

AGENDA
SCRUTINY BOARD

Date: Thursday, 17 March 2016

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor D C S Swanbrow (Chairman)

Councillor 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
P W Whittle

Deputies: J V Bryant
R H Price, JP
D L Steadman
N J Walker



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the Scrutiny Board meeting held on 14 January 2016.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

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

5. Deputations

To receive any deputations of which notice has been lodged.

6. Final Review of Work Programme 2015/16 and Draft Work Programme for 2016/17 (Pages 5 - 28)

To consider a report by the Director of Finance and Resources which reviewed the Board's work programme for 2015/16 and suggests a draft work programme for 2016/17.

7. MINUTES OF MEETINGS OF POLICY DEVELOPMENT AND REVIEW PANELS

To receive the minutes of the meetings of the Policy Development and Review Panels held since 19 November 2015.

(1) Minutes of meeting Tuesday, 12 January 2016 of Planning and Development Policy Development and Review Panel (Pages 29 - 32)

(2) Minutes of meeting Tuesday, 1 March 2016 of Planning and Development Policy Development and Review Panel (Pages 33 - 36)

(3) Minutes of meeting Wednesday, 20 January 2016 of Leisure and Community Policy Development and Review Panel (Pages 37 - 42)

(4) Minutes of meeting Thursday, 28 January 2016 of Streetscene Policy Development and Review Panel (Pages 43 - 46)

(5) Minutes of meeting Thursday, 3 March 2016 of Streetscene Policy Development and Review Panel (Pages 47 - 50)

(6) Minutes of meeting Thursday, 21 January 2016 of Health and Housing Policy Development and Review Panel (Pages 51 - 56)

8. Presentation by, and Questioning of, the Executive Member for Streetscene

To receive a presentation by the Executive Member for Streetscene on the performance of services within the Streetscene portfolio over approximately the last

two years and on future plans.

9. Executive Business

If requested by a member, to consider any item of business dealt with by the Executive, since the last meeting of the Board. The relevant Executive meetings are 1 February 2016 and 7 March 2016. (This will also include any decisions taken by individual Executive members during the same time period.)

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
9 March 2016

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 14 January 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor D C S Swanbrow (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

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

Also Present: Councillor Mrs K K Trott (item 8)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor P W Whittle.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 19 November 2015 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. PRELIMINARY OVERALL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT WORK PROGRAMME 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 draft work programme for 2016/17.

The Director of Finance and Resources invited members to put forward suggestions for the 2016/17 work programme. The following suggestions were received:

- An Update on Hampshire Cultural Trust
- Youth Service Review
- Adult Services Review
- An Update on Community One
- Project Integra
- PUSH Review

It was AGREED that the Board:-

(a) approves the work programme for 2015/16; and

(b) approves the addition of the items listed above to be added to the 2016/17 work programme.

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

The Board considered a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17.

The Board was informed that since the publication of the report, the figures on page 39 that relate to littering and fouling have now changed with the proposed fee for Dropped Litter being £80.00 and the proposed fee for Fouling of Land being £100.00.

The Board recommended that further clarification be provided to explain what the unallocated fees that are shown throughout the report are for. The Director of Finance and Resources confirmed that he would provide more detail on these figures.

It was AGREED that, subject to the further clarification being added to the Executive report to explain the unallocated fees, the Executive notes the Board's approval of the report.

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

The Board received a presentation by Councillor T Cartwright, the Executive Member for Public Protection, on the service areas that fall within the Public Protection remit.

The presentation gave an overview of each service area within Public Protection and an explanation on how the services were performing. These Services included:

- The Environmental Health Partnership Working between Fareham and Gosport
- Air Quality
- Contaminated Land
- Pollution
- Dog Control
- Pest Control
- Food Safety
- Out of Hours Service
- Community Safety Partnership
- Successful Initiatives
- Corporate Health and Safety
- CCTV
- Parking Enforcement
- Traffic Management
- Emergency Planning
- General Duties of Out of Hours
- Abandoned Vehicles
- Fly Tipping
- Dog Fouling

At the invitation of the Chairman, Councillor Mrs Trott addressed the Board on this item. She informed the Board that she had recently attended a Tenants Forum meeting and that an issue had arisen surrounding parking on Housing Land. Several tenants have asked if the Council could introduce a parking permit scheme on Council Housing Estates. The Executive Member for Public

Protection explained to the Board that this had been reviewed previously and it was decided that it was not financially viable for the Council to do and many Council tenants would struggle to pay the additional costs that a permit scheme would incur.

It was AGREED that the Executive Member for Public Protection be thanked for his informative presentation.

9. HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2016/17

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2016/17.

It was AGREED that the Board recommends to the Executive the proposals as set out in Appendix A of the report.

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.

11. EXECUTIVE BUSINESS

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

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

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **17 March 2016**

Report of: **Director of Finance and Resources**

Subject: **FINAL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT
WORK PROGRAMME 2106/17**

SUMMARY

At its meeting on 14 January 2015, the Board received a report which gave preliminary information to assist the end of year review of the work programme of the Board. Members also received the first draft of the proposed work programme for 2016/17.

RECOMMENDATION

This report now invites the Board to:-

- (a) review the outcome of the work programme of the Scrutiny Board for 2015/16;
- (b) inform the Council of the Board's view on the outcome of the call-in arrangements for 2015/16;
- (c) agree a provisional work programme of the Board for 2016/17; and
- (d) submit the provisional work programme of the Board for 2016/17 to the Council.

INTRODUCTION

1. At the meeting of the Board in January, members received some preliminary information to assist in the end of year review of the work programme of the Board. This is the last cycle of meetings for this year and the Board is invited to finalise its review of this year's work and consider the draft work programme for 2016/17.

THE BOARD'S TERMS OF REFERENCE

2. Under its terms of reference, the Scrutiny Board is responsible for:-
 - maintaining and overview of the discharge of the Council's Executive functions;
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive members) or key decisions made by officers in exercise of their delegate powers;
 - reviewing and/or scrutinising and decisions made or actions taken in connection with the performance of any of the Council's functions;
 - reviewing and/or scrutinising any matter affecting the strategic plans and financial affairs of the Council; and
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area or referring such scrutiny to the relevant Review Panel.

SCRUTINY BOARD WORK PROGRAMME – CURRENT YEAR 2015/16

3. Appendix A contains details of the current year's work programme, for review by the Board. As this is the last meeting of the municipal year, the outcomes of items on this meeting's agenda are obviously not referred to in the schedule.
4. The Board is reminded that there have not been any call-in this year.
5. As the call-in procedure is operating satisfactorily, there is no reason to suggest that the arrangements should be amended and it is recommended that the Council be advised accordingly.

