

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 4 June 2018

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

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

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

Councillor F Birkett, Housing

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor S D Martin, Streetscene

1. Apologies for Absence

2. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of Executive held on 14 May 2018.

3. Executive Leader's Announcements

4. Declarations of Interest

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

5. Petitions

6. Deputations

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

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

Matters for Decision in Public

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

8. Leisure and Community

Non-Key Decision

(1) Provision of Overflow Parking for Burridge Village Hall (Pages 9 - 14)

A report by the Head of Leisure and Corporate Services.

9. Streetscene

Key Decision

(1) Streetscene Depot Building Improvements (Pages 15 - 20)

A report by the Head of Streetscene.

10. Health and Public Protection

Non-Key Decision

(1) Night time closure of Fareham Shopping Centre multi-storey car park and Osborn Road multi-storey car park (Pages 21 - 26)

A report by the Director of Planning and Regulation.

11. Policy and Resources

Key Decision

- (1) **Disposal of Property at Holly Hill Mansion - Asset Disposal** (Pages 27 - 40)

A report by the Director of Finance and Resources.



P GRIMWOOD
Chief Executive Officer
www.fareham.gov.uk
24 May 2018

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

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 14 May 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)
K D Evans, Planning and Development
Miss S M Bell, Leisure and Community
F Birkett, Housing
S D Martin, Streetscene

Also in attendance:

R H Price, JP, for item 10(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 09 April 2018 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader welcomed the new Executive Members, Councillor F W Birkett and Councillor S D Martin, to the meeting. The Executive Leader also requested that his thanks be placed on record to the outgoing Executive Members, Councillor Miss T Harper and Councillor Mrs K Mandry, for their hard work and contribution to the Streetscene and Housing Executive portfolios.

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

There were no references from other Committees or Panels presented at this meeting.

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

The Executive Leader confirmed that his decision to appoint Executive Members to the areas of responsibility, as advised at the Annual Council meeting on 10 May 2018, for the municipal year 2018/19 was as follows:

Planning and Development – Councillor K D Evans
Leisure and Community – Councillor Miss S M Bell
Housing – Councillor F W Birkett
Health and Public Protection – Councillor T M Cartwright, OBE
Streetscene – Councillor S D Martin
Policy and Resources – Councillor S D T Woodward.

The Executive Leader also advised that responsibility for Building Control would move from the Planning and Development Portfolio to Health and Public Protection.

9. EXECUTIVE APPOINTMENTS

RESOLVED to appoint Executive Members to the following bodies for 2018/19:-

- (i) Portchester Crematorium Joint Committee – Councillors K D Evans and S D Martin (N.B in the past, the Executive has not appointed 'substitute' members to this joint committee. However, the Executive may, if it so wishes, authorise other members of the Executive to act as deputies).
- (ii) Fareham and Gosport Building Control Member's Panel – Councillor T M Cartwright, MBE.
- (iii) Partnership for Urban South Hampshire (PUSH)

As PUSH is a formal Joint Committee, the following appointments are required to be made by the Executive for 2018/19

- (a) Joint Committee representatives – Executive Leader Councillor S D T Woodward and Deputy Executive Leader, Councillor T M Cartwright, MBE
- (b) Sub-Group Meetings – The Borough Council's representatives are the appropriate Executive Members.
- (c) Meetings with Key Consultees and similar Consultation Meetings – Councillors S D T Woodward and T M Cartwright, MBE.
- (iv) CCTV Partnership – Councillor T M Cartwright, MBE
- (v) Fareham and Gosport Environmental Health Partnership Panel – Councillor T M Cartwright, MBE.
- (vi) Aspect Building Communities Ltd – Councillor F W Birkett.
- (vii) Joint Member Shared Coastal Management Board – Councillor K D Evans and Councillor P J Davies.

10. LEISURE AND COMMUNITY

- (1) End of World War 1 Centenary Commemoration

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

RESOLVED that the Executive:

- (a) agrees that a Commemoration stone be erected in West Street to commemorate the centenary of the end of World War 1;

- (b) agrees that eight Silent Soldier sculptures be erected across the Borough in the five previous CAT areas;
- (c) chooses the following sites in each of the old CAT areas, from the options presented in the briefing paper, to locate Silent Soldier sculptures at Fareham Train Station, Holy Trinity Church War Memorial, Portchester Memorial Column, Titchfield Parish Rooms, Stubbington Green War Memorial, St Paul's Church Sarisbury Green and Warsash War Memorial;
- (d) agrees that one Silent Soldier sculpture be kept in reserve; and
- (e) agrees that the project will be funded from 2017/18 underspends to the sum of £10,250.

