

# FAREHAM

BOROUGH COUNCIL

## COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 18 JUNE 2015**, commencing at **6.00 pm**.

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The Mayor: Councillor Michael Ford, JP

The Deputy Mayor: Councillor Connie Hockley

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



**1. Prayers**

The meeting will commence with a short service of prayers.

**2. Apologies for Absence**

**3. Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the Council Meeting held on 8 June 2015.

**4. Mayor's Announcements**

**5. Executive Leader's Announcements**

**6. Executive Members' Announcements**

**7. Declarations of Interest**

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

**8. Presentation of Petitions**

To receive any petitions presented by a member of the Council.

*Note: any petition so presented will be dealt with in accordance with the Council's petition scheme.*

**9. Deputations**

To receive any deputations of which notice has been given.

**10. Reports of the Executive**

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

(1) Minutes of meeting Monday, 18 May 2015 of Executive (Pages 5 - 8)

(2) Schedule of Executive Member and Officer Delegated Decisions (Pages 9 - 10)

**11. Report of the Scrutiny Board**

To receive, consider and answer questions on reports and recommendations of the meeting of the Scrutiny Board held on 21 May 2015.

**12. Reports of Other Committees**

To receive the minutes of the following Committees and to consider and answer questions on any reports and recommendations made.

- (1) Minutes of meeting Thursday, 14 May 2015 of Licensing and Regulatory Affairs Committee (Pages 11 - 12)
- (2) Minutes of meeting Tuesday, 19 May 2015 of Planning and Development Policy Development and Review Panel (Pages 13 - 16)
- (3) Minutes of meeting Tuesday, 26 May 2015 of Public Protection Policy Development and Review Panel (Pages 17 - 20)
- (4) Minutes of meeting Thursday, 28 May 2015 of Health and Housing Policy Development and Review Panel (Pages 21 - 24)
- (5) Minutes of meeting Tuesday, 2 June 2015 of Licensing and Regulatory Affairs Committee (Pages 25 - 28)
- (6) Minutes of meeting Thursday, 4 June 2015 of Streetscene Policy Development and Review Panel (Pages 29 - 32)

**13. Questions under Standing Order 17.2**

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

**14. Motions under Standing Order 15**

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

**15. Appointments to Committees**

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

**16. Changes to Council Agenda Items (Pages 33 - 36)**

A report by the Monitoring Officer, deferred from Council meeting on 8 June 2015.

**17. Change to Planning and Development Policy Development and Review Panel meeting date**

The Council is asked to agree a proposed change to the 2015/16 schedule of meetings in relation to the Planning and Development Policy Development and Review Panel. It is proposed that the date for the meeting in September be changed from Tuesday 8 September to Monday 14 September 2015.

P GRIMWOOD  
Chief Executive Officer

[www.fareham.gov.uk](http://www.fareham.gov.uk)  
10 June 2015

**For further information please contact:**

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# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Council

**Date:** Monday, 8 June 2015

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

M J Ford, JP  
(Mayor)

Mrs C L A Hockley  
(Deputy Mayor)

**Councillors:** B Bayford, Mrs S M Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, MBE, P J Davies, Mrs M E Ellerton, J M Englefield, K D Evans, G Fazackarley, Miss T G Harper, T J Howard, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, Mrs S Pankhurst, D C S Swanbrow, Mrs K K Trott, N J Walker, C J Wood and S D T Woodward



**1. PRAYERS**

The meeting opened with prayers led by the Mayor's Chaplain, the Reverend Mike Terry from St Mary's Church, Hook-with-Warsash.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N R Gregory, R H Price, JP, D L Steadman, D Whittingham and P W Whittle, JP.

**3. MINUTES**

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 14 May 2015.

**4. MAYOR'S ANNOUNCEMENTS**

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

The Mayor advised Members that the report at item 11 – Changes to Council Agenda Items will be deferred until the next Council meeting on 18 June.

The Mayor then explained the process to be followed for the meeting which is convened to deal with the adoption of the Local Plan Part 3 – The Welborne Plan, and Part 2 – The Development Sites and Policies Plan.

**5. EXECUTIVE LEADER'S ANNOUNCEMENTS**

There was no Executive Leader's announcement for this meeting.

**6. EXECUTIVE MEMBERS' ANNOUNCEMENTS**

There were no Executive Member's announcements for this meeting.

**7. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**8. DEPUTATIONS**

The Council received a deputation from Mr Shaun Cunningham in relation to Item 9 on the agenda, Adoption of Local Plan Part 3: The Welborne Plan.