SCRUTINY BOARD WORK PROGRAMME – NEXT YEAR 2016/17

6. Appendix B sets out as a preliminary draft work programme, details of the general business of the Board, which it is known, at this stage, will arise during the course of the coming year. As the Council has decided on the dates for meetings, these have been included in the schedule. It is for members to decide whether they are in agreement with the scheduling of these general matters, having taken account of any other proposed items put forward by the Board.
7. It is also for the Board to consider whether any review of items under the Council's policy framework would be included in the 2016/17 programme. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.
8. In connection with next year's programme, members will recall that in January they considered a list of external agencies operating in the Borough and decided that

members of the Board e-mail the Chairman with any suggested external reviews that it might wish to carry out during 2016/17, for consideration at its meeting in March 2016.

RISK ASSESSMENT

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

CONCLUSION

10. To summarise, the Board is now invited to:-

- (i). review the outcome of the Board's own work programme for the current year 2015/16;
- (ii). inform the Council of the Board's view on the outcome of the call-in arrangements for 2015/16; and
- (iii). Approve the provisional work programme of the Board for next year 2016/17, taking account of the following:-
 - (a) General business;
 - (b) Training and programming issues;
 - (c) Any scoping studies;
 - (d) The policy framework;
 - (e) The Executive two year work programme;
 - (f) Any additional matters put forward by the Board/members; and
 - (g) Advise the Council accordingly.

Background Papers:

Reference Papers:

Enquiries:

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

SCRUTINY BOARD – DRAFT WORK PROGRAMME 2015/16

DATE	SCRUTINY BOARD ITEM
21 May 2015	CANCELLED
25 June 2015	<p>Review of the Work Programme 2015/16</p> <p>Scoping Report on questions and answer session with Solent Local Enterprise Partnership</p> <p>Annual Report on the Performance of the Fareham Community Safety Partnership</p>
17 September 2015	<p>Review of draft Medium Term Finance Strategy</p> <p>Review of the Work Programme 2015/16</p> <p>Receive minutes of meetings of Policy Development and Review Panels</p>
19 November 2015	<p>Question and Answer session with Solent Local Enterprise Partnership</p> <p>Review of the Work Programme 2015/16</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p>
14 January 2016	<p>Presentation by, and questioning of, the Executive Member for Public Protection</p> <p>Preliminary Overall Review of Work Programme 2015/16 and Draft 2016/17</p> <p>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17</p> <p>Housing Revenue Account Budget and Capital Plans 2016/17</p> <p>Receive Minutes of Meetings of Policy Development and Review Panels</p> <p>Review of Licensing Policy</p>
17 March 2016	<p>Presentation by, and Questioning of, the Executive Member for Streetscene</p> <p>Final Review of Work Programme for 2016/16 and Draft Work Programme for 2016/17</p>

Items to be assigned:

- Review of the implementation of the universal credit system and its impact on the residents of Fareham
- Minutes of meetings of the Portchester Crematorium Joint Committee (as appropriate)
- Presentation by, and questioning of, the Executive member for Health and Housing (23 June 2016)
- Presentation by, and questioning of, the Executive member for Leisure and Community (24 November 2016)
- Presentation by, and questioning of, the Executive member for Planning and Development (16 March 2017)
- Presentation by, and questioning of, the Executive member for Policy and Resources (June 2017)

			<p>from the Health and Housing Policy Development and Review panel meeting on 28 May 2015 relating to the scrutiny of the health service (minute 2(a) and (b) refer) was being held in abeyance pending the Chairman of the Panel's meeting with representatives of the Clinical Commissioning Group on 15 July 2015;</p> <p>(d) it be noted that details of the next two year programme of question and answer sessions with individual members of the Executive, which was due to commence at the meeting on 19 November 2015, would be reported to the next meeting of the Board on 17 September 2015;</p> <p>(e) subject to (b), (c) and (d) above, the work programme for 2015/16, as shown in Appendix B to the report, be confirmed; and</p> <p>(f) any possible additional items for inclusion on the work programme be e-mailed to the Chairman, with a copy to the Director of Finance and Resources.</p>	<p>23 July 2015 the Panel's Chairman reported on his meeting with the CCG. (Minute 6 refers) The reference from the Panel to the Scrutiny stands deferred.</p> <p>(d) See Appendix A above – arrangements for 2016/17 onwards subject to confirmation once meeting dates have been agreed.</p> <p>Ongoing</p>	<p>George</p> <p>Andrew Wannell</p> <p>Andrew Wannell</p>
	Annual Report on the Performance of the Community Safety Partnership		Councillor Price declared a non-pecuniary interest in this item, stating that he was a member of Fareham Community Safety Partnership, representing Hampshire Fire and Rescue Authority. Councillor Price indicated that, having consulted the Council's Monitoring Officer, he would remain in the room but		Narinder Bains

			<p>that he would not participate in the discussion relating to this item.</p> <p>The Board considered a report by the Director of Community on the Performance of the Fareham Community Safety Partnership.</p> <p>The Community Safety Manager presented the report and answered members' questions thereon.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none">(a) the performance and progress made by Fareham's Community Safety Partnership and the risks and challenges it faces in the future be noted;(b) with reference to paragraph 29 of the report, the officers be requested to look into supplementing the information concerning the Prevent initiative supplied to members via their newsletter and to Community Centre leaders on leaflet form by arranging training sessions; and(c) that all the officers concerned with community safety be congratulated on and thanked for the excellent work that they do with the extremely limited resources available.		
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	Proposed Question and Answer Session with Solent Local Enterprise Partnership		<p>The Board was invited to give consideration to the nature of questions to be asked at the proposed question and answer session with the Solent Local Enterprise Partnership. A scoping report prepared by the Director of Finance and Resources was circulated to those present to assist members with their deliberations.</p> <p>It was AGREED that:-</p> <p>(a) the proposed review of the Solent Local Enterprise Partnership be carried out in accordance with the scoping report circulated and attached as Appendix A to these minutes; and</p> <p>(b) for the future, consideration be given to requesting that the Executive Leader include an update on the Solent Local Enterprise Partnership in the announcements he makes at Council meetings.</p>	<p>Anne-Marie Mountifield the Chief Executive of the Solent LEP, will attend the meeting of the Board on 19 November 2015 (she is unable to attend on 17 September 2015). The work programme shown in Appendix A above has been amended accordingly.</p>	Andrew Wannell
23 September 2015	Minutes – Policy Development and Review Panels	monitoring	<p>The Board was asked to receive the minutes of Policy Development and Review Panels held since 18 June 2015 (minute 16 of the Council held on 18 June 2015 refers). It was noted that the Chairman had sent an e-mail to all members of the Council reminding them</p>		