(The meeting started at 6.00 pm
and ended at 6.08 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 04 June 2018

Portfolio:	Leisure and Community
Subject:	Provision of Overflow Parking for Burridge Village Hall
Report of:	Head of Leisure and Corporate Services
Corporate Priorities:	Leisure Opportunities for Health and Fun

Purpose:

The purpose of this report is to seek Executive approval to allocate funds for the provision of overflow parking for Burridge Village Hall.

Executive summary:

Burridge Village Hall is a popular community facility in the village of Burridge. It contains two large rooms which are well-hired by various community groups and by members of the community for private functions. Adjacent to the Hall is a car park, containing 28 spaces, that is designated for use by visitors to the Village Hall and the neighbouring recreation ground and play park.

Many of the hirers of the Hall have minimal parking requirements. However, at times when both the large rooms are hired for private functions, demand can easily exceed the number of parking spaces available.

Public opinion is currently being sought to determine support for the introduction of a Traffic Regulation Order for the car park to prevent identified space-blocking by vehicles associated with the nearby Cherry Tree Industrial Park. Although this action would remedy day-to-day concerns regarding parking availability for the Village Hall, the Chairman of Burridge Community Association has expressed a view that only the ability to access additional parking would enable the Hall to meet the parking needs encountered by hire of the Hall for private functions.

Until the beginning of 2018, the Village Hall had been unofficially allowing visitors to park their vehicles on the gated rough track to the pond, on the perimeter of the recreation ground, at peak times of parking demand. However, in January, following damage to the recreation ground from this unauthorised access, the Village Hall was reminded that they had no permission to access the track, and must discontinue this practice.

This report proposes that the installation of official overflow parking spaces to the southern side of the track to the pond, managed by the Hall through a formal agreement, would provide a swift resolution to the parking availability concerns while ensuring the protection of the recreation ground.

Recommendation/Recommended Option:

It is recommended that the Executive approves:

- (a) a budget allocation of £12,000 from the Whiteley Capital Receipts to fund the installation of the overflow parking spaces; and
- (b) the drafting of an agreement with Burrige Community Association to formalise expectations of management by the Village Hall of access to this overflow parking.

Reason:

To continue to support local community centres to meet the needs of their hirers, increasing the accessibility of these facilities by members of the community.

Cost of proposals:

£12,000 funded from the Whiteley Capital Receipts.

Appendices: Appendix A: Map of the proposed overflow parking

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	04 June 2018
Subject:	Provision of Overflow Parking for Burridge Village Hall
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. Over the last year, Burridge Village Hall has experienced continuing problems with restricted access to parking. The car park next to the Hall, designated for use by visitors to the Village Hall, the Recreation Ground and the play park, has only 28 parking spaces, between 4 and 9 of which are used by vehicles relating to the adjacent Cherry Tree Industrial Park each day. On days when the community centre has both its large rooms booked, once or twice per month, this leads to insufficient parking availability for visitors.
2. The owner of the Industrial Park has been approached and is supportive of the Council's concerns. He is explicit that he expects his tenants to accommodate all vehicles related to their business within their unit. He has previously written letters to his tenants advising them of this expectation, and will be able to assist in future with disseminating information.
3. The Council is currently determining community opinions regarding the introduction of Traffic Regulation Orders (TROs) for this site, which will reduce the misuse of the car park by the vehicles from the Industrial Park.
4. Further to discussions about the parking issue at the Burridge Community Association AGM in April, investigation has taken place into additional options available to resolve the issues being experienced. At the AGM, few objections to the proposed introduction of TROs on this site were voiced. The opportunity was taken to collate details on the interested parties, user groups and sports associations that are being formally consulted regarding the TROs.
5. However, at the meeting, the Chairman of the Burridge Community Association expressed concerns that the introduction of TROs would not provide the increase in parking spaces required by the busy Hall, particularly as a new Scout Hut is due to be constructed on this site this year. His over-riding complaint has been that, following the damage to the Recreation Ground from unauthorised parking earlier this year, the Council has specified that the Hall does not have permission to use the track to Burridge Pond as overflow parking, which the Chairman advises that the Hall had been

doing unofficially for many years.