**9. ADOPTION OF LOCAL PLAN PART 3: THE WELBORNE PLAN**

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

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

It was proposed by Councillor S D T Woodward and seconded by Councillor K D Evans that the Council agrees that the Welborne Plan and the Welborne Policies Map be adopted. Following a debate on this item and in accordance with Standing Order 24.4 a recorded vote was requested. On being put to the meeting it was declared CARRIED, 19 members voting in favour (Councillors B Bayford, Mrs S M Bayford, Miss S Bell, T M Cartwright, P J Davies, Mrs M E Ellerton, K D Evans, G Fazackarley, Miss T Harper, Mrs C L A Hockley, T J Howard, L Keeble, A Mandry, Mrs K Mandry, D J Norris, Mrs S Pankhurst, D C S Swanbrow, N J Walker, and S D T Woodward), 4 members voting against (Councillors J V Bryant, Mrs P Bryant, Mrs K K Trott, C J Wood) and 2 members abstaining (Councillors J M Englefield and T G Knight).

RESOLVED that the Council approves:

- (a) that the Welborne Plan and the Welborne Policies Map be adopted, as attached at Appendix 3 and which incorporates:
  - i. the Inspector's main modifications to the Welborne Plan (Appendix 1); and
  - ii. the minor modifications (Appendix 2 – Part 1) and subsequent minor changes (Appendix 2 – Part 2) to the Welborne Plan; and
- (b) that the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, be authorised to publish and circulate in accordance with the statutory requirements, an adoption notice, a sustainability appraisal report (Appendix 4) and the adopted version of the Welborne Plan, as soon as reasonably practicable after adoption.

**10. ADOPTION OF LOCAL PLAN PART 2: DEVELOPMENT SITES AND POLICIES PLAN**

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

Executive Leader and the Executive Member for Planning and Development to speak more than once in order to respond to points raised in debate. Having been duly seconded, the proposal was AGREED.

It was proposed by Councillor S D T Woodward and seconded by Councillor K D Evans that the Council agrees that the Development Sites and Policies Plan and the Fareham Policies Map be adopted, including the list of minor corrections tabled at the meeting and appended to these minutes. Following a debate on this item and in accordance with Standing Order 24.4 a recorded vote was requested. On being put to the meeting it was declared CARRIED, unanimously (Councillors B Bayford, Mrs S M Bayford, Miss S Bell, J V Bryant, Mrs P Bryant, T M Cartwright, P J Davies, Mrs M E Ellerton, J M Englefield, K D Evans, G Fazackarley, Miss T Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, Mrs S Pankhurst, D C S Swanbrow, Mrs K K Trott, N J Walker, C J Wood and S D T Woodward).

RESOLVED that the Council approves:

- (a) that the Development Sites and Policies Plan and the Fareham Policies Map be adopted, as attached at Appendix 3 and which incorporates:
  - i. the Inspector's main modifications to the Development Sites and Policies Plan (Appendix 1); and
  - ii. the minor modifications (Appendix 2 – Part 1) and subsequent minor changes (Appendix 2 – Part 2) to the Development Sites and Policies Plan; and
- (b) that the Director of Planning and Development, in consultation with the Executive Member for Planning and Development, be authorised to publish and circulate in accordance with the statutory requirements, an adoption notice, a sustainability appraisal report (Appendix 4) and the adopted version of the Development Sites and Policies Plan, as soon as reasonably practicable after adoption.

In addressing the meeting, Councillor K D Evans placed on record his thanks to all councillors for their input and involvement in discussions and debate over the years of preparatory work in the adoption of the plans. He also paid tribute to the efforts of the officers for the excellence of their work.

## **11. CHANGES TO COUNCIL AGENDA ITEMS**

The Mayor advised that this item would be deferred to the next meeting of the Council on Thursday 18 June.

(The meeting started at 6.00 pm  
and ended at 7.50 pm).



# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Executive

**(to be confirmed at the next meeting)**

**Date:** Monday, 18 May 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 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  
L Keeble, Chairman of Streetscene Policy Development and Review Panel  
D C S Swanbrow, Chairman of Scrutiny Board



**1. APOLOGIES FOR ABSENCE**

There were no apologies given for this meeting.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Executive held on 20 April 2015 be confirmed and signed as correct record.

**3. EXECUTIVE LEADER'S ANNOUNCEMENTS**

The Executive Leader welcomed the new Members of the Executive, Councillors Miss S M Bell, Miss T Harper and Mrs K Mandry to the meeting.

The Executive Leader also welcomed Dr Andrew Lerner, CEO of iESE (Improvement and Efficiency Social Enterprise), who was attending to present an award for the Environmental Health Partnership between Fareham and Gosport.

