

FAREHAM

BOROUGH COUNCIL

COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **FRIDAY, 23 FEBRUARY 2018**, commencing at **5.00 pm**.

The Mayor: Councillor Geoff Fazackarley

The Deputy Mayor: Councillor Susan Bayford

Councillor Keith Barton	Councillor Jim Forrest
Councillor Brian Bayford	Councillor Tiffany Harper
Councillor Susan Bell	Councillor Carolyn Heneghan
Councillor Fred Birkett	Councillor Connie Hockley
Councillor Maryam Brady	Councillor Leslie Keeble
Councillor Pamela Bryant	Councillor Arthur Mandry
Councillor Jonathan Butts	Councillor Kay Mandry
Councillor Trevor Cartwright, MBE	Councillor Simon Martin
Councillor Louise Clubley	Councillor Sarah Pankhurst
Councillor Shaun Cunningham	Councillor Roger Price, JP
Councillor Peter Davies	Councillor Dennis Steadman
Councillor Tina Ellis	Councillor Katrina Trott
Councillor Jack Englefield	Councillor Nick Walker
Councillor Keith Evans	Councillor Seán Woodward
Councillor Michael Ford, JP	



1. Prayers

The meeting will commence with a short service of prayers.

2. Apologies for Absence

3. Minutes (Pages 7 - 18)

To confirm as a correct record the minutes of the Council Meeting held 14 December 2017.

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.

Members are reminded that the Monitoring Officer has 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 2018/19.

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.

- (1) Update of Petition - Stop the Building of 1500 new homes in Warsash, Locks Heath, Park Gate and Titchfield Common

To receive a verbal update on the Petition "Stop the building of 1500 new homes in Warsash, Locks Heath, Park Gate and Titchfield Common" which was received by the Council on the 8th December 2017.

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, 8 January 2018 of Executive (Pages 19 - 24)

- (2) Minutes of meeting Monday, 5 February 2018 of Executive (Pages 25 - 30)

- (3) Schedule of Individual Executive Member and Officer Delegated Decisions (Pages 31 - 32)

11. Report of the Scrutiny Board

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

- (1) Minutes of meeting Thursday, 11 January 2018 of Scrutiny Board (Pages 33 - 38)

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, 13 December 2017 of Planning Committee (Pages 39 - 52)
- (2) Minutes of meeting Wednesday, 24 January 2018 of Planning Committee (Pages 53 - 68)
- (3) Minutes of meeting Tuesday, 23 January 2018 of Licensing and Regulatory Affairs Committee (Pages 69 - 72)

13. Questions under Standing Order 17.2

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

14. Motions under Standing Order 15

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

- (1) Notice of Motion dated 28 January 2018 received from Councillor S D Martin
"I propose that the Council reviews its use of "single use plastics" and develops a strategy to phase out their use within the Council's offices and buildings as quickly as it is reasonably practicable to do so.

If agreed, I propose that the Council requests that the Streetscene Policy Development and Review Panel leads a review and researches the following additional actions:

- Commence a programme to end all sales of SUP bottles in Council buildings and the use of plastic drinking straws by the end of 2018;
- Plan the replacement of drinks machines that meet the Council's strategy as they come to the end of their current contracts, providing water stations for staff as required;
- Develop an education programme within the Borough to encourage

businesses, restaurants and bars to phase-out SUP glasses, bottles, cutlery and straws to encourage re-useable or deposit scheme cups;

- Develop an education policy to encourage, promote and assist its employees and councillors to move towards finding alternatives to “single use plastics”;
- Roll out this education programme to the residents of Fareham; and
- Develop an Officers’ Working Group to develop the strategy and provide regular reports on progress to the Streetscene panel.

15. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19

(1) Suspension of Standing Order 19.4 and 19.5

To consider suspending the provision of Standing Order 19.4 to allow the Executive Leader of the Council to speak on the matters referred to in items 15(2) and 15(3) for longer than five minutes and the spokesman for the Opposition Group to speak for not more than ten minutes; and to consider suspending the provisions of Standing Order 19.5 to allow the Executive Leader of the Council to speak on the matters referred to in items 15(2) and 15(3) more than once to respond to points raised in debate.

(2) Report to the Executive - 05 February 2018 (Pages 73 - 82)

The Minutes of the meeting of the Executive held on 05 February 2018, presented to Council at its meeting on 23 February 2018 at item 10(1), contained recommendations on the revenue budget and the level of Council Tax for 2018/19. If Members accept the Executive’s recommendations, formal approval will be sought of the following matters:

- (a) the capital programme and financing of £55,081,000;
- (b) an overall revised revenue budget for 2017/18 of £8,616,700;
- (c) a revenue budget for 2018/19 of £8,440,500;
- (d) a Council Tax for Fareham Borough Council for 2018/19 of £155.22 per band D property, which represents a £5.00 increase when compared to the current year and is within referendum limits.

(Note: a copy of the report to the Executive is included in this Agenda pack).

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, there will be a recorded vote on the budget decision.

(3) Council Tax for 2018/19 for Fareham Borough Council, Hampshire County Council, Hampshire Police and Crime Commissioner and Hampshire Fire and Rescue Service.

Having made the necessary calculations in relation to its own budget, the Council must proceed to set the Council Tax for 2018/19 taking account of the amounts in precepts issued to the Council by Hampshire County Council, the Police and Crime Commissioner and Hampshire Fire Authority. These precepts will not be issued before the publication of this agenda and will therefore be reported at the meeting, with provisional figures being given for those that are not yet approved.

In order to enable Council Tax bills to be issued within the statutory timescale, it is recommended that the Council agrees to delegate authority to the Director of Finance and Resources to amend the Council Tax 2018/19, in the event that any of the precepting authorities change their precept calculation from that expected and reported at the Council meeting.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, there will be a recorded vote on the budget decision.

(Note: a schedule will be circulated at the meeting for approval, showing the formal calculations the Council must make, incorporating any figures recommended by the Executive. Members will also be advised of the wording of the formal resolution they must adopt to set the Council Tax for 2018/19, taking account of the requisite calculations and the precepts of Hampshire County Council, the Police and Crime Commissioner and Hampshire Fire Authority).

(4) Housing Revenue Account Budget and Capital Plans 2018/19

The minutes of the meeting of the Executive held on 05 February 2018, presented to Council at its meeting on 23 February 2018 at item 10(1), contained recommendations on the Housing Revenue Account Spending Plans including the Capital Programme for the years 2017/18 to 2021/22. If Members accept the Executive's recommendations, formal approval will be sought of the following matters:

- (a) rents be approved for Council Dwellings as set out in paragraph 13 of that report with effect from 2 April 2018;
- (b) rents for garages be increased by 4.3% with effect from 2 April 2018;
- (c) the revised budget for 2017/18 be approved;
- (d) the base budget for 2018/19 be approved; and
- (e) the capital programme and financing for 2017/18 to 2021/22 be approved.

(5) Treasury Management Strategy and Prudential Indicators 2018/19 (Pages 83 - 106)

The minutes of the meeting of the Executive held on the 05 February 2018, presented at item 10(2) of this Agenda, contain recommendations for the

Council to approve the Treasury Management Strategy and Prudential Indicators 2018/19.

(Note: a copy of the report to the Executive together with the Treasury Management Strategy is included in this agenda pack)

16. Members' Allowances Scheme (Pages 107 - 150)

A report by the Head of Democratic Services.

17. Appointments to Committees

To make any changes in appointments to the seats on committees in accordance with the wishes of political groups. Such appointments will take effect from 26 February 2018.

At the end of the Council meeting, Members are invited to remain in the Council Chamber for a brief informal meeting concerning the selection of the Deputy Mayor for 2018/19.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

15 February 2018

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 14 December 2017

Venue: Council Chamber - Civic Offices

PRESENT:

G Fazackarley
(Mayor)

Mrs S M Bayford
(Deputy Mayor)

Councillors: K A Barton, B Bayford, Miss S M Bell, F Birkett, Mrs M Brady, Mrs P M Bryant, J E Butts, T M Cartwright, MBE, Mrs L E Clubley, S Cunningham, P J Davies, Mrs T L Ellis, J M Englefield, K D Evans, M J Ford, JP, J S Forrest, Miss T G Harper, Mrs C Heneghan, Mrs C L A Hockley, L Keeble, A Mandry, Mrs K Mandry, S D Martin, Ms S Pankhurst, R H Price, JP, D L Steadman, Mrs K K Trott, N J Walker and S D T Woodward



1. PRAYERS

The meeting opened with prayers led by Reverend Ian Meredith of St. Mary's Church, Portchester.

2. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

3. MINUTES

RESOLVED that the Mayor be authorised to sign as a correct record the Minutes of the meeting of the Council held on the 12 October 2017.

4. MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Councillor Jim Forrest to this Council meeting following his election as ward Councillor at the recent Stubbington by-Election.

The Mayor announced that his next Tea Party will be on Thursday 01 February 2018 where his guest speaker will be Brian Jerrard who will give a talk on the Kings and Queens of Portchester. This talk will start at 2.30pm in the Mayor's Parlour and tickets cost £4 each. 00000

On Saturday 03 February at the Palmerston Indoors Bowls Club, there will be a Quiz Night. Tickets for this popular event cost £15 and include a two course meal.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS**Draft Local Plan Consultation**

The Executive Leader provided Members with an update on the status of the consultation on the Draft Local Plan which closed on the 8th of December. The Council received approximately 2,500 responses although at this early stage we are unable to specify how many of these are validly submitted as there may be duplicate submissions. Officers are now looking carefully at all responses in detail to assess whether they object to or support particular aspects of the Draft Local Plan.

In addition to the consultation responses, a number of petitions have been received regarding the building of new homes around the borough.

Two separate petitions have been submitted regarding development sites in Portchester.

The first of these was a paper petition of 471 signatures which came in on the 9th of October prior to the Executive when the consultation start on the draft

local plan was approved. In conjunction with this was an online petition hosted by an external site containing 262 signatures. As Officers are unable to view the names and addresses of these signatories, that number cannot be verified. The second Portchester petition contains 240 signatures from a combined paper and ePetition on the Council's website.

There is a paper petition containing over 1,000 signatures, still to be verified, which the Executive Leader submitted at the Council meeting regarding opposition to housing development in Warsash, Locks Heath, Park Gate and Titchfield Common.

Two ePetitions have been received regarding the proposed development sites in Warsash, Locks Heath, Park Gate and Titchfield Common; one in favour of development which contains 26 electronic signatures and the other opposed to development containing 1,415 electronic signatures.

One ePetition has been received objecting to the housing allocation in Wallington containing 122 electronic signatures.

As with the consultation responses, Officers are now working to verify the signatures to ensure that we are able to report valid numbers. In each case, the petitioners have been contacted to confirm that the petitions will be submitted as part of the Draft Local Plan consultation. Any petition containing more than 1,500 verified signatures will be debated when the decision to adopt the Local Plan comes to Council in due course.

Southampton and Fareham Legal Services Partnership

The Executive Leader shared the excellent news that the Southampton and Fareham Legal Services Partnership has won a national award at the Lawyers in Local Government Annual Awards 2017.

The partnership was awarded Project Team of the Year and was applauded for the work carried out on Welborne Garden Village, Solent Airport at Daedalus and Holly Hill Leisure Centre.

Overall, the partnership was nominated for awards across 5 different categories and was Highly Commended for Junior Lawyer of the Year and Commended in the other 3 categories: Legal Team of the Year, Place Team of the Year and Legal Professional of the Year (Sarita Riley).

This fantastic success is a testament to the dedicated hard work of our colleagues in Southampton's Legal team who work alongside Fareham's Officers to produce great results.

The Executive Leader presented the award to the Mayor.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

RSPCA Community Animal Welfare Awards

The Executive Member for Health and Public Protection announced he had attended an Awards Evening in London where the Council won their eighth

consecutive Gold Award for stray dogs. The Gold Award is in recognition of the overall service provision which covers:

- staff training in dog behaviour/dog handling
- procedures for protecting animal welfare needs when sick or injured animals come into Council care
- an out of hours service including access to kennels 24/7/365
- advice on the Law around dogs including micro-chipping
- collar tags and dogs to be kept under control
- and re-homing protocols to ensure new homes are found as quickly as possible where required

The Executive Member for Health and Public Protection congratulated all the Officers concerned for this excellent achievement.

Prosecution of One Stop Ltd

The Executive Member for Health and Public Protection announced that the Council has successfully prosecuted One Stop in Warsash for Health & Safety failings. They were found guilty and fined £250,000 and were also ordered to pay the Council's costs totalling £3,700.

This prosecution followed the Fareham & Gosport Environmental Partnership being notified of an accident at One Stop in September 2016, when a customer tripped over a pothole on the forecourt and sustained serious injuries.

The Executive Member for Health and Public Protection congratulated the Officers concerned in dealing robustly with this Health & Safety failure.

7. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

8. PRESENTATION OF PETITIONS

The Executive Leader presented the Mayor with a Petition that he received last week. This Petition is opposing the building of 1,500 new homes in Warsash, Locks Heath, Park Gate and Titchfield and runs in conjunction with the on-line Petition on the Council's website.

The Executive Leader advised that this paper Petition comprises over 1,000 signatures and that Officers will now undertake the verification of signatures to ensure there are no duplication of signatures on the electronic and paper Petitions.

The Executive Leader advised the meeting that it would be usual for Ward Members to accept the Petition but as they both sit on the Planning Committee, it would have been inappropriate for them to accept a Petition of this nature, hence why he was presenting it.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday, 9 October 2017 of Executive

The Council was reminded that the Minutes of the meeting of the Executive held on Monday, 9 October 2017 had been tabled and agreed at the last Council meeting held on 12 October 2017.

(2) Minutes of meeting Monday, 6 November 2017 of Executive

RESOLVED that the minutes of the Executive meeting held on Monday, 6 November 2017 be received.

(3) Minutes of meeting Monday, 4 December 2017 of Executive

RESOLVED that the minutes of the Executive meeting held on Monday, 4 December 2017 be received.

(4) Schedule of Individual Executive Member and Officer Delegated Decisions

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

11. REPORT OF THE SCRUTINY BOARD

(1) Minutes of meeting Monday, 23 October 2017 of Scrutiny Board

RESOLVED that the minutes of the Scrutiny Board held on Monday, 23 October 2017 be received.

(2) Minutes of meeting Thursday, 23 November 2017 of Scrutiny Board

RESOLVED that the minutes of the Scrutiny Board held on Thursday, 23 November 2017 be received.

12. REPORTS OF OTHER COMMITTEES

(1) Minutes of meeting Wednesday, 11 October 2017 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on Wednesday, 11 October 2017 be received.

(2) Minutes of meeting Wednesday, 15 November 2017 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on Wednesday, 15 November 2017 be received.

(3) Minutes of meeting Friday, 17 November 2017 of Planning Committee

RESOLVED that the minutes of the Planning Committee held on Wednesday, 17 November 2017 be received.

- (4) Minutes of meeting Monday, 27 November 2017 of Audit and Governance Committee

RESOLVED that the minutes of the Audit and Governance Committee held on Monday, 27 November 2017 be received.

- (5) Minutes of meeting Tuesday, 28 November 2017 of Licensing and Regulatory Affairs Committee

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on Tuesday, 28 November 2017 be received.

13. QUESTIONS UNDER STANDING ORDER 17.2

Questions by Councillor P J Davies:

Highlands Road shops

1. Is the Executive member aware that in this small parade of shops there are six takeaway establishments and that they generate large amounts of litter?
2. Is the member aware that although there are three litter bins and a wheelie bin adjacent to the Bottle Bank, the packaging from Saturday night 'meals' far exceeds the capacity of the bins.
3. Is the Executive member aware that on Sunday mornings all the bins are full and overflowing and litter is strewn on the ground?
4. Does the Executive member agree that there should be some kind of payment made by these takeaway establishments, to defray the additional costs incurred by the Council?

Responses by the Executive Member for Streetscene:

1. I am aware of the takeaway food establishments on the parade of shops on the Highlands Road and the potential for this type of business to generate litter.
2. I was not aware of any recent problems with the capacity of the bins at this location. My understanding is that there are in fact four bins located adjacent to the parade of shops and one bin on the opposite side of the road next to the bus shelter. There is also the wheelie bin that serves to collect boxes and bags from residents using the bottle bank.

I asked the Head of Streetscene to arrange for the weekend street cleansing duty team to visit the location on Sunday mornings and to monitor the situation over the coming weeks. This will ensure that the bins are emptied and allow an assessment to be made of any requirement for additional capacity.

3. I made a visit to the parade of shops on Highlands Road at midnight on Saturday 9 December. The wheelie bin that services the bottle bank was full of carrier bags but there was no evidence of takeaway cartons.

The Head of Streetscene sent me photos of the bins taken on the morning of Sunday 3 December and the situation was similar. The bottle bank bin was full, as was the bin by the newsagent. There is some evidence of takeaway food containers but this did not constitute most of the waste in the bins.

On both occasions, there was no evidence of litter being strewn on the ground.

4. The weekend street cleansing duty team will continue to visit the location on Sunday mornings for the foreseeable future and empty the bins. This will enable the bin capacity and extent of any littering to be monitored which will then help us to determine if any additional capacity is required.

If, as has been suggested, the packaging from the takeaway food establishments is the significant source of any littering my preference would be to approach the establishments with a view to discussing ways in which we can tackle the problem together.

I understand that we already have a good relationship with these businesses and therefore feel working with them to resolve any problems with litter would be more effective than pursuing financial reimbursement for the Council.

Questions by Councillor R H Price, JP:

I understand that a meeting regarding Planning took place on the 2nd November 2017 at the Solent Hotel, therefore will the Executive Leader respond to the following,

5. Which officers and elected members attended the event?
6. Who paid for the Reception and Dinner?
7. Who were the invited guest by name and organisation and who attended?
8. What were the issues discussed?
9. What were the outcomes?
10. What did Fareham Officers and Members agree to do?

Verbal Responses by the Executive Leader:

5. I refer Cllr Price to the public decision made by the Chief Executive Officer on 10th October 2017, where it clearly states the attendees,

being the Executive Leader, Executive Member for Planning and Development, Executive Member for Health and Public Protection and the Director of Finance and Resources. I note that Cllr Price took no interest in the item then and did not attend the decision-making meeting.

6. Again as set out in the public decision considered by the Chief Executive Officer on 10th October 2017, there was no cost to the Council to attend the dinner.
7. Yet again as set out in the public decision report considered by the Chief Executive Officer on 10th October 2017, the dinner was attended by senior representatives of companies developing and investing in property, real estate, housing and infrastructure who have current or future business interests in the Fareham area.

I do not understand why the Councillor could not simply read the decision report that was sent to him rather than ask questions now over two months later.

8. The event provided a platform to set out the Council's vision, ambitions and priorities for the Borough and meet business leaders in an informal atmosphere. It was an opportunity to showcase the Borough of Fareham, in terms of our plans for Welborne, Solent Airport @ Daedalus, the regeneration visions for Fareham and Portchester and our approach to service delivery. I thought it would be helpful to share with all Councillors the document we gave to all attendees so there was no ambiguity about the message being conveyed.

Equally, it was an opportunity for development interests to explain some of the challenges they face in bringing sites to market. It is fair to say that they were all arguments that have been well rehearsed in the past; issues such as the shortage of skilled labour in the region, the cost of land and the limited opportunities for new development, development viability, planning restrictions, etc.

9. There were no specific actions that were taken away on either part, but overall, the outcome was a mutual understanding of each other's issues. What was recognised was the urgent need for housing and that continued dialogue is very important, if we want good quality schemes to come forward and move through the planning system with the minimum of delay, (whether that be through pre-application planning advice to ensure schemes reflect the planning policies of the Council or through public consultation ensuring that schemes reflect the needs of the local community).
10. There were no specific actions agreed.

Questions by Councillor M Brady:

11. Residents continue to raise concerns over the Fareham Community Hospital GP Triaging Hub that those who have mobility problems find it

difficult to get there. Therefore, what can Fareham Borough Council do to facilitate the provision of a bus service to the Fareham Community Hospital, particularly as it is our aspiration to increase the use of the facility?

12. Please can the Executive update us on what progress is being made with the studies of traffic flow and vehicle characteristics that Health & Public Protection PDR Committee members were advised are being undertaken as a first step to addressing the improvements we have been mandated to make to our air quality?

Responses by the Executive Member for Health and Public Protection:

11. Firstly, it is important to highlight that the benefits of Fareham Community Hospital, often allowing access to same day appointments, in addition to those services provided by local surgeries is welcomed. Fareham Borough Council will approach First on this concerning issue, as they operate the majority of bus services in Fareham. We are aware however that a new route (or amendments to routes) are often based on economic viability of the route and delays in service times for varying existing routes, unless the route is subsidised through external funding which comes from Hampshire County Council (as the Public Transport Authority). It is for that reason we will also approach Hampshire County Council, although we are also aware that their capacity to subsidise or fund community transport has been increasingly more constrained in recent years. Furthermore, we would also like to have a dialogue with relevant contacts at the Fareham Community Hospital whose services could be more readily accessed if local bus services could be improved.
12. Since the Compliance Directive was issued on the 27th July 2017, Officers from both County and Fareham have been working tirelessly to undertake the work required to comply with that Directive. The process that the Council must follow has been prescribed by the Joint Air Quality Unit (JAQU) (DFT & DEFRA). The implications of the Compliance Directive was reported to the Executive at its meeting of 9 October 2017.

As a reminder the project first of all must establish if the National Pollution Climate Model (computer program), has correctly identified the traffic from the A32 as non compliant in Air quality terms. The first deliverable was a traffic survey this was successfully scoped, procured and delivered (took place for one week, week commencing 4/12/17). On the 1/11/17 I made an individual member decision (public report and meeting) to authorise the spend 94k of the initial JAQU grant funding to enable the traffic survey to be undertaken.

There is a lot of work that must now be undertaken to establish if a problem exists and if so what might resolve it, the council has met the first project milestone and is working hard to meet the rest.

A further report is going to the meeting of the Executive of 8/1/18, to enable the further work to be undertaken to try to meet the 31/03/18

deadline to produce and submit an Initial Plan (long list of options for improvement, if necessary) and to approve some of the further work required as we would then be looking towards the next deadline of 31st December 2018, Executive reports as necessary will be produced in the meantime.

14. MOTIONS UNDER STANDING ORDER 15

There were no motions received at this meeting however an update was given on a previous motion which had been put by Councillor R H Price, JP at the July Council meeting. This motion was regarding the consultation of the Fire Service for planning applications in light of the Grenfell Tower fire disaster.

The motion had been deferred to allow the Planning Committee to consider a detailed report before making recommendations to Council. This report had been considered by the Planning Committee on the 15 November and it was confirmed that this item is on this meeting Agenda at item 18.

15. APPOINTMENTS TO COMMITTEES

The Council considered a report by the Head of Democratic Services on the Allocation of Seats to Committees and tabled item of Committee Nominations.

Having been duly seconded by Councillor T M Cartwright, it was RESOLVED that the Council approves:

- (a) the allocation of seats, as set out in Appendix A for the remainder of the municipal year 2017-18; and
- (b) the nominations of the political groups to seats on committees, along with the nominations of deputies and the appointment of Chairman and Vice-Chairman for each committee for the remainder of the municipal year 2017-18, as set out in Appendix B, which had been tabled at the meeting.

16. APPOINTMENTS TO OUTSIDE BODIES

- (1) Crofton Community Association

In considering the appointment of a Deputy Managing Trustee to the Crofton Community Association, it was AGREED the Councillor J Forrest be appointed as Deputy Managing Trustee for the municipal year 2017/18.

- (2) Hammond Memorial Hall Trust

In considering the appointment of an Ex Officio Trustee to the Hammond Memorial Hall, it was AGREED the Councillor J Forrest be appointed as an Ex Officio Trustee for the municipal year 2017/18.