6. Previously, a project to extend the car park at the Hall by 10 spaces had been costed at £28,000. This option is expensive, particularly given the sporadic nature of the parking problems, and would require the replacement of an area of green space on the perimeter of the football pitch with tarmac.

POSSIBLE SOLUTION

7. Following the comments by the Burridge Community Association, a further option has been investigated which would entail the installation of 'Grasscrete' surfacing (a sturdy plastic mesh through which grass can grow) along an area on the southern side of the track to the Pond. A bank is currently located in this area, which was only constructed to dispose of the spoil resulting from the creation of the pond.
8. This option would provide 8 additional overflow parking spaces which would be managed by the Hall through a formal agreement, in which specific clauses would be drafted regarding overseeing the parking, protecting the Recreation Ground and liability for any damage caused by cars. A further 3 parking spaces already exist at the bottom of the track next to the pond, which would also be able to be incorporated in any agreement, providing a net gain of 11 overflow spaces.
9. This option reduces the impact of the removal of an area of open space, keeps the additional parking as only accessible in times of need via a locked gate, and also formalises arrangements with the Hall regarding their responsibilities for protecting the Recreation Ground from damage. In addition, the creation of a parking area would ensure that access to the pond via the track is maintained at all times for the Southern Water control box, next to the pond.
10. A further benefit is that this improvement can be carried out in advance of the completion of the TRO process, which is scheduled to take approximately 3 months to fully conclude. This timeframe is due to the consultation period required, and the official decision-making process. The proposal for the Regulations currently is for a 4 hour parking time limit, with no return in 12 hours, although the full details of the Regulations proposed will be determined following the current public consultation. Any overnight parking would also be regulated, with the Village Hall and Sports Clubs being provided a limited number of parking permits to enable their visitors and members to leave their vehicles for periods longer than 4 hours, if required.