			<p>of the Council's decision and that, if they did not attend the meeting, they could e-mail questions about the minutes to him by 18:00 hours on the day before the day of the meeting. It was further noted that the Chairman had not received any such questions.</p> <p>(i) <u>Streetscene PDR Panel 16/7/15</u></p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble, was invited to present the minutes of the meeting held on 16 July 2015.</p> <p>It was AGREED that the minutes be received.</p> <p>(ii) <u>Health and Housing PDR Panel 23/7/15</u></p> <p>The Chairman of the Health and Housing Policy Development and Review Panel, Councillor B Bayford, was invited to present the minutes of the meeting held on 23 July 2015.</p> <p>It was AGREED that:-</p> <p>(a) the Council be advised of the Board's view of the importance of district council involvement in health matters despite the official responsibility lying with the County Council and its</p>		<p>Paul Doran</p> <p>Martyn George</p>
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			<p>concern that the proposed revised senior management structure does not identify a senior officer with responsibility for health matters; and</p> <p>(b) the minutes be received.</p> <p>(iii) <u>Public Protection PDR Panel 28/7/15</u></p> <p>The Chairman of the Public Protection Policy Development and Review Panel, Councillor Mrs M E Ellerton, was invited to present the minutes of the meeting held on 28 July 2015.</p> <p>It was AGREED that the minutes be received.</p>		Martyn George
	Review of the Board's Work Programme	Review	<p>The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.</p> <p>It was reported that the Chief Executive Officer had received a letter from the Chief Officer of Hampshire Fire and Rescue Service offering to provide a direct briefing on the proposals for reform to the Fire and Rescue Service in response to the financial challenges faced by the service and to adapt to the needs of the community.</p> <p>It was AGREED that:-</p> <p>(a) the Chief Officer of Hampshire Fire and Rescue Service be invited to attend the meeting on 19</p>	(a) Item added to the work programme for 19 November 2015.	Andrew Wannell

			<p>November 2015 to brief members on the proposals for change to the service;</p> <p>(b) the Presentation by, and questioning of, the Executive Member for Public Protection item scheduled for 19 November 2015 be deferred to 14 January 2016;</p> <p>(c) subject to (a) and (b) above, the work programme for 2015/16, as shown in Appendix A to the report, be confirmed; and</p> <p>(d) the progress on actions since the last meeting of the Board, as shown in Appendix B to the report, be noted.</p>	(b) Work programme amended.	
	Review of Draft Medium Term Finance Strategy	Finance	<p>The Board considered a report by the Director of Finance and Resources on the Review of the Draft Medium Term Finance Strategy.</p> <p>Members were invited to consider the review of the Finance Strategy and to note that any comments would be reported to the Executive when the strategy document was submitted for consideration at the Executive meeting on 12 October 2015.</p> <p>It was AGREED that the report be noted.</p>	Report submitted to the Executive on 12 October 2015.	Andrew Wannell

<p>19 November 2015</p>	<p>Question and Answer Session with Solent Local Enterprise Partnership</p>	<p>Scrutiny</p>	<p>The Board received a presentation from Mrs Anne-Marie Mountifield the Chief Executive of Solent Local Enterprise Partnership (Solent LEP) on an overview of the LEP, its achievements so far and the challenges for the future.</p> <p>Members were also given the opportunity to put any questions they had regarding the work of the Solent LEP to Anne-Marie Mountifield.</p> <p>At the invitation of the Chairman, Councillor Mrs K K Trott addressed the Board on this item.</p> <p>It was AGREED that the Board thank Anne-Marie Mountifield for her extremely informative presentation and for answering the Board's questions.</p>	<p>complete</p>	<p>Andrew Wannell</p>
	<p>Minutes of Meetings of Policy Development and Review Panels</p>	<p>monitoring</p>	<p>The Board was asked to receive the minutes of the Policy Development and Review Panels held since 28 July 2015.</p> <p>(1) Minutes of meeting Wednesday, 29 July 2015 of Leisure and Community Policy Development and Review Panel</p> <p>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 meetings held on 29 July 2015.</p>		<p>Paul Doran</p>

			<p>It was AGREED the minutes be received.</p> <p>(2) Minutes of meeting Wednesday, 9 September 2015 of Leisure and Community Policy Development and Review Panel</p> <p>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 9 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p>(3) Minutes of meeting Thursday, 10 September 2015 of Streetscene Policy Development and Review Panel</p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held on 10 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p>(4) Minutes of meeting Monday, 14 September 2015 of Planning and Development Policy Development and Review Panel</p> <p>The Vice-Chairman of the Planning and</p>		<p>Paul Doran</p> <p>Paul Doran</p> <p>Richard Jolley</p>
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			<p>Development Policy Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 14 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p>(5) Minutes of meeting Thursday, 24 September 2015 of Health and Housing Policy Development and Review Panel</p> <p>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 24 September 2015.</p> <p>It was AGREED the minutes be received.</p> <p>(6) Minutes of meeting Thursday, 22 October 2015 of Streetscene Policy Development and Review Panel</p> <p>The Chairman of the Streetscene Policy Development and Review Panel, Councillor L Keeble was invited to review the minutes of the meeting held in 22 October 2015.</p> <p>Councillor Keeble referred to minute item 6 which mentioned a report/presentation on Project Integra to come to either the Streetscene Panel or the Scrutiny Board.</p>		<p>Paul Doran</p> <p>Paul Doran</p>
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			<p>Members agreed that it would be added onto the Scrutiny Board Work Programme.</p> <p>It was AGREED the minutes be received.</p> <p>(7) Minutes of meeting Tuesday, 3 November 2015 of Planning and Development and Review Panel</p> <p>The Vice-Chairman of the Planning and Development Policy Development and Review Panel, Councillor N J Walker was invited to review the minutes of the meeting held on 3 November 2015.</p> <p>It was AGREED the minutes be received.</p> <p>(8) Minutes of meeting Wednesday, 4 November 2015 of Leisure and Community Policy Development and Review Panel</p> <p>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 4 November 2015.</p> <p>It was AGREED the minutes be received.</p>		<p>Richard Jolley</p> <p>Paul Doran</p>
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	Review of the Board's Work Programme		<p>The Board considered a report by the Director of Finance and Resources on its work programme for 2015/16.</p> <p>Members discussed the option of including a presentation on Project Integra into the current work programme but it was felt that the work programme for 2015/16 was already very full and therefore it was agreed to add this item into the May 2016 meeting.</p> <p>It was AGREED that the Work Programme for 2015/16 be approved.</p>	complete	Andrew Wannell
14 January 2016	Preliminary Overall Review of Work Programme 2015/16 and Draft Work Programme 2016/17		<p>The Board considered a report by the Director of Finance and Resources which reviewed the Board's work programme for 2015/16 and draft work programme for 2016/17.</p> <p>The Director of Finance and Resources invited members to put forward suggestions for the 2016/17 work programme. The following suggestions were received:</p> <ul style="list-style-type: none"> • An Update on Hampshire Cultural Trust • Youth Service Review • Adult Services Review • An Update on One Community • Project Integra • PUSH Review <p>It was AGREED that the Board:-</p>		Andrew Wannell