17. COUNCIL TAX SUPPORT SCHEME 2018/19

The Council considered a report by the Managing Director of Fareham Housing.

Having duly been seconded by Councillor T M Cartwright, it was RESOLVED that the Council approves:

- (a) the Council Tax Support Scheme; and
- (b) that delegated authority is given to the Managing Director of Fareham Housing to make any necessary minor amendments and to publish the final scheme prior to 01 April 2018.

18. CONSULTING WITH HAMPSHIRE FIRE AND RESCUE SERVICE ON PLANNING APPLICATIONS.

The Council considered a report by the Director of Planning and Regulation on Consulting with Hampshire Fire and Rescue Service on Planning Applications.

Having duly been seconded by Councillor T M Cartwright, it was RESOLVED that the Council:

- (a) consults with Hampshire Fire and Rescue Service on Planning Applications for schools, hotels, high risk office blocks, high rise housing, large development sites and National Health buildings with immediate effect; and
- (b) writes to the Local Government Association and the Secretary of State for the Department for the Communities and Local Government recommending that existing legislation should be changed to make it mandatory of local authorities to consult with fire authorities on the application types as set out in paragraph (a) above.

19. CORPORATE STRATEGY 2017-2023

The Council considered a report by the Director of Finance and Resources on the Corporate Strategy 2017-2023.

Having duly been seconded by Councillor T M Cartwright and debated, it was RESOLVED that the Council:

- (a) notes the results of the Draft Corporate Strategy consultation; and
- (b) approves the Corporate Strategy 2017-2023.

(The meeting started at 6.00 pm
and ended at 6.50 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 8 January 2018

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, MBE, Health and Public Protection (Deputy Executive Leader)
Mrs K Mandry, Housing
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
Miss T G Harper, Streetscene

Also in attendance:

Mrs S M Bayford, Chairman of Scrutiny Board
F Birkett, Chairman of Housing Policy Development & Review Panel
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
Mrs C L A Hockley, Chairman of Leisure and Community Policy Development & Review Panel
A Mandry, Chairman of Planning and Development Policy Development & Review Panel
S D Martin, Chairman of Streetscene Policy Development & Review Panel
R H Price, JP, for item 8(1), 9(1) and 11(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the Executive meeting held on 04 December 2017 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Leader's Announcements given at this meeting.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

5. PETITIONS

The Executive Leader announced that further to the presentation of a paper petition at the Council meeting in December opposing the building of 1,500 new homes in Warsash, Locks Heath, Park Gate and Titchfield, the petition has now been verified alongside the online petition which was running on the Council's website for the same request and it has now been confirmed that the combined number of signatures was 2,390.

The Executive Leader advised that this number is certainly significantly high and would ordinarily trigger a debate at Council. However, in this particular instance, as the petition was raised in response to the consultation on the Draft Local Plan, I am advised it would not be appropriate to debate this matter at the next Council meeting. This is to avoid any pre-determination issues where Councillors might publicly voice their opinions on how they will vote on site allocations for housing prior to the Local Plan being formally presented to Council for adoption; or prior to any planning applications on those specific sites coming forward to the Planning Committee for approval.

The Council will ensure that the petition is given adequate exposure and any Planning Applications which do come to the Planning Committee before the Local Plan is adopted will include reference to the petition via the Officer's report. The petitioner has been advised of this variation to proceedings and will be invited to attend the Council meeting and make a deputation on the subject when the Local Plan does eventually come forward for adoption.

6. DEPUTATIONS

There were no Deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

Licensing and Regulatory Affairs Committee 28 November 2017
Minute 7 – Response to Government consultation on proposals for changes to Gaming Machines and Social Responsibility Measures.

The Committee considered a report by the Head of Environmental Health which outlines the Government consultation on proposals for changes to gaming machines and social responsibility measures and puts forward a suggested response to the consultation.

Members raised concerns that the regulation of time limits on individual players using gaming machines is inadequate and requested that the consultation response be amended to reflect these concerns.

RESOLVED that:-

- (a) the draft response be amended to reflect concerns that the regulation of time limits on individual players using gaming machines is inadequate; and
- (b) subject to the inclusion of (a) above, the draft consultation be recommended to the Executive for approval.

A report on this matter is at item 9(2) of the agenda.

Streetscene Policy Development and Review Panel 02 November 2017
Minute 9 – Review of the Hedge Cutting Contract

The Panel considered a report by the Director of Operations on a review of the Hedge Cutting Contract.

It was AGREED that the Panel:-

- (a) note the content of the report; and
- (b) recommends Option 3 to the Executive as the preferred option for endorsement.

A report on this matter is at item 12(1) of the agenda.

8. STREETSCENE

(1) Refuse and Recycling Collection from Service Roads in Portchester

At the invitation of the Executive Leader, Councillor R H Price, JP, addressed the Executive on this item.

RESOLVED that the Executive:

- (a) agrees to cease the collection of bins and garden waste sacks from the private roadways as detailed in the report; and
- (b) agrees the proposal that bins and garden waste sacks from the affected properties be collected from the edge of the public highway at the front of property.

9. HEALTH AND PUBLIC PROTECTION

(1) Air Quality and Traffic Modelling

At the invitation of the Executive Leader, Councillor R H Price, JP, addressed the Executive on this item.

RESOLVED that the Executive:

- (a) delegates authority to the Director of Planning and Regulation following consultation with the Executive Member for Health and Public Protection to agree that Hampshire County Council procure the services required for the next stage up to and including the Initial Plan submission and preparation of the Final Plan, as specified by the Joint Air Quality Unit (JAQU); and
 - (b) approves the expenditure in relation to (a) above from grant funding provided by JAQU for this work, together with any subsequent unforeseen works agreed and funded by them as necessary.
- (2) Response to Government Consultation on proposals for changes to Gaming Machines and Social Responsibility measures

RESOLVED that the Executive:

- (a) agrees the draft response to the consultation as set out in Appendix A; and
- (b) subject to the inclusion of the comments made by the Licensing and Regulatory Affairs Committee, as per item 7 of the agenda, approves the response as the Council's formal response to the Government's consultation.

10. PLANNING AND DEVELOPMENT

(1) Proposed changes to Portchester Village Centre Car Parks

This item was deferred to allow a further report to be presented to the Executive to include a retail study on Portchester District Centre, detailing the totality of environmental improvements and proposed car park changes.

11. POLICY AND RESOURCES

(1) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19

At the invitation of the Executive Leader, Councillor R H Price, JP, addressed the Executive on this item.

RESOLVED that the Executive:

- (a) approves the Medium Term Finance Strategy for the period 2017/18 to 2021/22 as set out at Appendix A to the report;
- (b) agrees to submit the updated Pay Policy, annexed to the Medium Term Finance Strategy at Annex C, to Council for approval;
- (c) approves the capital programme for the period 2017/18 to 2021/22, amounting to £52,776,000 as set out at Appendix B to the report;
- (d) approves the proposed fees and charges for 2018/19, as set out in Appendix C to the report;
- (e) approves the revised 2017/18 general fund budget, amounting to £8,616,700; and
- (f) approves the base 2018/19 general fund revenue budget amounting to £8,440,500.

12. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that the public and representatives of the Press be excluded from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

(1) Review of Hedge Cutting Contract

RESOLVED that the Executive approves the recommendations as outlined in the report.

(The meeting started at 6.00 pm
and ended at 6.44 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 5 February 2018

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, MBE, Health and Public Protection (Deputy Executive Leader)
Mrs K Mandry, Housing
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
Miss T G Harper, Streetscene

Also in attendance:

Mrs S M Bayford, Chairman of Scrutiny Board
Mrs P M Bryant, Chairman of Licensing and Regulatory Affairs Committee
Mrs C L A Hockley, Chairman of Leisure and Community Policy, Development and Review Panel
A Mandry, Chairman of Planning and Development Policy Development and Review Panel
J S Forrest, For Item 10(4)
L Keeble, For Item 8(1)
Mrs K K Trott, For Item 9(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the Executive meeting held on 08 January 2018 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that recently he, together with other Councillors and Officers, met the Right to Build Task Force with Richard Bacon MP, Ambassador of the Task Force and Mario Wolf, Task Force Director.

The Executive Leader stated that since its launch last year, the Right to Build Task Force has been working with local authorities, landowners and others to bring forward custom, self-build and community-led housing opportunities with an emphasis on scale and housing affordability. It offers subsidised support for local authorities and community groups, to enable them to meet the demand for custom and self-build space. One of the Task Force's key objectives is to provide more affordable homes for those in housing need and to work with Councils to help deliver these.

The Executive Leader stated that the Council is working with the Task Force to deliver more affordable housing and offer home ownership options which will suit a variety of modern needs. This includes offering space at Welborne Garden Village where people can design and build their own homes. It also means bringing forward a policy, which is included within the draft Local Plan, stating that all housing sites of over 100 outside Welborne will see at least 5% plots for self-build homes.

Residents who have lived or worked in the Borough for at least two years and are interested in building their own homes in the Fareham area, can sign up to the Council's register at http://www.fareham.gov.uk/planning/local_plan/selfbuild.aspx.

The Executive Leader advised the meeting that a Press release had been made today which, it was hoped, would lead to interested residents coming forward. At the recent meeting with the Task Force Ambassador there was an indication that the potential expected interest was in the region of 1,700 interested parties.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

Scrutiny Board – 11 January 2018

Minute 7 – Medium Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19

The Board considered a report by the Director of Finance and Resources on the Medium-Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19.

RESOLVED that the Scrutiny Board recommend that the Executive notes the Board's endorsement of the Medium-Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19 at its meeting on 05 February 2018.

A report on this item is at 10(1) of the agenda.

Minute 8 – Housing Revenue Account Budget and Capital Plans 2018/19

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2018/19.

Members were circulated a tabled item which provided some minor amendments to the draft Executive report, these changes will be reflected in the report to the Executive on 05 February 2018.

RESOLVED that the Board recommends that the Executive notes the Board's endorsement of the Housing Revenue Account Budget and Capital Plans 2018/19 at its meeting on 05 February 2018.

A report on this item is at 10(2) of the agenda.

Minute 9 - Members' Allowances Scheme Review

The Board considered a report by the Head of Democratic Services on a review of the Members' Allowances Scheme following the Independent Remuneration Panel on 09 November 2017.

The Board received a tabled item giving examples of the financial implications to the Scheme of Members' Allowances if the recommendations from the Independent Remuneration Panel were to be endorsed.

RESOLVED that the Board recommends to the Executive that the following points of recommendation from the Independent Remuneration Panel be considered:

- (a) point 6.3 – not to index link the scheme for Members' Allowances to that applicable to staff, with the exception of the Designated Independent

Person whom Members feel should be considered as a member of staff;

- (b) point 6.3 – not to accept the proposed 2% increase in the Basic Allowance and the Special Responsibility Allowance;
- (c) point 6.4 - to consider a bigger point increase for the Mayor's allowance; and
- (d) point 6.6 – to consider whether the change to the Opposition Leader's Allowance is appropriate.

A report on this item is at 10(4) of the agenda.

8. LEISURE AND COMMUNITY

- (1) Proposed Funding Arrangements for Citizen Advice Fareham 2018-2020

At the invitation of the Executive Leader, Councillor L Keeble addressed the Executive on this item.

Members were provided with a tabled item correction in respect of Appendix A – Service Level Agreement which made a correction at paragraph 4.1 showing that CAF will continue to deliver an outreach service at Lockwood Community Centre on a Wednesday, rather than a Tuesday.

RESOLVED that the Executive approves a new two-year Service Level Agreement with Citizen Advice Fareham commencing on 01 April 2018 until 31 March 2020, as set out at Appendix A to the report.

- (2) One Community Contract Extension

RESOLVED that the Executive:

- (a) approves a one year extension to the existing contract with One Community which expires on 31 March 2018, with the option to extend for a further year beyond 31 March 2019; and
- (b) agrees that delegated authority be given to the Executive Member for Leisure and Community to extend the contract for a further year.

9. PLANNING AND DEVELOPMENT

- (1) Welborne Garden Village

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

RESOLVED that the Executive:

- (a) delegates authority to the Director of Planning and Regulation, following consultation with the Executive Member for Planning and Development as appropriate, to procure the strategies and studies required to

progress Welborne in line with the Government's Garden Village principles; and

- (b) approves the expenditure in relation to (a) above from grant funding provided by Homes England, together with any subsequent unforeseen capacity requirements agreed and funded by them as necessary.

10. POLICY AND RESOURCES

- (1) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 23 February 2018:

- (a) the capital programme and financing of £55,081,000;
- (b) an overall revised revenue budget for 2017/18 of £8,616,700;
- (c) a revenue budget for 2018/19 of £8,440,500;
- (d) the surplus in the spending reserve remains in the reserve to cover the anticipated future funding shortfalls as set out in paragraphs 18-21; and
- (e) a council tax for Fareham Borough Council for 2018/19 of £155.22 per band D property, which represents a £5.00 increase when compared to the current year and is within referendum limits.

- (2) Housing Revenue Account Budget and Capital Plans 2018/19

RESOLVED that the Executive agrees:

- (a) that rents be approved for Council Dwellings, as set out in paragraph 13 of the Report, with effect from 02 April 2018;
- (b) an increase of 4.3% in rents for Council garages with effect from 02 April 2018;
- (c) the revised budget for 2017/18;
- (d) the base budget for 2018/19;
- (e) the capital programme and financing for 2017/18 to 2021/22 and;
- (f) that the Housing Revenue Account Budget and Capital Plans 2018/19 be submitted to Council for approval.

- (3) Treasury Management Strategy & Prudential Indicators 2018-19

RESOLVED that the Executive:

- (a) endorses the draft Treasury Management Strategy and Prudential indicators for 2018/19, attached as Appendix A to the report; and

(b) agrees to submit the report to Council for approval.

(4) Members' Allowances

At the invitation of the Executive Leader, Councillor J Forrest addressed the Executive on this item.

Having debated this item and considered the Independent Remuneration Panel recommendations, as set out at paragraphs 7 -14 in the Executive briefing paper, along with the comments and recommendations made by the Scrutiny Board at paragraphs 16(a) - (d), it was RESOLVED that the Executive recommend to Council:

- (a) that consideration is given to the recommendations made by the Independent Remuneration Panel, in conjunction with the recommendations made by the Scrutiny Board;
- (b) that specific consideration is given to the annual increase, index linked, to the remuneration made to the Designated Independent Person; and
- (c) agree those recommendations with a view to the adoption of a revised Members' Allowances Scheme commencing 01 April 2018.

(The meeting started at 6.00 pm
and ended at 7.00 pm).

FAREHAM

BOROUGH COUNCIL

SCHEDULE OF EXECUTIVE MEMBER & OFFICER DELEGATED DECISIONS

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

Executive Leader Delegated Decision

- (1) **Attendance at the Town and Country Planning Association Spring Conference – ‘New Towns’: The Next 70 Years (Decision 2017/18-1984)**

RESOLVED that approval is given for the Executive Member for Planning and Development to attend the Town and Country Planning Association (TPCA) Spring Conference – ‘New Towns: The Next 70 Years’ being held at St. Martins-in-the-Field, London on 22 February 2018.

Leisure and Community

- (2) **Fareham Festive Lighting Scheme (Decision 2017/18- 1992)**

RESOLVED that approval is given for the:

- (a) allocation of up to £150,000 from the reserves in the Town Centre Management budget for the provision of a new festive lighting scheme in Fareham Town Centre; and
- (b) procurement of a festive lighting scheme including an option for outright purchase or lease.

- (3) **Relate Solent Service Level Agreement (Decision 2017/18- 2003)**

RESOLVED that approval is given for the Council to enter into a one-year agreement with Relate Solent for the provision of counselling services, with a grant of £4,000.

**(4) Award of Contract – Funtley & Warsash Recreation Grounds – Play Area Refurbishments
(Decision 2017/18- 2004)**

RESOLVED to award a contract to the tendered who submitted the most advantageous tender for the provision of new play and recreational equipment at Funtley Recreation Ground and Warsash Recreation Ground.

Planning and Development

**(5) Community Infrastructure Levy – Amended Regulation 123 List (for Consultation)
(Decision 2017/18-1983)**

RESOLVED that the Executive Member for Planning and Development approves to consult on changes to the Council's CIL Regulation 123 List.

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 11 January 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs S M Bayford (Chairman)

Councillor S D Martin (Vice-Chairman)

Councillors: F Birkett, Mrs P M Bryant, S Cunningham, M J Ford, JP,
Mrs C L A Hockley and A Mandry

**Also
Present:**



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor Ms S Pankhurst.

2. MINUTES

RESOLVED that the minutes of the Scrutiny Board meeting held on 23 November 2017 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 2017/18 AND DRAFT WORK PROGRAMME 2018/19

The Board considered a report by the Director of Finance and Resources which reviewed the Board's work programme for 2017/18 and gave initial consideration to the work programme for 2018/19.

The Director of Finance and Resources asked members if they had any items that they wished to be considered for the 2018/19 work programme. The following suggestions were made:

Presentation from Vivid (formerly First Wessex) Housing Association
Presentation from Youth Services

Councillor Cunningham also enquired as whether a date had been set for the presentation from Hampshire Fire and Rescue Service. The Director of Finance and Resources informed the Board that discussions were still taking place as to a suitable date and that until a date had been confirmed the item would remain on the work programme as an unallocated item.

RESOLVED that the Board:-

- (a) reviewed the current work programme for 2017/18;
- (b) considered the work programme for 2018/19; and
- (c) considered the external reviews they wish to carry out in 2018/19.

7. MEDIUM TERM FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE BUDGET AND COUNCIL TAX 2018/19

The Board considered a report by the Director of Finance and Resources on the Medium Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19.

RESOLVED that the Scrutiny Board recommend the Executive note the Board's endorsement of the Medium Term Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19, at its meeting on 5 February 2018.

8. HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2018/19

The Board considered a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2018/19.

(Councillor Martin joined the meeting at the start of this item)

Members were circulated a tabled item which provided some minor amendments to the draft Executive report, these changes will be reflected in the report to the Executive on 5 February 2018.

RESOLVED that the Board recommends the Executive note the Board's endorsement of the Housing Revenue Account Budget and Capital Plans 2018/19, at its meeting on 5 February 2018.

9. MEMBERS' ALLOWANCES SCHEME REVIEW

The Board considered a report by the Head of Democratic Services on a review of the Members' Allowances Scheme Review following the Independent Remuneration Panel on 9 November 2017.

The Board received a tabled item (which can be found at Appendix A to these minutes) giving examples of the financial implications if changes to the Scheme of Members' Allowances would look if the recommendations from the Independent Remuneration Panel were to be endorsed.

Members debated this item at length and raised a number of points following the recommendations of the Independent Remuneration Panel, these included:

- The points awarded for the role of Mayor, members felt that this should be higher due to the high cost involved to undertake this role, which could deter some members of putting themselves forward for this position.
- Not having the members allowance scheme index linked with Officers' pay as members allowances are not salaries and should not be treated the same way.
- Not to accept the 2% increase, particularly in light of the current financial constraints faced by the Council.

Councillor Cunningham addressed the Board on the proposal to change to the Opposition Leader's Allowance, and stated that he did not think that this was appropriate, he asked that it be considered by the Executive when making their decision.

RESOLVED that the Board recommends to the Executive that the following points of recommendations from the Independent Remuneration Panel be considered:-

- (a) point 6.3 – not to index link the scheme for Members' Allowances to that applicable to staff, with the exception of the Designated Independent Person whom members feel should be considered as a member of staff;
- (b) point 6.3 – not to accept the proposed 2% increase in the Basic Allowance and the Special Responsibility Allowance;
- (c) point 6.4 – to consider a bigger point increase for the Mayor's allowance; and
- (d) point 6.6 – to consider whether the change to the Opposition Leaders Allowance is appropriate.

10. RECEIVE MINUTES OF MEETINGS OF POLICY DEVELOPMENT AND REVIEW PANELS

The Board was asked to receive the minutes of the Policy Development and Review Panels held since 1 November 2017.

(1) Minutes of meeting Tuesday, 14 November 2017 of Health and Public Protection Policy Development and Review Panel

The Chairman of the Health and Public Protection Policy Development and Review Panel, Councillor M J Ford, JP was invited to present the minutes of the meeting on 14 November 2017.

It was AGREED that the minutes be received.

(2) Minutes of meeting Thursday, 16 November 2017 of Housing Policy Development and Review Panel

The Chairman of the Housing Policy Development and Review Panel, Councillor F Birkett was invited to present the minutes of the meeting held on 16 November 2017.

It was AGREED the minutes be received.

11. EXECUTIVE BUSINESS

The Chairman invited members to indicate if they wish 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 6.44 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 13 December 2017

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, Mrs K Mandry and R H Price, JP

Also Present: Councillors; S Cunningham (Items 6 & 7(3)), Mrs C L A Hockley
(Item 7 (1)) and Mrs C Heneghan (Item 7 (2))



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 15 November 2017, and the Special Planning Committee meeting held on 17 November 2017 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement:

We have received a request from the Titchfield Neighbourhood Forum to be considered for the Council's list of recognised amenity groups in relation to the scheme of deputations.

I can confirm that it has been agreed to include the Titchfield Neighbourhood Forum onto the list of recognised amenity groups for proposals relating to or affecting the areas of Titchfield in relation to the Scheme of Deputations for the Planning Committee.

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 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				
Miss K Little (Agent)		LAND EAST OF POSBROOK LANE TITCHFIELD FAREHAM PO14 4EZ – OUTLINE PLANNING APPLICATION FOR SCOUT HUT, UP TO 150 DWELLINGS, COMMUNITY GARDEN, ASSOCIATED LANDSCAPING,	Supporting	7 (1) P/17/0681/OA Pg 22

		AMENITY AREAS AND A MEANS OF ACCESS FROM POSBROOK LANE		
Mr C Wilton-Smith	Titchfield Village Forum	-Ditto-	Opposing	-Ditto-
Mr N Girdler	Titchfield Village Trust Mr R Roberts Mr W Rodger	-Ditto-	-Ditto-	-Ditto-
ZONE 2 – 2.30pm				
ZONE 3 – 3.00pm				
Mr K Arrowsmith	Mr R Spriggs Ms L Dowdell	LIDL FOODSTORE AND 10-23 APEX CENTRE SPEEDFIELDS PARK NEWGATE LANE FAREHAM PO14 1TL – LIDL FOODSTORE (USE CLASS A1) WITH CUSTOMER CAR PARK, ASSOCIATED LAMDSCAPING AND ACCESS WORKS, FOLLOWING DEMOLITION OF EXISTING STORE & 10-23 APEX CENTRE	Opposing	7 (2) P/17/0679/FP Pg 44
Mr J Mitchell (Lidl)		-Ditto-	Supporting	-Ditto-

6. FIVE YEAR HOUSING LAND SUPPLY POSITION

The Committee considered a report by the Director of Planning and Regulation on the Council's Five Year Housing Land Supply Position.

RESOLVED that the Committee note:-

- (i) the content of the report and the current 5 Year Housing Land Supply Position; and
- (ii) that the Five Year Housing Supply Position set out in the attached report (which will be updated regularly as appropriate) is a material consideration in the determination of planning applications for residential development.

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 the information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/17/0681/OA - LAND EAST OF POSBROOK LANE TITCHFIELD FAREHAM PO14 4EZ

The Committee received the deputations referred to in Minute 6 above.

At the invitation of the Chairman, Councillor Mrs C L A Hockley addressed the Committee on this item.

The Committee's attention was drawn to the Update Report which contained the following information:-

LOCAL INFRASTRUCTURE

Comments from Hampshire County Council Children's Services Department have been received as follows:

"This development lies within the catchment area of Titchfield Primary School. The school has only a handful of spare places and most year groups are full.

