

**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, 28 APRIL 2016**, commencing at **6.00 pm**.

The Mayor: Councillor Michael Ford, JP

The Deputy Mayor: Councillor Connie Hockley

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



1. Prayers

The meeting will commence with a short service of prayers.

2. Apologies for Absence

3. Minutes (Pages 1 - 12)

To confirm as a correct record the minutes of the Council Meeting held on 19 February 2016.

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, 22 February 2016 of Executive (Pages 13 - 16)

(2) Minutes of meeting Monday, 7 March 2016 of Executive (Pages 17 - 20)

(3) Minutes of meeting Monday, 11 April 2016 of Executive (Pages 21 - 24)

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 17 March 2016.

(1) Minutes of meeting Thursday, 17 March 2016 of Scrutiny Board (Pages 25 - 30)

12. Reports of Other Committees

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

- (1) Minutes of meeting Wednesday, 24 February 2016 of Planning Committee (Pages 31 - 36)
- (2) Minutes of meeting Monday, 14 March 2016 of Audit and Governance Committee (Pages 37 - 40)
- (3) Minutes of meeting Tuesday, 22 March 2016 of Licensing and Regulatory Affairs Committee (Pages 41 - 44)
- (4) Minutes of meeting Wednesday, 23 March 2016 of Planning Committee (Pages 45 - 50)
- (5) Minutes of meeting Wednesday, 13 April 2016 of Audit and Governance Standards Sub-Committee (Pages 51 - 56)

13. Committee Work Programmes 2016/17 (Pages 57 - 70)

A report by the Head of Democratic Services.

14. Questions under Standing Order 17.2

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

15. 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.

16. Appointments to Committees

Council is asked to note that following the resignation of former Councillor Paul Whittle and the removal of Councillor D M Whittingham from the Conservative Group, the political balance of the Council is now as follows:

Group	Conservative	Liberal Democrat	(Independent)	Vacant	Total
Councillors	23	3	(4)	1	31
%	74.19%	9.68%	(12.9%)	(3.23%)	100

As there are no more committee meetings scheduled for the remainder of the municipal year, the calculation and allocation of seats to committees will be held over until Annual Council on 12 May 2016.

17. Appointment to Outside Bodies

The Council is requested to appoint a representative for Locks Heath Memorial Hall Board of Trustees.

The centre supports the local community by maintaining the centre, maximising its occupancy and making it accessible for local residents.

18. Councillor Recognition and Awards

To present awards for Long Service to retiring Councillors who have served in excess of two terms of office.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

19 April 2016

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
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FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Friday, 19 February 2016

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, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, C J Wood and S D T Woodward



1. PRAYERS

The Mayor invited all Members of the Council and members of the public present to observe a minute's silence, as a mark of respect and in memory of former Leader of the Council, Dr Leslie Ellis, who passed away on 26 January 2016.

There followed prayers led by the Mayor's Chaplain, Reverend Paul Bedford of the United Reform Church in Fareham.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor N. R Gregory, Councillor T. J Howard and Councillor Ms S. Pankhurst.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 17 December 2015.

4. MAYOR'S ANNOUNCEMENTS

The Mayor announced that following a request from Mrs Jan Caddy, former Headteacher at Wykeham House School to relocate a time capsule which was buried in the school grounds, he was delighted to announce that the capsule will be buried at Westbury Manor Museum.

The request had been made, following the closure of the school in December 2015, after 102 years in Fareham

The Mayor announced that the next charity events would be:

Lunch at Portchester Parish Hall on Sunday 21st February 2016. 12 noon for 12.30pm. Bring your own drinks. Tickets cost £10.

"The Magic Musicals" - A concert at St Mary's Church, 109 Church Road, Warsash, Fareham on Saturday 19th March at 7.30pm. Tickets cost £6.

The Mayor's Tea Party will take place in the Mayor's Parlour at the Civic Offices at 2.30pm on 7th April 2016. Admission is £4.

Matt Wakefield will give a talk about "Fareham in Bloom".

The Mayor of Fareham's Charity Ball which will take place on Friday 15th April 2016 - 7pm for 7.30pm with carriages at midnight. Dancing to "The Attributes". Tickets cost £45 (table of ten - £40 each).

At the invitation of the Mayor, Councillor R H Price, JP announced the sad news of the death of former Mayor of Pulheim, Hans Umpfenbach. Fareham

Borough Council and the City of Pulheim exchanged Charters and formal twinning arrangements in 1966. Hans died on 12 February aged 87. Councillor Price also announced that in recent weeks, Kurt Berger, the Chairman of the Pulheim Twinning Association had also passed away.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader provided the Council with an update on the Hampshire and Isle of Wight Devolution bid.

The Executive Leader had recently attended a meeting in Petersfield which was attended by James Wharton, the Minister for Devolution. The Minister delivered a clear message that the Government was only interested in Devolution deals which include elected Mayors.

Following this, the Executive Leader had attended another meeting in Eastleigh last Friday with all Council leaders. They discussed a number of issues around devolution, the first being the introduction of elected Mayors. The Civil Servant present at the meeting confirmed that without opting for an elected Mayor for Hampshire and the Isle of Wight, there was no Devolution deal available as the Government would be concentrating on those areas proposing elected Mayors.

The Executive Leader advised those present at the meeting that Fareham Borough Council did not support an elected Mayor for the Hampshire and the Isle of Wight geography along with the governance proposals which were being put forward locally and that was an almost unanimous view from those Council Leaders present. The discussions moved on to consider whether negotiations should continue with the Government and the Executive Leader pointed out that an offer had been made to Government and that a response was still awaited either for the Government to agree or to come back with counter proposals.

Since then, the only noteworthy change was the Government announcing that business rates would be retained by all local authorities from 2020 and the other part of the offer included significant infrastructure guarantees and the ability to designate green belt. In collecting opinions from those present at that meeting, the question was asked whether Councils would wish to continue with negotiations. The response was that they wanted to hear from the Government what their offer might be but it was unlikely that there would be anything positive, although everyone still remained supportive of the Hampshire and the Isle of Wight Devolution deal in principle providing various issues including governance could be satisfactorily resolved.

The general view in the room was they still wished to hear what the Government had to say and, asking around the room what people wished to do, a number of people – not a majority – thought that one option was to look at other options for Local Government which included Combined Authorities, Districts merging or sharing services or Unitarisation.

The Executive Leader confirmed that he has asked the Chief Executive Officer to investigate various structures around local Government and what they might

mean for Fareham, highlighting the pros and cons of Combined Authorities, District mergers and Unitarisation. This will be reported back to Members in due course and will reflect the current difficulty of a situation across local Government which will see revenue support from Government being removed in two years' time, resulting in the need to make further savings.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

The Executive Member for Public Protection announced that he attended the Hampshire Police and Crime Panel at the end of last month where the main discussion was on the budget for 2016/17 which included the Police Precept.

The Government announced in November that Police spending would be protected in real terms, but the Chancellor stated that the Police Crime Commissioner should plan on the basis that the overall referendum limit for Police Precept would be maintained at 2%. It also became very clear during this discussion that the 108 additional Police Officers, as stated in the press, was incorrect, in that an increase of 1.99% would maintain 108 Police Officers. A public consultation was held by the Commissioner which showed that 72% supported an increase in Council Tax of 1.99%. This was agreed by the panel. During these discussions, the Commissioner also agreed that he could find the additional funding to maintain the Hampshire Police Marine Unit.

Discussion took place on the Estates Plan, and it would appear the latest date for the Police in Fareham to move into the Civic Offices would be September 2016; a letter of intent has been received to confirm this and work has commenced with the PCC to finalise the terms.

Finally, interviews for the new Chief Constable's are currently taking place with 6 applicants. The Commissioner's choice will be announced at the Crime Panel meeting on 11 March and there will then be the opportunity to question the proposed Chief Constable and agree, or otherwise, on his or her position.

The Executive Member for Streetscene announced that Fareham Borough is backing the national 'Clean for The Queen' campaign which aims to give the country a tidy-up ahead of The Queen's 90th birthday in April. A special clean-up will take place from Friday 4 March - Sunday 6 March.

Fareham is holding its own 'Clean and Green for the Queen' campaign which will not only aim to clean up litter, but will also improve the horticultural features around the borough, alongside the Fareham in Bloom initiative.

Fareham Borough Council has a dedicated team that patrol and clean the Borough seven days a week, removing up to 700 tonnes a year of litter and debris from our streets and open spaces. Events such as this are welcomed to highlight the problem to the minority of residents who are not as considerate in disposing of their litter as the majority are, and to demonstrate that most of our residents do not want to see litter on our streets.