			<p>(a) approves the work programme for 2015/16; and</p> <p>(b) approves the addition of the items listed above to be added to the 2016/17 work programme.</p>		
	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16		<p>The Board considered a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16.</p> <p>The Board was informed that since the publication of the report, the figures on page 39 that relate to littering and fouling have now changed with the proposed fee for Dropped Litter being £80.00 and the proposed fee for Fouling of Land being £100.00.</p> <p>The Board recommended that further clarification be provided to explain what the unallocated fees that are shown throughout the report are for. The Director of Finance and Resources provided more detail on these figures.</p> <p>It was AGREED that, subject to the further clarification be added to the Executive report to explain the unallocated fees, the Executive notes the Board's approval of the report.</p>	<p>At the meeting of the Executive on 8 February 2016:</p> <p>7(1) Scrutiny Board 14 January 2016:</p> <p><u>Minute 11(2) – Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2016/17</u></p> <p>RESOLVED that the Executive approves the following proposals and recommends them to the meeting of the Council to be held on 19 February 2016:</p> <p>(a) the capital programme and financing of £36,959.00;</p> <p>(b) an overall revised revenue budget for 2015/16 of £9,174,600;</p>	Neil Wood

				<p>(c) a revenue budget for 2016/17 of £8,829,400; and</p> <p>(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.</p>	
	<p>Presentation by, and Questioning of, the Executive Member for Public Protection</p>		<p>The Board received a presentation by Councillor T Cartwright, the Executive Member for Public Protection, on the service areas that fall within the Public Protection remit.</p> <p>The presentation gave an overview of each service area within Public Protection and an explanation on how the services were performing. These Services included:</p> <ul style="list-style-type: none"> • The Environmental Health Partnership Working between Fareham and Gosport • Air Quality • Contaminated Land • Pollution • Dog Control • Pest Control • Food Safety • Out of Hours Service • Community Safety Partnership 	<p>Completed</p>	<p>Andrew Wannell</p>

			<ul style="list-style-type: none"> • Successful Initiatives • Corporate Health and Safety • CCTV • Parking Enforcement • Traffic Management • Emergency Planning • General Duties of Out of Hours • Abandoned Vehicles • Fly Tipping • Dog Fouling <p>At the invitation of the Chairman, Councillor Mrs Trott addressed the Board on this item. She informed the Board that she had recently attended a Tenants Forum meeting and that an issue had arisen surrounding parking on Housing Land. Several tenants have asked if the Council could introduce a parking permit scheme on Council Housing Estates. The Executive Member for Public Protection explained to the Board that this has been reviewed previously and it was decided that it was not financially viable for the Council to do and many Council tenants would struggle to pay the additional costs that a permit scheme would incur.</p> <p>It was AGREED that the Executive Member for Public Protection be thanked for his informative presentation.</p>		
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	<p>Housing Revenue Account Budget and Capital Plans 2016/17</p>		<p>The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2016/17.</p> <p>It was AGREED that the Board recommends to the Executive the proposals as set out in Appendix A of the report.</p>	<p>At the meeting of the Executive on 8 February 2016:</p> <p>7(2) Scrutiny Board 14 January 2016:</p> <p><u>Minute 11(1) – Housing Revenue Account Budget and Capital Plans 2016/17</u></p> <p>RESOLVED that the Executive agrees to recommend to Council that:</p> <p>(a) rents be approved for Council Dwellings as set out in paragraph 10 with effect from 4 April 2016;</p> <p>(b) rents for Council garages be increased by 5% with effect from 4 April 2016;</p> <p>(c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 4 April 2016;</p>	<p>Kevin Golledge</p>
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				<p>(d) the revised budget for 2015/16 be approved;</p> <p>(e) the base budget for 2016/17 be approved;</p> <p>(f) the capital programme and financing for 2015/16 to 2019/20 be approved; and</p> <p>(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.</p>	
	Review of Licensing Policy		<p>The Board considered a report by the Director of Planning and Regulation on a review of the Licensing Policy.</p> <p>The Board commented that the policy document was very clear and easy to read and understand.</p> <p>It was AGREED that the Board recommends the Executive approve the Licensing Policy as set out in Appendix A of the report.</p>	<p>Report was presented back to the Licensing and Regulatory Affairs Committee on 3 February 2016.</p> <p>RESOLVED that the Committee recommend the draft policy to the Executive so that it may be recommended to Full Council for approval.</p>	Ian Rickman

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

Items to be assigned:

FAREHAM BOROUGH COUNCIL

POLICY FRAMEWORK

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Development Plan:
 - Fareham Core Strategy
 - Fareham Borough Local Plan Review 2000
- (f) Community Safety Strategy;
- (g) Corporate Strategy.

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 12 January 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor N J Walker (Vice-Chairman)

Councillors: B Bayford, J M Englefield, T J Howard, D C S Swanbrow and Mrs K K Trott

Also Present: Councillor K D Evans



1. APOLOGIES FOR ABSENCE

There were no apologies for absence given at this meeting.

2. MINUTES

It was AGREED that the minutes of the Planning and Development Policy Development and Review Panel held on 3 November 2015 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. PRELIMINARY REVIEW OF THE WORK PROGRAMME 2015/16 AND DRAFT WORK PROGRAMME 2016/17

The Panel considered a report by the Director of Planning and Regulation which reviewed the Panel's work programme for 2015/16 and gave initial consideration to the work programme for 2016/17.

The Director of Planning and Regulation addressed the Panel and invited members to put forward suggestions for the work programme for 2016/17.

Members suggested that an item on the forthcoming Fareham Town Centre Regeneration strategy be added to next year's work programme as this is planned to go out for consultation in the summer. The Director of Planning and Regulation suggested that that he meets with the Chairman and Executive Member for Planning and Development to discuss and agree on which parts of the regeneration project it may be appropriate for the Panel to be involved with.

It was also noted that the wording on page 7 of the report be amended in paragraph 12 to say 'Executive Member for Planning and Development' not 'Executive Member of Planning and Regulation'.

It was AGREED that:-

- (a) subject to the amendments to the wording on page 7, that the Panel approve the work programme for 2015/16; and

(b) members consider items to be included in the 2016/17 work programme which will be discussed at the 1 March 2016 meeting.