Within the catchment area, the projection for four years old living in the catchment area exceeds the number of places available at the school. The school provides 30 places per year group and the four year old numbers are between 35 and 40 over the next 5 years. This development will yield approximately 45 primary age children assuming all properties are two beds or more, based on a yield of 0.3 primary age child per dwelling. This equates to between 6 and 7 pupils per year group.

This development will add to the pressure for school places in the local area but, on its own, is not of sufficient size to warrant expansion of Titchfield Primary School. However with other developments in the Borough it will contribute to an expected pressure for primary school places in the short term.

The development should contribute, in line with the HCC Policy (see attached) for developer contributions. In addition an assessment should be made of the walking and cycling routes to the local school and a contribution made towards any necessary improvements to ensure opportunities exist for sustainable travel. A contribution of £7,000 should also be made towards the development of a School Travel Plan to promote sustainable travel."

IMPACT ON HERITAGE ASSETS

Comments have been received from Historic England in response to this application:

"Great Posbrook Farm forms a cluster of buildings on Posbrook Lane and is currently surrounded by open landscape. This is a very historic site,

associated with Titchfield Abbey, and contains two important listed buildings. Great Posbrook House dates from the 16th century and the substantial aisled barn (South Barn) is late Medieval. Both are listed grade 2* because of their high levels of architectural and historic interest putting them in the top 5-6% of all listed buildings. The significance and understanding of the group is enhanced by the survival of other historic buildings in the former farmstead (store shed, small barn, cart shed and pig sties) which are of local interest.

The appreciation of the historic buildings as a former farm group is enhanced by the rural setting. The buildings sit within the fields with which they had an historic functional relationship and in this sense the rural setting of the farmstead contributes to the significance of the listed buildings. Erosion of this agricultural context through development of c.150 houses would harm the significance of the listed buildings as the setting would become suburbanised. The level of harm would be 'less than substantial' in the terms of the NPPF but this does not mean that it is an unimportant level of harm."

The comments above from Historic England are an important material consideration providing advice on the likely impact to those nearby heritage assets.

Officers consider that the proposal would fail to preserve the setting of the Grade II* listed buildings at Great Posbrook and as a result would fail to satisfy the relevant test set out at Section 66 of the Town and Country Planning (Listed Buildings and Conservation Areas Act 1990.

The proposal is also found contrary to Policy DSP5 of the adopted Fareham Borough Local Plan Part 2: Development Sites and Policies which states that: "Listed Buildings will be conserved by: ensuring that development does not harm, and if desirable, enhances their settings".

The main report on this matter to the Planning Committee sets out how Officers have carried out the Planning Balance in light of the Council's five year housing land supply position and the engagement of Paragraph 14 of the NPPF.

The final bullet point of Paragraph 14 explains that,

"For decision-taking (unless material considerations indicate otherwise) this means:

Approving development proposals that accord with the development plan without delay; and Where the development plan is absent, silent or relevant policies are out of date, granting permission unless:

- any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or
- specific policies* in this Framework indicate development should be restricted.

(for example, polices relating to sites protected under the Birds and Habitats Directive and/or Sites of Specific Scientific Interest; Green Belt, Local Green Spaces, Areas of Outstanding Natural Beauty, Heritage Coast and National Parks; designated heritage assets; and locations at risk of flooding or coastal erosion)."*

The additional planning harm identified in relation to the setting of Great Posbrook weighs further against granting planning permission. Officers consider that the harm significantly and demonstrably outweighs the benefits of the proposed development. Accordingly, having regard to Paragraph 14 of the NPPF, it is not considered the proposal represents sustainable development.

Notwithstanding, the second part of the final bullet point to paragraph 14 refers to specific policies of the NPPF indicating development should be restricted, including those relating to heritage assets. With that in mind it is clear that failure to comply such specific polices can justify the refusal of applications regardless of whether the harm is considered to outweigh the benefits.

Those specifically, relevant policies of the NPPF include Paragraphs 129, 131, 132 & 134 all of which provide guidance on the treatment of heritage assets in the decision making process.

Paragraph 129 of the NPPF reads:

"Local planning authorities should identify and assess that particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this assessment into account when considering the impact of a proposal on a heritage asset, to avoid or minimise conflict between the heritage asset's conservation and any aspect of the proposal."

Paragraph 131 of the NPPF continues by stating:

"In determining planning applications, local planning authorities should take account of:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- the positive contribution that conservation of heritage assets can make sustainable communities including their economic viability; and*
- the desirability of new development making a positive contribution to local character and distinctiveness."*

Paragraph 132 of the NPPF reads:

"When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation. The more important the asset, the greater weight should be. Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting. As heritage assets are

irreplaceable, any harm or loss should require clear and convincing justification”.

Paragraph 134 of the NPPF explains:

“Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal, including securing its optimum viable use”.

In this instance the impact of the development is on the setting of a Grade II Listed Building. Paragraph 132 is clear that such a development within the setting of a building can affect its significance. Grade II* Listed Buildings are buildings of more than special interest and so are heritage assets of the highest significance. The comments provided by Historic England suggest they consider the harm caused by the proposal would be less than substantial, however it is still important. The development would result in the erosion of the agricultural context of these listed buildings which would harm their significance by suburbanising their setting. Officers consider that harm would outweigh the public benefits of the proposal.*

Officers recommend that an additional reason for refusal be inserted into the recommendation and that recommendation be revised to read as follows:

REFUSE

The development would be contrary to Policies CS2, CS4, CS5, CS6, CS16, CS17, CS18, CS20, CS21 and CS22 of the Adopted Fareham Borough Core Strategy 2011 and Policies DSP5, DSP6, DSP13, DSP14 and DSP15 of the adopted Local Plan Part 2: Development Sites and Policies Plan;

And, Paragraphs 109, 129, 131, 132 and 134 of the National Planning Policy Framework;

and is unacceptable in that:

- (a) the application site lies outside of the defined urban settlement boundary on land which is considered to form part of a ‘valued landscape’. As a result the proposed development would result in a range of significant adverse landscape and visual effects, harmful to the landscape character, appearance and function of the countryside and failing to respect or respond positively to the key characteristics of the surrounding area. In addition the proposed development would adversely affect the integrity of the strategic gap and the physical and visual separation of settlements;*
- (b) the proposal would be harmful to, and fail to preserve and enhance, the setting of nearby Grade II* Listed Buildings;*
- (c) the proposal would result in the loss of best and most versatile agricultural land;*

- (d) had it not been for the overriding reasons for refusal the Council would have sought details of the SuDS strategy including the mechanism for securing its long-term maintenance;*
- (e) had it not been for the overriding reasons for refusal the Council would have sought to secure the on-site provision of affordable housing at a level in accordance with the requirements of the local plan;*
- (f) had it not been for the overriding reasons for refusal the Council would have sought ecological mitigation, compensation and enhancement measures to ensure that all protected species are taken into account during and after construction. These would include alternative provision for habitats, including networks and connectivity and future management and maintenance arrangements;*
- (g) in the absence of a legal agreement to secure such, the proposal would fail to provide satisfactory mitigation of the 'in combination' effects that the proposed increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas;*
- (h) in the absence of a legal agreement to secure such, the proposal would fail to provide satisfactory details of the design, long term management and ownership and associated costs of the proposed Bird Conservation Area to the east of the application site. As a result the proposal fails to provide adequate mitigation, compensation and enhancement measures in relation to the effects of the development on qualifying features of the Solent and Southampton Water Special Protection Area (SPA);*
- (i) in the absence of a legal agreement securing provision of open space and facilities and their associated management and maintenance, the recreational needs of residents of the proposed development would not be met;*
- (j) in the absence of a legal agreement to secure such, the proposal fails to mitigate against the adverse effects of the development on the safety and operation of the strategic and local highway network in the form of a financial contribution towards off-site highway improvements;*
- (k) in the absence of a legal agreement to secure the submission and implementation of a full Travel Plan, payment of the Travel Plan approval and monitoring fees and provision of a surety mechanism to ensure implementation of the Travel Plan, the proposed development would not make the necessary provision to ensure measures are in place to assist in reducing the dependency on the use of the private motorcar; and*
- (l) in the absence of a legal agreement to secure a financial contribution towards improvements to the local public rights of way network, the proposal fails to mitigate the harm from the increased usage of public rights of way as a direct result of the development.*

Note for information:

Had It not been for the overriding reasons for refusal to the proposal, the Local Planning Authority would have sought to address point d) above through the imposition of a suitably worded planning condition and points e) – l) above by inviting the applicant to enter into a legal agreement with Fareham Borough Council under Section 106 of the Town and Country Planning Act 1990.

The Committee received a verbal update and were advised an additional correction needed to be made to the Officer's Report at page 39, paragraph 4. Rather than Officers considering the benefits arising from the development not outweighing the harm, the assessment is that the adverse impacts of granting planning permission would significantly and demonstrably outweigh the benefits, in line with the correct approach of Paragraph 14 of the NPPF which is provided at page 38 of the report.

In addition, the Committee were advised by way of a verbal update that the reasons for refusal provided in the Update Report should also include Policy DSP40 of the adopted Fareham Borough Local Plan part 2: Development Plan and Policies in the list of policies that the development would be contrary to.

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:

The development would be contrary to Policies CS2, CS4, CS5, CS6, CS14, CS16, CS17, CS18, CS20, CS21 and CS22 of the Adopted Fareham Borough Core Strategy 2011 and Policies DSP5, DSP6, DSP13, DS14, DSP15 and DSP40 of the adopted Local Plan Part 2: Development Sited and Policies Plan;

And, Paragraphs 109, 129, 131, 132 and 134 of the National Planning Policy Framework;

and is unacceptable in that:

- (a) the application site lies outside of the defined urban settlement boundary on land which is considered to form part of a 'valued landscape'. As a result the proposed development would result in a range of significant adverse landscape and visual effects, harmful to the landscape character, appearance and function of the countryside and failing to respect or respond positively to the key characteristics of the surrounding area. In addition the proposed development would adversely affect the integrity of the strategic gap and the physical and visual separation of settlements;
- (b) the proposal would be harmful to, and fail to preserve and enhance, the setting of nearby Grade II* Listed Buildings;

- (c) the proposal would result in the loss of best and most versatile agricultural land;
- (d) had it not been for the overriding reasons for refusal the Council would have sought details of the SuDS strategy including the mechanism for securing its long-term maintenance;
- (e) had it not been for the overriding reasons for refusal the Council would have sought the on-site provision of affordable housing at a level in accordance with the requirements of the local plan;
- (f) had it not been for the overriding reasons for refusal the Council would have sought ecological mitigation, compensation and enhancement measures to ensure that all protected species are taken into account during and after construction. These would include alternative provision for habitats, including networks and connectivity and future management and maintenance arrangements;
- (g) in the absence of a legal agreement to secure such, the proposal would fail to provide satisfactory mitigation of the 'in combination' effects that the proposed increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas;
- (h) in the absence of a legal agreement to secure such, the proposal fails to provide satisfactory details of the design long term management and ownership and associated costs of the proposed Bird Conservation Area to the east of the application site. As a result the proposal fails to provide adequate mitigation, compensation and enhancement measures in relation to the effects of the development on qualifying features of the Solent and Southampton Water Special Protection Area (SPA);
- (i) in the absence of a legal agreement securing provision of open space and facilities and their associated management and maintenance, the recreational needs of residents of the proposed development would not be met;
- (j) in the absence of a legal agreement to secure such, the proposal fails to mitigate against the adverse effects of the development on the safety and operation of the strategic and local highway network in the form of a financial contribution towards off-site highway improvements;
- (k) in the absence of a legal agreement to secure the submission and implementation of a full Travel Plan, payment of the Travel Plan approval and monitoring fees and provision of a surety mechanism to ensure implementation of the Travel Plan, the proposed development would not make the necessary provision to ensure measures are in place to assist in reducing the dependency on the use of the private motorcar; and
- (l) in the absence of a legal agreement to secure a financial contribution towards improvements to the local public rights of way network , the

proposal fails to mitigate the harm from the increased usage of public rights of way as a direct result of the development.

Note for information:

Had it not been for the overriding reasons for refusal to the proposal, the Local Planning Authority would have sought to address point d) above through the imposition of a suitably worded planning condition and points e) – l) above by inviting the applicant to enter into a legal agreement with Fareham Borough Council under Section 106 of the Town & Country Planning Act 1990.

(2) P/17/0679/FP - LIDL STORE AND 10 - 23 APEX CENTRE SPEEDFIELDS PARK NEWGATE LANE FAREHAM PO14 1TL

The Committee received the deputations referred to in Minute 6 above.

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

The Committee's attention was drawn to the Update Report which contained the following information:-

A further comment has been received from Loft Solutions, Unit 16, as follows:

When the least was taken out 2 years ago there was no mention from the landlord or his agent that the rent was at concessional rates, the rent was marginally cheaper than another on Speedfields which was thought was down to the condition of the unit left by previous tenants. Part of the deal was 1 month rent free to clean and paint the unit and fit a new bathroom. I was not told of a get out clause or cheaper rent. I trusted the landlord thinking I was signing a 3 year lease with no clauses and would not have spent money converting the unit to offices and showroom.

An interest party carried out an online survey, made available to locals and associated parties over the past few weeks. Results of the survey has been submitted on behalf of 40 respondents.

The questions and responses are as follows:

Q.1. Should Lidl put the social responsibility of the communities they trade in ahead of profits?

Yes – 82.5%

No – 17.5%

Q.2. Do you think the new Lidl development would add to the already congested traffic problems in and around the Newgate Lane and Speedfields Park area?

Yes – 92.5%

No – 7.5%

Q.3. *Should the new Lidl development be allowed to evict 13 existing businesses with 70+ full-time employees with no suitable available premises to relocate to?*

Yes – 2.5%

No – 97.5%

Q.4. *If Fareham Borough Council authorise the planning for the new Lidl development, do they have a duty of care to save the 70+ full time jobs that would be lost?*

Yes – 100%

Q.5. *Is it right that Lidl should be allowed to jeopardise the jobs of 70+ skilled manufacturing personnel in order to create just 1 additional full time store job?*

Yes – 2.5%

No – 97.5%

Q.6. *Finally, should Lidl work with Fareham Borough Council to save the existing 13 businesses and 70+ employees by seeking an alternative, more suitable site within the local area?*

Yes – 100%

Councillor Graham Burgess, Lee East, has submitted the following comment:

I fully support this application to redevelop the existing Lidl site on Speedfield Park, Newgate Lane, Fareham. It is a well used facility.

I have also been contacted by local residents also asking me to support this application. No one has contacted me to object.

Five further comments received supporting the proposal.

Members proposed to amend Condition 12: There shall be no deliveries, or delivery vehicles on the site between 0700 hours and 2200 hours.

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report, and the amendment to Condition 12 above, was voted on and CARRIED.

(Voting: 6 in favour; 3 against)

RESOLVED that, subject to the conditions in the report, and the amendment to Condition 12 above, PLANNING PERMISSION be granted.

(3) P/17/1298/FP - 54 CORNAWAY LANE PORTCHESTER PO16 9DD

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

A motion was proposed and seconded to refuse planning permission, and 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 Policies CS17 and DSP3 of the Local Plan and the advice in the National Planning Policy Framework and is unacceptable in that:

- by virtue of the height, depth and bulk of the dwellings on plot no's 3 and 4 and their proximity to the rear gardens of no's 52 and 52a Cornaway Lane, would represent an overbearing and unneighbourly form of development of a poor design which would be detrimental to the amenities of these properties.

(4) P/17/1354/FP - 5 MOODY ROAD FAREHAM PO14 2BP

The Committee's attention was drawn to the Update Report which contained the following information:-

Since the publication of the report, one letter of representation has been received from 18 Walnut Drive raising the following concerns:

- *Loss of sunlight and privacy*
- *Overbearing effect*
- *Loss of property value*

These impacts have been assessed from 18 Walnut Drive.

In terms of concerns over loss of light and overbearing impact, the extension would be located over 20m away from the conservatory at no. 18 Walnut Drive. This distance would mitigate any detrimental harm to this neighbouring property, in terms of light and outlook. The Council's Design Guidance expects two storey rear extensions to be located at least 12.5m away from the windows of the neighbouring houses to minimise any loss of light and outlook. Therefore the proposal is in accordance with this policy.

As to the impact on privacy of these neighbours, the proposed extension would introduce an additional window at a first floor level. However, as the window in the existing two storey rear extension, it is concluded that proposed extension would not materially alter the level of privacy currently enjoyed by these neighbours.

Finally, as the concerns over loss of property value, this is a private matter which falls beyond the scope of planning material consideration and therefore cannot justify refusal of planning permission.

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

(Voting: 9 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be granted.

(5) Planning Appeals

The Committee noted the information in the report.

(6) UPDATE REPORT

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

(The meeting started at 2.30 pm
and ended at 5.06 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 24 January 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor A Mandry (Vice-Chairman)

Councillors: B Bayford, P J Davies, K D Evans, M J Ford, JP, Mrs K Mandry, S Cunningham (deputising for R H Price, JP) and Mrs C L A Hockley (deputising for T M Cartwright, MBE)

Also Present: Councillor T M Cartwright, MBE, Executive Member for Health and Public Protection (Items 8 (1), 8 (2), 8 (3) and 8 (5))



1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor’s T M Cartwright, and R H Price, JP.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 13 December 2017, be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman’s announcements made at this meeting.

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
<p>ZONE 1 – Item Number 8 (1) – 8 (3) 2.30pm</p>				
<p>Mr R Thomas</p>		<p>LAND TO THE EAST OF BROOK LANE AND SOUTH OF BROOKSIDE DRIVE WARSASH - OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED (EXCEPT FOR ACCESS), FOR RESIDENTIAL DEVELOPMENT OF UP TO 85 DWELLINGS WITH PUBLIC OPEN SPACE, ACCESS FROM BROOK LANE, LANDSCAPING WORKS, INCLUDING</p>	<p>Opposing</p>	<p>8 (1) P/17/0746/OA Pg 32</p>

		DEMOLITION OF EXISTING REDUNDANT NURSERY BUILDINGS		
Mr R Megginson	Warsash Residents Association	-Ditto-	-Ditto-	-Ditto-
Mr D Ramirez (Agent)		-Ditto-	Supporting	-Ditto-
Mr R Thomas		LAND EAST OF BROOK LANE, NORTH OF WARSASH ROAD BROOK LANE WARSASH – OUTLINE APPLICATION WITH ALL MATTERS RESERVED (EXCEPT FOR ACCESS) FOR THE CONSTRUCTION OF UP TO 140 RESIDENTIAL DWELLINGS, ACCESS FROM BROOK LANE, LANDSCAPING, OPEN SPACE AND ASSOCIATED WORKS	Opposing	8 (2) P/17/0752/OA Pg 54
Mr R Megginson	Warsash Residents Association	-Ditto-	-Ditto-	-Ditto-
Mr M Hawthorne (Agent)		-Ditto-	Supporting	-Ditto-
Mr R Thomas		BROOK LANE – LAND TO THE EAST OF – WARSASH – OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED (EXCEPT FOR ACCESS) FOR RESIDENTIAL DEVELOPMENT OF UP TO 180 DWELLINGS, ASSOCIATED LANDSCAPING AMENITY AREAS & ACCESS FROM BROOK LANE	Opposing	8 (3) P/17/0845/OA Pg 75
Mr R Megginson	Warsash Residents Association	-Ditto-	-Ditto-	-Ditto-
Kate Little Foreman Homes (Agent)		-Ditto-	Supporting	-Ditto-

<p>ZONE 1 – Remaining Items 4.00pm</p>				
<p>Mr C Hobbs</p>		<p>THE BADGERS 86 NEWTOWN ROAD WARSASH SO31 9GB – CHANGE OF USE TO A GUESTHOUSE WITH ANCILLARY RESIDENTIAL ACCOMMODATION INCLUDING CHANGE OF USE OF AN EXISTING LOG CABIN AND GARAGE BUILDING TO PROVIDE 5 ELF CONTAINED APARTMENTS FOR USE AS GUEST ACCOMMODATION (USE CLASS C1); ERECTION OF A SINGLE STOREY EXTENSION; RELOCATION OF SINGLE STOREY GRILL HUT; ERECTION OF REPLACEMENT FENCING AND DOUBLE GATES OVER 1 METRE IN HEIGHT ADJACENT TO NEWTOWN ROAD IN AMENDED POSITION (RETROSPECTIVE APPLICATION)</p>	<p>Opposing</p>	<p>8 (5) P/17/1242/CU Pg 103</p>
<p>Mr R Reay (Agent)</p>			<p>Supporting</p>	<p>8 (5) P/17/1242/CU Pg 103</p>
<p>Ms L Cutts (Agent)</p>		<p>LAND TO THE REAR OF 17 BURRIDGE ROAD BURRIDGE SO31 1BY – 1NO. SELF-BUILD DWELLING INCLUDING SELF- CONTAINED TOURIST</p>	<p>Supporting</p>	<p>8 (6) P/17/1321/FP Pg 109</p>

		ACCOMMODATION		
Mr S Grinsted	Pam and Colin Wharton Dan and Alex Wealthy Ms S Moore Mr K Watkinson	WILLOWS END 312 OLD SWANWICJ LANE LOWER SWANWICK SOUTHAMPTON SO31 7GS – ERECTION OF 2 NO.1 BED FLATS AND 5 NO. 2 BED FLATS WITH ASSOCIATED PARKING AND ACCESS FOLLOWING DEMOLITION OF EXISTING BUNGALOW	Opposing	8 (7) P/17/1390/FP Pg 118
Mr R White		-Ditto-	-Ditto-	-Ditto-
Mr M Knappett (Agent)		-Ditto-	Supporting	-Ditto-
ZONE 2 – 5.00pm				
ZONE 3 – 5.00pm				
Ms K Bowett		2 KILWICH WAY PORTCHESTER PO16 9EH – RELIEF OF CONDITION 1 OF FBC.3764/25 TO REMOVE REAR BOUNDARY WALL	Supporting	8 (11) P/17/161/VC Pg 148

6. SPENDING PLANS 2018/19

The Committee considered a report by the Director of Finance and Resources on the Committee's spending plans for 2018/19.

RESOLVED that the Committee:-

- (a) agreed the revised budget for 2017/18, and the base budget for 2018/19;
- (b) noted the fees and charges for 2018/19; and
- (c) recommends the budget to Full Council for approval.

7. ACTUAL REVENUE EXPENDITURE 2016/17

The Committee considered a report by the Director of Finance and Resources on the actual revenue expenditure for 2016/17.

RESOLVED that the Committee note the content of the report.

8. 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 control matter applications and miscellaneous matters including the information on Planning Appeals. An Update Report was tabled at the meeting.

(1) P/17/0746/OA - LAND TO THE EAST OF BROOK LANE AND SOUTH OF BROOKSIDE DRIVE WARSASH

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

At the invitation of the Chairman, Councillor T M Cartwright, Executive Member for Health and Public Protection addressed the Committee on this item. He left the room after making his representation and was not present for the debate or decision.

The Committee's attention was drawn to the Update Report which contained the following information:-

Further objections have been received bringing the total to 281 which include the following additional concerns:

*Pressure on green/open space in the area and Solent Foreshore
Premature pending draft Local Plan
Impact on sewage and drainage*

Officer response:

*The development, if approved would incorporate public open space.
The material planning considerations are set out within the officer report.
Southern Water and the Lead Local Flood Authority have no objection to the application.*

We have been asked to change condition 3 to alter timescales for the implementation of the outline consent if approved. Therefore condition 3 should read:

*The development hereby permitted shall be begun before the expiration of 12 months from the date of the approval of the last of the reserved matters.
REASON: To comply with the procedures set out in Section 91 of the Town and Country Planning Act 1990.*

The Committee was provided with a verbal update from the Planning Officer who informed them that since the publication of the Update Report a further 17 representations have been received on this application.