The Council is holding a clean-up event on Friday 4 March at Portchester car park and Precinct from 10am – 3.00pm, which anyone is welcome to attend and help out. Portchester Community Association, along with a team of volunteers, will be on hand to re-plant the shrub beds at the car park.

Residents can also get their own team of volunteers together to help make a lasting difference to their local area ready for the big event. The Council can provide some litter-pickers and plastic bags and will arrange for any litter collected to be picked up and disposed of.

The Executive Member for Leisure and Community informed Members that Hampshire County Council are holding a ten week Consultation in respect of Youth facilities. This consultation will commence on Tuesday 23 February.

7. DECLARATIONS OF INTEREST

The Mayor confirmed that the Monitoring Officer had granted a dispensation to all Members to enable discussion and a decision to be taken at item 15 – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17.

Councillor R H Price, JP declared a Disclosable Pecuniary Interest for item 15 – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17 as he leases an allotment in Portchester. He confirmed that he would leave the chamber and not take part in any debate on allotments.

8. PRESENTATION OF PETITIONS

There were no petitions presented at this meeting.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday, 11 January 2016 of Executive

RESOLVED that the minutes of the Executive meeting held on 11 January 2016 be received.

(2) Minutes of meeting Monday, 8 February 2016 of Executive

RESOLVED that:-

- (a) the minutes of the Executive meeting held on 8 February 2016 be received;
 - (b) the recommendation of the Executive contained in minute 11(1) of 8 February 2016 - Housing Revenue Account Budget and including Capital Plans for 2016/17 be considered at item 15 (see minute 15 below); and
 - (c) the recommendation of the Executive contained in minute 11(2) of 8 February 2016 regarding the Finance Strategy, Capital Programme, Revenue Budget and Council Tax for 2016/17 be considered at item 15 (see minute 15 below).
- (3) Schedule of Individual Executive Member and Officer Delegated Decisions

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

11. REPORT OF THE SCRUTINY BOARD

- (1) Minutes of meeting Thursday, 14 January 2016 of Scrutiny Board

RESOLVED that the minutes of the Scrutiny Board held on 14 January 2016 be received.

12. REPORTS OF OTHER COMMITTEES

- (1) Minutes of meeting Wednesday, 16 December 2015 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 16 December 2015 be received.

- (2) Minutes of meeting Wednesday, 27 January 2016 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on 27 January 2016 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

There were no questions submitted for this meeting.

14. MOTIONS UNDER STANDING ORDER 15

There were no Motions under Standing Order 15 submitted for this meeting.

15. FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE BUDGET AND COUNCIL TAX 2016/17

- (1) Suspension of Standing Order 19.4 and 19.5

Having been duly proposed and seconded, it was RESOLVED that:

- (a) the provisions of Standing Orders 19.4 be suspended to allow the Executive Leader of the Council to speak on the matters referred to in items (2) and (3) for longer than five minutes and the Spokesman for the opposition group to speak for not more than ten minutes; and
 - (b) the provisions of Standing Order 19.5 be suspended to allow the Executive Leader to speak on the matters referred to in items (2) and (3) more than once in order to respond to points raised in debate.
- (2) Report to Executive - 8 February 2016

Following a debate on the item and on the recommendations being put to the meeting as contained in the tabled information, it was declared CARRIED with 23 voting in favour and 4 against.

(Councillors B Bayford, Mrs S M Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, P J Davies, Mrs M Ellerton, J M Englefield, K D Evans, G Fazackarley, Miss T Harper, Mrs C L A Hockley, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, D L Steadman, D C S Swanbrow, N J Walker, D M Whittingham, and S D T Woodward voting in favour and Councillors R H Price, JP, Mrs K K Trott, P W Whittle and C J Wood voting against).

RESOLVED that the recommendation of the Executive at its meeting on 8 February 2016, contained in Minute 10(2): Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17 be accepted and, accordingly that the Council approves:

- (a) the capital programme and financing of £36,959.00;
 - (b) an overall revised revenue budget for 2015/16 of £9,174,600;
 - (c) a revenue budget for 2016/17 of £8,903,300; and
 - (d) a council tax for Fareham Borough Council for 2016/17 of £145.22 per band D property, which represents a £5.00 increase when compared to the current year.
- (3) Council Tax 2016/17

RESOLVED that the Council agrees to delegate authority to the Director of Finance and Resources to amend the Council Tax for 2016/17, in the event that any of the precepting authorities change their precept calculation from that expected and reported at the Council meeting.

It was proposed by Councillor S D T Woodward and seconded by Councillor T M Cartwright that the Council accepts the recommendations of the Executive and approves:

- (a) the capital programme and financing of £36,959.00;
- (b) an overall revised revenue budget for 2015/16 of £9,174,600;
- (c) a revenue budget for 2016/17 of £8,903,300; and
- (d) a council tax for Fareham Borough Council for 2016/17 of £145.22 per band D property, which represents a £5.00 increase when compared to the current year.

The Council considered additional information tabled at the meeting: a schedule showing the formal calculations for setting the council tax and a graphical breakdown of council tax rates, as attached to these minutes.

In presenting the proposal, the Executive Leader reviewed the Council's performance, success stories and outlined the agreed priorities. He also

reminded Members of notable achievements and looked to the challenges for the coming year. These included:

Fareham's success in receiving a number of awards for various projects around the Borough as well as the Council receiving awards for some of the Partnership work the Council is involved with;

Four parks across the Borough have received complete refurbishments and 20 more receiving mini-makeovers. A new Skate Park, designed by local skaters, was also completed;

Work on the Holly Hill Leisure Centre is due to be completed and open this summer with "Everyone Active" appointed to manage it.

The Executive Leader outlined how planning for the future is key: the adoption of the Welborne Plan and the Development Sites and Policies Plan sets out the long-term development plans for Borough, the latter covering the period to 2026 at the moment, and allocates housing sites within Fareham Town Centre and in other urban areas in the Borough.

Turning to the Council's corporate policy to deliver new homes, tenants have moved to new properties and new thermally efficient homes are being built within the Borough. 16 affordable homes are due for completion this spring and work has also started on a new sheltered housing scheme.

The Council's work with Vanguard has achieved over £500,000 of savings with some made from the changes made to how we provide our services.

In March 2015 the Council took ownership of Daedalus and The Innovation Centre was completed. With an occupancy rate of 90%, the Council has also secured £7m of funding to fund the provision of roads and services for the next phase of development. The Council also has an agreement in principle to lease land at Daedalus, subject to conditions, to National Grid.

The Executive Leader outlined that with Government cuts to funding being announced, there is a challenge to realise the savings which need to be made. Funding has changed since the Council first set its Council Tax and increases are required to meet the budget gap. From 2018/19 the Council will receive no revenue support grant and will be solely reliant on income from businesses rates and Council tax. Furthermore, the Transitional Grant Funding received over the next two years, it is proposed will be set aside to assist with efficiency plans going through to 2019/20.

The Commercial Property Investment Strategy which has been established by the Council to look at new ways to invest its money was outlined and to date, £8m has been spent acquiring commercial properties. Renting out surplus office space will also generate an income.

Looking at the Council's capital programme, The General Fund capital programme for the next 5 years is a very generous £37m, focussed on delivering schemes on a prioritised basis. This is a fully funded programme, paid partly from resources that the Council has accumulated, and a large proportion attracted from external sources, thereby protecting the Council taxpayers. By 2020 it is estimated that there will be a surplus of £1.2 million

but this relies on every scheme being completed on time and within budget. Surplus resources are required to cover these situations and also for new schemes that may come online during the next 5 years. Currently the capital resources are topped up by the use of the New Homes Bonus. This however is unlikely to continue beyond 2016/17 as agreed policy allows the first call on the money to meet any shortfall in funding.

Turning to the revenue budget for Council housing expenditure, in 2016/17 this is estimated to be £12m with the principal source of income being rents. Alignment of Council rents with those of registered Landlords will bring an average weekly rent to £92 in 2016/17.

Summarising the budget, the Executive Leader outlined the following. The net budget for 2016/17 will amount to £8.9m; the budget is balanced: there is sufficient income to meet planned costs and it is sustainable; a robust budget will provide sufficient resources to fulfil our pledges; spending pressures known and accounted for in the budget; and sources of income to pay for services carefully estimated to reflect a realistic position and savings and efficiencies made and only those which are secured are included in the budget.