Dr Lerner explained that iESE is a non-profit social enterprise dedicated to helping public services improve to become more efficient. Through its work the enterprise realised that an important element is for local authorities to learn from each other and so an award scheme was developed to champion and promote new ways of working to achieve efficiency. Dr Lerner was therefore pleased to present the award to the Fareham and Gosport Environmental Health Partnership.

**4. DECLARATIONS OF INTEREST**

Councillor Miss S M Bell declared a non-pecuniary interest for item 12(2) as she is a Council appointed Trustee of Portchester Parish Hall which leases space to the 3<sup>rd</sup> Portchester Scout Group. Miss S M Bell remained present at the meeting and took part in the discussion of the item.

**5. PETITIONS**

There were no petitions submitted at this meeting.

**6. DEPUTATIONS**

There were no deputations made at this meeting.

**7. MINUTES / REFERENCES FROM OTHER COMMITTEES**

(1) Minutes of meeting Tuesday, 21 April 2015 of Housing Tenancy Board

RESOLVED that the Executive received the minutes of the Housing Tenancy Board held on 21 April 2015.

## 8. CONFIRMATION OF APPOINTMENT OF MEMBERS TO AREAS OF EXECUTIVE RESPONSIBILITY

The Executive Leader confirmed that his decision to appoint Executive Members to their areas of responsibility, as advised at the Annual Council meeting on 14 May 2015 for the municipal year 2015/16 was as follows:

Planning and Development - Councillor K D Evans;  
Leisure and Community - Councillor Miss S M Bell;  
Health and Housing - Councillor Mrs K Mandry;  
Public Protection - Councillor T M Cartwright;  
Streetscene - Councillor Miss T Harper; and  
Policy and Resources - Councillor S D T Woodward.

## 9. EXECUTIVE APPOINTMENTS

RESOLVED to appoint Executive Members to the following bodies for 2015/16:-

- (i) Fareham Museum Joint Management Committee - Councillors Miss S M Bell and Mrs K Mandry;
- (ii) Portchester Crematorium Joint Committee - Councillors K D Evans and Miss S M Bell;  
(NB. In the past, the Executive has not appointed 'substitute' members to this joint committee. However, the Executive may, if it so wishes authorise other members of the Executive to act as deputies)
- (iii) Fareham and Gosport Building Control Members' Panel –Councillor K D Evans;
- (iv) Partnership for Urban South Hampshire (PUSH)

As PUSH is a formal Joint Committee, the following appointments are required to be made by the Executive for 2014/15:-

- (a) Joint Committee representatives – Executive Leader (Councillor S D T Woodward) and Deputy Executive Leader (Councillor T M Cartwright);
- (b) Sub-Group Meetings –the appropriate Executive Members (as relevant); and
- (c) Meeting with Key Consultees and similar Consultation Meetings – Councillors S D T Woodward and T M Cartwright.
- (v) CCTV Partnership - Councillor T M Cartwright.
- (vi) Fareham and Gosport Environmental Health Partnership Panel - Councillor T M Cartwright.
- (vii) Aspect Building Communities Ltd – Councillor Mrs K Mandry.

**10. LEISURE AND COMMUNITY**

## (1) Fareham Cultural Transformation

RESOLVED that the Executive approves:

- (a) the vision for the transformation of cultural facilities in the Borough of Fareham; and
- (b) up to £50,000 to fund the architectural feasibility study works to bring together Ferneham Hall and the Ashcroft Arts Centre as detailed in paragraph 24b) of the report.

**11. PUBLIC PROTECTION**

## (1) Food Standards Agency - Food Safety Service Plan

RESOLVED that the Executive endorses the Food Safety Service Plan 2015/16, as detailed in Appendix A to the report, and recommends the plan to Council for approval.

**12. POLICY AND RESOURCES**

## (1) Acquisition of 2 Fareham Park Road

RESOLVED that the Executive approves the terms agreed for the acquisition of 2 Fareham Park Road, Fareham, with the beneficiaries of the estate of the late Mr L Mondey, as shown in the confidential Appendix A.

## (2) Matched Funding - 3rd Portchester Scout Group

Councillor Miss S M Bell declared a non-pecuniary interest for this item as she is a Council appointed Trustee of Portchester Parish Hall which leases space to the 3<sup>rd</sup> Portchester Scout Group. Miss S M Bell remained present at the meeting and took part in the discussion of the item.

RESOLVED that the Executive considers a matched funding award of up to £20,000 for the 3<sup>rd</sup> Portchester Scout Group.

(The meeting started at 6.00 pm  
and ended at 6.16 pm).