Upon being proposed and seconded the officer recommendation to grant planning permission subject to:-

- (i) The applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure:
 - Financial contributions to provide for satisfactory mitigation of the 'in combination' effects that the increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas;
 - Financial contributions towards highway improvements to the highway network resulting from impacts of the development
 - The provision of the open space to the Council, including provision for its maintenance
 - A financial contribution towards the delivery of a play area and associated maintenance
 - Vehicular, cycle and pedestrian access to adjoining land
 - The delivery of 40% of the permitted dwellings as affordable housing;

- (ii) Delegate to the Head of Development Management in consultation with the Solicitor to the Council to make any minor modifications to the proposed conditions or heads of terms or any subsequent minor changes arising out detailed negotiations with the applicant which may necessitate the modification which may include the variation, addition or deletion of the conditions and heads as drafted to ensure consistency between the two sets of provisions;

- (iii) Members confirm that this Council now withdraws reason for refusal 1 (a) of P/16/1049/OA (as set out in full in the introduction to this report) which is subject to a current planning appeal and that the Planning Inspectorate and the appellant are notified accordingly;

- (iv) The conditions in the report; and

- (v) The amended condition 3 as set out in the Update Report.

Was voted on and CARRIED.
 (Voting: 5 in favour; 4 against)

RESOLVED that, subject to:-

- (i) The applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure:
 - Financial contributions to provide for satisfactory mitigation of the 'in combination' effects that the increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas
 - Financial contributions towards highway improvements to the highway network resulting from impacts of the development
 - The provision of the open space to the Council, including provision for its maintenance
 - A financial contribution towards the delivery of a play area and associated maintenance
 - Vehicular, cycle and pedestrian access to adjoining land

- The delivery of 40% of the permitted dwellings as affordable housing;

(ii) Delegate to the Head of Development Management in consultation with the Solicitor to the Council to make any minor modifications to the proposed conditions or heads of terms or any subsequent minor changes arising out detailed negotiations with the applicant which may necessitate the modification which may include the variation, addition or deletion of the conditions and heads as drafted to ensure consistency between the two sets of provisions;

(iii) Members confirm that this Council now withdraws reason for refusal 1 (a) of P/16/1049/OA (as set out in full in the Introduction to this report) which is subject to a current planning appeal and that the Planning Inspectorate and the appellant are notified accordingly;

(iv) The conditions in the report; and

(v) The amended condition 3 as set out in the Update Report
 PLANNING PERMISSION be granted.

(2) P/17/0752/OA - LAND EAST OF BROOK LANE NORTH OF WARSASH ROAD

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

At the invitation of the Chairman, Councillor T M Cartwright, Executive Member for Health and Public Protection addressed the Committee on this item. He left the room after making his representation and was not present for the debate or decision.

The Committee's attention was drawn to the Update Report which contained the following information:-

Further objections have been received bringing the total to 432 and raise the following additional concern:

Existing TPO trees have been removed on the eastern part of the site. More enhancement planting needed.

The Tree Officer has undertaken a site visit and is satisfied that there has been no recent or unauthorised tree works.

We have been asked to change condition 3 to alter timescales for the implementation of the outline consent if approved. Therefore condition 3 should read:

The development hereby permitted shall be begun before the expiration of 12 months from the date of the approval of the last of the reserved matters.

REASON: to comply with the procedures set out in Section 91 of the Town and Country Planning Act 1990.

The Committee were given a verbal update by the Planning Officer to inform them that since the publication of the Update Report a further 18 letters of representation have been received.

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to:-

- (i) The applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure:
 - Financial contribution to secure satisfactory mitigation of the ‘in combination’ effects that the increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas
 - Financial contribution towards highway improvements to the highway network resulting from the impacts of the development
 - The provision of the open space to the Council, including contributions for its maintenance
 - A financial contribution towards the delivery of a play area and associated maintenance
 - Access to adjoining land
 - The delivery of 40% of the permitted dwellings as affordable housing
 - Travel Plans and related costs;
- (ii) Delegate to the Head of Development Management in consultation with the Solicitor to the Council to make any minor modifications to the proposed conditions or heads of terms or any subsequent minor changes arising out detailed negotiations with the applicant which may necessitate the modification which may include the variation, addition or deletion of the conditions and heads as drafted to ensure consistency between the two sets of provisions;
- (iii) The conditions in the report; and
- (iv) The amended condition 3 as set out in the Update Report.

Was voted on and CARRIED.
(Voting: 5 in favour; 4 against)

RESOLVED that, subject to:-

- (i) Subject to the applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure:
 - Financial contribution to secure satisfactory mitigation of the ‘in combination’ effects that the increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas
 - Financial contribution towards highway improvements to the highway network resulting from the impacts of the development
 - The provision of the open space to the Council, including contributions for its maintenance

- A financial contribution towards the delivery of a play area and associated maintenance
- Access to adjoining land
- The delivery of 40% of the permitted dwellings as affordable housing
- Travel Plans and related costs;

(ii) Delegated to the Head of Development Management in consultation with the Solicitor to the Council to make any minor modifications to the proposed conditions of heads of terms or any subsequent minor changes arising out detailed negotiations with the applicant which may necessitate the modification which may include the variation, addition or deletion of the conditions and heads as drafted to ensure consistency between the two sets of provisions;

(iii) The conditions in the report; and

(iv) The amended condition 3 as set out in the Update Report.
 PLANNING PERMISSION be granted.

(3) P/17/0845/OA - BROOK LANE - LAND TO THE EAST OF - WARSASH

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

At the invitation of the Chairman, Councillor T M Cartwright, Executive Member for Health and Public Protection addressed the Committee on this item. He left the room after he had made his representation and was not present during the debate or decision.

The Committee's attention was drawn to the Update Report which contained the following information:-

Further objections have been received bringing the total to 286.

We have been asked to change condition 3 to alter timescales for the implementation of the outline consent if approved. Therefore condition 3 should read:

The development hereby permitted shall be begun before the expiration of 12 months from the date of the approval of the last of the reserved matters.

REASON: To comply with the procedures set out in Section 91 of the Town and Country Planning Act 1990.

The Committee were given a verbal update by the Planning Officer, who informed them that since the publication of the Update Report a further 17 letters of representation have been received.

Upon being proposed and seconded the officer recommendation to grant planning permission subject to:-

- (i) The applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure:
 - Financial contribution to secure satisfactory mitigation of the ‘in combination’ effects that the increase in residential units on the site would cause through increased recreational disturbance on the Solent Coastal Special Protection Areas
 - Financial contribution towards highway improvements to the highway network resulting from the impacts of the development
 - The provision of open space, towards the delivery of a play area and associated maintenance
 - Vehicular, pedestrian and cycle access to adjoining land
 - The delivery of 40% of the permitted dwellings as affordable housing
 - Travel Plan and related monitoring cost and bond;

- (ii) Delegate to the Head of Development Management in consultation with the Solicitor to the Council to make any minor modifications to the proposed conditions or heads of terms or any subsequent minor changes arising out detailed negotiations with the applicant which may necessitate the modification which may include the variation, addition or deletion of the conditions and heads as drafted to ensure consistency between the two sets of provisions;

- (iii) The conditions in the report; and

(iv) The amended condition 3 as set out in the Update Report.

Was voted on and CARRIED.

(Voting: 5 in favour; 4 against)

RESOLVED that, subject to:-

- (i) The applicant/owner first entering into a planning obligation under Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure:
 - Financial contribution to secure satisfactory mitigation of the ‘in combination’ effects that the increase in residential units cause through increased recreational disturbance on the Solent Coastal Special Protection Areas
 - Financial contribution towards highway improvements to the highway network resulting from the impacts of the development
 - The provision of open space, to the Council, including provision for its maintenance
 - Vehicular, pedestrian and cycle access to adjoining land
 - The delivery of 40% of the permitted dwellings as affordable housing
 - Travel Plan and related monitoring cost and bond;

- (ii) Delegated to the Head of Development Management in consultation with the Solicitor to the Council to make any minor modifications to the proposed conditions or heads of terms or any subsequent minor changes arising out detailed negotiations with the applicant which may necessitate the modification which may include the variation,

addition or deletion of the conditions and heads as drafted to ensure consistency between the two sets of provisions;

(iii) The conditions in the report; and

(iv) The amended condition 3 as set out in the Update Report.
PLANNING PERMISSION be granted.

**(4) P/17/1050/D3 - HOLLY HILL CEMETERY BARNES LANE
SARISBURY GREEN SO31 7BH**

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: 7 in favour; 0 against)

(Councillors P J Davies, and Mrs C L A Hockley were not present for the consideration of this item)

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

**(5) P/17/1242/CU - THE BADGERS 86 NEWTOWN ROAD WARSASH
SO31 9GB**

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

At the invitation of the Chairman, Councillor T M Cartwright, Executive Member for Health and Public Protection, addressed the Committee on this item.

Upon being proposed and seconded the officer recommendation to grant planning permission subject to:

- (i) The conditions in the report;
- (ii) An additional condition requiring the fence and gates to be stained/treated; and
- (iii) An additional condition requiring a Management Plan to be submitted in relation to the use of the gates permitted on to Newtown Road.

Was voted on and CARRIED.

(Voting: 8 in favour; 1 against)

RESOLVED that, subject to:

- (i) The conditions in the report;
- (ii) An additional condition requiring the fence and gated to stained/treated; and
- (iii) An additional condition requiring a Management Plan to be submitted in relation to the use of the gates permitted on to Newtown Road.

PLANNING PERMISSION be granted.

**(6) P/17/1321/FP - LAND TO THE REAR OF 17 BURRIDGE ROAD
SOUTHAMPTON SO31 1BY**

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

The Committee's attention was drawn to the Update Report which contained the following information:-

Further email received from the Agent raising several comments on the content of the Committee Report. Namely the omission of comments from the Planning Strategy team, the salient issues from which have been considered within the Planning Considerations section of the Report.

The other matter relates to the question over whether or not the site is considered previously developed land as part of the garden of 17 BurrIDGE Road. Some evidence had been provided by the applicant regarding its use in the past by the owners of 17 BurrIDGE Road for camping and growing vegetables, however the site is separated from the main garden area by a post and rail fence and officers do not consider it to fall within the curtilage of the developed land. Even if it were considered as a brownfield site, officers do not consider that this would change the overall consideration of its conflict with the NPPF and relevant policies of the development plan.

One additional letter of support from the occupiers of 17 BurrIDGE Road has been received, together with a petition with 27no. signatories supporting the application.

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

The development would be contrary to Policies CS2, CS6, CS14 and CS17 of the Adopted Fareham Borough Core Strategy 2011 and Policies DSP1, DSP6 and DSP40 of the Adopted Local Plan Part 2: Development Sites and Policies Plan and, the National Planning Policy Framework (particularly paragraphs 6, 14 and 55) and is unacceptable in that:

- i) the provision of a dwelling in this location would be contrary to adopted local plan policies which seek to prevent additional residential development in the countryside which does not require a countryside location;
- ii) the introduction of a dwelling in this location would fail to respond positively to and be respectful of the key characteristics of the area, particularly its predominantly undeveloped nature, which would be out of character with the prevailing pattern of development in the area.

Informative:

- a) This decision relates to the following plans:
 - i. Location Plan (Drawing: SS/DP/001)
 - ii. Proposed Ground Floor Plan (Drawing: SS/DP/003 Rev A)
 - iii. Proposed First Floor Plan (Drawing: SS/DP/004 Rev A)
 - iv. Proposed Elevations (Drawing: SS/DP/005 Rev A); and
 - v. Detailed Block Plan (Drawing: SS/DP/007).

(7) P/17/1390/FP - WILLOWS END 312 OLD SWANWICK LANE LOWER SWANWICK SO31 7GS

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:-

For clarification the proposal has been amended since submission and the external bin collection point has been removed from the scheme. The bins would be stored within the internal bin store and arrangements would be made for private refuse collection. Any reference to a bin collection point within the report should be disregarded.

(Councillors P J Davies, and Mrs C L A Hockley left the meeting during 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: 7 in favour; 0 against)

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

(8) P/17/1466/FP - MONTROSE DUNCAN ROAD PARK GATE SO31 1BD

(Councillors P J Davies and Mrs C L A Hockley were not present for this item)

Upon being proposed and seconded the officer recommendation to grant planning permission was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be granted.

(9) P/17/1386/FP - 116 BRIDGE ROAD - LAND TO REAR SARISBURY GREEN SO31 7EP

(Councillors P J Davies and Mrs C L A Hockley were not present for 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: 7 in favour; 0 against)

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

(10) P/17/1395/FP - 88 HILLSON DRIVE FAREHAM PO15 6PD

(Councillors P J Davies and Mrs C L A Hockley were not present for this item)

Upon being proposed and seconded the officer recommendation to grant planning permission, was voted on and CARRIED.
(Voting: 7 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be granted.

(11) P/17/1361/VC - 2 KILWICH WAY PORTCHESTER FAREHAM PO16 9EH

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

The Committee's attention was drawn to the Update Report which contained the following information:-

2no. further letters of objection were received raising concerns about the flooding issue with the loss of the wall.

A further verbal update was given to the Committee that a further 5no. letters of objection had also been received raising concerns about the loss of the wall.

(Councillors P J Davies and Mrs C L A Hockley were not present for this item)

Upon being proposed and seconded the officer recommendation to grant planning permission was voted on and CARRIED.
(Voting: 6 in favour; 1 against)

RESOLVED that PLANNING PERMISSION be granted.

9. PLANNING APPEALS

The Committee noted the information in the report.

10. UPDATE REPORT

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

(The meeting started at 2.30 pm
and ended at 7.44 pm).

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 23 January 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, F Birkett, T M Cartwright, MBE,
Mrs T L Ellis, M J Ford, JP, J S Forrest, Mrs C Heneghan,
A Mandry, Mrs K Mandry and S Cunningham (deputising for R
H Price, JP)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L Keeble and Councillor R H Price, JP.

2. MINUTES

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 28 November 2017 be confirmed and signed as a true 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

There were no deputations made at this meeting.

6. ACTUAL REVENUE EXPENDITURE 2016/17

The Committee considered a report by the Director of Finance and Resources which contained details of the actual revenue expenditure for 2016/17 in respect of the services for which the Committee is responsible.

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.

7. SPENDING PLANS 2018/19

The Committee considered a report by the Director of Finance and Resources which sets out the overall level of revenue spending on the Committee's services and seeks agreement for the revised revenue budget for 2017/18 and the base budget for 2018/19 before being recommended to Council for approval.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) agrees the revised budget for 2017/18;
- (b) agrees the base budgets for 2018/19; and
- (c) recommends the budgets to Council for approval.

8. FEES AND CHARGES 2018/19

The Committee considered a report by the Director of Finance and Resources which sets out the level of fees and charges for this Committee's services and seeks agreement for them before being recommended to Council for approval.

Members discussed the alignment of fees and charges in the Boroughs of Fareham and Gosport, commenting that some fees are now the same and many more are much closer. Officers were thanked for the progress made so far with this ongoing issue.

RESOLVED that the Licensing and Regulatory Affairs Committee:-

- (a) agrees the fees and charges for 2018/19; and
- (b) recommends the fees and charges to Council for approval.

9. PRELIMINARY REVIEW OF WORK PROGRAMME 2017/18 AND DRAFT WORK PROGRAMME 2018/19

The Committee considered a report by the Head of Environmental Health which provides a preliminary review of the Work Programme for 2017/18 and a draft Work Programme for 2018/19.

Members discussed the Taxis and Wheelchair Accessibility Report item that is unallocated on the 2017/18 Work Programme and agreed that it be included on the agenda for the June meeting of the draft 2018/19 Work Programme.

In discussing the draft 2018/19 Work Programme, Members agreed that the Police Update be moved to the November meeting in order that the Committee's workload is more evenly distributed.

RESOLVED that the Licensing and Regulatory Affairs Committee:-

- (a) notes the progress on actions arising from the meeting of the Committee held on 28 November 2017, attached as Appendix A to the report;
- (b) agrees that, having reviewed the Work Programme for 2017/18 attached as Appendix B to the report, the unallocated item entitled 'Taxis and Wheelchair Accessibility' be carried forward to the June meeting of the draft Work Programme for 2018/19; and
- (c) agrees that, having reviewed the draft Work Programme 2018/19 attached as Appendix C to the report, the item entitled 'Police Update' be deferred to the meeting scheduled to take place on 27 November 2018.

(The meeting started at 6.00 pm
and ended at 6.30 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 05 February 2018

Portfolio:	Finance and Resources
Subject:	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19
Report of:	Director of Finance and Resources
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report seeks final confirmation of the recommendations to be made to Council, on 23 February 2018, in respect of the revenue budget, capital programme and council tax for 2018/19.

Executive summary:

On 8 January 2018, the Executive reviewed the Council's overall finance strategy and considered proposals relating to the capital programme, revenue budgets and the council tax for 2018/19. This report updates the Council's budgets to reflect the decisions taken on 8 January 2018.

The capital programme for the years 2017/18 to 2021/22 will be £55,081,000.

The revenue budget for 2018/19 will be £8,440,500. With Central Government support, transitional grant and retained business rates estimated to be £1,852,843 and a deficit to be paid to the collection fund of £25,538, the total amount due from the council tax payers will be £6,613,195.

Taking these changes into consideration, the council tax for 2018/19 will be £155.22 per Band D property. This represents an increase from the council tax set for 2017/18 but would be within the referendum limit set by the Government.

Recommendation/Recommended Option:

It is recommended that the Executive approve and recommend to the meeting of the Council to be held on 23 February 2018:

- (a) the capital programme and financing of £55,081,000;
- (b) an overall revised revenue budget for 2017/18 of £8,616,700;
- (c) a revenue budget for 2018/19 of £8,440,500;
- (d) the surplus in the spending reserve remains in the reserve to cover the anticipated future funding shortfalls as set out in paragraphs 18-21; and
- (e) a council tax for Fareham Borough Council for 2018/19 of £155.22 per band D property, which represents a £5.00 increase when compared to the current year and is within referendum limits.

Reason:

To allow the Council to approve the Council Tax for 2018/19.

Cost of proposals:

Not applicable

Appendices: **Appendix A:** Overall Total Budget for 2018/19

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	05 February 2018
Subject:	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. On 8 January 2018 the Executive reviewed the Council's overall finance strategy and considered proposals relating to:
 - The capital programme for 2017/18 to 2021/22;
 - The revised revenue budget for 2017/18;
 - Fees and charges for 2018/19;
 - The revenue budget for 2018/19; and
 - The council tax for 2018/19.
2. The purpose of this report is to update the Council's spending plans to take account of the decisions taken by the Executive in relation to these various issues.

THE CAPITAL PROGRAMME 2017/18 TO 2021/22

3. The capital programme for the period 2017/18 to 2021/22 as reported to 8 January 2018 Executive was £52,776,000. This has been increased by £2,305,000 to include amendments to some Daedalus schemes to reflect the tender prices as reported to the Executive in April 2017 and updated to reflect the current projected build costs. The capital programme is now £55,081,000 as shown in the following table.

	£000s
Health and Public Protection	329
Streetscene	924
Leisure and Community	1,958
Housing	6,055
Planning and Development	968
Policy and Resources	44,847
TOTAL	55,081

4. It is anticipated that the programme will be financed from the following sources:

	£000s
Capital Receipts	2,842
Government Grants	4,407
Revenue Contribution to Capital schemes	4,690
Capital Fund Account	5,846
External Contributions	3,027
Community Infrastructure Levy	1,389
Borrowing	34,637
TOTAL	56,838

5. The programme and projected resources indicate that, by 31 March 2022, there could be a small surplus of capital resources of £1,757,000, which represents a contingency of 3.3% on the overall capital programme.
6. Importantly, the surplus assumes an estimate of future capital receipts as well as continued revenue contributions towards capital investment, totalling £7.2m. In the event that these resources do not materialise, the programme will become partly unfunded.

REVISED BUDGET 2017/18

7. In January, the Executive considered in detail the revised budget for 2017/18, which totalled £8,616,700 and is no change when compared to the base budget for the current year.

SERVICE BUDGETS 2018/19

8. The following table shows the service budgets resulting from the decisions of the Executive on 8 January 2018.

	Base Budget 2018/19 £
Committees	
Planning Committee	565,100
Licensing and Regulatory Affairs Committee	501,500
Executive - Portfolio Budgets	
- Leisure and Community	2,378,000
- Housing	1,082,500
- Planning and Development	170,200
- Policy and Resources	-908,800
- Health and Public Protection	2,207,600
- Streetscene	4,773,300
SERVICE BUDGETS	10,769,400

OTHER BUDGETS 2018/19

9. After the January Executive changes were made to the Other Budgets total which will be -£2,328,900.

THE OVERALL BUDGET POSITION FOR 2018/19

10. Taking account of the information referred to in the preceding paragraphs, the overall total budget for 2018/19, detailed in Appendix A, is confirmed as £8,440,500.
11. This total is £176,200 below the base budget for 2017/18 of £8,616,700.

THE AUTUMN STATEMENT AND GOVERNMENT SUPPORT

12. In the 2015 Autumn Statement the Government announced funding plans for local authorities for the lifetime of this parliament which will see further reductions to funding of around 40% when compared to the support received in 2015/16.
13. As part of the statement the Government proposed a four-year settlement agreement that local authorities were encouraged to accept in order to give some certainty to financial planning through to 2019/20. Fareham accepted the proposal by demonstrating to the Government that there were efficiency plans in place to close the gap caused by reduced funding. 97% of local authorities accepted the four-year settlement.
14. Under the proposals, in 2018/19 and 2019/20, Fareham's Revenue Support Grant will be zero leaving only support from business rates and council tax available to fund revenue services.
15. In the Local Government Finance Settlement 2017 the referendum limits for local authorities were set out and council tax increases that exceed 3% would trigger a referendum. This is an increase from 2% on the previous year. However, the government has also allowed shire districts to raise their council tax by a maximum of £5 when compared to the previous level, before a referendum is triggered.
16. The amount of government support, including transitional grant, that the Council expects to receive in 2018/19 is £1,852,843 which is a reduction of £235,170 or 11% when compared to 2017/18. This is solely the amount of business rates we will be retaining.
17. The Finance Settlement 2017 also announced a Fair Funding Review that commenced in January 2018 with a view to implementing the new arrangements from the 2020/2021 financial year. With the outcome of this review unclear, it is important that the Council continues to identify and secure cash-releasing efficiencies each year in order to maintain the high level of service currently provided and continue to achieve its corporate priority to minimise council tax increases.

SPENDING RESERVE

18. The spending reserve exists to cover unforeseen changes in revenue expenditure.
19. The current balance on the reserve stands at £4,140,000 which is £1,727,000 over the minimum required balance of 5% of Gross Expenditure as set out in the approved Medium Term Finance Strategy.
20. The Finance Strategy covers the period through to 2021/22 and is showing a projected shortfall of £1.3m in the final 3 years of the Medium Term Finance Strategy. It would be prudent and it is recommended that the surplus over the minimum 5% is left in the spending reserve in order that a balanced budget can be set for the next 4 years.
21. This position will be reviewed once the outcome of the Fair Funding Review is known for the 2020/21 financial year.

COUNCIL TAX AND NATIONAL NON-DOMETIC RATE BASE

22. The revised council tax base for 2017/18 is 42,371.6 Band D equivalent properties which is the same as the original estimate.
23. The council tax base for 2018/19 is 42,605.3 Band D equivalent properties.
24. The net rates payable from National Non-Domestic Rates for 2018/19 (after Transitional arrangements and reliefs) is £42,683,238.