A Consultation exercise undertaken in January after the £5 increase option was made available to Fareham showed that 85% of respondents agreed an increase was a reasonable option with some indicating they would be willing to pay more; and 89% of respondents agreed that the investment in commercial property and renting out office space was the way forward.

The sum of £6,100,068 must be raised from the Council's taxpayers. Therefore, a Council Tax for band D properties will be £145.22. This would be the first increase since 2009.

The overall position for Fareham's taxpayers will be:

- Fareham Borough Council £145.22, a £5 or 3.57% increase
- Hampshire County Council £1079.28, a 3.99% increase
- Police and Crime Commissioner £160.46, a 1.99% increase
- Hampshire Fire and Rescue £62.60, a 1.99% increase
- Total £1,477.56, which represents a 3.63% increase

Fareham has most properties in Band C and here the Council Tax for two adults will still be £129.08 or just £2.48 per week. This proposed £5 increase means an additional charge of less than 1p a day for those in a Band C property which still makes Fareham's Council Tax one of the lowest "district" rates in England.

On the recommendations being put to the meeting, it was declared CARRIED unanimously.

(Councillors B Bayford, Mrs S M Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, P J Davies, Mrs M Ellerton, J M Englefield, K D Evans, G Fazackarley, Miss T Harper, Mrs C L A Hockley, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, C J Wood and S D T Woodward voting in favour).

RESOLVED that the recommendations of the Executive be accepted and accordingly the Council approved the details as set out in the tabled schedule for item 15(3) as appended to these minutes, and:

- (a) the capital programme and financing of £36,959.00;
 - (b) an overall revised revenue budget for 2015/16 of £9,174,600;
 - (c) a revenue budget for 2016/17 of £8,903,300; and
 - (d) a council tax for Fareham Borough Council for 2016/17 of £145.22 per band D property, which represents a £5.00 increase when compared to the current year.
- (4) Housing Revenue Account and Capital Plans 2016/17

On the recommendations being put to the meeting, it was declared CARRIED unanimously.

(Councillors B Bayford, Mrs S M Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, P J Davies, Mrs M Ellerton, J M Englefield, K D Evans, G Fazackarley, Miss T Harper, Mrs C L A Hockley, L Keeble, T G Knight, A Mandry, Mrs K Mandry, D J Norris, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, C J Wood and S D T Woodward voting in favour).

RESOLVED that the recommendation of the Executive at its meeting on 8 February 2016, contained in Minute 10(2): Housing Revenue Account Spending Plans, including the Capital Programme for 2016/17 be accepted and, accordingly that the Council approves that:

- (a) rents be approved for Council dwellings as set out in paragraph 10 with effect from 4 April 2016;
 - (b) rents for Council garages be increased by 5% with effect from 4 April 2016;
 - (c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 4 April 2016;
 - (d) the revised budget for 2015/16 be approved;
 - (e) the base budget for 2016/17 be approved;
 - (f) the capital programme and financing for 2015/16 to 2019/20 be approved; and
 - (g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.
- (5) Treasury Management Strategy & Prudential Indicators 2016/17

RESOLVED that the recommendations of the Executive at its meeting on 8 February 2016, contained in Minute 10(2): Treasury Management Strategy and Prudential Indicators for 2016/17 be approved.

16. APPOINTMENTS TO COMMITTEES

There were no changes to appointments to the seats on committees.

(The meeting started at 5.00 pm
and ended at 6.49 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 22 February 2016

Venue: Council Chamber - 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; for item 8(1)
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
A Mandry, Chairman of Planning and Development Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
N J Walker, Chairman of Planning Committee



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the Minutes of the Executive on the 8 February 2016 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no announcements made by the Executive Leader at this meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions presented at this meeting.

6. DEPUTATIONS

The Executive received deputations in relation to item 8(1) – Delivery of Welborne Report from Mr Christopher Smith of BST Warehouses Limited; Mr Mark Thistlethwayte of Buckland Development Limited; Mr Shaun Cunningham; and Mr Jason Mudge.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

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

8. PLANNING AND DEVELOPMENT**(1) Delivery of Welborne**

In presenting the report, the Executive Leader advised that a letter enclosing Counsel opinion had been received earlier that day from solicitors acting for Buckland Development Limited which asked the Executive to defer consideration of the matter, suggesting that the recommendations contained within the report are premature and unlawful. In light of this serious allegation, the Executive Leader sought legal advice from the Acting Solicitor to the Council present at the meeting.

The Acting Solicitor to the Council confirmed that the letter had been seen and considered by Fareham's solicitors and by external legal advisers. Members were advised that the legal implications in relation to this matter are as set out in the report, in particular but not limited to paragraphs 45 to 57.

The Acting Solicitor to the Council emphasised that at this stage the decision is not to pursue or proceed with a Compulsory Purchase Order but that it is simply an indication that the Council will be minded to use those powers if and when a decision becomes necessary in due course. At that time, many of the issues raised within the letter will be addressed in any report to the Executive which might seek authorisation to progress to a Compulsory Purchase Order but it would be premature to consider those arguments at this stage.

The Acting Solicitor to the Council confirmed that she was satisfied that the decision before the Executive at this meeting is presented in a fair and unbiased manner.

The Executive Members were asked to confirm that they had read and understood the contents of the letter and the Counsel's opinion and that they would give due regard to the contents of the letter and the Counsel's opinion in reaching their decision. The Executive Members confirmed that this was the case.

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

At the invitation of the Executive Leader, Councillor Mrs P M Bryant addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) to delegate authority to the Director of Planning and Regulation to commence a selection process for a development partner to deliver an acceptable scheme that achieves the comprehensive development of the Welborne area in accordance with the Local Plan;
- (b) to note that the Director of Planning and Regulation will seek Executive approval for the appointment of a preferred development partner and the details of the proposed financial and commercial agreements to deliver the project at the appropriate time;
- (c) to delegate authority to the Director of Planning and Regulation to commence the Compulsory Purchase Order process necessary to secure the objectives of the Welborne Plan and bring forward comprehensive development in the Welborne area by the carrying out of land referencing, survey and other information gathering activities to establish the detailed type and scope of powers required and extent of interests likely to be affected;
- (d) to note that the Director of Planning and Regulation will seek Executive approval for the making of a Compulsory Purchase Order(s) at the appropriate time;
- (e) to resolve that the use of the Council's compulsory purchase and associated powers (including but not limited to those under the Town and

Country Planning Act 1990 and the Local Government Act 1972) to facilitate comprehensive development in the Welborne area would be justified in principle, subject to the Council being satisfied that the acquisition of each interest or right to be acquired is justified in the public interest;

- (f) to approve the promotion of, and seek grant funding opportunities for, the highways improvement works required at Junction 10 of the M27 motorway and the surrounding highway network required to secure the delivery of the comprehensive development of the Welborne area;
- (g) to delegate authority to the Director of Finance and Resources to acquire the interests identified, as set out in the confidential Appendix B, in the Welborne area in advance of a development partner being selected;
- (h) to note that the Director of Planning and Regulation will develop proposals for the future governance arrangements to oversee the progression of the Welborne Development Strategy (outlined in this report) and seek Executive and/or Council approval as appropriate;
- (i) to delegate authority to the Director of Planning and Regulation to procure appropriate external advisers to assist the Council in carrying out the above steps, subject to remaining within the overall approved budget provision for the project;
- (j) that subject to budgetary provision being made by the Executive as outlined in this report, to delegate authority to the Director of Planning and Regulation following consultation with the Executive Member for Planning and Development, to undertake actions to progress the Welborne Development Strategy, including but not limited to incurring expenditure, entering into partnership working arrangements, seeking grant and other funding opportunities and working with the appropriate Highways and Planning Authorities and other relevant statutory bodies, provided that these actions remain within the overall approved budget and Local Plan framework for Welborne set by the Executive and Council respectively; and
- (k) that the Executive be provided with regular progress reports on the progression of the Welborne Development Strategy on a schedule to be agreed following consultation with the Leader and the Executive Member for Planning and Development.

(The meeting started at 6.05 pm
and ended at 7.20 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 7 March 2016

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:

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
L Keeble, Chairman of Streetscene 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



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the Minutes of the Executive on the 22 February 2016 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions presented at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

Scrutiny Board: 14 January 2016
Minute 10 – Review of Licensing Policy

The Board considered a report by the Director of Planning and Regulation on a review of the Licensing Policy.
The Board commented that the policy document was very clear and easy to read and understand.

It was AGREED that the Board recommends the Executive approve the Licencing Policy as set out in Appendix A of the report.