7. PERFORMANCE REVIEW: TREE SERVICE & STRATEGY ACTION PLAN

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

The presentation outlined the various work and responsibilities that is undertaken by the tree team:

- Tree Safety Inspections
- Survey of Housing trees, including the proactive planting of trees on housing land
- Tree Planting and Maintenance, including resilience planting for the future
- Tree Preservation Order Schedule
- Tree Service Requests
- Ancient Line Pollards
- Wickham Road Cemetery
- Customer Service Improvements following the Vanguard Intervention in Planning
- Coldeast Trees and Woodland
- Tree Wardens
- Tree Health – Pests and Diseases

Members raised concerns regarding the significant adoption of trees and woodland at the former Coldeast Hospital site and enquired whether there were sufficient resources available within the Tree Service (and other relevant Council services) to be able to maintain the current level of service with the consistent increase in the number of trees that they are responsible for. The Principal Tree Officer addressed the Panel and confirmed that he is confident that it is still manageable for the Tree Service and he felt that it was in the interest of Fareham residents that public trees and woodland are adopted by the Council.

The Panel asked for clarification on the current procurement of contractors used to fell Fareham Borough Council trees and whether it was viable to bring this in-house. The Principal Tree Officer confirmed that there had recently been a change in the procurement process for tree work, with a Hampshire wide procurement scheme being used with very competitive rates and specialist skills. He also informed the Panel that from an insurance perspective it would be costly to the Council to insure and train their own in-house tree surgeons.

The presentation outlined plans for the Council to adopt a Tree Warden scheme, to use local volunteers to assist the Tree and Conservation Officers. The Panel agreed that this was an excellent idea that would need to be closely monitored. The Principal Tree Officer informed members that they would

initially set up a small pilot scheme and report back to the Panel on the progress next year.

It was AGREED that:-

- (a) the Principal Tree Officer be thanked for his presentation; and
- (b) the Panel supports the Tree Strategy Action Plan; and
- (c) that an update for members on the Tree Warden Scheme be brought to the Panel at the 10 January 2017 meeting.

(The meeting started at 6.00 pm
and ended at 6.52 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 1 March 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor A Mandry (Chairman)

Councillor N J Walker (Vice-Chairman)

Councillors: B Bayford, T J Howard, D C S Swanbrow and Mrs K K Trott

Also Present: Councillor R H Price, JP (Item 6)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence given at this meeting.

2. MINUTES

It was AGREED that the minutes of the meeting of the Planning and Development Policy Development and Review Panel meeting held on the 12 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. PORTCHESTER SHOPPING VILLAGE - PETITION

The Panel received an update from the Director of Planning and Regulation regarding a recent petition received on the regeneration of Portchester Shopping Village.

At the invitation of the Panel Councillor R H Price JP addressed the Panel on this item.

Firstly we would like to thank those involved for submitting this petition.

In response we would like to explain that the Council has set up a series of Member Working Groups, one of which is focused on looking at the Regeneration of Portchester District Centre. It is very opportune that the 187 signatories have raised a number of important issues in relation to Portchester, and this will help inform the work of the Member Working Group. The Member Working Group, working with Officers, is tasked with formulating a vision for Portchester. The Council also intend to consult the local community on this draft vision.

The Director of Planning and Regulation also confirmed to the Panel that the first informal Executive Member Working Group meeting to progress the regeneration proposals for Portchester District Centre was to be held shortly.

It was AGREED that, the Panel note the content of the petition.

7. PERFORMANCE REVIEW: CONSERVATION SERVICES

The Panel considered a report by the Director of Planning and Regulation on a review of Conservation Services within the Borough.

The report was presented to the Panel by the Head of Development Management in the absence of the Conservation Planner. The Head of Development Management gave a detailed overview of the report, although the Panel agreed they would like to receive the presentation prepared by the Conservation Planner in person at a future meeting.

It was AGREED that, subject to a presentation on the recent Conservation Service caseload being given to a future meeting, the contents of the report be noted.

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

The Panel considered a report by the Director of Planning and Regulation on the final review of the Panel's work programme for 2015/16 and a draft work programme for 2016/17.

The Director of Planning and Regulation addressed the Panel to confirm that future Draft Conservation Areas Character Appraisals will be added to the work programme as unallocated items.

It was AGREED that: -

- (a) the review of the work programme for 2015/16, as shown in Appendices A and B to the report, be noted;
- (b) the proposed work programme for 2016/17, as shown in Appendix D of the report, be submitted to the Council for endorsement;
- (c) a presentation on recent Conservation Service caseload be presented to the Panel at the 17 May 2016 meeting; and
- (d) future Draft Conservation Area Character Appraisals be added to the work programme as unallocated items.

(The meeting started at 6.00 pm
and ended at 6.33 pm).

FAREHAM

BOROUGH COUNCIL

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

Date: Wednesday, 20 January 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs C L A Hockley (Chairman)

(Vice-Chairman)

Councillors: Mrs P M Bryant, T G Knight, R H Price, JP and D L Steadman

Also Present: Councillor Miss S M Bell



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Mrs S Pankhurst and M J Ford JP.

2. MINUTES

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel held on 4 November 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Andy and Maria Kennedy of Y-Services to the meeting.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION FROM Y-SERVICES

The Panel received a presentation from Andy Kennedy of Y-Services on the current delivery of Youth Services they provide within the Borough.

The presentation began with a video that had been made by volunteers and Fareham young people promoting some of the activities they are involved with.

The remaining presentation outlined details of the evening and daytime activities currently provided by Y-Services across the Borough.

This included:-

- (a) the Y-Cat meeting in November where over 65 young people from across the Borough attended a question and answer session with Councillor Woodward;
- (b) Play Ranger sessions and the challenge of securing funding when the contract funding arrangements expire in March 2016; and
- (c) Y-Services new venture at Frosthole Close where they are seeking to lease the building from the Council to set up a scrap store.

Andy Kennedy confirmed that the charity had reached a crossroads with the funding they receive due to the imminent cuts to Youth Services by Hampshire County Council. It is believed that Y-Services funding would be secure until

September 2016. Councillor Price enquired as to how much funding Y-Services currently receive from Hampshire County Council and what they're expecting the funding cuts to be. Andy Kennedy was not able to confirm figures at this time as Y-Service don't know the extent of the cuts. Councillor Price enquired as to whether any assistance could be provided from the Community Safety Partnership as the Panel agreed there is great concern over how these cuts will affect young people in Fareham. The Head of Leisure and Environmental Services agreed to make the Community Safety Partnership aware of the need for funding and to advise on any opportunities that may arise.

Councillor G Fazackarley left the meeting during this item at 6.35pm.

It was AGREED that:

- (a) Andy Kennedy from Y-Services be thanked for his informative presentation;
- (b) the Council look into the possibility of sourcing additional funding for youth services; and
- (c) the content of the presentation be noted.