COUNCIL TAX FOR 2018/19

25. With a net budget for 2018/19 of £8,440,500, government support of only £1,852,843 and the need to make a payment into collection fund balances of £25,538, the Executive recommends a council tax increase for 2018/19 of £5. This is shown in the following table:

	Base Budget 2017/18	Base Budget 2018/19	Variation
	£	£	£
Total Budget	8,616,700	8,440,500	-176,200
Less:			
Government Support	2,088,023	1,852,843	-235,180
Use of Collection Fund surplus	89,984	-25,538	-115,522
Transitional Grant	73,631	0	-73,631
Total due from Council Tax Payers	6,365,062	6,613,195	+248,133
Council Tax base	42,371.6	42,605.3	

Council Tax (Band D)	£150.22	£155.22	
Cash Increase	+ £5.00	+ £5.00	

26. The proposed council tax increase is within government referendum limits.
27. The overall income from taxpayers of £6,613,195 represents approximately 14% of the gross spend by the council for 2018/19 of £45.9million.

ASSURANCE STATEMENT BY THE CHIEF FINANCIAL OFFICER (CFO)

28. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the CFO must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.
29. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.
30. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However, a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at a minimum of 5% of gross expenditure, resources should be in place to meet any variations that cannot be met from within the Council's overall budget.

RISK ASSESSMENT

31. While all spending plans can be met from within existing resources, growing financial pressures increase the risk that spending plans exceed desirable levels.
32. Also, the budget reflects the implications of the changing funding position from central Government as well as other more local budget pressures. These changes will continue to affect the Council's finances and it remains an important part of the overall Medium Term Finance Strategy to retain sufficient balances to cater for the unexpected in these uncertain times.
33. The council should continue to explore opportunities to increase income sources for the Council as well as review efficiency plans in order that balanced budgets can be made in future years.

CONCLUSION

34. In making a recommendation to Council on the council tax for 2018/19, the Executive has evaluated the Council's overall financial position in relation to existing commitments, the level of resources and the projected financial position in the future; not just the overall budget position for next year.

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)

APPENDIX A

ACTUAL REVENUE BUDGET FOR COUNCIL TAX 2018/19

	Budget 2017/18 £	Revised 2017/18 £	Variation Base to Rev £	Budget 2018/19 £	Variation Base to base £
Committees					
Planning Committee	622,100	728,100	106,000	565,100	-57,000
Licensing and Regulatory Affairs Committee	481,000	456,000	-25,000	501,500	20,500
Executive - Portfolio Budgets					
- Leisure and Community	2,543,800	2,707,800	164,000	2,378,000	-165,800
- Housing	1,024,400	848,300	-176,100	1,082,500	58,100
- Planning and Development	121,600	420,700	299,100	170,200	48,600
- Policy and Resources	123,900	-40,450	-164,350	-908,800	-1,032,700
- Health and Public Protection	2,226,100	2,235,850	9,750	2,207,600	-18,500
- Streetscene	4,657,800	4,670,200	12,400	4,773,300	115,500
SERVICE BUDGETS	11,800,700	12,026,500	225,800	10,769,400	-1,031,300
Capital Charges	-2,232,900	-2,232,900	0	-2,232,900	0
Capital Financing Costs					
- Use of Housing Capital Receipts	-60,000	-96,100	-36,100	-60,000	0
- Direct Revenue Funding	1,200,000	1,200,000	0	1,125,000	-75,000
Minimum Revenue Position	362,900	415,300	52,400	680,900	318,000
Interest on Balances	-499,900	-474,900	25,000	-459,900	40,000
Portchester Crematorium	-135,000	-145,000	-10,000	-150,000	-15,000
New Homes Bonus	-1,574,200	-1,574,200	0	-962,000	612,200
Contribution to(+)/from(-) Reserves	-244,900	-502,000	-257,100	-270,000	-25,100
OTHER BUDGETS	-3,184,000	-3,409,800	-225,800	-2,328,900	855,100
BUDGET TOTAL	8,616,700	8,616,700		8,440,500	-176,200
NET BUDGET	8,616,700	8,616,700		8,440,500	-176,200

	Budget 2017/18 £	Budget 2018/19 £
NET BUDGET	8,616,700	8,440,500
EXTERNAL SUPPORT		
Non-Domestic Rates	1,799,749	1,852,843
Revenue Support Grant	288,274	0
Transitional Grant	73,631	0
	<u>2,161,654</u>	<u>1,852,843</u>
USE OF COLLECTION FUND BALANCE	89,894	-25,538
NET AMOUNT DUE FROM COUNCIL TAX PAYERS	6,365,152	6,613,195
COUNCIL TAX BASE	42,371.6	42,605.3
COUNCIL TAX PER BAND D PROPERTY	£150.22	£155.22
CASH INCREASE	£5.00	£5.00
PERCENTAGE INCREASE	3.44%	3.33%

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 05 February 2018

Portfolio:	Policy and Resources
Subject:	Treasury Management Strategy and Prudential Indicators 2018/19
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance and Treasury Management Strategies
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

This report considers the draft Treasury Management Strategy Statement and Prudential Indicators for 2018/19, prior to its submission to the Council for approval.

Executive summary:

Regulations require the Council to prepare and formally approve both an annual Treasury Management Strategy and Prudential Indicators. The document for 2018/19 is attached as Appendix A to this report for consideration by the Executive before being submitted to Council for approval.

CIPFA published new versions of its Treasury Management Code of Practice and the Prudential Code in late December 2017. Due to the late publications, CIPFA recognises that changes may not be fully implemented until 2019/20 due to the lead-in time to produce the strategy. Because of this and because there are no changes to the format or content of the strategy, this strategy is based on the 2011 version of both Codes.

Main highlights in the Strategy are:

Capital Issues

- i) The level of capital expenditure estimated for 2017/18 is £24.7 million. We currently estimate that £13.4 million of this will be met by new borrowing.
- ii) There will be an increase in the amount of council tax contributing to the cost of capital expenditure, due to new borrowing in 2017/18 and 2018/19.

Treasury Management Issues

- iii) The strategy includes a new section on operational exposures to UK banks with low credit ratings and assets, such as through current accounts,

collection accounts and merchant acquiring services. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £4m per bank.

Recommendation:

It is recommended that the Executive:

- (a) endorses the draft Treasury Management Strategy and Prudential Indicators for 2018-19, attached as Appendix A to this report; and
- (b) agrees to submit the report to Council for approval.

Reason:

In accordance with the Code of Practice for Treasury Management in the Public Services and guidance from the Department of Communities and Local Government (DCLG), the Treasury Management Strategy and Prudential Indicators have to be approved by full Council.

Cost of proposals:

Not applicable

Appendices: Appendix A - Treasury Management Strategy and Prudential Indicators 2018/19

Background papers: None

Reference papers: None

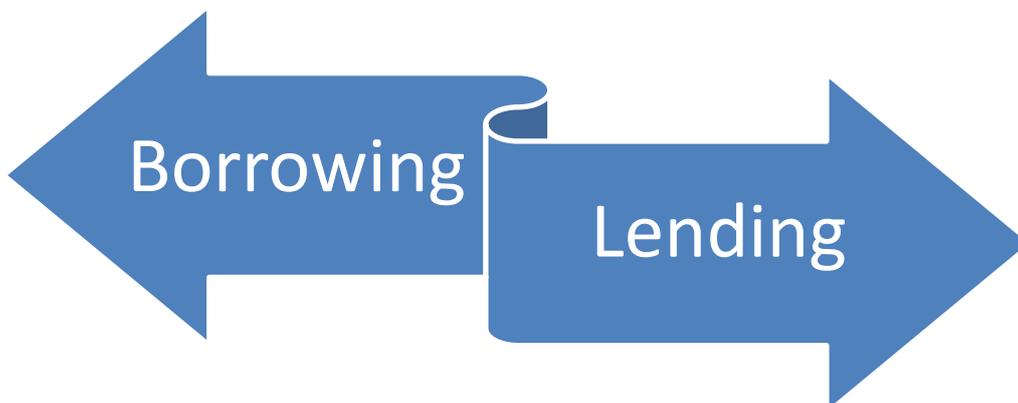
Enquiries:

For further information on this report please contact Caroline Hancock (Ext 4589)

FAREHAM

BOROUGH COUNCIL

TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2018/19



INTRODUCTION

WHAT IS TREASURY MANAGEMENT?

1. Treasury Management is defined as:

The management of the organisation’s cash flows, its banking, money market and capital market transactions;

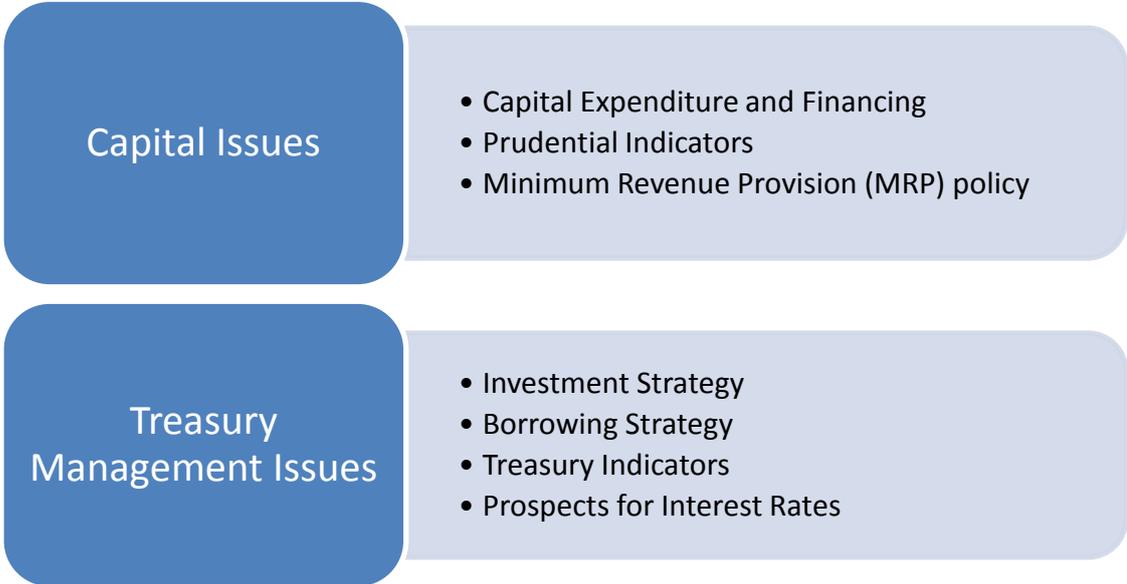
the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

2. The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. There are two aspects to the treasury management service:

- a) To ensure the cash flow is adequately planned, with **cash being available when it is needed**. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council’s low risk appetite, providing adequate liquidity initially before considering investment return.
- b) To ensure the cash flow meets the Council’s **capital plans**. These capital plans provide a guide to the **borrowing need** of the Council. Essentially this is the longer term cash flow planning to ensure that the Council can meet its capital spending requirements. The management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

CONTENT OF THE ANNUAL TREASURY MANAGEMENT STRATEGY

3. This strategy sets out the expected approach to treasury management activities for 2018/19 in light of the anticipated financial climate. It covers two main areas:



4. The content of the Strategy is designed to cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CIPFA Treasury Management Code and the DCLG Investment Guidance.
5. CIPFA published new versions of its Treasury Management Code of Practice and the Prudential Code in late December 2017. Due to the late publications, CIPFA recognises that changes may not be fully implemented until 2019/20 due to the lead -in time to produce the strategy. Because of this and because there are no changes to the format or content of the strategy, this strategy is based on the 2011 version of both Codes.

REPORTING REQUIREMENTS

6. The Council receives and approves three main reports each year in relation to Treasury Management, which incorporate a variety of policies, estimates and actuals. The three reports are:



7. The Executive Committee is responsible for the implementation and monitoring of these reports whilst the Audit and Governance Committee is responsible for the effective scrutiny of the treasury management strategy and policies.

TRAINING

8. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.
9. Treasury management officers regularly attend training courses, seminars and conferences provided by the Council's treasury management advisers and CIPFA.

USE OF TREASURY MANAGEMENT CONSULTANTS

10. The Council has appointed Arlingclose as treasury management advisers and receives specific advice on investment, debt and capital finance issues.
11. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.
12. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and

subjected to regular review.

CAPITAL ISSUES

CAPITAL EXPENDITURE AND FINANCING

13. The objectives of the CIPFA Prudential Code are to ensure that capital investment plans are **affordable**, **prudent** and **sustainable**, and that treasury decisions are taken in accordance with good professional practice.

PRUDENTIAL INDICATORS

14. The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the following **four** prudential indicators, which are designed to assist member's overview and confirm capital expenditure plans.

1) Level of Planned Capital Expenditure

This prudential indicator is a summary of the Council's capital expenditure plans and shows how these plans are being financed by capital or revenue resources.

Capital Expenditure and Financing	2017/18 Revised £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000	2021/22 Estimate £'000
Public Protection	0	0	0	0	329
Streetscene	130	570	0	0	224
Leisure and Community	1,115	316	0	0	527
Housing	904	840	3,330	480	501
Planning and Development	938	30	0	0	0
Policy and Resources	19,015	10,787	8,550	3,700	490
Total General Fund	22,102	12,543	11,880	4,180	2,071
HRA	2,584	5,498	4,283	4,334	3,327
Total Expenditure	24,686	18,041	16,163	8,514	5,398
Capital Receipts	294	856	552	3,765	252
Capital Contributions	5,946	2,031	250	250	474
Capital Reserves	3,600	6,017	3,961	3,999	3,853
Revenue	1,205	1,326	520	500	819
Borrowing	13,641	7,811	10,880	0	0
Total Financing	24,686	18,041	16,163	8,514	5,398

2) The Council's Borrowing Need (Capital Financing Requirement)

This prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure financed by borrowing will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing in line with the asset's life.

The CFR projections are as follows:

£'000	2017/18 Revised £'000	2018/19 Estimate £'000	2019/20 Estimate £'000	2020/21 Estimate £'000
General Fund	37,356	44,546	54,588	53,530
HRA	50,911	50,681	50,451	50,221
Total CFR	88,267	95,227	105,039	103,751

3) Financing Costs as % of Net Revenue Stream

This is an indicator of affordability and identifies the trend in the cost of capital (borrowing and other long-term obligation costs net of investment income) against the net revenue stream.

The positive percentage for the Housing Revenue Account (HRA) reflects the net borrowing costs for the HRA settlement.

	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
General Fund	0%	3%	6%	8%
HRA	14%	14%	14%	14%
Total	8%	10%	11%	12%

4) Incremental Impact of Capital Decisions on Council Tax and Housing Rents

This indicator shows the impact of capital decisions on council tax and housing rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the proposed capital programme to be approved during this budget cycle.

	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Council Tax Band D	-£0.41	£1.22	£1.01	-£0.16
Weekly Housing Rent Levels	-£0.09	£0.04	£0.04	£0.04

HOUSING REVENUE ACCOUNT (HRA) RATIOS

- As a result of the HRA Reforms in 2012, the Council moved from a subsidy system to self-financing and was required to take on **£49.3 million** of debt. The table below shows additional local indicators relating to the HRA in respect of this debt.

	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
HRA Debt £'000	49,268	49,268	49,268	49,268
HRA Revenues £'000	11,250	11,140	10,840	11,120
Number of HRA Dwellings	2,405	2,400	2,408	2,398
Ratio of Debt to Revenues %	4.38:1	4.42:1	4.55:1	4.43:1
Debt per Dwelling £	£20,846	£20,528	£20,460	£20,545

MINIMUM REVENUE PROVISION (MRP) POLICY STATEMENT

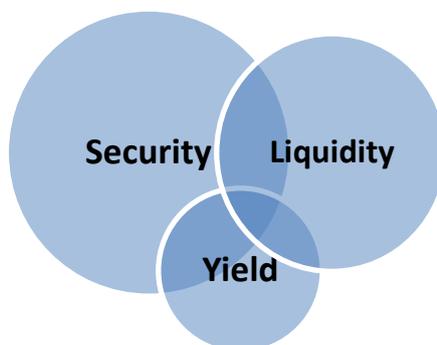
16. Where the Council finances capital expenditure by debt, it must **put aside resources to repay that debt** in later years. The amount charged to the revenue budget for the repayment of debt is known as **Minimum Revenue Provision (MRP)**.
17. The Council is required to set an annual policy on the way it calculates the prudent provision for the repayment of General Fund borrowing. The main policy adopted is that MRP will be determined by charging the expenditure over the **expected useful life** of the relevant assets on an **annuity basis** starting in the year after the asset becomes operational. This calculation will be reviewed on a case by case basis depending on the circumstances and with a view to minimising the impact on the council tax payer.
18. Where expenditure is on an asset which will be held on a short-term basis (up to 5 years), no MRP will be charged. However, the capital receipt generated by the sale of the asset will be used to repay the debt instead.
19. No MRP will be charged in respect of assets held within the HRA, in accordance with DCLG Guidance and capital expenditure incurred during 2018/19 will not be subject to a MRP charge until 2019/20.

TREASURY MANAGEMENT ISSUES

INVESTMENTS

Investment Strategy

20. Both the CIPFA Code and DCLG Guidance require the Council to invest its funds prudently, and to have regard to the **security** and **liquidity** of its investments before seeking the highest rate of return, or **yield**.



21. The Council's objective when investing money is to strike an appropriate balance between **risk and return**, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.
22. If the UK enters into a recession in 2018/19, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to **negative interest rates** on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.
23. Given the increasing risk and very low returns from short-term unsecured bank investments, the Council where practical and reasonable, aims to further diversify into more secure and/or higher yielding asset classes.

Approved Counterparties

24. The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits (per counterparty) and the time limits shown.

Credit Rating	Banks Unsecured	Banks Secured	Government
UK Govt	n/a	n/a	£Unlimited 50 years
AAA	£2m 5 years	£4m 20 years	£4m 50 years
AA+	£2m 5 years	£4m 10 years	£4m 25 years
AA	£2m 4 years	£4m 5 years	£4m 15 years
AA-	£2m 3 years	£4m 4 years	£4m 10 years
A+	£2m 2 years	£4m 3 years	£2m 5 years
A	£2m 13 months	£4m 2 years	£2m 5 years
A-	£2m 6 months	£4m 13 months	£2m 5 years

BBB+	£1m 100 days	£2m 6 months	£1m 2 years
None	£1m 6 months	n/a	£4m 25 years
Pooled Funds	£4m per fund		

25. Investment limits are set by reference to the lowest published **long-term credit rating** from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be considered.
26. Summary of counterparty types:
- a) **Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.
 - b) **Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
 - c) **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.
 - d) **Pooled Funds:** Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.
27. The Council may also invest its surplus funds in corporates (loans, bonds and commercial paper issued by companies other than banks) and registered providers (loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations), subject to meeting the minimum credit rating criteria and time limits recommended by the Council's treasury advisers.

Operational Bank Accounts

28. The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £4m per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.

Risk Assessment and Credit Ratings

29. Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
30. Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments

31. The Council understands that credit ratings are good, but not perfect predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations, in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
32. The following **internal measures** are also in place:
- Investment decisions formally recorded and endorsed using a Counterparty Decision Document.
 - Monthly officer reviews of the investment portfolio and quarterly reviews with the Chief Executive Officer.

Specified Investments

33. The CLG Guidance defines specified investments as those:
- denominated in pound sterling,

- **due to be repaid within 12 months** of arrangement,
 - not defined as capital expenditure by legislation, and
 - invested with one of:
 - a) the UK Government,
 - b) a UK local authority, parish council or community council, or
 - c) a body or investment scheme of “**high credit quality**”.
34. The Council defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

Non-specified Investments

35. Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to **long-term investments**, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and **schemes not meeting the definition on high credit quality**. Limits (per counterparty) on non-specified investments are shown in the table below.

	Cash limit
Total long-term investments	£4m
Total investments without credit ratings or rated below A- (except UK Government and local authorities)	£2m
Total investments (except pooled funds) with institutions domiciled in foreign countries rated below AA+	£2m
Total non-specified investments	£10m

Investment Limits

36. The Council’s revenue reserves available to cover investment losses are forecast to be £16 million on 31st March 2018. In order to minimise risk, in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £4 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers’ nominee accounts, foreign countries and industry sectors as below.

	Cash limit
Any single organisation, except the UK Central Government	£4m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£4m per group
Any group of pooled funds under the same	£10m per manager

management	
Negotiable instruments held in a broker's nominee account	£10m per broker
Foreign countries	£4m per country
Unsecured investments with Building Societies	£2m in total
Money Market Funds	£20m in total

Liquidity Management

37. The Council uses a purpose-built cash flow forecasting spreadsheet to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium term financial plan and cash flow forecast.

Non-Treasury Investments

38. Although not classed as treasury management activities and therefore not covered by the CIPFA Code or the CLG Guidance, the Council may also purchase property for investment purposes and may also make loans and investments for services purposes, for example as equity investments and loans to Council subsidiaries.
39. Such loans and investments will be subject to the Council's normal approval process for revenue and capital expenditure and need not comply with this treasury management strategy.

Investment Treasury Indicator and Limit

40. Total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and are based on the availability of funds after each year-end.

£M	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Principal sums invested > 364 days	10	10	10	10

BORROWING

Current Portfolio Position

41. The Council's treasury portfolio position at 31 March 2016, with forward projections are summarised below. The table shows the actual external borrowing (the treasury management operations), against the capital borrowing need (the Capital Financing Requirement), highlighting any under or over borrowing.

£'000	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Debt at 1 April	41,835	51,835	59,635	70,435
Expected change in debt	10,000	7,800	10,800	0
Gross Debt at 31 March	51,835	59,635	70,435	70,435
Capital Financing Requirement (CFR)	88,267	95,227	105,039	103,751
Under/(Over) Borrowing	36,432	35,592	34,604	33,316
CFR for last, current and next 2 years	311,909	332,649	336,012	341,860

42. The Council is currently maintaining **an under-borrowed position**. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure.
43. Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2018/19 and the following two financial years.
44. The Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view considers current commitments, existing plans and the proposals in the budget report.