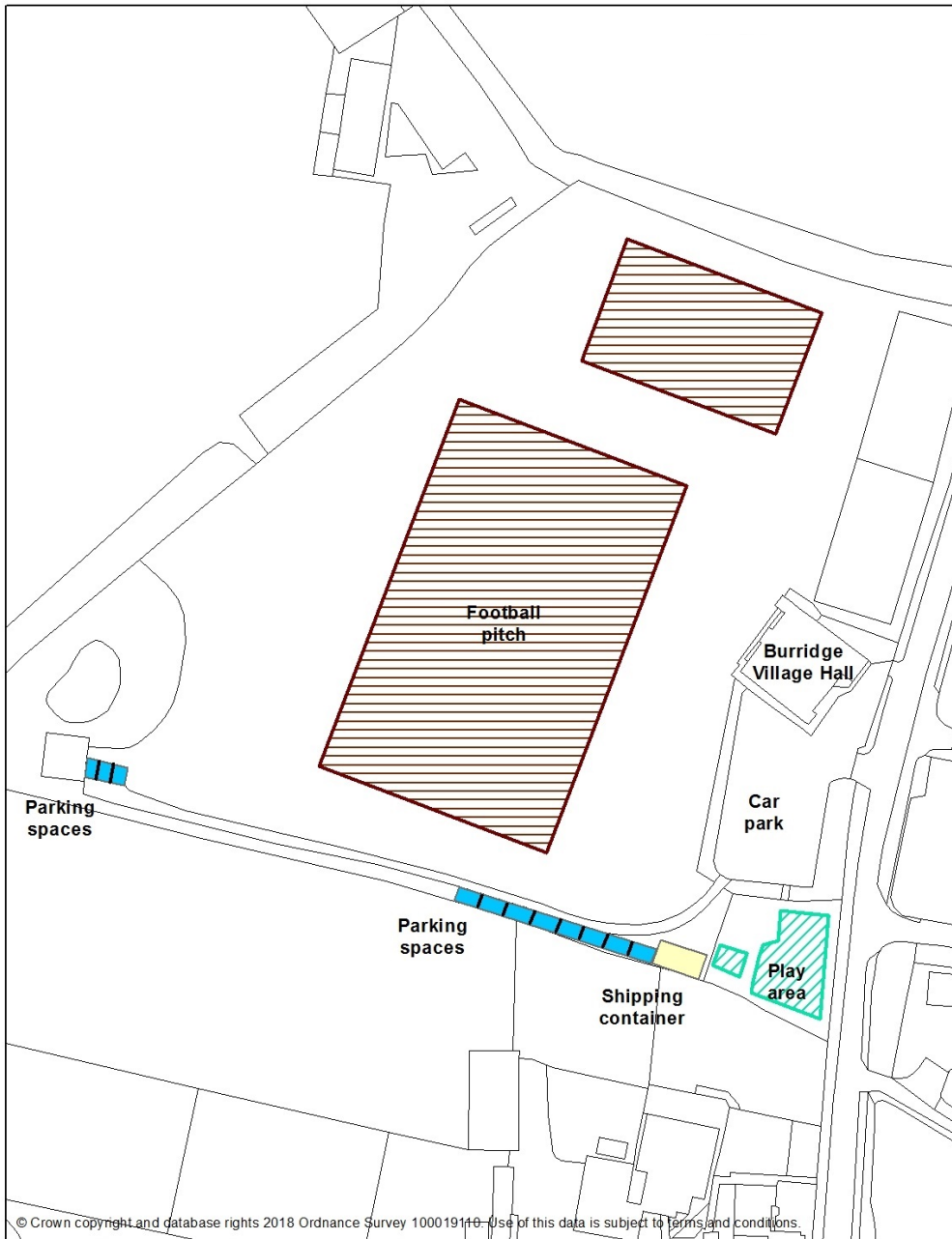
COST

11. The overflow parking option has been estimated at costing £12,000, and would be able to proceed quickly, if funding is approved.

Enquiries:

For further information on this report please contact Claire Benfield or Emma Watts. (Ext 4495 or 4440)

Proposed overflow parking Burridge Village Hall



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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 04 June 2018

Portfolio:	Streetscene
Subject:	Streetscene Depot Building Improvements
Report of:	Head of Streetscene
Corporate Priority:	Protecting & Enhancing the Environment

Purpose:

This report seeks Executive approval for funding to remodel and refurbish the Streetscene office and staff accommodation at the Council's Broadcut Depot, Wallington.

Executive summary:

Approximately one third of the Council's employees work in the Streetscene Department located at the Broadcut Depot, Wallington. The workforce delivers some of the Council's main frontline services including, amongst others, Refuse & Recycling, Grounds Maintenance and Street Cleansing.

Over recent years, organisational changes have increased the number of employees working at the depot by around 30%. As a result, there is now a need to refurbish and remodel the existing accommodation to cater for the increased number of employees.

The proposal is to refurbish the ground floor toilet, changing and rest area accommodation and create additional space to provide lockers for the operatives to store and dry personal protective clothing.

On the first floor the proposal is to extend the existing office accommodation, install a lift and provide computer workstations, information desk and noticeboards for the operatives to access. When the works are complete, the office accommodation will be fitted with new office furniture of the same style and design provided at the Civic Offices.

The budget cost for the works is £220,000, but this will be subject to detailed design and a competitive tendering process.

Recommendation/Recommended Option:

It is recommended that the Executive agrees a budget of £220,000 to refurbish and remodel the Streetscene office and staff accommodation at the Council's Broadcut Depot, Wallington.

Reason:

To enable the refurbishment and remodelling of the Streetscene office and staff accommodation at the Council's Broadcut Depot, Wallington.

Cost of proposals:

The estimated budget cost for the works is £220,000, subject to a formal tender price being obtained. There is also a small revenue implication estimated at £1,700. This can be covered within the existing revenue budget.

Appendices: None

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	04 June 2018
Subject:	Streetscene Depot Building Improvements
Briefing by:	Head of Streetscene
Portfolio:	Streetscene

INTRODUCTION

1. Approximately one third of the Council's employees work in the Streetscene Department located at the Broadcut Depot, Wallington. The workforce delivers some of the Council's main frontline services including Refuse & Recycling, Grounds Maintenance and Street Cleansing, amongst others.
2. The Streetscene staff accommodation was last refurbished in 2007/08 at a cost of around £180,000. Since then there has been a 30% increase in staff working at the depot and the accommodation is now in need of refurbishment to provide adequate facilities for the staff.
3. Over the last 10 years there have been many organisational changes in addition to changes in how services are organised and delivered. The most recent organisational change has resulted in additional office based staff working from the depot. Also, the Executive recently agreed that the hedge cutting contract be brought back in-house and this has further added to the number of operatives working from the depot.
4. This report seeks funding to remodel and refurbish the accommodation at the Depot to enable it to cater for existing staff numbers and to have the capacity for any potential increase in staff numbers going forward.