A report on this matter is considered at item 8(1).

8. EXECUTIVE LEADER

(1) Review of Licensing Policy

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

RESOLVED that the Executive notes the updated Licensing Policy, as detailed in Appendix A, and refers to Council for approval of adoption.

9. LEISURE AND COMMUNITY

(1) Play and Recreational Improvement Programme

RESOLVED that the Executive approves:

- (a) the proposed programme of works as detailed in Appendix A; and
- (b) a budget of up to £50,000 to enable the works to be carried out to ensure the items of equipment are brought up to standard, funded from Section 106 contributions for the maintenance of play and recreational facilities.

10. PUBLIC PROTECTION

(1) Dog Fouling Public Space Protection Order

RESOLVED that the Executive:

- (a) authorises the making of the proposed Public Spaces Protection Order (Fareham Borough Council) 2016; and
- (b) delegates authority to the Head of Parking and Enforcement to carry out all necessary publicity required by virtue of the Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations.

11. POLICY AND RESOURCES

(1) Grant of Rights to Undertake work on Council Land

RESOLVED that the Executive approves the terms agreed for the rights to construct an access road over part of the Council's bridleway at Fareham Park Road as set out in the confidential Appendix A.

(2) Award of Contract - Corporate Surfacing Repairs and Civil Engineering Works

RESOLVED that the Executive:

- (a) accepts the tender submitted by the Contractor ranked 1, as set out in the confidential Appendix A, being the most advantageous Tender received; and
- (b) awards the Contract to the Company.

(3) Wickham Road Cemetery Wall Repairs

RESOLVED that the Executive:

- (a) accepts the Tender submitted by the Contractor which achieved the best overall score, as detailed in the appended evaluation matrix; and
- (b) awards a Contract to this Company.

(4) Southampton and Fareham Legal Services Partnership

RESOLVED that the Executive agrees:

- (a) to continue the partnership arrangements for the Southampton and Fareham Legal Services Partnership for a further period of 5 years, with an option to extend the partnership for another 5 years; and
- (b) to delegate responsibility to the Chief Executive Officer after consultation with the Executive Leader to enter into such arrangements as are necessary and on such terms as are reasonable.

(5) Citizen of Honour 2016

RESOLVED that the Executive approves:

- (a) the selection of three of the candidates nominated be formally recognised as Citizens of Honour 2016;
- (b) the selection of one of the candidates nominated be formally recognised as Young Citizen of the Year (12 – 18 year olds); and
- (c) the selection of one of the candidates nominated be formally recognised as Young Citizens of the Year (4 -11 year olds).

12. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the remainder of the meeting, as the Executive considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

13. POLICY AND RESOURCES

(1) Irrecoverable Debts

RESOLVED that the debts listed in Appendix A to this report, be written off as irrecoverable.

(The meeting started at 6.00 pm
and ended at 6.14 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 11 April 2016

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
L Keeble, Chairman of Streetscene Policy Development and Review Panel
D C S Swanbrow, Chairman of Scrutiny Board
M J Ford, JP
R H Price, JP
Mrs K K Trott, For Item 8(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the Minutes of the Executive held on the 07 March 2016 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader 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 presented at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES**Scrutiny Board: 17 March 2016****Minute 6 – Final Review of Work Programme 2015/16 and Draft Work Programme for 2016/17**

The Board considered a report by the Director of Finance and Resources which reviewed the Board's work programme for 2015/16 and gave consideration to the work programme for 2016/17.

Members were given an opportunity to put forward any further suggestions for the proposed work programme for 2016/17. The Board expressed a wish to have more of an active role in dealing with health issues in the Borough. It was suggested that the Board make a recommendation to the Executive to look at health issues in more detail when reviewing the Corporate Strategy and Corporate Objectives, with regard to giving a greater priority to local health issues.

The Board referred to page 13 of the work programme report which was concerning the Solent Local Enterprise Partnership and a resolution made by the Board requesting that the Executive Leader include an update on the Solent Local Enterprise Partnership in his announcements at Council meetings. The Board requested that this request be followed up.

It was AGREED that the Board recommends to the Executive that, when reviewing the Corporate Strategy, they give consideration to placing greater priority on local health issues as a Corporate Objective.

The Executive AGREED that, when reviewing the Corporate Strategy, they will consider the priority given to local health issues.

8. PLANNING AND DEVELOPMENT

- (1) Fareham Borough Planning Obligations Supplementary Planning Document (excluding Welborne) - for Adoption

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

RESOLVED that the Executive:

- (a) notes the consultation comments received on the Draft Supplementary Planning Document and agrees the responses to the representations set out in Appendix A of the report; and
- (b) adopts the Planning Obligations Supplementary Planning Document for the Borough of Fareham (excluding Welborne) as set out in Appendix B to the report with effect from Monday 25 April 2016.

9. POLICY AND RESOURCES

- (1) Daedalus Programme Update

RESOLVED that the Executive:

- (a) note the progress on Daedalus to date and the progress towards implementing the Vision in future years;
- (b) agrees to the inclusion of the following schemes in the 2016/17 capital programme;
 - Development of a new hanger and associated office space for existing airfield tenant at the indicative cost of £4.3m
 - Development of six new hangers suitable for relocation of existing businesses and attracting new businesses at an indicative cost of £3m.
 - Development of five new existing general aviation tenants and attracting new locally based aircraft an indicative cost of £1.5m;
- (c) agree to delegate authority to the Director of Finance and Resources to award the tenders to build the new hangers, subject to the cost being within the allocated budget; and
- (d) appoints members to a new Daedalus Asset Development Members Working Group.

(The meeting started at 6.00 pm

and ended at 6.24 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 17 March 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

D C S Swanbrow (Chairman)

Mrs S M Bayford (Vice-Chairman)

Councillors: B Bayford, Mrs M E Ellerton, Mrs C L A Hockley, L Keeble,
A Mandry, Ms S Pankhurst and P W Whittle

Also Present: Councillor Miss T G Harper, Executive Member for Streetscene
(Item 8)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 14 January 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. FINAL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT WORK PROGRAMME FOR 2016/17

The Board considered a report by the Director of Finance and Resources which reviewed the Board's work programme for 2015/16 and gave consideration to the work programme for 2016/17.

Members were given an opportunity to put forward any further suggestions for the proposed work programme for 2016/17. The Board expressed a wish to have more of an active role in dealing with health issues in the Borough. It was suggested that the Board make a recommendation to the Executive to look at health issues in more detail when reviewing the Corporate Strategy and Corporate Objectives, with regard to giving a greater priority to local health issues.

The Board referred to page 13 of the work programme report which was concerning the Solent Local Enterprise Partnership and a resolution made by the Board requesting that the Executive Leader include an update on the Solent Local Enterprise Partnership in his announcements at Council meetings. The Board requested that this request be followed up.

It was AGREED that the Board:-

- (a) reviewed the outcomes of the Work Programme of the Scrutiny Board for 2015/16;
- (b) inform the Council of the Board's view of the outcome of the call-in arrangements for 2015/16;
- (c) approve the provisional Work Programme for 2016/17;

- (d) recommends to the Executive that, when reviewing the Corporate Strategy, they give consideration to placing greater priority on local health issues as a Corporate Objective;
- (e) requests the Director of Finance and Resources follow up on the request that the Executive Leader includes an update on the Solent Local Enterprise Partnership in his announcements at Council meetings; and
- (f) submits the provisional Work Programme for 2016/17 to the Council.

7. MINUTES OF MEETINGS OF POLICY DEVELOPMENT AND REVIEW PANELS

The Board was asked to receive the minutes of the meetings of the Policy Development and Review Panels held since 19 November 2016.

(1) Minutes of meeting Tuesday, 12 January 2016 of Planning and Development Policy Development and Review Panel

The Chairman of the Planning and Development Policy Development and Review Panel, Councillor A Mandry was invited to review the minutes of the meeting held on 12 January 2016.

It was AGREED the minutes be received.

(2) Minutes of meeting Tuesday, 1 March 2016 of Planning and Development Policy Development and Review Panel

The Chairman of the Planning and Development Policy Development and Review Panel, Councillor A Mandry was invited to review the minutes of the meeting held on 1 March 2016.

It was AGREED the minutes be received.

(3) Minutes of meeting Wednesday, 20 January 2016 of Leisure and Community Policy Development and Review Panel

The Chairman of the Leisure and Community Policy Development and Review Panel, Councillor Mrs C L A Hockley was invited to review the minutes of the meeting held on 20 January 2016.