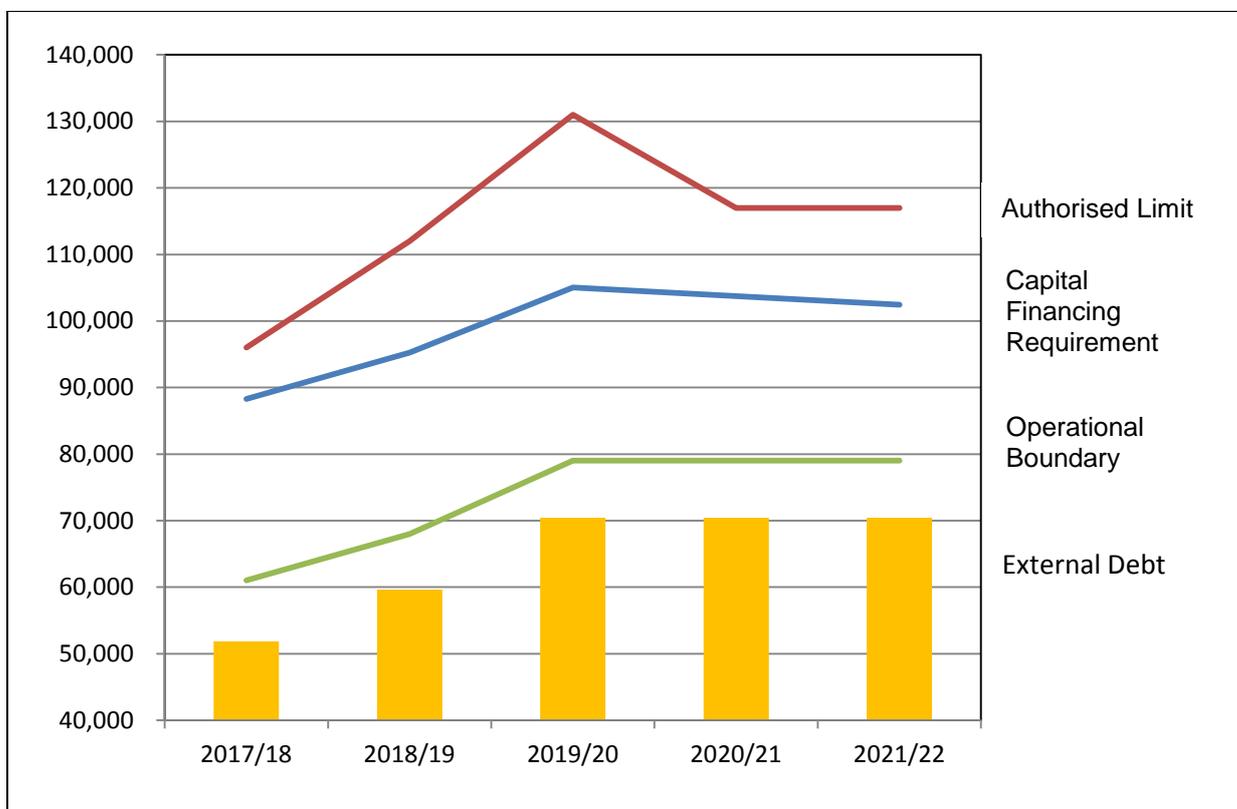
Treasury Indicators: Limits to Borrowing Activity

45. The treasury indicators include two limits to borrowing activity:
- 1) The **operational boundary** is based on the Council's estimate of the most likely (i.e. prudent but not worst case) scenario for external debt. This is the limit beyond which external borrowing is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual borrowing.
 - 2) The **authorised limit** is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.
46. The limits are:

£'000	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Operational Boundary				
Borrowing	56,000	63,000	74,000	74,000
Other long-term liabilities	5,000	5,000	5,000	5,000

Total	61,000	68,000	79,000	79,000
Authorised Limit				
Borrowing	89,000	105,000	124,000	110,000
Other long-term liabilities	7,000	7,000	7,000	7,000
Total	96,000	112,000	131,000	117,000

47. The graph below shows the projections for the CFR and borrowing limits:



48. Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime. This limit is currently:

£'000	2017/18 Revised	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
HRA Debt Cap	56,851	56,851	56,851	56,851
HRA CFR	50,911	50,681	50,451	50,221
HRA Headroom	5,940	6,170	6,400	6,630

Borrowing Strategy

49. The Council's main objective when borrowing money is to strike an appropriately low risk balance between **securing low interest costs** and achieving **certainty of those costs** over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

50. The Council has been in a debt free position for the General Fund for many years mainly due to having sufficient capital reserves to meet the Council's capital programme. However, this position will change over the coming years as borrowing is required for large capital schemes at Daedalus and new property investment opportunities.
51. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short term to either **use internal resources**, or to **borrow short-term** loans instead.
52. By doing so, the Council can reduce net borrowing costs (despite foregone investment income) and **reduce overall treasury risk**. The benefits of internal borrowing or short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly.
53. Our treasury advisers will assist the Council with this '**cost of carry**' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2018/19 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
54. Alternatively, the Council may arrange forward starting loans during 2018/19, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
55. In addition, the Council may borrow short-term loans (normally for up to one month) to cover unexpected cash flow shortages.

Sources of Borrowing

56. The approved sources of long-term and short-term borrowing are:
 - Public Works Loan Board (PWLB) and any successor body.
 - Any institution approved for investments, including other local authorities.
 - Any other bank or building society authorised to operate in the UK.
 - UK public and private sector pension funds (except the Hampshire County Council Pension Fund).
 - Capital market bond investors.
 - UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues.
57. In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
 - Operating and finance leases
 - Hire purchase
 - Private Finance Initiative
 - Sale and leaseback

58. The Council has previously raised all of its long-term borrowing from the PWLB but it will investigate other sources of finance, such as local authority loans and bank loans that may be available at more favourable rates.

Borrowing in Advance of Need

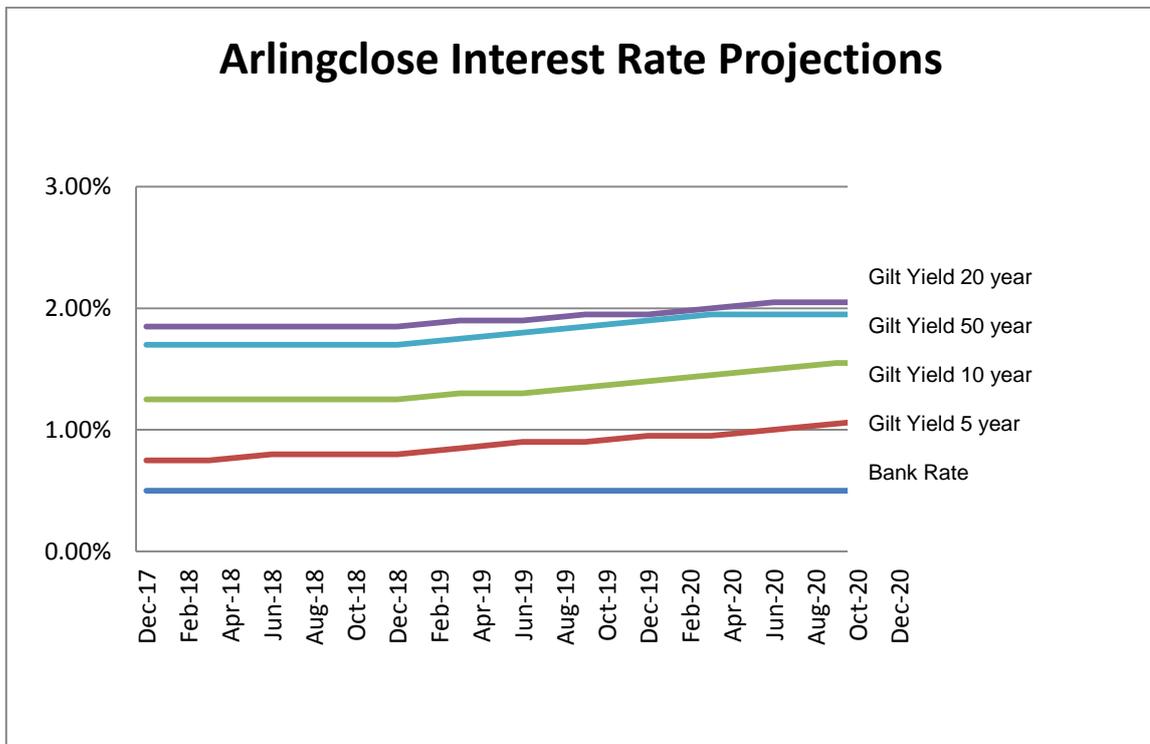
59. The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long-term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.
60. The total amount borrowed will not exceed the authorised borrowing limit of £112 million. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure

Debt Rescheduling

61. The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

PROSPECTS FOR INTEREST RATES

62. The Council's treasury management advisers assist the Council to formulate a view on interest rates. The latest detailed economic and interest rate forecast provided by Arlingclose is attached at Annex A.
63. The following graph and commentary gives the Arlingclose's central view on interest rates.



64. Arlingclose's central case is for UK Bank Rate to remain at 0.50% during 2018/19, following the rise from the historic low of 0.25%. The Monetary Policy Committee re-emphasised that any prospective increases in Bank Rate would be expected to be at a gradual pace and to a limited extent.
65. Future expectations for higher short-term interest rates are subdued and on-going decisions remain data dependant and negotiations on exiting the EU cast a shadow over monetary policy decisions.
66. The risks to Arlingclose's forecast are broadly balanced on both sides. The Arlingclose central case is for gilt yields to remain broadly stable across the medium term. Upward movement will be limited, although the UK government's seemingly deteriorating fiscal stance is an upside risk.

TREASURY MANAGEMENT LIMITS ON ACTIVITY

67. There are **three** debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs and improve performance. The indicators are:
 - Upper limits on **variable interest rate exposure**. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
 - Upper limits on **fixed interest rate exposure**. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
 - **Maturity structure of borrowing**. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and

are required for upper and lower limits.

68. The treasury indicators and limits are:

Upper limits on interest rate exposures	2017/18	2018/19	2019/20	2020/21
	%	%	%	%
- Upper limit on variable interest rate exposures	25	25	25	25
- Upper limit on fixed interest rate exposures	100	100	100	100
Maturity structure of borrowing	Upper Limit			
	%	%	%	%
- Loans maturing within 1 year	25	25	25	25
- Loans maturing within 1 - 2 years	25	25	25	25
- Loans maturing within 2 - 5 years	25	25	25	25
- Loans maturing within 5 - 10 years	50	50	50	50
- Loans maturing in over 10 years	100	100	100	100

Other Items

69. There are many additional items that the Council is obliged by CIPFA or DCLG to include in its Treasury Management Strategy.
70. **Policy on Use of Financial Derivatives:** The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be considered when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.
71. Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.
72. **Policy on Apportioning Interest to the HRA:** On 28 March 2012, the Council borrowed £40 million from the Public Works Loan Board (PWLb) to buy itself out of the HRA subsidy System. The monies were borrowed by the General Fund on behalf of the HRA. The interest on these loans is charged to the HRA on a half-yearly basis at the rate charged by PWLB. A further £9.268 million was lent by the General Fund to the HRA to complete the buyout. Interest on this element is charged at the average weighted rate of the PWLB loans.

73. The unfunded HRA capital financing requirement is also charged to the HRA at the average weighted rate of the PWLB loans.
74. The General Fund credits the HRA with interest earned on HRA credit balances calculated on the monthly movement in reserve balances and applied at year end. The rate used is the weighted interest rate on General Fund investments and cash balances.
75. **Financial Implications:** The budget for investment income in 2018/19 for the General Fund is £459,900 and the HRA is £65,600 and the budget for debt interest paid in 2018/19 is £1,794,900 for the HRA. If actual levels of investments and borrowing, and actual interest rates differ from those forecast, performance against budget will be correspondingly different.

ARLINCLOSE ECONOMIC AND INTEREST RATE FORECAST NOVEMBER 2017

Economic Background

The major external influence on the Authority's treasury management strategy for 2018/19 will be the UK's progress in negotiating its exit from the European Union and agreeing future trading arrangements. The domestic economy has remained relatively robust since the surprise outcome of the 2016 referendum, but there are indications that uncertainty over the future is now weighing on growth. Transitional arrangements may prevent a cliff-edge, but will also extend the period of uncertainty for several years. Economic growth is therefore forecast to remain sluggish throughout 2018/19.

Consumer price inflation reached 3.0% in September 2017 as the post-referendum devaluation of sterling continued to feed through to imports. Unemployment continued to fall and the Bank of England's Monetary Policy Committee judged that the extent of spare capacity in the economy seemed limited and the pace at which the economy can grow without generating inflationary pressure had fallen over recent years. With its inflation-control mandate in mind, the Bank of England's Monetary Policy Committee raised official interest rates to 0.5% in November 2017.

In contrast, the US economy is performing well and the Federal Reserve is raising interest rates in regular steps to remove some of the emergency monetary stimulus it has provided for the past decade. The European Central Bank is yet to raise rates, but has started to taper its quantitative easing programme, signalling some confidence in the Eurozone economy.

Credit Outlook

High profile bank failures in Italy and Portugal have reinforced concerns over the health of the European banking sector. Sluggish economies and fines for pre-crisis behaviour continue to weigh on bank profits, and any future economic slowdown will exacerbate concerns in this regard.

Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and USA, while Australia and Canada are progressing with their own plans. In addition, the largest UK banks will ringfence their retail banking functions into separate legal entities during 2018. There remains some uncertainty over how these changes will impact upon the credit strength of the residual legal entities.

The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Authority; returns from cash deposits however remain very low.

Underlying assumptions:

- In a 7-2 vote, the MPC increased Bank Rate in line with market expectations to 0.5%. Dovish accompanying rhetoric prompted investors to lower the expected future path for interest rates. The minutes re-emphasised that any prospective increases in Bank Rate would be expected to be at a gradual pace and to a limited extent.
- Further potential movement in Bank Rate is reliant on economic data and the likely outcome of the EU negotiations. Policymakers have downwardly assessed the supply capacity of the UK economy, suggesting inflationary growth is more likely. However, the MPC will be wary of raising rates much further amid low business and household confidence.
- The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. While recent economic data has improved, it has done so from a low base: UK Q3 2017 GDP growth was 0.4%, after a 0.3% expansion in Q2.
- Household consumption growth, the driver of recent UK GDP growth, has softened following a contraction in real wages, despite both saving rates and consumer credit volumes indicating that some households continue to spend in the absence of wage growth. Policymakers have expressed concern about the continued expansion of consumer credit; any action taken will further dampen household spending.
- Some data has held up better than expected, with unemployment continuing to decline and house prices remaining relatively resilient. However, both of these factors can also be seen in a negative light, displaying the structural lack of investment in the UK economy post financial crisis. Weaker long-term growth may prompt deterioration in the UK's fiscal position.
- The depreciation in sterling may assist the economy to rebalance away from spending. Export volumes will increase, helped by a stronger Eurozone economic expansion.
- Near-term global growth prospects have continued to improve and broaden, and expectations of inflation are subdued. Central banks are moving to reduce the level of monetary stimulus.
- Geo-political risks remains elevated and helps to anchor safe-haven flows into the UK government bond (gilt) market.

FAREHAM

BOROUGH COUNCIL

Report to Council

23 February 2018

Subject: **Members' Allowances Scheme**

Report of: **Head of Democratic Services**

SUMMARY

In 2003, the Government made Regulations which give local authorities discretion in preparing a Members' Allowances Scheme that reflect local circumstances, whilst at the same time providing clear and transparent accountability. In support of this process, local authorities are required to take into account the recommendations of a locally appointed Independent Remuneration Panel.

The current scheme of Members' Allowances expires in the 2017/18 municipal year and so the Council must adopt a new scheme for 1 April 2018 onwards. The Independent Remuneration Panel has made recommendations in respect of the scheme for next year and Council will be invited to consider their proposals. These recommendations have been considered by the Scrutiny Board and the Executive. Council is asked to consider the recommendations of the Panel together with those recommendations made by both the Scrutiny Board and the Executive.

RECOMMENDATIONS

It is recommended that Council:

- (a) considers the report of the Independent Remuneration Panel, as set out in Appendix A to this report;
- (b) takes into account the comments of the Scrutiny Board as set out at paragraph 16 (a) – (d) of this report;
- (c) takes into account the comments of the Executive as set out at paragraphs 17 – 20 of this report;
- (d) subject to (a) to (c), agrees the recommendations of the Independent Remuneration Panel as set out from paragraphs 8 – 15 of this report; and
- (e) approves the revised Members' Allowances Scheme Handbook with effect from 1 April 2018, as set out at Appendix C to this report.

INTRODUCTION

1. The Independent Remuneration Panel, which advises the Council on the payment of Members' allowances, convened on 9 November 2017 to review the current scheme of allowances and to make recommendations for an updated scheme. The full report of the Panel is attached at Appendix A.

BACKGROUND

2. In 2003, the Government made Regulations which give local authorities discretion in preparing a Members' Allowances Scheme that reflect local circumstances, whilst at the same time providing clear and transparent accountability. In support of this process, local authorities are required to take into account the recommendations of a locally appointed Independent Remuneration Panel.
3. The Panel first met and made initial recommendations in 2003 and has since advised the Council periodically in respect of the allowances payable to Members. The Panel which met on the 9 November 2017 consisted of the same 3 Panel members as previously, which provided continuity for this review.
4. The Panel was invited to review the current scheme, consider whether any changes should be made and to make appropriate recommendations to Council for a refreshed scheme to operate from 1 April 2018.
5. The Scrutiny Board, at its meeting on the 11 January 2018, considered the report of the Independent Remuneration Panel and the recommendations made within it. Recommendations made by the Panel and the Scrutiny Board are set out below.
6. Executive Members are reminded that there is an automatic dispensation to all Members to enable discussion and a decision to be taken on Members' Allowances and Disclosable Pecuniary Interests do not apply to this decision, under the Code of Conduct.

PANEL RECOMMENDATIONS

7. The conclusions and recommendations of the Independent Remuneration Panel are set out from paragraph 6 of the Panel's report which is attached at Appendix A.
8. The Panel compared allowances paid to Members with other similar sized Hampshire Councils. They noted that the average spend per Member at Fareham is £13,513 which is considerably higher than the next listed Hampshire District Council according to the South East Employers' Members Allowances Survey Data 2017/18. The Panel has recommended that the Council confirms that it is satisfied that there are good and valid reasons for these facts.
9. The Panel is recommending that all allowances and expenses are indexed and incrementally increased at the same rate as staff increases.
10. The Panel is recommending that the Members' Allowances Scheme includes a Special Responsibility Allowance for the Mayor and Deputy Mayor of 80 and 15 points respectively.
11. The Panel also recommended that the Designated Independent Person be paid quarterly, as requested by the Designated Independent Person, in order to ease administration. Subsequent enquiries made with the Finance team have indicated that

this change would actually increase administration as the work would have to be run manually due to there being no provision within the system to run a quarterly payroll.

12. The Panel reviewed the Special Responsibility Allowance paid to the Leader of the Minority Group. The Panel is recommending that the allowance paid to the Minority Group Leader should be 60 points for 1-9 Group Members, and for 10 Group Members and above, 120 points, with the removal of note 3 from the Members Allowances Scheme which awards 120 points to the Leader of the largest minority group irrespective of the number of group members dropping below 10.
13. The Panel is recommending that Council considers aligning the Subsistence Allowances, set out in the Scheme, to the amounts paid to officers.
14. The Panel is recommending that consideration be given to paying a supplement of 5p per mile per extra person for Members who carry other Councillors in their vehicle to approved meetings.
15. The Panel is recommending that Carers' Allowances are paid at the living wage rate.

SCRUTINY BOARD RECOMMENDATIONS

16. At the Scrutiny Board meeting on 11 January 2018, Members debated this item at length and considered a tabled document which gave Members examples of the cost implications of some of the proposed recommendations (as attached at Appendix B to this report). The Scrutiny Board made several comments which included:
 - (a) the points awarded for the role of Mayor should be higher due to the personal costs incurred during the Mayoral year, which they felt could detract from accepting this role (recommendation 6.4 of the IRP report);
 - (b) not having the Members' Allowances Scheme index linked with Officers' pay. The Board felt that Members' allowances are not salaries and should not be treated in the same way and did not feel a 2% pay increase (in line with the current national offer for Officers) should be accepted in light of the current financial constraints faced by the Council (recommendation 6.3);
 - (c) applying an annual increase at the same rate of Officers, which is index linked, to the Designated Independent Person (recommendations 6.3 and 6.5); and
 - (d) in respect of the recommendation at 6.6 for the Special Responsibility Allowance paid to the Leader of the Minority Group, Councillor S Cunningham addressed the Board on this proposed change stating that he did not think this was appropriate. Councillor S Cunningham requested that his views were considered by the Executive.

EXECUTIVE RECOMMENDATIONS

17. The Executive considered this item at its meeting on the 5 February 2018. A representation was made by Councillor J Forrest who raised concerns that Councillor R Price, the Leader of the Liberal Democrat Group, had been unable to put his views forward to the Panel in respect of their recommendation to reduce the remuneration paid to the Minority Group Leader based on the number of group members.
18. The Executive Leader outlined that at the time of the last review of Member's Allowances the Scheme did reflect the size of the group as there was, at that time, a higher number of

members within the opposition group. These numbers had decreased over the following years but the Scheme had not been adjusted accordingly. The Executive Leader acknowledged that the Opposition Group Leader had not been invited to address the Panel and that he would look into that issue.

19. The Executive Leader highlighted the recommendation by the Scrutiny Board that the Designated Independent Person's remuneration was increased and index linked. The Executive Leader stated that the Council used to have two Independent Persons which had reduced to one. He highlighted the role of the Designated Independent Person who considers standards matters and is involved in considering complex complaint matters.
20. Executive Members commented on the comparisons made by the Panel with other Authorities and gave a view that it can be difficult to compare due to the differences within local authorities in what is provided to Members. For example, IT provision, mileage allowance.

FINANCIAL IMPLICATIONS

21. The proposals of the Independent Remuneration Panel would result in a range of savings and additional spend depending on which are taken forward for adoption. Therefore, the net financial impact cannot be fully assessed until the final recommendations are made.
22. Appendix B provides a table showing potential costs and savings for each of the recommendations, shown over a four-year period.
23. Appendix C is a draft Member's Allowances Handbook showing how the book would look if the recommendations are agreed.

RISK ASSESSMENT

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

CONCLUSION

25. The Independent Remuneration Panel has reviewed the Scheme of Members' Allowances and made recommendations to be implemented from 1 April 2018.
26. The Scrutiny Board and Executive have considered these recommendations and Council is asked to determine whether to accept them and implement a new Scheme commencing 1 April 2018.

Appendices:

A: Report of the Independent Remuneration Panel November 2017.

B: Document tabled at Scrutiny Board meeting which outlined the costs of proposed recommendations made by the Independent Remuneration Panel.

C: Draft Member's Allowances handbook with effect 01 April 2018.

Background papers:

South East Employers': South East Members Allowances Survey Data 2017/18

Reference papers:

The Local Authorities (Members' Allowances) (England) Regulations 2003

<https://www.legislation.gov.uk/uksi/2003/1021/contents/made>

Enquiries:

For further information on this report please contact Samantha Wightman. (Ext 4594)

**REVIEW OF SCHEME FOR MEMBERS' ALLOWANCES
FAREHAM BOROUGH COUNCIL**

REPORT OF INDEPENDENT PANEL

1 The Panel:

Hazel Warwick: Independent Consultant, formerly Deputy Chief Executive First Wessex Housing Group

Nigel Duncan: Principal Fareham College

Felix Hetherington: Solicitor (non practicing) Local Government Consultant.

2. Terms of reference for the Panel:

The Panel was asked to carry out a review of the Current Scheme of Members Allowances, last reviewed in 2012, and to recommend to the Council its findings and recommendations for a further Scheme.

3 Background:

3.1 As required by the Local government Act 2000 the Council established its current Scheme of Allowances in a Handbook dated April 2013, following recommendations from an Independent Panel.

3.2 The Membership of the Panel is the same as that which carried out the last review.

4. Methodology:

4.1 The Panel was provided with the following documents:

- Emails from Samantha Wightman the Council's Committee and Information Services Manager
- Paper outlining role of Members as Councillors
- Paper outlining role of Executive Leader
- Paper outlining role of an Executive Member
- Paper outlining roles of Mayor and Deputy Mayor
- Paper outlining role of Chairman of Scrutiny Board
- Paper outlining role of Chairmen of Committees
- Paper outlining the role of Chairmen of Policy development and Review Panels
- Members Allowance Councillors' Handbook April 2013
- Paper outlining Population forecasts for all Hampshire Districts

- Paper on average pay for Care Workers
- Schedule of meetings 1017/18 and 2018/19
- Extract of a Report taken to Audit and Governance Committee Committee 13 September 2017 concerning Complaints against Members received by the Monitoring Officer.
- Spread Sheet setting out comparison Members Allowances etc for Hampshire Districts and the wider South East

4.2 The Panel wishes to acknowledge the help and support it received from Leigh Usher and Samantha Wightman.

4.3 In particular, as to the existing Scheme, the Panel was advised that the Chairman and Vice Chairman of the Housing Tenancy Board and Chairmen of Community Action Teams no longer formed part of the Council' structure and their Allowances were disregarded. It was confirmed that the Group Leaders had been circulated about the Review by the Panel and invited to make comment on the Scheme of Allowances.