7. PLAY AND RECREATIONAL FACILITIES - PRESENTATION

The Panel received a presentation from the Leisure Events Manager on the Play and Recreational Facilities in the Borough.

The presentation gave details of the 62 items of equipment which make up the Councils Play and Recreational Facilities for ages 13 and above; including:-

- Skate Parks
- Football Goals
- Teen Shelters
- Multi-Use Games Areas
- Outdoor Gyms
- Basketball Hoops
- Football/Basketball Combos

The Leisure Events Manager outlined the work that had been undertaken to assess the equipment, including how it had been categorised as; good, average or poor and then how these results are used to identify the improvement works that are required. The Panel were shown examples of existing equipment to highlight the challenges faced with undertaking the improvements and examples of that work has already been carried out.

The improvement programme will be reported to the 11 April Executive with implementation in autumn 2016.

The Chairman invited Councillor D L Steadman to address the Panel on this item.

Councillor D L Steadman expressed his concerns relating the Crossfell Walk Play area to the Panel and how there was only one play area in the whole of the Fareham South Ward and that this had not been refurbished since 2012. He explained that the feedback that the Council had received from residents is that Crossfell Walk Play Area does not provide enough equipment for the number of children and young people using it and that residents would like to see additional items installed.

The Chairman agreed that Councillor D L Steadman's comments be considered by the Panel and that they would see what could be done to assist with this project going forward.

It was AGREED that:

- (a) the Leisure Events Manager be thanked for their informative presentation; and
- (b) the content of the presentation be noted.

8. WESTERN WARDS LEISURE CENTRE PROGRESS UPDATE - PRESENTATION

The Panel received a presentation from the Leisure Development Manager updating them on the progress on the construction of the Holly Hill Leisure Centre, which has now passed the half way stage. The project is on target to complete in early July 2016.

It was AGREED that:

- (a) the Leisure Development Manager be thanked for his informative presentation; and
- (b) the content of the presentation be noted.

9. PRELIMINARY OVERALL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT WORK PROGRAMME 2016/17

The Panel considered a report by the Director of Operations which reviewed the Work Programme for 2015/16 and the draft work programme for 2016/17.

At the invitation of the Chairman, the Head of Leisure and Environmental Services addressed the Panel and suggested a list of items for them to consider before the March meeting where they will need to agree the final work programme for 2016/17, the Chairman then invited members to bring any suggestions forward for next year's work programme. Councillor T G Knight requested an item outlining facilities for the older population. Councillor R H Price also suggested that the new Holly Leisure Centre updates be included into the Fareham Leisure Centre as they will both be managed by Everyone Active. The Chairman proposed that a presentation by One Community be added along with a Members Tour.

At the suggestion of the Chairman members also agreed to move the Open Spaces Improvement Programme item from the March meeting into 2016/17 programme and requested that the Cams Alders Vision Presentation be brought to the March meeting instead.

It was AGREED that, subject to the amendments above and items suggested by members for the 2016/17, the work programme for 2015/16, as set in Appendix A to the report be approved.

(The meeting started at 6.00 pm
and ended at 7.24 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 28 January 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

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

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



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors J M Englefield and D M Whittingham.

2. MINUTES

The Chairman referred to item 8 of the previous minutes and asked the Public and Open Spaces Manager for an update on the hooks for public toilets. She confirmed that all public toilets, men's and women's, now have hooks on the backs of the doors.

The Chairman also enquired as to the progress made on the sponsorship of public toilets. The Director of Operations advised the Panel that a number of authorities had been contacted regarding this and those that had made enquiries had not received any interest. He therefore concluded that this is not a viable option for providing capital revenue for public toilets.

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel meeting held on 22 October 2015 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

He announced that Fareham will be taking part in the Clean for the Queen campaign. This is a campaign by Country Life Magazine in partnership with Keep Britain Tidy which aims to have a national clean up in time for The Queens 90th Birthday in 2016.

About 2.25 million pieces of litter are dropped on the streets of the UK every day with thirty million tons of rubbish collected from England's streets each year.

Here in Fareham alone we collect over 700 tonnes of street litter from our litter bins and streets each year across the Borough.

It is hoped an army of volunteers across the country will rally together to help clean up their local areas and will include a special clean-up weekend on March 4-6.

A hand-out containing full details of this campaign was circulated to members at the meeting and has been attached to these minutes.

In addition to this the Chairman also informed members that following a recent request regarding the costs of Project Integra membership, he was able to provide the following information:

The cost of Fareham Borough Council Project Integra Membership for 2014-15 was:

Project Integra Executive	£4,845
Recycle for Hampshire	£9,469
Materials Analysis Facility	£6,124
Total	£20,438

Members were informed that this figure had decreased from £26,000 following the Project Integra Strategic Review in 2012.

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. PRELIMINARY REVIEW OF WORK PROGRAMME 2016/16 & DRAFT WORK PROGRAMME 2016/17

The Panel considered a report by the Director of Operations which reviewed the Panel's work programme 2015/16 and the draft Work Programme for 2016/17.

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

The Director of Operations informed the Panel that there is currently an item on the work programme for the March meeting regarding a verbal update on Vanguard. He explained to members that it is still very much early days for the intervention and that there would be very little to report to the Panel by the March meeting and therefore suggested that it be moved to the 2016/17 work programme as an unallocated item.

Councillor Norris raised a query regarding the Allotment Agreement which is proposed for the September 2016 meeting as he had been informed that the fees will be charged at the end of January 2016. The Parks and Open Spaces Manager informed the Panel that the rents are reviewed every three years in accordance with the terms of the lease, with the next review being due on 1 April 2016. Due to the fact that the lease is renewable, it is likely that the issues relating to the future fees will form part of the discussions which will be held with the Associations in the near future.

The Chairman suggested forming a small working group to discuss the issues with the allotment agreement prior to a new agreement being considered. It was agreed that Councillors Keeble, Norris and Mrs Bayford be elected as the members for the working group.

The Director of Operations offered members the opportunity to put forward suggestions for the 2016/17 work programme. No suggestions were put

forward at the time as members felt that the proposed work programme covered a wide range of topics.

It was AGREED that the work programme for 2015/16 be approved.

7. ANNUAL FLEET MANAGEMENT REPORT

The Panel considered a report by the Director of Operations on an annual update on Fleet Management.

The report was presented by the Refuse Recycling and Transport Manager who also provided the Panel with a short presentation on the crew and vehicles that form the Transport Fleet.

The Panel enquired as to the additional work that has been created by the Daedalus development and how it is going to be managed by the Streetscene service. The Refuse Recycling and Transport Manager informed members that she is currently working with the Operations Manager to decide on what is the best way to incorporate this additional work into the service. She explained that the work would be undertaken by the existing staff with the addition of one new employee.