BACKGROUND

5. A locker for each of the operatives is essential to allow them to store their personal protective equipment. There is a designated changing area in the depot where lockers are provided. This area has heating facilities that help to ensure wet protective equipment is dried in time for the following day. At present, there is not sufficient space in this area to provide lockers for all the operatives. This means that some operatives have lockers located in corridors without adequate drying facilities which makes effective drying difficult.
6. In addition, the current toilet and rest room area for the operatives needs refurbishment.

7. The Streetscene office accommodation is located on the first floor above the operatives changing and toilet area. There is not sufficient space to accommodate all the office based staff and the layout does not enable the different workgroups to be in the same work area.
8. As with the ground floor facilities, the office accommodation on the first-floor needs refurbishment. The only means of accessing the first floor is via a staircase and so there is a need to provide a lift to the first floor. This will ensure that the facilities are compliant with the equalities act.
9. The provision of office furniture falls some way short of the standard provided in the Civic Offices and remodelling and refurbishment of the accommodation provides the opportunity to replace the current office furniture.

PROPOSAL

10. Additional space for lockers on the ground floor can be provided by removing an existing small meeting room and single office. This will create space for the provision of an additional 53 lockers with drying facilities. The meeting room space and office space will be re-provided as part of the first-floor remodelling. An accessible toilet will be installed and the toilet facilities and the rest area will be redecorated.
11. On the first floor, the office accommodation will be extended over the mezzanine floor. The dividing wall will be partially removed to create an open space feel and there will be roofing insulation and air conditioning units installed to help reduce the heat build-up that occurs during the summer.
12. To comply with the Equalities Act, a lift will be installed to gain access to the first floor. There will be computer workstations available to operatives with information desks and noticeboards to assist communication with the operatives on service and Council related issues.
13. Planning consent will be required for the works to the first floor.
14. When the remodelling works are complete, the accommodation will be fitted with new office furniture of the same style and design provided at the Civic offices.
15. The proposals have been shared with the operatives and office based staff and amendments made to original proposals in accordance with suggestions and feedback received.

FINANCIAL IMPLICATIONS

16. Some initial designs have been drawn up and budget costs obtained. The budget cost for the works is £220,000, but this will be subject to detailed design and a competitive tendering process.
17. Budget provision is already in place to fund the purchase of the office furniture.
18. There are implications for the revenue budget with regards to servicing of the lift and the air conditioning unit which is estimated to cost £1,700 per annum. These costs can be met from the existing revenue budget.

CONCLUSION

19. The current staff accommodation at the Broadcut Depot is unable to accommodate the current establishment and falls some way short of the standard of facilities provided at the Civic Offices.
20. This report seeks funding to remodel and refurbish the accommodation at the Depot to enable it to cater for existing staff numbers and to have the capacity for any potential increase in staff numbers going forward.

Enquiries:

For further information on this report please contact Mark Bowler. (Ext 4420)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 04 June 2018

Portfolio:	Health and Public Protection
Subject:	Night time closure of Fareham Shopping Centre multi-storey car park and Osborn Road multi-storey car park
Report of:	Director of Planning and Regulation
Corporate Priorities:	Strong, safe, inclusive and healthy communities

Purpose:
This report seeks Executive approval for night time closure of Fareham Shopping Centre multi-storey car park and the Osborn Road multi-storey car park.

Executive summary:
Fareham Borough Council own and run two multi-storey car parks within the town centre, Osborn Road with 870 spaces and Fareham Shopping Centre with 222 spaces.

From time to time over the past few years there have been issues of anti-social behaviour and associated criminal damage in both car parks, although primarily in Osborn Road car park, and the Council has implemented measures accordingly. More recently since summer 2017, there has been a marked increase of anti-social behaviour, associated use of drugs and alcohol and overnight sleeping.

This report therefore sets out proposals for the night time closure of these town centre multi-storey car parks.

Recommendation:
It is recommended that the Executive:

- (a) approves the overnight closure of Osborn Road multi-storey car park;
- (b) approves the overnight closure of Fareham shopping centre multi-storey car park;
- (c) delegates authority to the Director of Planning and Regulation, in consultation with the Executive Member for Health and Public Protection to undertake consultation on, and implement any necessary minor amendments to the Traffic Regulation Order; and
- (d) delegates authority to the Director of Planning and Regulation in consultation with the Executive Member for Health and Public Protection to award a contract(s) up to the overall budget approved for this project.