# FAREHAM

## BOROUGH COUNCIL

### SCHEDULE OF EXECUTIVE MEMBER & OFFICER DELEGATED DECISIONS

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

#### Leisure and Community

- (1) **Community Fund Application - Friends of Brookfield School (Soundscape Project)** (Decision 2014/15-657)

RESOLVED that the application for £2,000 from Fareham Borough Council's Community Fund submitted by the Friends of Brookfield School to purchase sheet music, digital recordings and marketing material be approved.

- (2) **Community Fund Application - Southern Domestic Abuse Service** (Decision 2014/15-658)

RESOLVED that the application for £4,980.55 from Fareham Borough Council's Community Funding Programme, submitted by Ms Chatwin of Southern Domestic Abuse Service for the purchase of furniture, be approved.

- (3) **Community Fund Application - Stars in the Sky** (Decision 2014/15-659)

RESOLVED that the application for £782.73 from Fareham Borough Council's Community Funding Programme, submitted by Ms Hamerton of Stars in the Sky for the purchase of equipment, be approved.

- (4) **Community Fund Application - Victory Indoor Bowls Club** (Decision 2014/15-660)

RESOLVED that the application for £2,700.00 from Fareham Borough Council's Community Funding Programme, submitted by Mr Clay of Victory Indoor Bowls Club for the purchase of replacement indoor bowls mats, be approved.

- (5) **Community Fund Application - The Friday Night Club** (Decision 2014/15-665)

RESOLVED that the application for £4400.00 from Fareham Borough Council's Community Funding Programme, submitted by Mr Knipe of Friday Night Club for the purchase of two off-road buggies, be approved.



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

**(to be confirmed at the next meeting)**

**Date:** Thursday, 14 May 2015

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

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



**1. APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Mrs S Pankhurst.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 17 March 2015 be confirmed and signed as a correct record.

**3. APPOINTMENT OF LICENSING PANEL**

The Committee was reminded that it had decided to appoint a Licensing Panel with rotating membership to hear and determine various applications under the Licensing Act 2003, applications to drive or operate hackney carriage or private hire vehicles and applications under the Gambling Act 2005. Members were reminded that, under the provisions of the Licensing Act 2003, such a Panel may only comprise three members.

RESOLVED that:-

- (a) a Licensing Panel be appointed for 2015/16 with those terms of reference and delegated powers previously determined by the Committee on 1 February 2005, as amended on 23 January 2007 and subsequently confirmed by the Council on 15 February 2007;
- (b) Councillor Mrs P M Bryant be appointed Chairman of the Licensing Panel for 2015/16; and
- (c) members of the Licensing and Regulatory Affairs Committee be appointed to the Licensing Panel, such that it comprises the Chairman and two other members of the Committee, appointed on a rotating basis, subject to their having completed the necessary training.

**4. APPOINTMENT OF TRADING CONCESSIONS PANEL**

The Committee was reminded that it had decided to appoint a Trading Concessions Panel to deal with occasional issues arising from the grant of catering concessions in West Street, Fareham. The Committee was invited to appoint the Panel for 2015/16.

RESOLVED that:-

- (a) Councillors Miss S M Bell, Mrs P M Bryant, T M Cartwright, Mrs M E Ellerton and Mrs K Mandry be appointed to the Licensing Trading Concessions Panel for 2015/16; and
- (b) Councillor Mrs P M Bryant be appointed Chairman of the Licensing Trading Concessions Panel for 2015/16.

(The meeting started at 3.21pm  
and ended at 3.26pm).



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

**Date:** Tuesday, 19 May 2015

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor A Mandry (Chairman)

Councillor N J Walker (Vice-Chairman)

**Councillors:** J M Englefield, Mrs K K Trott and D C S Swanbrow

**Also Present:** Councillor K D Evans, Executive Member for Planning and Development (item 6)



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

It was AGREED that the minutes of the Planning and Development Policy Development and Review Panel held on 3 March 2015 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman invited the Director of Planning and Development to provide an update to members on the Borough Design Tour.

The Director of Planning and Development explained that as there are a lot of sites to cover the tour will be split into two separate tours covering half of the borough in each tour. Dates for these tours will be sent out to members soon, but the tours are likely to take place in early June 2015.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. FAREHAM BOROUGH NON-RESIDENTIAL PARKING STANDARDS: DRAFT FOR CONSULTATION**

The Panel considered a report by the Director of Planning and Development on Fareham Borough Non-Residential Parking Standards revised document which has been drafted in preparation for consultation.

The report was presented by the Transport Planner (Planning Strategy & Regeneration) who explained to the Panel the rationale for the production of a new revised Non-Residential Parking Standards Supplementary Planning Document, who then took questions from members on the proposed strategy.