The Chairman enquired as to whether the Council still had any older vehicles left in the fleet that need to be replaced with new narrower vehicles. He was informed that all the vehicles in the fleet are now the newer narrow vehicles and therefore there is no need to buy any such vehicles at present.

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

8. CORPORATE CLEANING CONTRACT RENEWAL

The Panel considered a report by the Director of Operations on the Corporate Cleaning Contract Renewal.

The Panel was informed that the new cleaning contract has been awarded to Hi-Spec Facilities Services PLC. It is still in the early stages of working with the new contractor but indications are very positive that the company is going to perform well. The Parks and Open Spaces Manager is pleased that Hi-Spec have taken up the offer of an office and storage space at the depot which makes communication much easier. Other encouraging indicators are the bonus scheme the company uses to reward good work for their employees and their use of technology to provide instant up to date feedback and comments.

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

(The meeting started at 6.00 pm
and ended at 6.45 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 3 March 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor L Keeble (Chairman)

Councillor Mrs S M Bayford (Vice-Chairman)

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

Also Present: Councillor Miss T G Harper Executive Member for Streetscene,
M J Ford, JP and Mrs K K Trott (Item 7)



1. APOLOGIES FOR ABSENCE

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

2. MINUTES

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel meeting held on 28 January 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded the Panel that the Clean for the Queen event was taking place the following day, Friday 4 March 2016 between 10am – 3pm in Portchester Car Park and Precinct.

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 FOR 2015/16 AND DRAFT WORK PROGRAMME 2016/17

The Panel considered a report by the Director of Operations which gave a final review of the Panel's work programme for 2015/16 and the draft work programme for 2016/17.

The Director of Operations addressed the Panel and directed members to Appendix D of the report which set out the Panel's proposed work programme for 2016/17, and offered members another opportunity to put forward suggestions for the work programme. The Chairman suggested that an unallocated item be added onto the work programme for a Verbal Update on Vanguard.

It was AGREED that the Panel:-

- (a) approves the work programme 2015/16;
- (b) agrees, subject to the inclusion of the unallocated item of 'Verbal Update on Vanguard', the proposed work programme for 2016/17;
- (c) submits the proposed work programme for 2016/17 to the Council for endorsement.

7. MEMBERS OPEN FORUM

At the invitation of the Chairman, Councillors Ford, JP, Mrs K Trott and Miss T Harper, Executive member for Streetscene joined the Panel for this item.

The Chairman invited Councillor Ford to present his question to the Panel, and his question was:

“Whilst understanding that our recycling rates are pretty good in comparison with other authorities in the County, they are pretty static over recent time. I wonder what initiatives we are considering to help drive the rate up? Is there a forum with say project INTEGRA partners for discussing specific initiatives and authorities across the country for the exchange of ideas?”

The Recycling Co-Ordinator provided the following response:

“There are a number of initiatives undertaken by Fareham Borough Council, both singly and in conjunction with Project Integra, to promote recycling. These are:

- Bin Collection Calendars – which are delivered to each household in the autumn providing information on bin collection dates and how/what to recycle;
- Pledge to Recycle – Web-based campaign was developed to encourage people to take a Pledge to recycle. All Pledges were entered into a free prize draw to win a hamper donated by Sainsbury’s;
- Flat Bags – bags have been delivered to flats for them to store recyclables in an effort to reduce the incidents of plastic bags going into the recycling bin;
- Talks and Presentations – to groups, schools etc;
- RCV Livery – the refuse collection vehicles will be fitted with new recycling and food waste messages over the next few weeks.
- Bulky Waste – Fareham Borough Council is working closely with Project Integra to send more furniture for re-use, rather than collecting it as bulky waste. When a customer calls to book a bulky waste collection they will be asked a number of questions to see if the item is suitable for re-use, and if so they will be invited to arrange a free collection with a local re-use charity.
- Champions – Project Integra through Hampshire County Council are running a scheme with volunteer ‘champions’ who promote messages about food waste and home composting. They will pass on tips and advice through giving talks, attending local events or contributing articles for websites or community newsletters.

The Chairman then invited Councillor Mrs Trott to present her question to the Panel.

Her question was:

“I remember that you responded to a resident who complained about the litter situation at the Jct. 11 motorway by e-mail earlier this year. You pointed out the safety implications for litter pickers but it was cleared.

Most unfortunately both sides of the slipway are in a really bad state with unsightly littering particularly bad again on the upward slope, the western side. This also extends down the slope towards Southampton.

Littering is particularly bad next to the lay-by. Could we not have a bin there to encourage proper disposal? How often are those areas litter picked? Is there a regular cleaning regime?"

The Operations Manager provided the following response:

'Officers are aware of the build-up of litter at the lay-bys near the motorway junction. As previously discussed, due to the speed limits in force here we need to arrange appropriate traffic management before we are able to undertake the litter clearance safely and must also book the necessary lane closures with the Highway authority. These arrangements are currently being made and a date will soon be set for this work.

The requirement for traffic management came about as a result of a fatal accident involving a litter picker working for a private company in 2007. The private company assumed all safety issues were sound with good risk assessments and method statements and expected the 3rd party driver to be at fault. However, the company was pursued by the Health & Safety Executive for a lack of traffic management. Despite an appeal at the High Court they received a significant fine and thus a precedent has been set by the Courts. Further to this event and from October 2014, not complying with Chapter 8 (Safety at Street Works) was made a criminal offence.

The Operations team currently undertake a major tidy up of the junction on two occasions per annum that includes litter picking, grass cutting and the cutting back of overgrowth. Further litter picks are arranged in between these operations as and when there is a build-up of debris. The traffic management is expensive (up to £1,250 per occasion) and Officers are looking at securing a few dates through the year, rather than as and when, so that we do not have to wait for the traffic management companies to find some time to fit us in. However, this may prove problematic due to the need to co-ordinate lane closures with the Highway authority so as not to conflict with any separate road works nearby and the requirement of a minimum notice period of two weeks prior to works commencing.

The suggestion to install a litter bin at each layby is not without issue. The bins are likely to be filled on a regular basis as the lorry drivers that park here would most likely take the opportunity to clear out their cabs and use this facility for their waste disposal. Indeed bins were installed here a number of years ago and were removed for this very reason. In addition, the provision of bins would not negate the need to litter pick the debris that is discarded by passing cars or wind-blown onto the adjacent verges. Therefore, the proposal to install litter bins would introduce an additional high frequency operation that would not solve the main issue of litter on the verges."

The Chairman thanked officers and members for their participation in the Members Open Forum.