It was AGREED the minutes be received.

(4) Minutes of meeting Thursday, 28 January 2016 of Streetscene Policy Development and Review Panel

The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 28 January 2016.

It was AGREED the minutes be received.

(5) Minutes of meeting Thursday, 3 March 2016 of Streetscene Policy Development and Review Panel

The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 3 March 2016.

It was AGREED the minutes be received.

(6) Minutes of meeting Thursday, 21 January 2016 of Health and Housing Policy Development and Review Panel

The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford was invited to review the minutes of the meeting held on 21 January 2016.

Councillor Whittle raised a question on item 7 of the minutes which was concerning the rough sleeper update. He referred to the recent announcement by the central government regarding funding being provided for tackling rough sleepers, and asked if the Council would be putting in a bid for the funding. The Director of Operations explained that full details of how the funding will work is not yet known but reassured the Board that should there be an opportunity for the Council to put in a bid for some of the funding he will ensure that this is considered.

It was AGREED the minutes be received.

8. PRESENTATION BY, AND QUESTIONING OF, THE EXECUTIVE MEMBER FOR STREETSCENE

The Board received a presentation by Councillor Miss T Harper, Executive Member for Streetscene, on the areas of responsibility that fall under Streetscene.

The presentation gave an overview of the areas of responsibility covered by Streetscene, how each service was performing, achievements for each service and the priorities for the future. These Services included:

- Transport Management
- Refuse and Recycling
- Grounds Maintenance
- Street Cleansing
- Parks and Open Spaces

Councillor Whittle requested an update on the proposal to offer dog waste bags in parks and open spaces to encourage more people to pick up after their dogs. The Director of Operations confirmed that is proposal is already being trialled with 3 bag dispensers being placed in Portchester at the following locations; Chalky Walk, Fisherman's Walk and Wicor Park, and free bags that can be collected from main reception at this Civic Offices. This will

be monitored to ascertain how successful it is and whether it can be introduced to other areas.

Councillor Whittle also requested an update on Bath Lane toilets, as he still receives requests from members of the public to have these reinstated. The Executive Member for Streetscene explained that the reasons for not reinstating these toilets has not changed and that the misuse of them and the cost of having to maintain them is too great a cost for the Council. She informed the Board that this would continue to be reviewed as a possibility in the future.

The Board wished to pass their praise on to all of the crews who work so hard within the Streetscene department to continue to keep the Borough clean and tidy and an attractive place to live.

It was AGREED that Councillor Miss T Harper, Executive Member for Streetscene be thanked for her informative presentation.

9. EXECUTIVE BUSINESS

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

(The meeting started at 6.00 pm
and ended at 7.22 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 24 February 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

N J Walker (Chairman)

A Mandry (Vice-Chairman)

Councillors: B Bayford, T M Cartwright, MBE, P J Davies, K D Evans,
M J Ford, JP, R H Price, JP and D C S Swanbrow

Also Present: Councillor Mrs S M Bayford (Item 6 (2))



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee held on 27 January 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Committee received a deputation from the following in respect of the applications indicated and were thanked accordingly.

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minutes No/ Application No/Page No
ZONE 1 – 2.30pm				
Mr R Reay (Agent)		P/15/1055/FP - LAND AT NEW ROAD SWANWICK The erection of a detached 5 no. bedroom house provided with a detached double garage, car parking, turning and an earth bund to the front of the site	Supporting	6(1) P/15/1055/FP Pg 19
Mr R Tutton		-Ditto-	Opposing	-Ditto-
Mr G Metcalfe		-Ditto-	Opposing	-Ditto-
Mr P Nash		P/15/1133/FP – 55 RALEY ROAD LOCKS HEATH SO31 6PB Erection of Garage & Single Storey Rear Extension	Opposing	6(2) P/15/1133/FP Pg 26

Mr B Russell (Applicant)		-Ditto-	Supporting	-Ditto-
ZONE 2 – 2.30pm				
ZONE 3 – 2.30pm				

6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Regulation on the development management matter applications and miscellaneous matters including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/15/1055/FP - LAND AT NEW ROAD SWANWICK SO31

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

The Committee’s attention was drawn to the Update Report which contained the following information:- *Reason for refusal no. 2 to include reference to Policy DSP6 and amended as follows:*

1. The proposed development in contrary to Policy CS14 of the adopted Fareham Borough Core Strategy and Policy DSP6 of the adopted Local Plan Part 2: Development Sites and Policies and is unacceptable in that the erection of a dwelling in this location would result in a dwelling in the countryside for which it has not been demonstrated that there is a justification or overriding need.

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

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

- (1) The proposed development is contrary to Policy CS14 of the adopted Fareham Borough Core Strategy and Policy DSP6 of the adopted Local Plan Part 2: Development Sites and Policies and is unacceptable in that the erection of a dwelling in this location would result in a dwelling in the countryside for which it has not been demonstrated that there is a justification or overriding need.
- (2) The proposed development would be contrary to Policy CS17 of the Fareham Borough Core Strategy in that the excessive mass and scale of the proposed development would not respond positively to the more

modest proportions of the adjacent buildings and would have an adverse effect on the semi-rural character of the area.

(2) P/15/1133/FP - 55 RALEY ROAD LOCKS HEATH FAREHAM SO31 6PB

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

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

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

(Voting: 6 in favour; 3 against)

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

(3) P/16/0057/FP - 12 LAVEROCK LEA PORTCHESTER FAREHAM PO16 8DA

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

(Voting: 9 in favour; 0 against)

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

(4) Planning Appeals

The Committee noted the information in the report.

(5) UPDATE REPORT

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

7. TREE PRESERVATION ORDERS

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

Fareham Tree Preservation Order No.718 (2015) – 11 & 15 Bye Road, Swanwick

Order served on 4 December 4 2015 for which there were no objections.

RESOLVED that Fareham Tree Preservation Order No 718 be confirmed and made and served.

**Fareham Tree Preservation Order No.721 (2015) – 2 Birdwood Grove,
Portchester**

Order served on 7 January 2016 for which there were no objections.

RESOLVED that Fareham Tree Preservation Order No 721 be confirmed and made and served.

(The meeting started at 2.30 pm
and ended at 3.28 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Monday, 14 March 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor T G Knight (Chairman)

Councillor G Fazackarley (Vice-Chairman)

Councillors: P J Davies, Miss T G Harper, D L Steadman, P W Whittle and
C J Wood

**Also
Present:**



1. APOLOGIES

There were no apologies for absence given at this meeting.

2. MINUTES

RESOLVED that the minutes of the Audit and Governance Committee held on the 23 November 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed to the meeting Kate Handy from Ernst & Young (External Auditors) and David Basson as the Council's Designated Independent Person.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

In accordance with the Standing Orders and the Council's Code of Conduct, Councillor P W Whittle, declared a non-pecuniary interest for minute item 7 – Annual Certification Report as he has contractual engagements with Ernst & Young through his job.

5. DEPUTATIONS

There were no deputations made at this meeting.

MATTERS SUBMITTED FOR CONFIRMATION

6. ANNUAL AUDIT AND GOVERNANCE COMMITTEE REPORT, WORK PROGRAMME AND TRAINING PLAN

The Committee considered a report by the Head of Finance and Audit which summarised the operation and work of the Committee in 2015/16 and proposed the Work Programme for 2016/17.

At the invitation of the Chairman, the Head of Finance and Audit addressed the Committee and asked them to note that in Appendix A there was a change to the report, stating that the 2016/17 External Audit Plan and Fee item would also be going to the March 2017 meeting.

RESOLVED that the Committee:-

- a) subject to the inclusion of the amendment above, approve the work programme for 2016/17, set out in appendix A to the report; and
- b) requests that the Council note the content of the report.

DECISIONS MADE UNDER DELEGATED POWERS

7. ANNUAL CERTIFICATION REPORT

The Committee considered a report by the Director of Finance and Resources on the annual certification work carried out by the External Auditors for 2014-15.

RESOLVED that the Committee note the information contained in the Annual Certification Report by the External Auditors for 2014-15.

8. TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2016/17

The Committee received a report by the Director of Finance and Resources on the Treasury Management Strategy and Prudential Indicators 2016/17.

RESOLVED that the Committee note the content of the report.

9. INTERNAL AUDIT ANNUAL PLAN 2016/17

The Committee considered a report by the Head of Finance and Audit on the Internal Audit Annual Plan 2016/17.