At the invitation of the Chairman, Councillor Evans Executive Member for Planning and Development addressed the panel on this item.

Councillor Englefield enquired as to whether the document provided provision for mobility scooters. The Director of Planning and Development addressed the Panel and stated whilst this is not currently covered within the proposed parking standards it is something the Council could consider in relation to Fareham Borough Council public car parks.

Councillor Trott suggested that, in addition to being advertised on the Council's website, the consultation also be advertised on the Council's public notice boards throughout the Borough. The Director of Planning and Development advised the Panel that this could be arranged, and that additionally a press release will be issued regarding the consultation.

Several members raised questions regarding the parking standards set out in Part B – Table 2 of the draft SPD for several of the listed use classes. The Director of Planning and Development proposed that Tables 1 and Tables 2 of the draft SPD be integrated in order to provide greater clarity of the proposed parking standards, enabling the document to be easier to understand and use: the was supported by the Panel.

RESOLVED that the Panel approves the content of Appendix A to the report "Non-Residential Parking Standards Supplementary Planning Document (SPD) (Draft for Consultation)", subject to the amendments above, in order to issue for consultation.

## **7. REVIEW OF WORK PROGRAMME 2015/16**

The Panel considered a report by the Director of Planning and Development which reviewed the work programme for 2015/16.

Councillor Trott enquired if an item could be included onto the agenda for a review of the Residential Parking Standards (Supplementary Planning Document) as these have not been reviewed since 2009, and was concerned that not all of the standards are now appropriate for the developments taking place throughout the Borough. In particular a issue was raised as to the accommodation of visitor parking off-street at evenings and weekends.

The Director of Planning and Development stated that whilst it has been several years since they were adopted no wider concerns had been expressed in relation to the appropriateness of the current Residential Parking Standards. The Panel was advised that the forthcoming Fareham Borough Design Guide (excluding Welborne) SPD will address issues such as parking layouts and arrangements in new residential schemes, and that the forthcoming presentation of this document to the next meeting of the Panel will therefore provide the opportunity for Members to consider these matters further.

Councillor Trott also enquired as to whether the current Residential Parking Standards also apply to the Welborne development. The Director of Planning and Development confirmed that the current parking standards would also apply to Welborne, in accordance with the emerging Welborne Plan. However the Panel was also advised that the emerging Welborne Design SPD will also address issues such as parking layouts and arrangements within the new community.

It was AGREED that the Panel:-

- (a) notes the proposed work programme for 2015/16;

- (b) reviewed the outcomes from matters considered at the last Panel meeting on 5 March 2015; and
- (c) notes the Planning and Development Executive Work Programme for 2015/16.

(The meeting started at 6.00 pm  
and ended at 7.13 pm).

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Public Protection Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 26 May 2015

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor Mrs M E Ellerton (Chairman)

Councillor J V Bryant (Vice-Chairman)

**Councillors:** Mrs S M Bayford, G Fazackarley, Mrs S Pankhurst and  
R H Price, JP

**Also Present:** Councillor T M Cartwright, MBE – Executive Member for Public  
Protection (minutes 6 and 7); Councillor Mrs K K Trott (minute  
2).



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

It was AGREED that, subject to the amendment of the list of those present to show that Councillor Mrs K K Trott attended as a deputy for Councillor R H Price, the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 10 March 2015 be confirmed and signed as a correct record.

(At the invitation of the Chairman, Councillor Mrs Trott addressed the Panel during this item).

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

Councillor Price declared a personal interest during the presentation on the Services Falling Within the Public Protection Remit (minute 6 below refers).

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. SERVICES FALLING WITHIN THE PUBLIC PROTECTION REMIT**

Councillor Price declared a personal interest during the consideration of this item, indicating that he was a member of the Fareham Community Safety Partnership, representing the Hampshire Fire and Rescue Authority.

The Panel received a presentation from the Director of Community, the Head of Environmental Health and the Community Safety Manager on the services falling within the Public Protection remit.

The presentation gave details of the role of the Panel and of services within the Public Protection Portfolio, as follows: Environmental Health, including Food Safety, Air Quality, Contaminated Land, Pollution, Pollution (Statutory Nuisance), Public Health (filthy and verminous premises), Out of Hours Service, Dog Control, Pest Control; Community Safety, including Data, New Way of Working, Antisocial Behaviour, Initiatives & Projects, Diversionary Activities, Fareham Supporting Families, Criteria, What's Happening in Fareham?, Partners, What Does Support Look Like?, Family Support Worker, DWP Seconded, Fareham Map, Challenges; and Emergency Planning, Enforcement Team, Parking and Traffic Management, Litter/Dog Fouling Complaints, Fly-Tipping, Abandoned Vehicles, CCTV and Out of Hours Service.