Reason:

To prevent further criminal damage to both car park stair wells and associated equipment within the car parks, to remove the rough sleepers causing distress to users of the car park.

Cost of proposals:

The capital costs associated with these proposals are anticipated to be less than £100k, however additional revenue costs would be incurred for the use of private security resources and these would be met from within existing car park budgets.

Appendices: None

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	04 June 2018
Subject:	Night time closure of Fareham Shopping Centre multi-storey car park and Osborn Road multi-storey car park
Briefing by:	Director of Planning and Regulation
Portfolio:	Health and Public Protection

INTRODUCTION

1. Fareham Borough Council own and run two multi-storey car parks within the town centre, Osborn Road with 870 spaces and Fareham Shopping Centre with 222 spaces.
2. Neither car parks are closed with barriers, however the advertised hours of operation for both car parks are 8am – 6pm Monday to Saturday and 10.30am – 4pm Sunday and Bank Holidays. The Fareham Shopping Centre car park is predominantly used by shoppers using the town centre shopping precinct and tends to empty shortly after the shops close. The Osborn Road car park is used by both shoppers and people working in the town centre and empties shortly after the shopping precinct closes, however the exception to this is on an evening where there is a show at Ferneham Hall. On these occasions, the first two floors are used by patrons of Ferneham Hall and these empty shortly after the show finishes at around 11pm.
3. From time to time over the past few years there have been issues of anti-social behaviour and associated criminal damage in both car parks, although primarily in Osborn Road car park, and the Council has implemented measures accordingly. More recently since summer 2017, there has been a marked increase of anti-social behaviour, associated use of drugs and alcohol and overnight sleeping.
4. This has led to criminal damage being caused to the doors, windows, plaster board and lighting. In addition to this and of more concern is that the overnight sleepers are leaving behind drug paraphernalia including used needles and human excrement and other bodily fluids. There are also personal belongings and bedding continually left in stairwells and lift lobbies.
5. There have been increased complaints from car park users. The lifts at Osborn Road multi-storey car park, where these issues are most prevalent, close at 6:15pm. People working in the town centre who sometimes finish working after 6.15pm must use the stairwells to get to their vehicle and this has led to both an increase in complaints but also a heightened level of fear. There is also a risk of needle stick injury due to the litter and bedding in the stairwells.

6. A Public Space Protection Order (PSPO) was introduced in December 2016, for Fareham Town Centre with the aim of tackling begging, drinking alcohol and drug taking within this designated area. Enforcement of the PSPO requires documented evidence of anti-social behaviour or criminal activity associated with the activities it aims to control. To date a number of Community Protection Notices (CPN) have been issued and these require an individual to stop doing certain activities, e.g. not leave personal belongings in a public place or not to sleep in an open public place. CPNs can also require individuals to take positive steps e.g. engaging with support agencies. The penalty for non-compliance is a fixed penalty notice or court summons. A small number of Criminal Behaviour Orders have also been issued by the Police after a criminal offence; these orders are more robust and can ban a person from a specific area. A breach of such an order is a criminal offence.
7. Civil Enforcement Officers (CEOs) carry out patrols of the two car parks first thing in the morning and where they come across rough sleepers they will ask the individuals to leave immediately. However, the CEOs have no other powers to remove any rough sleepers, often meaning some individuals stay in situ until they choose to leave the car park. This can result in some rough sleepers not moving until nearly midday.
8. Due to the issues in the car parks they must be cleaned and disinfected more regularly and staff are at risk of needle stick injury and infection, as are other car park users.
9. Incidents of anti-social behaviour in Fareham Town Centre are reported at the monthly Partnership Action Group. There is a multi-agency approach to providing support to individuals and a patrol matrix ensures that there are community safety partners patrolling the town centre. Further work with the Community Rehabilitation Company and Department for Works and Pensions can ensure individuals access support networks, particularly around substance misuse. An increase in litter including drug paraphernalia found at the car parks is being tackled through the Council's Streetscene Service and in partnership with the Needle Exchange Programme.
10. The ideal control measure in terms of controlling the rough sleeping in the car parks would be full physical closure of them. This is proposed below for the Shoppers car park, however due to the open design of Osborn Road car park, full closure would require extensive building works and the cost would be prohibitive.