Members asked for clarification on the Appendix A, page 45, with the work proposed under the title – ‘Effectiveness of Ethics related activities’. The Head of Finance and Audit confirmed to members that this title was taken from the Public Sector Internal Audit Standards and was part of a programme of work looking at the design, implementation and effectiveness of the Council’s arrangements to support ethical conduct amongst employees and member.

The Committee asked for it to be noted, that the Officers be complimented on a very informative report.

RESOLVED that the Internal Audit draft plan for 2016/17, be approved.

10. QUARTERLY INTERNAL AUDIT REPORT

The Committee received a progress report from the Head of Finance and Audit on the work completed by the Internal Audit team.

Members raised questions about the Software Control audit in Appendix Three, which was being given a ‘Limited’ assurance opinion, and asked for this to be brought to the Committee again to monitor the progress on the implementation of the agreed actions.

RESOLVED that:-

- (a) a follow up to the software control audit be brought to the Committee in a future report; and
- (b) the Committee note the progress noted in the report.

(The meeting started at 6.00 pm
and ended at 6.55 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 22 March 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

(Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton, T J Howard,
L Keeble, A Mandry, Mrs K Mandry, D J Norris and
R H Price, JP

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Cartwright, Ford, JP and Mrs Pankhurst.

2. MINUTES

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on 3 February 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced to the Committee that due to an administrative error an item titled 'Presentation from Uber' had been missed off of the published agenda for this meeting.

The Head of Environmental Health addressed the Committee and explained that the presentation is not for the Committee to make a decision on, nor is it a Fareham Borough Council presentation therefore it would be acceptable to continue to with the presentation.

The Chairman welcomed Fred Jones from Uber to the meeting, who gave the Committee a brief presentation on how their services works and how it differs from the taxi services currently operating in the Borough.

The Committee thanked Fred Jones for his very informative presentation.

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. FINAL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT WORK PROGRAMME 2016/17

The Committee considered a report by the Head of Environmental Health which reviewed the Committee's work programme for 2015/16 and proposed a draft work programme for 2016/17.

The Head of Environmental Health gave the Committee an opportunity to put forward suggestions for the 2016/17 work programme. The Chairman suggested that the report on Spending Plans for 2017/18 be added to the work programme for the 22 November meeting.

Councillor Price requested that a presentation be added to the 2016/17 work programme giving a greater detail on the work undertaken by the Environmental Health department. The Head of Environmental Health suggested that the proposed report on an update of the Fareham and Gosport

Environmental Health Partnership for March 2017 be changed to a presentation that would encompass the information requested by Councillor Price.

RESOLVED that the Committee:-

- (a) note the progress report on the Licensing and Regulatory Affairs Committee Work Programme for 2015/16, attached as Appendix A to the report; and
- (b) subject to the inclusion of the Spending Plans report for the 22 November 2016 meeting and the change of the proposed report on the Fareham and Gosport Environmental Health Partnership to be a presentation, the proposed work programme for 2016/17 be approved.

7. UPDATE ON FAREHAM AND GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP

The Committee considered a report by the Head of Environmental Health which gave an update on Fareham and Gosport Environmental Health Partnership.

The Committee noted the excellent progress made with the Partnership, and noted that the biggest challenge for the Partnership will be in regarding trying to align the fees and charges for both Council's. The Head of Environmental Health informed the Committee that this would be discussed at the next Partnership meeting on 25 May 2016, but warned members that this would be a lengthy process as Fareham Borough Council and Gosport Borough Council have very different Committee structures and therefore both deal with fees and charges in a different way.

RESOLVED that the Committee note the progress of the Fareham and Gosport Environmental Health Partnership and the challenges facing the Partnership in relation to fees and charges.

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 23 March 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

Councillors: B Bayford, T M Cartwright, MBE, P J Davies, K D Evans,
M J Ford, JP, R H Price, JP and D C S Swanbrow

Also Present: Councillor T G Knight (Item 7 (3))



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee held on 24 February 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Committee received a deputation from the following in respect of the applications indicated and were thanked accordingly.

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute No/ Application No/Page No
ZONE 1 – 2.30pm				
Mr M Wallace		RIVENDELL HOOK PARK ROAD WARSASH SO31 9HA – TWO STOREY FRONT EXTENSION, TWO STOREY SIDE EXTENSION, SINGLE STOREY REAR EXTENSION, REAR CAR PORT, TWO STOREY ANNEXE TO REAR INCORPORATING AN INTEGRAL GARAGE AND CAR PORT AND NEW VEHICULAR ACCESS FROM SOLENT DRIVE	Supporting	7 (1) P/15/1273/FP Pg 36
ZONE 2 – 2.30pm				

ZONE 3 – 2.30pm				
Mrs S Fielder		OSBORNE VIEW HOTEL 67 HILL HEAD ROAD FAREHAM PO14 3JP – BASEMENT EXTENSION, NEW EXTERNAL CLADDING, REPLACEMENT WINDOWS, ALTERATIONS TO REAR GARDEN INCLUDING NEW FENCING AND ENLARGEMENT OF BIN STORE	Opposing	7 (3) P/15/1256/FP Pg 47
Mrs L Sproson		-Ditto-	-Ditto-	-Ditto-

6. REVIEW OF LOCAL INFORMATION REQUIREMENTS

The Committee considered a report by the Director of Planning and Regulation on a review of Local Information Requirements.

RESOLVED that the Committee agreed the proposed changes to Local Information Requirements which have been carefully considered in the context of the consultation responses received. The proposed changes to the Local Information Requirements will take effect on the 1st April 2016, and will be applied to all applications received on or after that date.

7. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Regulation on the development management matter applications and miscellaneous matters including information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/15/1273/FP - RIVENDELL HOOK PARK ROAD WARSASH FAREHAM SO31 9HA

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

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

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

The proposed development is contrary to Policy CS17 of the adopted Fareham Borough Core Strategy and is unacceptable in that the size, bulk, height and location of the proposed annex forward of the building line established by properties along Solent Drive, would fail to respond positively to and be respectful of the key characteristics of the area and would as a result appear incongruous in the street scene to the detriment of its spatial character.

(2) Q/0005/16 - 22 SUFFOLK DRIVE WHITELEY FAREHAM PO17 7DE

Upon being proposed and seconded the officer recommendation that officers do not consider it expedient to instigate enforcement action in respect of the use of the former garage as a hairdressing salon on the basis of the scale of the current use, was voted on and CARRIED.

(Voting: 6 in favour; 2 against; 1 abstention)

RESOLVED that based on the present scale of the use, the Committee do not consider it expedient to instigate enforcement action in respect of the use of the former garage as a hairdressing salon.

(3) P/15/1256/FP - OSBORNE VIEW HOTEL 67 HILL HEAD ROAD FAREHAM PO14 3JP

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

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

The Committee's attention was drawn to the Update Report which contained the following information:- *Ecology Report: Bat Report received from The Ecology Consultancy, dated 16th March 2016. The report concluded that the site would have moderate to low potential for bats with no bats being found in the building at the time of the survey, and its coastal location further reducing the risk to roosting bats. There were however a number of potentially suitable areas for bat access on the elevations and roof.*

Third Parties: A further comment received from the immediate adjoining neighbour to the west reiterating their concern regarding the potential impact from users for the raised terrace on their amenity as a result of increased activity and noise. Additionally, a further comment has been received from another near neighbour raising several queries regarding the content of the Committee Report.

Conditions: The word 'maintained' in Conditions 4, 5 and 6 has been replaced by the word 'retained'.

A motion was proposed and seconded that the application be refused on the grounds that the proposed raised terrace would have a detrimental impact on the neighbouring properties in regards to noise and overlooking, and that the proposed application would increase pressure on car parking in the locality without providing additional car parking spaces as set out in policy CS17 and the SPD, was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal:

The proposed development, by reason of the provision of the raised decked area to the rear of the property would result in an unacceptable level of overlooking and loss of privacy for the occupiers of the adjoining residential properties. The terrace would increase noise disturbance and place additional pressure on car parking resulting in a significant adverse impact on the residential amenities of the surrounding area. The proposal is therefore contrary to policy CS17 of the Fareham Core Strategy 2011, policies DSP2 and DSP3 of the Local Plan Part 2: Development Sites and Policies 2015, and Fareham Borough Non-Residential Parking Standards Supplementary Planning Document 2015.

(4) Planning Appeals

The Committee noted the information in the report.