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

It was AGREED that:-

- (a) the Director of Community, the Head of Environmental Health and the Community Safety Manager be thanked for their presentation; and
- (b) the officers be requested to arrange for a further article concerning the Food Standards Agency Food Safety Ratings System to be included in an edition of Fareham Today.

## **7. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME**

The Panel considered a report by the Director of Community on the Panel's work programme for 2015/16.

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

It was AGREED that:-

- (a) it be noted that, with reference to the unassigned item 'Further Update on Police Reorganisation', the new Chief Inspector for the Fareham area would not now be taking their post until September 2015 and so the item was unlikely to be assigned to a meeting until 2016;
- (b) in view of the report on air quality considered at the last meeting of the Panel (minute 9 of 10 March 2015 refers), the 'Air Quality Action Plan Update' item be moved from 15 September 2015 to 8 March 2016;
- (c) a presentation on the work of the food safety service be added to the work programme;
- (d) the officers be requested to invite the Chief Fire Officer to attend a future meeting of the Panel to give a presentation on proposed changes to the Fire and Rescue Service;
- (e) subject to (b), (c) and (d) above, the work programme for 2015/16, as shown in Appendix A to the report, be approved; and
- (f) the progress on actions since the last meeting of the Panel, as set out in Appendix B to the report, be noted.

(The meeting started at 6.00pm  
and ended at 7.12pm).





# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Health and Housing Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 28 May 2015

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor B Bayford (Chairman)

Councillor D L Steadman (Vice-Chairman)

**Councillors:** Mrs M E Ellerton, Mrs C L A Hockley, T G Knight, Mrs K K Trott and C J Wood

**Also Present:** Councillor Miss S M Bell, Executive Member for Leisure and Community (minute 2); Councillor T M Cartwright, MBE, Executive Member for Public Protection (minute 2); Councillor K D Evans, Executive Member for Planning and Development (minute 2); Councillor L Keeble, Chairman, Streetscene Policy Development and Review Panel (minute 2); Councillor Mrs K Mandry, Executive Member for Health and Housing (minute 2); Councillor R H Price, JP (minute 2); and Mrs B Le Seur, Chairman, Fareham Tenants' Forum.



## 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

## 2. HEALTH UPDATE

The Panel received a presentation from the Chairman on local health priorities. The presentation included details of NHS England (South), NHS Services for Fareham, Fareham & Gosport Clinical Commissioning Group, Portsmouth Hospitals NHS Trust, University Hospital Southampton NHS Foundation Trust, Southern Health NHS Foundation Trust, South Central Ambulance Service NHS Foundation Trust, Fareham Community Hospital, Areas of Concern Primary Care, Areas of Concern – Acute Services and NHS Funding.

At the invitation of the Chairman, Councillors Evans, Cartwright, Price, Miss Bell, Mrs Mandry and Keeble addressed the Panel during the consideration of this item.

It was AGREED that:-

- (a) the Scrutiny Board be requested to hold the health service organisations to account and ensure that a full range of good quality health services are delivered locally and that full use is made of Fareham Community Hospital for the benefit of local residents;
- (b) the Scrutiny Board consider making representations to senior figures within the Health Service and the Member of Parliament for Fareham about the complex management arrangements and the inefficient use of Fareham Community Hospital;
- (c) an item be included in the members' newsletter requesting that members produce practical examples of issues raised with them concerning the provision (or lack of provision) of local health services; and
- (d) consideration also be given to the Council possibly identifying a particular site within the Welborne development for the establishment of GP services.

## 3. MINUTES

It was AGREED that:-

- (a) the minutes of the meeting of the Health and Housing Policy Development and Review Panel held on 12 March 2015 be confirmed and signed as a correct record; and
- (b) in future, when references to the officers were made in the minutes of meetings, the officers' names be included as well as their work designations.

**4. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Councillors Mrs Hockley and Wood to the meeting following their recent appointment to the Panel, together with Mrs B Le Seur, the Chairman of the Fareham Tenants' Forum and Councillor Mrs K Mandry, the new Executive Member for Health and Housing.

**5. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

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

**6. DEPUTATIONS**

There were no deputations made at this meeting.

**7. REVIEW OF THE WORK PROGRAMME 2015/16**

The Panel considered a report by the Director of Community on the Panel's work programme for 2015/16.

It was AGREED that the work programme for 2015/16, as shown in Appendix A to the report, be confirmed.

