of the organisation. To facilitate this redesign, a clear understanding of what matters to the customers and their personal journey is needed.
9. To help achieve this, customers are asked during service redesigns what a good service looks like to them, how satisfied they are with the service they used (on a scale of one to ten) and how it could be improved further.
10. In addition to these organisational changes, social media has allowed more customers to engage quickly and directly about their experiences with our services over the last few years. In this context, a biennial residents’ survey appears not only slow, but struggles to provide in depth data about customer journeys.

Residents' survey satisfaction

11. Analysing the residents' survey from the perspective of the changing cultures outlined above, a number of limitations of the Residents' Survey become clear:
- It only provides you with a snapshot of satisfaction on a single day within a 2 year period.
 - Residents are often asked to express their satisfaction with services they may never or rarely use.

- It does not allow us to engage in direct conversations with customers about their experiences of our services.
- The strategic nature of the questions loses sight of individual customer experiences.
- It does not provide you with specific information about how services can be improved.
- The questions asked are not open enough to understand what really matters to the customer.

An alternative way forward

12. Taking into account these drawbacks and the changing culture we operate in, any alternative system of recording satisfaction would have to:
 - Be statistically robust i.e. have a valid sample and number of responses
 - Be easy to collect data for i.e. simple questions and not too time intensive with regard to data collection
 - Be easily replicated across different service areas
 - Be simple to analyse and interpret
 - Truly reflect the views of Fareham residents

Satisfaction survey option

13. It is proposed that a satisfaction survey, based on a simple template which can be replicated across numerous departments be used:
14. **Question 1:** Please rate the service you received from 1 to 10, with 1 being really bad, 5 average and 10 really good.
15. **Question 2:** If we didn't get 10, what can we do next time to make sure we do?
16. This approach builds on the work that took place during the Vanguard redesigns. It allows us to track satisfaction levels and also provides useful data regarding how areas could be improved further within the individual services of the Council.
17. Specific questions about issues such as Welborne, which were previously asked in the Residents' Survey, can be covered in standalone consultations in the future. Robust samples and results can still be achieved using a combination of tools, such as the E-Panel, postal surveys and online surveys, depending on the nature of the consultation.

Respondent size and data collection

18. The number of respondents needed to provide sound statistical data depends on the size of the service, as well as how robust we want the results to be. Some services only deal with a small number of customers whereas others deal with thousands per year. With this in mind, the robustness of results needs to be balanced against the resources available to collect data. This means that the number of respondents required will vary depending on the size of service and the number of customers it has.

19. For this type of customer satisfaction survey, we would normally be looking to achieve a confidence level of 90% and a margin of error 5% either way. This means that if 70% of respondents gave a service a score of 7 out of 10, we can be 90% sure that between 65% and 75% of service users would score the service 7 out of 10. To achieve this level of accuracy we need to achieve a high proportion (33% +) of responses from the total number of customers.
20. Some services such as Benefits and Building Maintenance deal with thousands of customers each year. To achieve this level of accuracy on a continual basis would prove to be highly resource intensive.

A light touch approach

21. It could be possible to adopt a more light touch approach to data collection, which would still provide us with a good indication of satisfaction levels and useful data for managers to use.
22. Collecting data over one week per quarter, would give us useful and regular indicators of service satisfaction levels and relatively timely data on areas for improvement which could be used by managers. The approach to the response sizes would be flexible depending on the service areas' level of customer demand:
23. **Service areas with high levels of customer demand:** aim to achieve a confidence level of 90% and a margin of error of 5%, from customers within a single week.
24. **Service areas with lower levels of customer demand:** the focus would be on getting satisfaction surveys completed by all customers using a service within one single week every quarter.
25. It is anticipated that officers in the relevant service area would ideally contact the customer by telephone however, if this was not appropriate other methods such as email or face-to-face meetings could be used.
26. Whilst acknowledging that the approach outlined above is not statistically perfect, it is robust enough to give us a useful and timely indicator of customer satisfaction levels, without overburdening services with too much extra work.

Analysis and reporting

27. Quarterly results reports, which include qualitative data on areas for improvement, could be provided to managers on a quarterly basis by the Customer Engagement Team. More in depth analysis looking at satisfaction over time across different departments, as well as what the overall satisfaction trends are telling us will be provided by the Customer Engagement Team in an annual customer satisfaction report.
28. Whilst acknowledging that the results would not be as statistically robust as they could be, this method would still provide a workable balance between managing resources and providing a regular indicator of satisfaction levels. It would also provide regular qualitative data on how service areas could be improved.

Conclusion

29. Over the last fifteen years, the Residents' Survey has proven to be a useful tool for gaining top level satisfaction data, as well as asking questions on specific topics such as Welborne. However, the Vanguard Method requires a clearer understanding of what

matters to customers and their personal journeys. A new approach is needed to gather this type of in depth and timely data. It is hoped that the customer satisfaction approach outlined in this report will achieve this.