4.4 The Panel was notified that Councillor Woodward Leader of the Council had representations about the level of Special Responsibility Allowance awarded to the Leader of Minority Groups and he was invited to meet the Panel. He expressed himself happy with the way the points based system of Allowances had operated generally since the last Review. He drew attention to the points awarded to the Leader of the Minority Group, based on the number of members of the Group and the related Note 3 in the Scheme.

5. The Review

5.1 The points based system of Allowances appeared to be working well and fit for purpose as evidenced by the comments of the Leader mentioned above and by the absence of any comment by other Members via the Group Leaders.

5.2 The Basic Allowance has been increased annually at the same rate of increase as Staff pay, and stands at £6,809 for 2016/17, broadly comparable with other Hampshire Districts with a similar population. There has been no substantial change to the workload of Ward Members, although the Leader advised the Panel that the Council's Local Plan is going through the Council processes over the next 2 to 3 years which is a major task for all Members.

5.3 Special Responsibility Allowances have been increased at the same rate as the Basic Allowance.

5.4 The current Scheme does not include the remuneration paid to the Mayor and Deputy Mayor. Some years ago the basis of payment to the Mayor and Deputy Mayor was changed and they now receive annual payments of £4,255 and

**REVIEW OF SCHEME FOR MEMBERS' ALLOWANCES
FAREHAM BOROUGH COUNCIL**

REPORT OF INDEPENDENT PANEL

£850 equivalent to SRAs of 80 and 15 respectively for their contribution to the work of the Council. The level of remuneration is consistent with other Hampshire Districts with a similar population and the remuneration of the Mayor and Deputy Mayor should be included as SRAs.

- 5.5 At the time of the previous Review the Panel was informed that new Licensing requirements were likely to result in significant additional work and responsibility for the Licensing and Regulatory Affairs Committee particularly for its Chairman. The Panel noted that the Chairman received £7,092 which appears to be considerably higher than Chairmen of the Committee with that title in other Hampshire Districts. It seems from the number of meetings called the amount of work for Fareham fell short of that predicted at the last review.
- 5.6 The level of SRA awarded to the Chairman of Audit and Governance Committee is currently 75 points. The Committee has a Vice Chairman appointed but this role does not currently receive a SRA. The Panel was informed that the Committee's title had changed from Audit Committee, but the Panel was unable to see that either to scope or the level of work of that Committee was sufficient to justify and increase in the SRA points and the remuneration currently is in line with other Hampshire Districts of a similar population size.
- 5.7 In addition to Allowances for Members, the Scheme includes an Allowance paid to the Designated Independent Person, who has a role in dealing with formal Complaints to the Council. That allowance is set currently set at £700 pa plus traveling expenses. The Monitoring Officer Paul Doran told the Panel that prior to 2015 there were 2 DIPs and that whilst the volume of Complaints hasn't increased significantly their complexity has. He informed the Panel, also, that in discussions with the DIP several months ago the DIP had enquired whether his remuneration maybe reviewed by the Panel. The Panel decided to contact the DIP directly and invite him to make representations to it. In his representations to the Panel, the DIP stated that his remuneration had not been increased since 2012, agreed with the Panel's suggestion that his remuneration be increased annually at the same rate as that for Members and requested that he be paid quarterly rather than monthly. Taking into account that the DIP is paid a similar rate at Southampton and comparing the rates paid to DIPs in other Hampshire Districts the Panel is of the view that the level of remuneration is reasonable but recommend that it be increased in line with Members remuneration in future.
- 5.8 The Leader of the Council drew the Panel's attention to the SRA paid to the Leaders of Minority Groups paid on the basis of numbers of Members in the Group and note 3 in Scheme which awarded an SRA of 120 to the Leader of the largest Minority Group - irrespective of its size. There is only one Minority

Group currently, consisting of 5 Members. The Leader's view is that the Leader of the Minority Group should be paid according to the number of Members in the Group and that note 3 should be deleted. The Panel is of the view that the Leader of the Minority Group is an important role in holding the Majority Group to account in terms of public confidence. However, it sees merit in the position being brought to its attention and would invite the Council to consider an amendment to the Scheme to delete note 3 and to award an SRA of 60 to the Leader of a Minority Group up to 9 Members and 120 if the Members of the Group are 10 or more.

- 5.9 The Panel took into account at the last Review to benefit to the Council of the Leader as Chairman of PUSH - for which he receives no additional remuneration. The Panel sees no reason to change that view so long as the Leader remains also Chairman of PUSH.
- 5.10 The Scheme includes also Travelling and Subsistence Allowances and Dependents' Carers' Allowances. The Council's travelling and subsistence arrangements are broadly in line with other Hampshire Districts. However, the subsistence and accommodation Allowances seem generous and out of step with other Hampshire Districts. Whilst the Panel was informed many of these are not claimed, the Council might consider arrangements linking Members' Allowances to those of its staff. In relation to car mileage Allowances, the Council might consider adding a supplement of, say, 5p per mile to Members who carry another Member to encourage car sharing arrangements and avoid dual/multiple claims thus reducing the level of claims on the Council and contributing to reducing traffic on its roads. In relation to Carers' Allowances, the Panel would invite the Council to consider paying these at the current level of the minimum wage.

6. Conclusions and Recommendations

- 6.1 Overall, as in its previous Report the Panel has looked again at benchmarking Fareham with both other Hampshire Districts and the wider Southeast. The Panel is grateful to Samantha Wightman for obtaining the comparison with both other Hampshire Districts and the wider South east. As before, the Panel recognises the limitations of benchmarking in terms of consistency in methodology, the variation in arrangements of its Council in its Constitution and number of Members in relation to its population.
- 6.2 However, it is right for the Panel to suggest that the Council considers reasons to validate where in some areas of comparison Fareham may be different to some other Hampshire Districts with a roughly equivalent population. As an example, the comparison spread sheet shows the Authorities' overall Budget for Members Allowances for Fareham is £418,900 which is higher than many other Districts and although there are a low number of Members, the average spent per Member at £13,513 is considerably higher than the next listed

**REVIEW OF SCHEME FOR MEMBERS' ALLOWANCES
FAREHAM BOROUGH COUNCIL**

REPORT OF INDEPENDENT PANEL

Hampshire District. The Council is **RECOMMENDED** to satisfy itself that there are valid and good reasons for these facts.

- 6.3 The Council is **RECOMMENDED** to index increases in all of its Allowances and expenses, including that of the Designated Independent Person, to that applicable to its staff.
- 6.4 The council is **RECOMMENDED** to include SRAs for the Mayor and Deputy Mayor of 80 and 15 respectively.
- 6.5 In relation to the Allowance paid to the DIP the Council is **RECOMMENDED** to increase this annually at the same rate as staff increases and from an administration point of view pay this quarterly.
- 6.6 With regard to the SRA paid to the Leader of the Minority Group, the council is **RECOMMENDED** to remove note 3 from the Scheme and pay Allowances for 1-9 Group Members 60 points and 10 and above 120.
- 6.7 The Council is **RECOMMENDED** to look at its Subsistence Allowances set out in the Scheme and to align these to those paid to its staff.
- 6.8 The Council is **RECOMMENDED** to consider paying a supplement of 5p per mile per extra person to Members who carry in their vehicle other Members of the Council.
- 6.9 On Cares' Allowances the Council is **RECOMMENDED** to consider paying the Living wage rate as an alternative to the statutory minimum.

F R Hetherington

On behalf of the Panel

December 2017

Item 16 – Appendix B

	Members Allowances - Changes	Current	Proposed	Proposed	Proposed	Proposed
		2017/18	2018/19	2019/20	2020/21	2021/22
6.3	Increase Basic Allowance - Per Member by 2% per annum	£ 6,809	£ 6,945	£ 7,084	£ 7,226	£ 7,370
	Total Cost for Basic Allowance	£ 211,073	£ 215,294	£ 219,600	£ 223,992	£ 228,472
6.3	Increase Special Responsibility Allowance - per point by 2%	£56.74	£57.87	£59.03	£60.21	£61.42
	Total Cost for Basic SRA (2823 points in total)	£ 160,177	£ 163,381	£ 166,648	£ 169,981	£ 173,381
6.3	Increase Designated Independent Person Allowance	£ 700	£ 714	£ 728	£ 743	£ 758
6.4	Mayor's Allowance - Current 75 points	£ 4,256				
	Mayor's Allowance - New 80 points		£ 4,630	£ 4,722	£ 4,817	£ 4,913
	Deputy Mayor's Allowance - New 15 points		£ 868	£ 885	£ 903	£ 921
6.5	Pay increased DIP allowance quarterly	NIL	NIL	NIL	NIL	NIL
6.6	Opposition Leaders Allowance - 10 or more members 120 points	£ 6,809	£ 6,945	£ 7,084	£ 7,226	£ 7,370
	Opposition Leaders Allowance - 1 to 9 members 60 points	£ 3,404	£ 3,472	£ 3,542	£ 3,613	£ 3,685
6.7	Subsistence Allowances					
	Breakfast Allowance	£11.79	£8.03	£8.03	£8.03	£8.03
	Lunch Allowance	£23.60	£11.09	£11.09	£11.09	£11.09
	Tea Allowance	£5.89	£4.39	£4.39	£4.39	£4.39
	Evening Meal Allowance	£35.37	£13.73	£13.73	£13.73	£13.73
6.8	Passenger Allowance - First Passenger per mile	£0.03	£0.05	£0.05	£0.05	£0.05
	Passenger Allowance - Second Passenger per mile	£0.02	£0.05	£0.05	£0.05	£0.05
6.9	Carer's Allowance					
	Care of Dependents(per hour)	£7.28	£7.83	TBC	TBC	TBC
	Care of Child (per hour)	£4.85	£7.83	TBC	TBC	TBC
	Maximum per annum	£ 1,769	£ 1,769	£ 1,769	£ 1,769	£ 1,769

Notes:	
	6.3 - Basic and Special RA increase in line with staff pay increases at the approval of the Chief Executive.
	The DIP rate has been in place since 2012.
	6.4 - Deputy Mayor's Allowance rarely paid as covered by other SRAs. Highest SRA only is paid.
	6.5 - This makes no difference if paid quarterly or monthly from an administrative point of view.
	6.6 - Local agreement is to pay the SRA at the top level.
	This change would result in a saving of £3,500 at current rates as 5 members in the opposition party.
	6.7 - In 2016/17 there was £35 paid out in subsistence. To date in 2017/18 only 1 claim has been made.
	6.8 - There is no evidence of this being claimed in the last 5 years.
	6.9 - There is no evidence of this being claimed in the last 5 years.

FAREHAM
BOROUGH COUNCIL

**MEMBERS'
ALLOWANCES**

**COUNCILLORS'
HANDBOOK**

April 2018

MEMBERS' ALLOWANCES

The purpose of this Booklet

This booklet has been produced to provide members and officers with basic details of the Council's "scheme" of members' allowances. Whilst it is hoped that the information will help members in making claims for allowances, it does not cover every detail of what has now become a somewhat complex subject. On any point which requires clarification please contact any of the officers listed below.

Please also note that the information given in this booklet is current as at April 2018 (some of the information being illustrative only) and will be subject to update from time to time.

Please direct any enquiries to:

Leigh Usher
Head of Democratic Services
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Ext. 4553

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- 7. Basic Allowance
- 8. Travelling Allowance
- 12. Subsistence Allowance
- 14. Conferences
- 16. Carer's Allowance

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- Appendix B: Travelling and Subsistence – Bodies to which the Council makes Nominations, page 17
- Appendix C: Travelling and Subsistence – Specific Duties for which Travelling and Subsistence Allowances are payable, page 22
- Appendix D: Travelling Allowance - Motor Mileage (and Bicycle) Rates, page 24
- Appendix E: Subsistence Allowance - Day and Overnight Rates, page 25
- Appendix F: References, page 26

Please note:

There is now a separate claim form for conference allowances and a check-sheet to support a claim for carer's allowance – Democratic Services will supply copies on request.

ALLOWANCES PAYABLE

The Council has agreed that the following allowances will be payable:

1. Special Responsibility Allowance (“SRA”)
2. Basic Allowance
3. Travelling Allowance
4. Subsistence Allowance
6. Carer’s Allowance

Each of the above allowances is explained more fully in the following pages of this booklet.

Members are, however, reminded that the details contained in this booklet are current as at April 2018 and are subject to amendment from time to time.

Giving up an entitlement to an allowance

A member who wishes to forego the entitlement to any allowance should give notice, in writing, to the Chief Executive Officer.

SPECIAL RESPONSIBILITY ALLOWANCE 2018-19

The Special Responsibility Allowance (or "SRA" for short) is paid to recognise certain councillors' significant levels of responsibility (see Note 4 overleaf).

A points system operates for the payment of SRA. For the year commencing 1 April 2017, the points which were allocated to each relevant duty were as set out below. The current value of a point is **£56.74 for 2017/18 (to be increased annually in line with Officer's pay award)**

Duty Individual Points

Executive Leader	360
Executive Member (excluding Leader)	200
Chairman of Scrutiny Board	140
Vice-Chairman of Scrutiny Board	15
*Chairman of Policy Development and Review Panel	125
*Vice-Chairman of Policy Development and Review Panel	15
Leader of Minority Group (see note 3 below) :	
(i) 1 to 9 members	60
(ii) 10 or more members	120
Chairman of Planning Committee	180
Vice-Chairman of Planning Committee	15
Chairman of Licensing and Regulatory Affairs Committee	125
Vice-Chairman of Licensing and Regulatory Affairs Committee	15
Chairman of Appeals Committee	15
Vice-Chairman of Appeals Committee	3
Chairman of Audit and Governance Committee	75
Minority Group Spokesmen (for each Executive Portfolio area)	5
Mayor	80
Deputy Mayor	15
**Designated Independent Person (per annum plus travel expenses)	£700

Notes:

(*see note (5) overleaf)

(** see note (6) overleaf)

- (1) Payments are made at the end of each calendar month, in arrears, directly into a Councillor's nominated bank/building society account.
- (2) A claim is not necessary as the SRA is paid automatically.

~~(3) The individual points awarded to the leader of the largest minority group will be 120, irrespective of whether the number of members in the group drops below 10.~~

- (3) For all the posts listed above, a maximum of one SRA is claimable (i.e. the highest) irrespective of the number of such posts any one Councillor may hold from time to time.

* (4) Subject to the Council's three statutory officers (i.e. currently the Chief Executive Officer, the Director of Finance and Resources and the Monitoring Officer) being satisfied that work loads are equivalent to existing Policy Development Review Panels (currently five) similar Special Responsibility Allowances can be made available to the Chairmen and Vice-Chairmen of up to two additional Policy Development and Review Panels which may be established.

* (5) Under the provisions of the Localism Act 2011, Fareham Borough Council is required to appoint at least 1 Independent Person to assist the Council in promoting and maintaining high standards of conduct amongst its elected and co-opted members.

~~The remuneration received by the Independent Person(s) shall be index linked annually in line with Officer's pay increases.~~

The Independent Person(s) will be consulted on the decision to investigate complaints and also before any decision is made. The Independent Person(s) may be consulted on other standards included by the member who is subject to an allegation.

BASIC ALLOWANCE

The Basic Allowance is intended to recognise the time commitment of all Councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

A points system operates for the payment of the Basic Allowance.

The general provisions covering the payment of Basic Allowance are as follows:

- (a) For 2018/19 the annual monetary value of one point is £56.74 for 2017/18 (to be increased annually in line with Officer's pay award)
- (b) The number of points allocated for the Basic Allowance is 120.
- (c) Payable as a flat-rate allowance to all Councillors.

Notes:

- (1) Payments are made at the end of each calendar month, in arrears, directly into a Councillor's nominated bank/building society account.
- (2) A claim is not necessary as the Basic Allowance is paid automatically.
- (3) *For each year the Basic Allowance will be increased by the same percentage as the NJC for Local Government Services staff pay award. This award has not yet been agreed (i.e. as at 1 April 2013) and the 2013/14 Basic Allowance will continue to be paid with appropriate backdating arrangements being made in due course. This will apply to all Councillors and also the Designated Independent Person(s).
*(*To be amended in line with Council recommendations)*

TRAVELLING ALLOWANCE

The Travelling Allowance is paid as a way of recompensing members (i.e. councillors and co-opted members) for expenditure necessarily incurred when performing specified approved duties. The costs may include such expenses as appropriate train, ferry, bus, air and taxi fares, fuel costs, tolls, parking fees and overnight garaging charges.

The general points covering the payment of Travelling Allowance are as follows:

(1) Amounts

See below, together with Appendix D which sets out motor mileage rates and related matters in detail.

Travelling Allowances are available to all members at the same rates.

(2) Duties

Generally, Travelling Allowance is currently payable for the following duties:

- (a) Meetings of the Council, Executive (including decision making by individual Executive Members), Scrutiny Board, ~~Housing Tenancy Board~~, Committees, Panels and Sub-Committees - see list in Appendix A. (This includes other formal internal meetings authorised by those bodies referred to above, (or by a formally constituted joint committee of the Council and other authorities e.g. the Joint Crematorium Committee) provided that representatives of both political groups are invited – See Appendix C).
- (b) Journeys to and from meetings with officers, booked in advance and within criteria set by the Chief Executive Officer.
- (c) Meetings of all other bodies to which the Council makes nominations - see list in Appendix B.
- (d) Any other duty previously approved at a meeting of the Council, the Executive, Scrutiny Board, ~~Housing Tenancy Board~~, or appropriate Committee, Panel or Sub-Committee (or in certain circumstances, the Chief Executive Officer) as appropriate – see current list and conditions in Appendix C.
- (e) Meetings of the Local Government Association as an approved representative under arrangements in place from time to time.

- (f) Attendance at an approved conference.

(NB. The above duties are subject to amendment from time to time and, when necessary, are subject to budgetary approval, e.g. from the Council or the Executive).

(3) Starting and Ending of Journeys – Requirements

The payment of travel allowance for meetings and other relevant duties is subject to the provision that the journey should start and end inside the Borough Boundary, with travel directly to and from the duty.

There is, however, an exception which allows the Chief Executive Officer, at his discretion, to decide whether it is appropriate for the Council to reimburse members for journeys starting or ending outside the Borough. This would apply to such situations as, for instance, temporary employment commitments.

(4) Method of Transport – Authority of the Chief Executive Officer

The travelling allowance payable for any approved duty is the relevant public transport fare or the applicable motor vehicle mileage rate.

Although there is no particular restriction on the method of transport used, members need to be aware that the Chief Executive Officer has power to authorise the use of any reasonable form of transport provided that he is of the opinion that the proposed mode of transport is appropriate having regard to the overall cost benefit to the Council and justified savings in time. It is therefore essential that, for long journeys, in particular, members should seek advice from Democratic Services on suitable travel arrangements.

The Chief Executive is also able to authorise, at his discretion, the use of alternative means of transport if any member cannot conveniently use a private vehicle or normal form of public transport, for appropriate valid reasons, such as health or disability. Members should seek advice from Democratic Services before incurring expenditure.

(5) Claims

Claims for Travelling Allowance must be made on the form provided within **3 months** of the date of the relevant meeting or approved duty. There is no discretion for late claims to be paid.

(6) Availability of Allowances from more than One Source

Members must not claim a Travelling Allowance for the same meeting or other approved duty, from more than one source. For example, a member attending a

meeting of another organisation which pays allowances, may claim an allowance from **either** the organisation **or** the Council, but not from both.

(7) Conditions of Approval

It is particularly important to note that it remains a condition of the payment of Travelling Allowance that the duty for which it is paid must have been approved by the Council, the Executive, or as appropriate, the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, Panel or Sub-Committee (or, in certain circumstances, the Executive Leader, the Chief Executive Officer or other designated officer) **before** the duty is performed. It is not possible for the payment of a Travelling Allowance to be authorised after the event.

(8) Insurance

Members are reminded that the use of a private motor vehicle on any duties connected with their service as a member of the Council can be classed as business use by an insurer. Members should check that their policies include a clause which covers such use.

They should also satisfy themselves that the insurance company is aware of the nature of the duties and accepts those duties for appropriate cover under the policy.

(9) Motor Vehicle Travel - Passengers

Members are encouraged to travel together in the same vehicle or, preferably, to travel with an officer, whenever possible. Additional payments are made for the carriage of passengers and details are set out in Appendix D. (Please also see paragraph 4 above which refers to the Chief Executive Officer's power to authorise the most appropriate form of transport).

(10) Taxis

The use of a taxi is permitted, subject to the following restrictions-

- (a) travel by taxi should only be made if there is no reasonable means of public transport available, or in a case of urgency;
- (b) the amount reimbursed will be the actual fare and also any reasonable gratuity paid;
- (c) should a taxi be used when there is reasonable means of public transport available for the same journey or if the taxi is used in non-urgent circumstances, the relevant public transport fare will be the maximum

payable.

(11) Hired Vehicles

The mileage rate payable for the use of a hired vehicle (other than a taxi-cab) will not be more than the rate which would have been applicable had the vehicle belonged to the member who hires it.

(12) Rail Travel

The cost of rail travel will be reimbursed at the actual cost incurred up to a maximum of first class rate. ~~The rate paid will not be more than the first class ordinary fare or any first class available cheap fare.~~

Members' attention is drawn to the fact that the Council holds an account with the railway operators and rail warrants can be used for all journeys by train. Enquiries should be made to Democratic Services in the Civic Offices at a reasonable time before any journey is undertaken. The officers will then make the necessary arrangements to supply the rail warrant. If travel takes place without a warrant, a receipt/ticket must be produced to obtain reimbursement (see paragraph 16 below).

(Please also see paragraph 4 above which refers to the Chief Executive Officer's power to authorise the most appropriate form of transport).

(13) Bus Travel

Expenditure incurred for travel by bus will be reimbursed in full, subject to the production of a receipt.

(14) Bicycle Allowance

A bicycle allowance at a rate of 20p per mile is available to all members. For the use of a bicycle, members are also reminded of the **insurance advice on business use** referred to in paragraph (8) above and should consider obtaining appropriate cover for such use.

(15) Ferry Fares and Tolls

Any member travelling to the Isle of Wight as a foot passenger can reclaim the actual cost involved. If it is considered essential that a motor vehicle should be taken to the Isle of Wight then enquiries should first be made to Democratic Services in the Civic Offices, to find out the applicable reimbursement. Other essential ferry fares or tolls (passenger and vehicle) can be reimbursed at cost.

(16) Production of Receipts

Members are required to support all of their claims for travel allowance by the production of receipts. This applies to taxi fares, parking charges, bus fares, train fares, etc. **Claims without relevant VAT receipts cannot be processed.** This condition **does not** apply to car, motorcycle or bicycle journeys where the relevant mileage is stated on the claim form.

(17) Travelling Allowance Rates – Effective Dates

The current rates for Travelling Allowances will remain effective until 31 March 2018.

(18) Air Travel

Expenditure incurred for travel by air will be reimbursed in full at the actual cost paid, but the rate will not be more than the ordinary fare or any available economy fare.

(Please also see paragraph 4 above which refers to the Chief Executive Officer's power to authorise the most appropriate form of transport).

Enquiries should be made to Democratic Services in the Civic Offices if any proposals to travel by air are being considered to ensure that the proper approvals are obtained and also for advice on the necessary arrangements.

(19) Travel Abroad

Enquiries should be made to Head of Democratic Services in the Civic Offices if any proposals involving travel abroad (or to return to the UK for a special reason) are being considered. For travel to and from destinations outside the UK, the need to consider the use of the most appropriate form of transport, (also referred to in paragraph 4 above) is particularly important.

SUBSISTENCE ALLOWANCE

The Subsistence Allowance is paid as a way of recompensing members (ie councillors and co-opted members) for expenditure necessarily incurred when performing specified approved duties. The costs include day-time meals and refreshments and on occasions, may also include costs for an overnight stay. Expenditure on an overnight stay is most likely to arise as a result of attendance at a conference which is dealt with in another section of this booklet. Nevertheless, should it be likely that an overnight stay will be required for an ordinary approved duty then enquiries should be made to Democratic Services in the Civic Offices at a reasonable time before the duty is undertaken. The officers will then advise on the necessary arrangements.