(5) UPDATE REPORT

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

8. TREE PRESERVATION ORDER NO.720 (2015) - LAND SOUTH OF WARSASH COMMON, EAST OF CHURCH ROAD AND WEST OF FLEET END ROAD WARSASH

The Committee considered a report by the Director of Planning and Regulation regarding Tree Preservation Order No. 720 (2015) to which two objections have been received.

A motion was proposed and seconded that Tree Preservation Order No. 720 (2015) be confirmed, was voted on and CARRIED.
(Voting: 8 in favour; 1 against)

RESOLVED that the Tree Preservation 720 is confirmed.

(The meeting started at 2.30 pm
and ended at 4.00 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Audit and Governance Standards Sub- Committee

(to be confirmed at the next meeting)

Date: Wednesday, 13 April 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

T G Knight (Chairman)

(Vice-Chairman)

Councillors: Miss T G Harper and D J Norris

**Also
Present:**



1. CODE OF CONDUCT

It was proposed by the Chairman that the public and representatives of the Press be excluded from the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Having been duly seconded, it was RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the meeting, as the Sub Committee considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt information, as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Private Session

The Chairman confirmed that this Standards Sub Committee had been convened to consider an allegation of a breach of the Members' Code of Conduct against Councillor David Whittingham in the XX Department at the Civic Offices on Monday 21 March 2016.

The Chairman explained how the meeting would proceed, that it would be held in private session and the all information should be treated as confidential unless the Standards Sub Committee later resolved to remove the exemptions from publication.

The Chairman informed the panel that Councillor Whittingham had declined to attend the meeting and instead had submitted an email for consideration by the panel.

Councillor Miss T Harper declared a Personal Interest for this item as she has a family member working in the same department as the officers who had alleged that a breach of the Members Code of Conduct had occurred. Councillor Miss Harper confirmed that her family member had not been present in the office at the time of the alleged incident due to holiday and that the situation had not been discussed. Councillor Miss Harper remained present in the room and took full part in the debate and voted on the item.

The Chairman asked the Monitoring Officer to present his report. In presenting his report and investigation findings, the Monitoring Officer presented copies of an e-mail exchange between him and Councillor Whittingham in which the Councillor disputed the accuracy of the record of the investigatory meeting held between them. The Monitoring Officer provided clarification about what was discussed in the interview and referred to Councillor Whittingham's submitted e-mail as evidence.

The Monitoring Officer then answered clarification questions put to him about the allegation and the subsequent investigation by members of the Standards Sub Committee.

At the invitation of the Chairman, Officer A was called upon to outline the complaint raised about Councillor Whittingham's alleged conduct during his

visit to the XX department. Officer A then answered clarification questions put about the complaint. The Monitoring Officer also asked some clarification questions.

Officer A was thanked for attending and left the room and took no further part in the discussion.

At the invitation of the Chairman, Officer B was called upon to outline the complaint raised about Councillor Whittingham's alleged conduct during his visit to the XX department. Officer B then answered clarification questions put about the complaint. The Monitoring Officer also asked some clarification questions.

Officer B was thanked for attending and left the room and took no further part in the discussion.

At the invitation of the Chairman, Officer C was called upon to outline the complaint raised about Councillor Whittingham's alleged conduct during his visit to the XX department. Officer C then answered clarification questions put about the complaint. The Monitoring Officer also asked some clarification questions.

Officer C was thanked for attending and left the room and took no further part in the discussion.

The Chairman distributed copies of an email which had been submitted by Councillor Whittingham for the panel to consider.

The Designated Independent Person, Mr David Basson, was invited to give his views on the allegation.

There were further clarification questions about the allegation by Members of the Standards Sub Committee.

The Monitoring Officer was invited to give his final summary of the investigation into the alleged misconduct.

At this point, the Chairman adjourned the meeting to enable Members of the Standards Sub Committee to deliberate and reach a conclusion. The Monitoring Officer and Mr D Basson left the room and took no further part on the deliberation. The Solicitor to the Council and the Head of Democratic Services remained.

The Chairman confirmed that having considered all of the reasons given for the call-in, the Standards Sub Committee now had to consider the recommendations as set out in the report, that being:

- (a) determine whether or not a breach of the Members' Code of Conduct had taken place;
- (b) subject to the decision at recommendation (a), determine what action(s) should be taken in accordance with Standards Arrangements, as approved by Council on the 21 June 2012; and

- (c) subject to the findings of (a) and (b) above, the Report including the Minute of the decision be no longer treated as exempt information and be open for public inspection.

During the debate on the item, the Standards Sub Committee expressed its disappointment in the conduct of Councillor Whittingham which fell far short of the usual high ethical standards displayed by both Elected Members and Officers of Fareham Borough Council. The Sub Committee also voiced its alarm at the racist nature of the incident.

Following deliberation of the Standards Sub Committee and consultation with Mr David Basson, the Council's Designated Independent Person, a motion was proposed and seconded to resolve that a breach of the code had taken place in respect of paragraphs 3.9, 3.13 and 3.14 of the adopted Code of Conduct and further that the appropriate actions would be to:

- formally censure Councillor D M Whittingham;
- request that he provide a full written apology to the officers who raised the complaint about his conduct;
- instruct the Monitoring Officer to arrange appropriate training for Councillor Whittingham;
- remove Councillor Whittingham's access permissions to the Civic Offices for a period of 2 months, with the exception of his requirement to attend formal Council or Committee meetings or where his attendance is required by Officers; and
- report the findings of the Standards Sub Committee to the Council by submitting the minutes of the meeting for noting.

These actions are in accordance with paragraphs 8.1.2, 8.1.3, 8.1.6 and 8.1.8 of Appendix A to the report.

Upon being put to the vote, the motion was declared CARRIED.

The Chairman proposed that the report, including the minute of the decision be no longer treated as exempt information and be open for public inspection, save for the names of individuals involved.

Having been duly seconded, the motion was declared CARRIED.

RESOLVED that:

- (a) a breach of the Members' Code of Conduct at paragraphs 3.9, 3.13 and 3.13 had taken place;
- (b) the following sanctions be applied:
- i. Councillor D M Whittingham would receive a letter of censure from the Standards Sub Committee Chairman;
 - ii. Councillor D M Whittingham be requested to provide a full written apology to the officers who raised the complaint about his conduct;
 - iii. the Monitoring Officer be instructed to arrange appropriate training for Councillor D M Whittingham;

- iv. the removal of Councillor D M Whittingham's access permissions to the Civic Offices for a period of 2 months, with the exception of his requirement to attend formal Council or Committee meetings or where his attendance is required by Officers; and
 - v. the Standards Sub Committee report its findings to the Council by submitting the minutes of the meeting for noting; and
- (c) the report, including the minute of the decision be no longer treated as exempt information and be open for public inspection, save for individuals' names.

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

FAREHAM

BOROUGH COUNCIL

Report to Council

28 APRIL 2015

Subject: **COMMITTEE WORK PROGRAMMES 2016/17**

Report of: **Head of Democratic Services**

SUMMARY

This report sets out the proposed Work Programmes for the Council's Committee Meetings for 2016/17.

RECOMMENDATION

To receive and endorse the proposed Work Programmes for all Committee meetings for the next municipal year, as set out in Appendix A.

INTRODUCTION

1. Each Committee at its March meeting prepares and agrees a programme of work for the following municipal year.
2. Previously these work programmes would have been appended to the minutes of each March Committee meeting for the Council to review and endorse at its April meeting.
3. However recent changes to Committee procedure now mean that all Policy Development and Review Panel minutes are presented to the Scrutiny Board for noting and not Council.
4. It is still the responsibility of the Council to endorse all Committee work programmes for the new municipal year, and these have been incorporated into one report, as set out in Appendix A for the Council to review and endorse.