**8. PRESENTATION - INTRODUCTION TO THE PANEL AND REVISED TERMS OF REFERENCE**

The Panel received a presentation from the Director of Community which provided an introduction to the Panel and its revised terms of reference.

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

**9. PRESENTATION - ACHIEVEMENTS, PRIORITIES AND CHALLENGES**

The Panel received a presentation from the Director of Community on the service's achievements, priorities and challenges.

*(Councillor Mrs Hockley left the meeting at 7.31pm)*

As a result of this presentation and the previous one (minute 8), members were invited to give consideration to any additional items they would like to see added to the Panel's work programme.

It was AGREED that:-

- (a) the Director of Community be thanked for his report; and
- (b) further consideration be given to adding an item on the provision of affordable housing, including the planning system, viability studies, the right to buy scheme and caps on the provision of council housing.

(The meeting started at 6.00 pm  
and ended at 7.52 pm).

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Licensing and Regulatory Affairs Committee

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 2 June 2015

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

**Councillors:** Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton, K D Evans (deputising for M J Ford), L Keeble, Mrs K Mandry, D J Norris and Mrs S Pankhurst



## 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M J Ford, JP, N R Gregory and T J Howard.

## 2. MINUTES

RESOLVED that the minutes of the meeting of the Committee held on 14 May 2015 be confirmed and signed as a correct record.

## 3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made announcements on the following:

### (a) Test Purchases

Hampshire County Council's Trading Standards Department had carried out test purchases in the region on 28 May 2015 and, of eight premises visited, one had failed. All the premises visited in the Fareham Borough Council area had passed.

### (b) Hampshire County Council Electoral Review

Fareham Borough Council has received formal notification of the Local Government Boundary Commission's Electoral Review of Hampshire County Council.

The Commission is carrying out a review to deliver electoral equality for voters by seeking to correct imbalances which occur where some county councillors represent many more, or many fewer electors than their colleagues across the county.

The review will recommend new electoral arrangements for Hampshire County Council and will propose the total number of councillors elected to the council (likely to be 78), the number of electoral divisions, the number of councillors representing each division, division boundaries and the names of those divisions.

A 10 week public consultation has commenced, during which the Commission has invited proposals for new warding arrangements. This first consultation will close on Monday 3 August 2015, after which the Commission will publish its draft recommendations. A further period of consultation will then commence to seek views on the draft recommendations with final proposals being published in April 2016. It is intended that the new electoral arrangements will come into effect in time for the County elections in 2017.

Fareham Borough Council is invited to submit a consultation response to give a view on where the new County division patterns should be drawn.

Democratic Services Officers will seek views and prepare a report which will come to the next meeting of this Committee on Tuesday 7 July 2015. The outcome of that work will be to recommend to Council a consultation response

on behalf of Fareham Borough Council. This will be considered at the Council meeting on Thursday 30 July 2015 (2 days before the close of the consultation period).

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PRESENTATION ON THE RESPONSIBILITIES OF THE LICENSING AND REGULATORY AFFAIRS COMMITTEE**

Members were advised that the officers had prepared a presentation on the responsibilities of the Licensing and Regulatory Affairs Committee.

RESOLVED that, as there had been no changes to the membership of the Committee for 2015/16, the officers be requested to not proceed with the presentation but, instead, to circulate the presentation slides to Committee members.

**7. ANNUAL REPORT ON APPLICATIONS RECEIVED**

The Committee considered a report by the Director of Community on the day to day work of the Licensing Team and the ongoing work associated with the Licensing function.

RESOLVED that the report be noted.

**8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME**

The Committee considered a report by the Director of Community on its work programme for 2015/16.

RESOLVED that:-

- (a) the progress on actions arising from the meeting of the Committee held on 17 March 2015, as shown in Appendix A to the report, be noted;
- (b) 'Hampshire County Council Electoral Review' be added to the work programme on 7 July 2015 (minute 3 above refers);
- (c) 'Advertising on Hackney Carriage Vehicles' be moved from 7 July 2015 to 22 September 2015;
- (d) the officers be requested to arrange an in-house training session for members prior to the meeting of the Committee on 22 September 2015; and

- (e) subject to (b), (c) and (d) above, the work programme for 2015/16, as shown in Appendix B to the report, be confirmed.

(The meeting started at 6.00pm  
and ended at 6.23pm).



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Streetscene Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 4 June 2015

**Venue:** Vannes/Pulheim Room - Civic Offices

**PRESENT:**

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

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

**Also Present:** Councillor Miss T G Harper, Executive Member for Streetscene (Item 6)



**1. APOLOGIES FOR ABSENCE**

An apology of absence was received from Councillor J M Englefield.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 5 March 2015 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that the Big Clean Up Event took place in South Fareham today and it was very successful.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. REVIEW OF WORK PROGRAMME 2015/16**

The Panel considered a report by the Director of Environmental Services on a review of the work programme 2015/16.