(The meeting started at 6.00 pm
and ended at 7.06 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Housing Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Thursday, 21 January 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor B Bayford (Chairman)

Councillor D L Steadman (Vice-Chairman)

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

Also Present: Councillor Mrs K Mandry



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

The Chairman addressed the Panel to provide an update on Minute 6 - Presentation from Fareham and Gosport Clinical Commissioning Group, which stated that the Red Cross would be moving into the Community Hospital at the end of January 2016. He informed the Panel that this has not happened as the issue with regards to the high charges for the use of the space has yet to be resolved.

It was AGREED that the minutes of the 12 November 2015 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. HEALTH UPDATE

The Panel received a verbal update from the Chairman on local health issues.

He report that there has been no progress made with regards to the Community Hospital and that the problem with the fees being applied to those who wish to use the Hospital is still no further along. In addition to this the on-going issue with the lack of management structure at the Hospital is having a major impact of the under use of the facilities.

Members expressed deep concern over the continuing problems at the Hospital which are resulting in the Hospital not being utilised, and requested that the Chairman explore other avenues to try and progress some of these issues along. The Chairman did inform members that the local M.P has indeed been meeting with senior officers from the organisations involved with the Community Hospital to try and resolve the on-going problems.

The Panel requested a further update on the progress of this for the next meeting.

It was AGREED that the Chairman be thanked for his verbal update.

7. ROUGH SLEEPER UPDATE

The Panel received a verbal update from the Senior Housing Officer (Options) on Rough Sleepers in the Borough, as set out in Appendix A, on the 6 actions that were agreed by the Working Group who were tasked with tackling rough sleepers.

The progress made on each action is set out below:

- (i). Desire to make permanent the post of the Outreach Worker – This post has been secured until March 2017 and future funding opportunities are being investigated in order to be able to continue the post for future years.
- (ii). Exploring the possibility of producing a leaflet for the Basic Bank – A leaflet has been drafted and the Council is currently in consultation with the basics bank regarding it. Another possibility that is being considered is producing little cards which will contact the contact details of other local agencies that could be assistance to those who need the help of the Basics Bank.
- (iii). Raise Knowledge and Awareness of the Health and Wellbeing Centre in Fareham – This is currently delayed until the Spring.
- (iv). The Allocations Policy – The current Allocations Policy will be reviewed and revised this year, and emphasis will be placed on the policy having successful 'move on' plans.
- (v). Engage with Mental Health Providers – This still remains a challenge. There has been some success on a one to one basis with a rough sleeper and an individual mental health worker but is largely unsuccessful in a broader sense.
- (vi). Continue and maintain the Rough Sleeper Multi Agency Meetings – These meetings are still continuing, they are mainly arranged by and held at Fareham Police Station. The meetings are well attended and very useful.

The Panel passed their thanks on to the members and officers involved in the Rough Sleeper working group and for the extremely impressive report which has a very positive approach to tackling rough sleeping.

It was AGREED, that the Senior Housing Officer (Options) be thanked for the verbal update.

8. AFFORDABLE HOUSING UPDATE

The Panel received a verbal update from the Director of Operations on the progress made on the following affordable housing schemes:

Collingwood Court - Work has been completed on this and the majority of tenants have now moved in. There has been a slight noise issue from the plant room at the base of the building but this is being dealt with. Councillor Mrs Hockley informed the Panel that she has had contact with several of the tenants there and they have all reported as being extremely happy with the new facilities.

Stevenson Court – There has been a formal request for an extension of time for this project. The completion date is now looking to be 16 May 2016.

Passivhaus Scheme – Progressing well and is only slightly behind programme. The houses past the air pressure test in November 2015 and the internal works are now well underway. Completion is expected in February 2016. It has been agreed that for the first year of tenancy in the properties the Council will be carrying out regular monitoring to ensure that the properties are meeting the energy standards required.

Sylvan Court – Excellent progress is being made with this scheme and it is currently 7 weeks ahead of schedule. The anticipated completion date is currently November 2016.

Hampshire Rose Site – proposals are currently being considered for this site for possibly 20 mixed units of 1 and 2 bed properties. More detailed drawings of the proposal are currently being put together in order to be present to the Aspect Housing Board meeting.

123 Bridge Road – Planning permission was granted for this development in June 2015. Slow progress on project at present due to some ecological issues concerning slow worms and dormice on site.

It was AGREED, that the Director of Operations be thanked for the update.

9. TENANT ENGAGEMENT

The Panel considered a report by the Tenant Involvement Officer on Tenant Engagement.

The report outlined the various ways in which the Council engages with its tenants.

The Panel expressed some confusion over Councillors attendance at tenant meetings, and have asked for clarification as to whether Ward Councillor's need to be invited to tenant meetings and estate inspections or whether they can just turn up if they wish to attend. The Tenant Involvement Officer confirmed that she would obtain clarification on this and would report back to the members of the Panel.

It was AGREED that the Panel note the content of the report.

10. COUNCIL HOUSING REPAIRS AND MAINTENANCE REPORT

The Panel considered a report by the Director of Operations on Council Housing Repairs and Maintenance.

The Panel were informed that the Housing Repairs In-House team has been operating for almost a year, using the new 'systems thinking' approach and the performance indicators are showing a consistent level of service being delivered. As part of the new in-house team they have also introduced a van

stock and materials delivery service which has enabled them to be able to complete repairs on the first visit rather than having to book a follow up visit.

The Panel noted the excellent progress that has been made over the past 12 months, but enquired as to how the cost of the new way of working is being monitored and requested that financial information be provided in future reports to the Panel.

The Director of Operations addressed the Panel to explain that the cost associated with the new way of working is being carefully monitored by accountants and directors. He also reminded the Panel that the process is still in its first year and therefore it would be too difficult at present to be able to gather any real information, and realistically it would take several years before the true costs are established. He also explained that due to the change in the way of working it would be difficult to compare figures against the old way of working as the figures would not be comparable.

The Planned Maintenance Manager suggested that costs relating to the new systems thinking way of working could be incorporated into future reports that are brought to the Panel.

It was AGREED, that the Panel notes the contents of the report.

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

The Panel considered a report by the Director of Operations on a review of the current work programme 2015/16 and the draft work programme for 2016/17.

The Director of Operations addressed the Panel on this item and handed round a suggested work programme for 2016/17, and invited members to add any additional items on to it.

The Panel expressed a desire to have more health items on the agenda but were informed that all health issues were dealt with via Hampshire County Council and that Fareham Borough Council does not have any powers over health issues. It was therefore agreed to include a presentation from the Clinical Commissioning Group and a presentation from Public Health on the Joint Needs Assessment onto the 2016/17 work programme.

It was also agreed that a Rough Sleeper Update be included onto the 2016/17 work programme for the January 2017 meeting.

It was AGREED that, subject to the inclusion of the items listed above into the 2016/17 work programme, the current work programme for 2015/16 and the draft work programme for 2016/17, be approved.

(The meeting started at 6.00 pm
and ended at 7.16 pm).