The general points covering the payment of Subsistence Allowance are as follows:

(1) Amounts

See below and also Appendix E which sets out the day and overnight subsistence rates according to the time of day and the period of absence.

Subsistence Allowances are available to all members at the same rates.

(2) Duties

Generally, Subsistence Allowance may be payable, in appropriate circumstances, for the following duties:

- (a) Meetings of the Council, the Executive (including decision making by individual Executive Members), Scrutiny Board, ~~Housing Tenancy Board~~, Committees, Panels and Sub-Committees - see list in Appendix A. (This includes other formal internal meetings authorised by those bodies referred to above, (or by a formally constituted joint committee of the Council and other authorities, eg, the Joint Crematorium Committee), provided that representatives of both political groups are invited – see Appendix C).
 - (b) Meetings of all other bodies to which the Council makes nominations - see list in Appendix B.
 - (c) Any other duty previously approved at a meeting of the Council, the Executive, Scrutiny Board, ~~Housing Tenancy Board~~, or appropriate Committee, Panel or Sub-Committee (or, in certain circumstances, by the Chief Executive Officer), as appropriate – see Appendix C.
 - (d) Meetings of the Local Government Association as an approved representative under arrangements in place from time to time.
- (d) Attendance at an approved conference.

(NB: The above duties are subject to amendment from time to time, when necessary, and are subject to budgetary approval, e.g. from the Council or the Executive).

(3) Claims

Claims for Subsistence Allowance must be made on the form provided within **3 months** of the date of the relevant meeting or approved duty. There is no discretion for late claims to be paid.

(4) Availability of Allowances from more than One Source

Members must not claim a Subsistence Allowance for the same meeting or other approved duty, from more than one source. For example, a member attending a meeting of another organisation which pays allowances may claim an allowance from **either** the organisation **or** the Council, but not from both. This would also be the case if the organisation were, for example, to provide refreshments for members attending an event. In such a case, no additional claim should be made to the Council.

(5) Conditions of Approval

It is particularly important to note that it remains a condition of the payment of Subsistence Allowance that the duty for which it is paid must have been approved by the Council, the Executive, or as appropriate, the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, Panel or Sub-Committee, (or, in certain circumstances by the Executive Leader, the Chief Executive Officer or other designated officer), **before** the duty is performed. It is not possible for the payment of a Subsistence Allowance to be authorised after the event.

(6) Production of Receipts

Members are required to support their claims for Subsistence Allowance by the production of receipts – this applies to hotel accommodation, meals taken, etc. ***Claims without relevant VAT receipts cannot be processed.***

(7) Subsistence Allowance Rates – Effective Dates

The current rates for Subsistence Allowance will remain effective until 31 March 2018.

(8) Discretionary Authority of the Chief Executive Officer – Overnight Subsistence Rates

For conferences (and other duties necessitating an overnight stay) the Chief Executive Officer has authority to approve overnight absence at a cost above the standard maximum overnight limit shown in Appendix E. However, the Chief Executive Officer must be satisfied that such expenditure is fully justified. In addition, the arrangements must be made directly by the Council with a third party and not by the member concerned.

CONFERENCES

(Also generally applicable to other meetings involving an overnight stay)

The general points covering attendance at conference are:

(1) Amounts

Travelling and subsistence allowances are payable for attendance at conference at the same rates as other duties. Appendices D and E set out the various rates in detail. Dependants' carers' allowances are also available to Councillors for conferences. Details are set out in the section on such allowances (see page 17). Conference attendance allowance is no longer payable and subsistence, carers and (relevant) travel claims must all now be backed by receipts.

(2) Duties

Any conference approved by the Council, the Executive, (or in certain circumstances the Chief Executive Officer or the Executive Leader) or, as appropriate, the Scrutiny Board or, ~~by the Housing Tenancy Board~~ or any Committee, Panel or Sub-Committee, subject to the necessary budgetary provision being available (see also (5) below).

(3) Purpose of a Conference

A conference (or such similar meeting) can be approved for the payment of allowances provided it is **both** organised by any person or body who is not doing so by way of trade or by anybody whose objects are not wholly or partly political **and** where the purpose of the conference (or similar meeting) is to discuss matters which, in the Borough Council's opinion, relate to the interests of its area, or part of it, or to the inhabitants of its area, or some of them.

(4) Conferences Relating to Duties of Joint Committees or Joint Boards, etc

Special arrangements would need to be made for attendance at a conference on behalf of a body which the Council operates jointly with other local authorities (eg the Portchester Crematorium Joint Committee). If there are proposals for a member to attend any such conference enquiries should be made to Democratic Services in the Civic Offices at a reasonable time before any such duty is undertaken to ensure

that the proper authority has been obtained and that the necessary arrangements can be made.

(5) Authority to Attend a Conference

Prior authorisation for attendance at a conference must be obtained, as appropriate, from the Council, the Executive, the Executive Leader (in certain circumstances), the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, a Panel or a Sub-Committee or, if convened at short notice, by the Chief Executive Officer (reference: Delegation Scheme – Part G). *(This includes ensuring that the necessary budgetary authority has also been given, where required. For example, it is often the case that the Executive (or Council) will need to authorise the appropriate financial provision even though another body has authorised attendance).*

Notwithstanding the above, the Council's delegation scheme provides that the Chief Executive Officer, Directors and Chief Officers (after consultation with the appropriate Executive Member) have ongoing authority to select, annually, an appropriate conference for each service area for attendance by a member accompanied by an officer (reference: Delegation Scheme – Part G). In addition, the Executive Leader has authority to approve attendance of members at conferences (and external "seminars") up to a maximum total expenditure of £1000 on fees for each conference (or "seminar").

(6) Members Eligible to Attend Conferences

Any member (i.e. councillor or co-opted member) is eligible to attend a conference on behalf of the Council provided that the appropriate authority referred to in (5) above has been first obtained.

(7) Overnight Accommodation and Subsistence

It is sometimes possible for the authority to obtain savings on the cost of a hotel booking, by making payment, in advance, via the Council. A member who is appointed to attend a conference should, in good time, discuss accommodation needs, in the first instance, with any officer who might be accompanying him or her to the event. At the same time, Democratic Services are able to advise on the most economical way of covering the cost of attendance. See also note 10 below regarding the authority of the Chief Executive Officer to authorise additional overnight subsistence costs in specific circumstances.

Members are also reminded that they cannot claim additional subsistence allowance from the Council if meals or refreshments are provided by some other source, for example, inclusively with accommodation or by conference or meeting organisers, etc.

Unless it is financially beneficial to stay overnight, or there are administrative reasons, a member should return home on a daily basis from a conference organised at a local venue.

(8) Production of Receipts

Members are required to support their claims for conference allowances by the production of receipts for accommodation, travelling and subsistence expenses, as appropriate. ***Claims without relevant VAT receipts cannot be processed.***

(9) Claim Form

A special claim form is available for conference allowances. Please ask Democratic Services, in the Civic Offices, when required.

(10) Discretionary Authority of the Chief Executive Officer – Method of Transport and Overnight Subsistence Rates (Delegation Scheme – Part G)

For full details see travelling and subsistence allowance sections but, briefly, the Chief Executive Officer has authority to:

- (i) sanction the use of any reasonable form of transport, having regard to overall cost benefit to the Council and justifiable savings in time;
 - (ii) agree to the cost of overnight subsistence exceeding the maximum limit, provided that he considers it justifiable and that the arrangements are made directly by the Council and not the member;
 - (iii) agree the use of alternative means of transport if public transport or a private vehicle cannot be conveniently used due to, say, possible health, disability or other valid reason; and
 - (iv) decide if it is appropriate for the Council to reimburse a member for a journey starting or ending outside of the Borough, in such a situation as, for instance, a temporary employment.
-

DEPENDANTS' CARERS' ALLOWANCES

The Carer's Allowance is paid to assist councillors with expenditure necessarily incurred in arranging for the care of their dependants or children.

The general points covering the payment of Carer's Allowance are as follows:

(1) Amounts

- Care of Dependants – up to £7.83 per hour.
- Care of Child – up to £7.83 per hour.

Maximum - £1,769 per claimant, per annum, unless the Chief Executive Officer authorises this limit to be exceeded if, in his opinion, this is justified.

(2) Duties

Generally, Carer's Allowance is currently available to councillors for the following duties:

- (a) Meetings of the Council, Executive (including decision making by individual Executive Members), Scrutiny Board, ~~Housing Tenancy Board~~, Committees, Panels and Sub-Committees - see list in Appendix A. (This includes other formal internal meetings authorised by those bodies referred to above, (or by a formally constituted joint committee of the Council and other authorities eg the Joint Crematorium Committee) provided that representatives of both political groups are invited – see Appendix C).
- (b) Subject, where applicable to (a) above, attendance at a formally approved and constituted internal seminar, advisory panel, working (group) party, steering (group) party, special panel, special interest group, workshop, training session, site visit or consultation meeting.
- (c) Attendance at an approved conference (see page 15).
(NB. The above duties are subject to amendment from time to time and, when necessary, are subject to budgetary approval, e.g. from the Council or the Executive).

(3) Conditions of Payment and Time Limits

Payable to all councillors at the same rates.

In connection with carers' allowances, payment periods include travelling time from leaving home until returning home for all approved duties; allowances may be rounded-up overall to the next complete hour and may be in respect of children up to and including 14 years of age and elderly or disabled dependants requiring care and not able to be left on their own, provided that they normally reside with the claimant and that the paid carer is not a member of the claimant's immediate family or household. The payment is to be subject to a written declaration, lodged with the Director of Finance and Resources, outlining the circumstances which entitle the claimant to make a claim and the fee paid, which shall be the exact sum charged up to the maximum allowed by the scheme. The Director has the final authority to make a decision on the approval of any claims.

(4) Claims

Claims for Carer's Allowance must be made on the form provided within **3 months** of the date of the relevant meeting or approved duty. There is no discretion for late claims to be paid.

(5) Production of Receipts

Councillors are required to support claims for Carer's Allowance by the production of receipts from the carer. ***Claims without relevant VAT receipts cannot be processed.***

(6) Availability of Allowances from more than One Source

Councillors must not claim a Carer's Allowance for the same meeting or other approved duty, from more than one source. For example, a member attending a meeting of another organisation which pays allowances, may claim an allowance from ***either*** the organisation ***or*** the Council but not from both.

(7) Conditions of Approval

It is particularly important to note that it remains a condition of the payment of Carer's Allowance that the duty for which it is paid must have been approved by the Council, the Executive, or as appropriate, the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, Panel or Sub-Committee (or, in certain circumstances by the Executive Leader, the Chief Executive Officer or other designated officer) ***before*** the duty is performed. It is not possible for the payment of a Carer's Allowance to be authorised after the event.

(8) Carers' Allowances – Effective Dates

The current rates for carers' allowances will remain effective until 31 March 2018.

(9) Claim Form

A special form is available to support any claim for carer's allowance. This form acts as a receipt and must be signed by the carer. Please ask Democratic Services, in the Civic Offices, when required.

APPENDIX A

EXECUTIVE ARRANGEMENTS – COUNCIL STRUCTURE

The following formal bodies are operating under the Council's executive arrangements:

Council meeting
Executive (Including decision making by individual Executive members)
~~Housing Tenancy Board~~
Planning Committee
Licensing and Regulatory Affairs Committee (and Licensing Panels)
Appeals Committee
Audit & Governance Committee
Scrutiny Board
Leisure and Community Policy Development and Review Panel
~~Strategic Planning and Environment Policy Development and Review Panel~~
Planning and Development Policy Development Review Panel
Health and Public Protection Policy Development and Review Panel
Housing Policy Development and Review Panel
Streetscene Policy Development and Review Panel
Community Action Teams
Licensing Trading Concession Panel
PUSH Joint Committee
PUSH Overview and Scrutiny Committee

Note: Appropriate travelling allowances (and where relevant, subsistence allowances and carers' allowances) are sometimes payable for authorised attendance at a meeting that a member is invited to attend (eg. as an Executive Member required to attend a Scrutiny Board or Review Panel meeting to explain any matter) or has the right to attend (eg. the mover of a motion).

If there is any doubt, please consult Democratic Services in the Civic Offices for advice.

APPENDIX B

TRAVELLING AND SUBSISTENCE ALLOWANCES

Bodies to which the Council makes nominations and for which travelling and subsistence allowances are currently payable (in addition to those duties set out in Appendices A and C)

NOTES:

- (a) See also the general information in the sections commencing on pages 8 and 12.
- (b) Travelling and Subsistence Allowances are payable only to those members acting as representatives, trustees and deputies nominated by the Council, the Executive, and where appropriate, by the Scrutiny Board, ~~the Housing Tenancy Board~~, a Committee, a Panel or a Sub-Committee or in the case of the Local Government Association, those members nominated to serve or act as deputies on LGA bodies through the agreed process in operation from time to time.
- (c) Any member appointed by the Hampshire and Isle of Wight Local Government Association to represent that Association on another body is entitled to travelling and subsistence allowances under this Council's scheme provided that the body concerned undertakes activities connected with the functions of this authority. Such an appointee does not need to be nominated directly by the Borough Council.
- (d) This list is subject to revision at any time (list correct as at 01 April 2018 and subject to amendment following Annual Council):

Abshot Community Association Management Committee
Burrige Community Association Management Committee
Citizens' Advice Fareham
Community Safety Partnership

Consultation with Businesses
Crofton Community Association
District Health and Well-being Partnership Board
Earl of Southampton Trust
Fareham / Pulheim Twinning Association
Fareham / Vannes Twinning Committee
Fareham and Gosport Clinical Commissioning Group
Fareham Fairtrade Borough Working Group
Fareham North West Community Association Management Committee
Fareham Welfare Trust
Genesis Advisory Committee
Hammond Memorial Hall Trust
Hampshire and Isle of Wight Community Safety Alliance
Hampshire and Isle of Wight Local Government Association
Hampshire County Council South Area Road Safety Council
Hampshire Health and Well-being Partnership Board
Hampshire Partnership
Hampshire Superannuation Scheme (AGM)
Health Overview and Scrutiny Panel (HOSP) (Portsmouth City Council)
Highlands Hub Management Committee
Historic Environment Champion (English Heritage)
Home-Start Gosport and Fareham
Local Children's Partnership
Local Government Association - General Assembly and Annual Meeting
Local Government Association - Group Leaders' Briefings
Local Government Association Coastal Issues Special Interest Group
Lockwood Community & Sports Association
North Whiteley Development Forum
One Community, Eastleigh
Parking and Traffic Regulations Outside London
Partnership Action Group (sub-group of the Community Safety Partnership)
Partnership for Urban South Hampshire - Overview and Scrutiny Committee
Police and Crime Panel
Portchester Community Centre Ltd
Portchester Parish Hall Board of Trustees
Priory Park Community Association Management Committee
Project Integra - Strategic Board
Public Transport Representative
Randal Cremer Trust

Ranvilles Community Association Management Committee
RELATE Portsmouth and District
RELATE South West Hampshire and the Isle of Wight
River Hamble Harbour Management Committee
Solent Forum (incorporating the Solent Water Quality Group / Conference)
Solent Sea Rescue Organisation
South East Employer's Local Democracy and Accountability Network for Councillors
South East Employers
Standing Conference on Problems Associated with Coastline
Stubbington Study Centre
The Louisa Seymour Charity Management Committee
The Moving On Project
The Solent Transport Joint Committee
Titchfield Community Association
Victory Hall Management Committee
Wallington Village Community Association Executive Committee
Whiteley Community Association - General and Executive Committees
William Price Charitable Trust

(NB. There are some bodies to which the Council makes nominations and which are not shown on this list as the nominees are currently not members of the Council. Such bodies are mainly Charitable Trusts).

APPENDIX C

TRAVELLING AND SUBSISTENCE ALLOWANCES

Specific duties for which travelling and subsistence allowances are currently payable (in addition to those duties set out in Appendices A and B)

NOTES:

- (a) See also general information in the sections commencing on pages 8 and 12.
- (b) Travelling and Subsistence Allowances are payable for the duties listed in this section only if members of at least **TWO** political groups have been invited and are appointed/authorised to attend. (**NB** – This provision does not apply to 6, 7, 8 and 9 below – Executive Appointments to formally constituted Joint Committees, Conferences and External Seminars, the Independent Members' Forum and Community Action Team meetings).
- (c) This list is subject to revision from time to time, especially in relation to duties authorised on an 'ad hoc' basis (eg. training sessions, workshops, site visits etc).
- (d) The Chief Executive Officer has authority to approve meetings with representatives of other local authorities for the payment of travelling and subsistence allowances provided that members of at least two political groups are appointed/authorised to attend and also to a report being subsequently made to Council for information purposes. (Delegation Scheme – Part G).
- (e) The Executive Leader has authority to approve attendance of members at conferences or external seminars up to a total maximum limit of £1000 per conference or seminar.

1. Internal Seminars

Fareham Borough Council Internal Seminars approved by the Chief Executive

Officer. (Delegation Scheme – Part G) (**NB.** Up to 12 seminars each year can be approved by the Chief Executive Officer for the payment of travelling and/or subsistence allowances. Payment for more than 12 seminars in any year is subject to authorisation by the Council).

2. Member Advisory Panels, Working (Groups) Parties, Steering Groups, Special Panels and Special Interest Groups

3. Member Workshops and Training Sessions

In addition to specific training sessions approved by formal meetings, the Chief Executive Officer has authority to approve up to 12 training sessions each year for payment of travelling and/or subsistence allowances; provided that such training sessions relate to a general area of business where training is advisable and such business does not fall specifically within the remit of one of the Council's bodies.

4. Formal Site Visits

5. Statutory Consultation Meetings

6. Executive Appointments to Formally Constituted Joint Committees

7. Conferences and External Seminars

8. Independent Members' Forum

9. Community Action Teams

Relevant Ward Councillors

10. Deputy Mayor

Formal duties undertaken by the Deputy Mayor

APPENDIX D

TRAVELLING ALLOWANCE MOTOR MILEAGE RATES AND BICYCLE ALLOWANCE PAYABLE

- (1) The rate per mile for travel by a councillor or co-opted member's own private motor vehicle or one belonging to a member of his/her family or otherwise provided for his/her use, is as follows:
 - (a) **Car Allowance** 45p*
 - (b) **Motor Cycle Allowance** 24p
- (2) **Passenger Supplements**
The rates referred to in (1)(a) and (b) above may be increased for the carriage of passengers to whom a travelling allowance would otherwise have been payable, by 5p a mile regardless of the number of passengers.
- (3) **Bicycle Allowance** 20p per mile

*The Approved Mileage Allowance Payment was increased from 40p to 45p with effect from 6 April 2011 following the announcement in the 2011 Budget.

APPENDIX E

SUBSISTENCE ALLOWANCE

1. Maximum Day Subsistence Rates

- (a) Breakfast allowance (more than 4 hours away from normal place of residence before 11.00am)
~~£11.79~~ £8.03
- (b) Lunch allowance (more than 4 hours away from normal place of residence, including the period between 12 noon and 2.00pm)
~~£23.60~~ £11.09
- (c) Tea allowance (more than 4 hours away from normal place of residence, including the period between 3.00pm and 6.00pm)
~~£5.89~~ £4.39
- (d) Evening meal allowance (ie. dinner) (more than 4 hours away from the normal place of residence, ending after 7.00pm)
~~£35.37~~ £13.73

2. Maximum Overnight Subsistence Rates (inclusive of meals/accommodation)

In the case of an absence overnight from the usual place of residence (deemed to cover a continuous period of absence of 24 hours) and commencing from the time of leaving home – Appropriate day rates to apply after a complete 24 hour period has elapsed until the return home:
£176.92

NOTES

- (i) Where a suitable ***meal is provided free of charge***, or is already included in a

subsistence claim under (2) above, no separate allowance will be payable.

(ii) Members should be aware that subsistence allowance for a meeting which involves an overnight stay **includes** both the cost of hotel accommodation and meals.

(iii) For conferences (and other duties necessitating an overnight stay) the Chief Executive Officer has authority to approve overnight absence at a cost above the standard limit shown in (2) above, if in his opinion, such expenditure is justified; in such a case, the arrangements **MUST** be made directly by the Council with a third party and not by the member concerned.

(iv) All subsistence claims must be supported by VAT receipts.

APPENDIX F

REFERENCES

The main references covering members' allowances are to be found in:

1. **Acts**
 - (a) Local Government Act 1972
 - (b) Local Government and Housing Act 1989
 - (c) Local Government Act 2000.
2. **Statutory Instruments**
 - (a) The Local Authorities (Members' Allowances) (England) Regulations 2003 (S.I.No1021 – 2003).
(As amended by S.I.No1692 – 2003).
 - (b) The Local Government Pension (Local Authority Members in England) Regulations 2003 (S.I. No.1022 – 2003)
3. **Circulars and Letters**
 - (a) Covering letters dated 7 and 11 April from the ODPM, accompanying the Statutory Instruments referred to in (2) (a) and (b) above, respectively.
4. **Other Regulations**
 - (a) New Council Constitutions – Guidance on Consolidated Regulations for Local Authority Allowances – ODPM and Inland Revenue (July 2003).
5. **Fareham Borough Council**
 - (1) Former Policy and Resources Committee – 12 July 2001 – Minute 4
 - (2) Council – 26 July 2001 – Minute 9 (6)
 - (3) Former Political Restructuring Sub-Committee – 18 December 2001 – Minute 6

- (4) Former Policy and Resources Committee - 24 January 2002 - Minutes 3 and 5(b)
- (5) Council – 7 February 2002 – Minute 9 (6)(a)
- (6) Policy, Strategy and Finance Overview Panel – 16 January 2003 – Minute 6
- (7) Executive – 20 January 2003 – Minute 16
- (8) Council – 30 January 2003 – Minute 15.
- (9) Policy, Strategy and Finance Overview Panel – 15 September 2003 – Minute 5.
- (10) Executive – 22 September 2003 – Minute 7 (17).
- (11) Council – 25 September 2003 – Minute 17.
- (12) Scrutiny Board – 15 January 2004 – Minute 4
- (13) Executive – 19 January 2004 – Minute 5 (17)
- (14) Council – 29 January 2004 – Minute 15
- (15) Scrutiny Board – 2 December 2004 – Minute 9
- (16) Executive – 6 December 2004 – Minute 6 (17)
- (17) Council – 16 December 2004 – Minute 15
- (18) Scrutiny Board – 29 September 2005 – Minute 11
- (19) Executive – 10 October 2005 – Minute 5 (15)
- (20) Council – 13 October 2005 – Minute 15
- (21) Scrutiny Board – 2 February 2006 – Minute 7
- (22) Executive – 6 February 2006 – Minute 6 (21)
- (23) Council – 16 February 2006 – Minute 15
- (24) Scrutiny Board – 30 March 2006 – Minute 9
- (25) Executive – 3 April 2006 – Minute 4 (16)
- (26) Council – 6 April 2006 – Minute 15
- (27) Scrutiny Board – 30 November 2006 – Minute 8
- (28) Executive – 4 December 2006 – Minute 7 (15)
- (29) Council – 14 December 2006 – Minute 16
- (30) Scrutiny Board – 1 February 2007 – Minute 15
- (31) Executive – 5 February 2007 – Minute 7 (21)
- (32) Council – 15 February 2007 – Minute 13
- (33) Scrutiny Board – 29 November 2007 – Minute 10
- (34) Executive – 3 December 2007 – Minute 5 (17)
- (35) Council – 13 December 2007 – Minute 15
- (36) Council - 20 February 2009 - Minute 15
- (37) Council - 25 February 2011 - Minute 15
- (38) Council – February 2013 - Minute 16