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

He informed members that there have been no changes to the work programme that was agreed at the previous meeting and invited members to put forward any suggestions they have for the work programme.

Councillor Bryant enquired as to whether a report could be brought to the Panel on an update on Project Integra. The Director of Environmental Services confirmed that a briefing note on this would be prepared for a future meeting.

It was AGREED that Panel confirmed the work programme for 2015/16.

**7. PRESENTATION ON STREETSCENE SERVICES AND KEY ACHIEVEMENTS**

The Panel received a presentation by the Director of Environmental Services and Managers within the Streetscene Department which gave an overview of the services provided by the department. The presentation was broken down into a number of sections:

Introduction

Refuse and Recycling  
Operations  
Parks and Open Spaces  
Transport Management

Each section was presented by an appropriate Manager who outlined the services that they are responsible for, the achievements they have made during the past year, key objectives for the future and any key projects that they have planned.

It was AGREED that the Director of Environmental Services and Managers be thanked for their presentation.

(The meeting started at 6.00 pm  
and ended at 7.29 pm).



# FAREHAM

## BOROUGH COUNCIL

### Report to Council

Date: **8 June 2015**

Report of: **Monitoring Officer**

Subject: **Changes to Council agenda items**

#### SUMMARY

This report asks the Council to consider suggested changes to the practice of sending all Policy Development and Review Panel minutes to Council for questions and instead referring them to the Scrutiny Board.

#### RECOMMENDATION

That the Council:

- (a) agrees to immediately stop the practice of all Policy Development and Review Panel minutes being sent to Council for receiving and that instead, these minutes are referred to the Scrutiny Board for questions on matters contained within the minutes; and
- (b) authorises the Monitoring Officer to make such consequential amendments to the text of the constitution as may be required.

## **INTRODUCTION**

1. On 11 December 2008, the Council resolved to introduce Policy Development and Review Panels to support the Executive in researching options for improving and developing the Council's services.
2. Members have recently indicated that improvements could be made to the work of the Policy Development and Review Panels and the Scrutiny Board and so the following proposal suggests a possible way forward.
3. There has also been concern that Council meetings have become dominated by the rubber-stamping exercise of receiving minutes from PDR Panels and Committees, rather than an opportunity for meaningful debate amongst Members.
4. This report provides an alternative option for the standard agenda items for Council meetings and provides an opportunity for the review of the format of future meetings of the Council.

## **PROPOSALS**

5. It is proposed that the practice of all Policy Development and Review Panel minutes being sent to Council for receiving be stopped.
6. All minutes must be approved by the next meeting of that particular committee or PDR Panel and so the sending of all minutes to Council is reduced to being a rubber stamping exercise.
7. Instead, the PDR Panel minutes will be referred to the Scrutiny Board to allow Members to raise any questions about matters contained within those minutes. Each Chairman of the PDR Panels is present at the Scrutiny Board and therefore available to answer questions put about matters contained within the minutes.
8. Any Member wishing to raise a question, can do so by attending the Scrutiny Board meeting and putting the question verbally, or by submitting a written question to the Chairman of the Scrutiny Board ahead of the meeting date.
9. The Scrutiny Board would not be required to make recommendations to the Executive based on the minutes of the Policy Development and Review Panels. The PDR Panels will still be able to make recommendations directly to the Executive via the standard Executive agenda item: References from Other Committees.
10. The standard agenda items of Council meetings could therefore be reviewed and amended to provide opportunities for effective debate and to encourage a more interactive and forward-looking meeting.
11. A return to a focus on discussion and debate for Council meetings should result in wider participation from all Members across all political parties.

## **RISK ASSESSMENT**

12. As the reviewing of Committee and Panel minutes is not a legislative requirement for meetings of the Council (other than its own minutes of the last meeting) there are no significant risk considerations in relation to this report.

## **CONCLUSION**

13. That the Council agrees to stop the practice of all Policy Development and Review Panel minutes being sent to Council for receiving and that instead, these minutes are referred to the Scrutiny Board for questions on matters contained within the minutes.
14. All other committee minutes (Executive, Scrutiny Board, Planning Committee, Licensing and Regulatory Affairs Committee, Audit and Governance Committee and Appeals Committee) will continue to be presented to Council meetings for receiving.

### **Background Papers:**

None

### **Reference Papers:**

Report to Council 11 December 2008 – Changes to the Constitution – Policy Development

### **Enquiries:**

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