RISK ASSESSMENT

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

CONCLUSION

6. The Council is asked to note and comment on the proposed work programmes as set out in Appendix A.

Appendices: Committee Work Programmes 2016/17

Background Papers:

Reference Papers:

Contact: For further information please contact Leigh Usher (Ext: 4553)

AUDIT & GOVERNANCE COMMITTEE

PROPOSED WORK PROGRAMME FOR 2016/17

Committee Function and Report Subject		Frequency	Last Covered	June 2016	September 2016	November 2016	March 2017
COMMITTEE WORKING ARRANGEMENTS							
Review of Work Programme and training plan		Quarterly	2015-16	YES	YES	YES	YES and Annual Report
Review of the Functions of the Committee		3 yearly	2013-14		YES		
Review of the Constitution		As needed	2013-14				
ETHICAL FRAMEWORK AND STANDARDS							
Standards of Conduct	Review of Code of Conduct for Members	As needed	2015-16				
	Review of member / officer protocol	As needed	2008-09				
	Overview of Complaints against the Council	Annual	2015-16		YES		
Member Training and Development	Review of Members Training and Development Programme	As needed	2015-16				
GOVERNANCE FRAMEWORK							
Framework	Local Code of Corporate Governance	As needed	2012-13				
	Annual Governance Statement	Annual	2015-16		YES		
Key Policy	Review of Financial Regulations	3 yearly	2015-16				
	Review of Contract Procedure Rules	3 yearly	2013-14				YES
	Treasury Management Policy and Strategy	Annual	2015-16			YES-implementation	YES- Policy and indicators
Risk Management	Policy	As needed	2012-13			YES	
	Risk Management Progress Reports	TBC	2014-15				YES
	Business Continuity	3 yearly	2014-15				
	Specific Risk Management topics	As needed	None				
Counter Fraud	Benefits Anti-Fraud and Corruption Policy	As needed	2013-14				

Committee Function and Report Subject		Frequency	Last Covered	June 2016	September 2016	November 2016	March 2017
	Counter Fraud Policy and Strategy	3 yearly	2013-14				
	Anti-Bribery Policy	As needed	2011-12				
	Sanctions and Redress Policy	As needed	2008-09	YES			
	Counter Fraud Progress	6 monthly	2015-16	YES		YES	
INTERNAL AUDIT ASSURANCE							
	Internal Audit Strategy	3 yearly	2014-15				
	Internal Audit Annual Plan	Annual	2015-16				YES
	Quarterly Audit Reports	Quarterly	2015-16	YES	YES	YES	YES
	Head of Audit's Annual Opinion	Annual	2015-16	YES			
EXTERNAL ASSURANCE							
	Annual Plan and Fee	Annual	2015-16	YES			
	Annual Audit Letter	Annual	2015-16			YES	
	Annual Certification Report	Annual	2015-16				YES
	Specific reports from inspection agencies	As needed	2014-15 (RIPA)				
STATEMENT OF ACCOUNTS							
	Statement of Accounts	Annual	2015-16		YES		
	External Audit – Audit Results Report	Annual	2015-16		YES		
OTHER							
	Updates on legal issues	As needed	2014-15				
	Issues referred from the Chief Executive Officer, Directors and Other Council Bodies	As needed	None				
Number of Items				6	7	6	7

**HEALTH AND HOUSING POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2016/17**

<u>MEETING DATES FOR 2016/17*</u>	<u>ITEMS</u>
26 May 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Introduction to the Panel, achievements, priorities & challenges • Annual Review of Discretionary Housing Payments • Affordable Housing Update • New Allocations Policy (draft)
21 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Annual review of Homelessness Strategy • Affordable Housing Update • Council Housing Repairs and Maintenance Report
22 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Welfare Reform Update • Affordable Housing Update • Tenancy Management Report • Presentation on Hampshire's JSNA (Joint Strategy Needs Assessment)
17 November 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Health Update • Review of FareLets • New Allocations Policy – consultation results • Presentation from Fareham and Gosport Clinical Commission Group – Local Health Priorities.
19 January 2017	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2016/17 and Draft 2017/18 • Health Update • Council Housing Repairs and Maintenance Report • Draft Homelessness Strategy

	2017-20
09 March 2017	<ul style="list-style-type: none"> • Final Review of Work Programme 2016/17 and 2017/18 • Health Update • Tenancy Management Report

LEISURE & COMMUNITY POLICY DEVELOPMENT AND REVIEW PANEL - PROPOSED WORK PROGRAMME FOR 2016/17

<u>MEETING DATES FOR 2016/17</u>	
01 June 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Overview of Leisure and Community Portfolio - Presentation
27 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Fareham Leisure Centre (including Holly Hill) Progress Report - Presentation
7 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Open Spaces Improvement Programme
09 November 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Cams Alders Vision – Presentation
18 January 2017	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Y-Services
01 March 2017	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Fareham Leisure Centre Performance Review • Presentation by One Community

UNALLOCATED ITEMS –

- Members Tour - Community and Youth Centres
- Leisure Centre Events
- Play Area Improvement
- Citizens Advice Bureau Presentation

**LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2016/17**

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
31 MAY 2016	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Health & Safety Service Plan Review of Work Programme 2016/17	Training for Members
5 JULY 2016	Review of Work Programme 2016/17	
27 SEPTEMBER 2016	Setting of Taxi Tariff Review of Work Programme 2016/17	
22 NOVEMBER 2016	Review of Work Programme 2016/17 Spending Plans 2017/18	
24 JANUARY 2017	Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18	
21 MARCH 2017	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18	

**PROPOSED PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND
REVIEW PANEL - WORK PROGRAMME 2016/17**

<u>MEETING DATES FOR 2016/17</u>	<u>ITEMS</u>
17 May 2016	Presentation on Introduction to Portfolio Services Review of the Work Programme 2016/17
19 July 2016	Statement of Community Involvement Review of the Work Programme 2016/17
6 September 2016	Local Development Scheme Review of the Work Programme 2016/17
8 November 2016	Annual Monitoring Report Review of the Work Programme 2016/17
10 January 2017	Performance Review: Building Control Partnership Preliminary Review of the Work Programme 2016/17 and Draft Work Programme 2017/18
28 February 2017	Performance Review: Tree Service and Strategy Action Plan Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18

TO BE ALLOCATED –

Performance Review: Environmental Sustainability Strategy & Action Plan

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT WORK PROGRAMME 2016/17

Date	Subject	Type of Item	Training Session/Workshop
24 May 2016	Review of Work Programme 2016/17	Information/Consultation	
	Introduction to Public Protection Portfolio Services	Presentation	
	Annual Update on Fareham & Gosport Environmental Health Partnership		
	Food Standards Agency Service Food Safety Service Plan		
26 July 2016	Review of Work Programme 2016/17	Information/Consultation	
	Annual Report on Fareham Parking Enforcement Service	Monitoring	
13 September 2016	Review of Work Programme 2016/17	Information/Consultation	
15 November 2016	Review of Work Programme 2016/17	Information/Consultation	
	Traffic Management Programme	Monitoring/Programming	
	Presentation by Hampshire Police	Presentation	
	Health and Safety Performance 2015/16	Information/Presentation	
17 January 2017	Preliminary review of work programme for 2016/17 and preliminary draft	Monitoring/Programming	

Date	Subject	Type of Item	Training Session/Workshop
	work programme for 2017/18		
	Update on Emergency Planning	Information/Presentation	
7 March 2017	Final Review of annual work programme for 2016/17 and final consideration of draft work programme for 2017/18	Monitoring/Programming	
	Air Quality Action Plan Update		
	Annual Update on Fareham Community Safety Partnership & Police Crime Panel		

SCRUTINY BOARD – DRAFT WORK PROGRAMME 2016/17

DATE	SCRUTINY BOARD ITEM
19 May 2016	Review of Work Programme 2016/17 Presentation from Head of Project Integra
23 June 2016	Review of Work Programme 2016/17 Presentation by, and questioning of, the Executive Member for Health and Housing Annual Review of Community Safety Partnership
15 September 2016	Review of Work Programme 2016/17 Review of the Medium Term Finance Strategy
24 November 2016	Review of Work Programme 2016/17 Presentation by, and questioning of, the Executive Member for Leisure and Community
12 January 2017	Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2017/18 Housing Revenue Account Budget and Capital Plans 2017/18
16 March 2017	Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18 Presentation by, and questioning of, the Executive Member for Planning and Development

**STREETSCENE POLICY DEVELOPMENT AND REVIEW PANEL
PROPOSED WORK PROGRAMME FOR 2016/17**

<u>MEETING DATES FOR 2016/17</u>	<u>ITEMS</u>
9 June 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Presentation on Streetscene Services and Key Achievements
14 July 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Annual Review of Trade Waste Service • Annual Report on Street Cleansing Service • Members Open Forum
8 September 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Allotment Agreement Renewal • Annual Report on Recycling
20 October 2016	<ul style="list-style-type: none"> • Review of Work Programme 2016/17 • Annual Report on Grounds Maintenance Service • Members Open Forum
26 January 2017	<ul style="list-style-type: none"> • Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18 • Report on Progress of New Corporate Cleaning Contract • Report on New Contract for Bus Shelter Maintenance and Cleaning
2 March 2017	<ul style="list-style-type: none"> • Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18 • Report on Textile Recycling • Hedge Cutting Contract Review • Members Open Forum