PROPOSALS FOR CONSIDERATION

11. Based on the Environmental Visual Audits carried out by Police, Fire Service, Community Safety Partnership and Building Control Partnership, officers have discussed options open to them to seek to address the issues detailed above. The proposals for each car park along with costings and implications are set out below.

Fareham Shopping Centre Car Park

- Full physical night time closure of the car park using shutters at vehicle entry/exit points, secure all doors leading to car park;
- The estimated cost for this work is approximately £85,000.

Osborn Road Multi Storey Car Park

- Night time closure of this car park by securing the four stairwells so access is denied, the vehicular entrance will have the barriers fixed in the down position, although any legitimate users who wish to exit with a valid ticket, could do so as

the exit barriers would be operational. Pedestrian access would still be possible via the open vehicular frontage.

- The estimated cost for this work is approximately £9,500.
12. There would be a requirement for clear signage at the entrances to the car parks highlighting the opening hours. There should also be extensive communications prior to any closures taking place informing car park users of the changes to each of the car parks.
 13. To ensure appropriate parking enforcement for the proposed change in opening hours, an amendment to the Traffic Regulation Order (TRO) governing their use would be required. The TRO currently describes the maximum period of waiting as being 24 hours, however with the physical closure of the car parks, this would no longer be possible. Therefore, the maximum permissible stay will need to be amended to reflect the hours the car parks are open.
 14. To enable the procurement process to take place as quickly as possible and avoid the need for another report, it is proposed to grant delegated authority to the Director of Planning and Regulation in consultation with the Executive Member to award a contract(s) up to the overall budget approved for this project.
 15. The proposal is to use a combination of existing Council staff and the use of a private security company to carry out this task. It is anticipated that these arrangements would be supported by occasional Police patrols. The estimated annual revenue costs of this proposal would be approximately £30k and would be met from within existing parking budgets.
 16. There is a risk that, without full physical closure of the Osborn Road car park, the rough sleepers would re-locate themselves to the covered parking decks within the Osborn Road car park. It is thought that if they did relocate themselves in this way, this would not have such an effect on car park users as such areas likely to be used, would be less visible and not as intimidating as the use of the car park stairwells to users leaving or returning to their vehicles. This could be managed in part by the security patrols that would take place, with associated support from the police.
 17. Ultimately the Security patrols would have no power to remove rough sleepers forcibly, but with the car park closed they would effectively be trespassing and although this isn't a criminal offence, the Council could use Community Protection Notices if the rough sleeping is having a wider detrimental effect.
 18. It is anticipated that the Community Safety team in conjunction with the Police would continue to use Community Protection Notices to deal with troublesome rough sleepers. In other Local Authority areas, the security companies have employed varying tactics to disrupt their behaviour. If necessary this would include an arrangement to deal with unattended belongings left in the car parks.

Wider issues

19. There is a risk that, following the proposed closures, rough sleepers might relocate to other sites within the local area. If this were to occur, each incident would be addressed on an individual basis by working closely with the appropriate agency.
20. There is a clear recognition that this is a complex and multi-faceted issue and the Council will continue to work with other agencies, as appropriate, to provide a range of

measures to assist rough sleepers in Fareham.

Enquiries:

For further information on this report please contact Ian Rickman, Head of Environmental Health (extension 4773).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 04 June 2018

Portfolio:	Policy and Resources
Subject:	Disposal of Property at Holly Hill Mansion – Asset Disposal
Report of:	Director of Finance and Resources
Corporate Priorities:	A Dynamic, prudent and progressive Council

Purpose:

To obtain the approval of the Executive to the sale of Holly Hill Mansion, Sarisbury Green.

Executive summary:

Holly Hill Mansion is an early 20th century house which was converted in the 1970s into 13 sheltered flats. Residents were moved to the newly completed sheltered housing scheme, Sylvan Court in March 2017 and the house has been vacant since that time.

The quality and layout of the accommodation does not meet modern standards and as a result the property has been marketed as a redevelopment opportunity.

This report asks the Executive to confirm that Holly Hill Mansion is surplus to requirements and seeks approval to dispose of the asset and obtain a capital receipt for the Council.

Recommendation:

It is recommended that the Executive:

- a) confirms that Holly Hill Mansion is surplus to the Council's requirements; and
- b) delegates authority to the Director of Finance & Resources, following consultation with the Executive Leader, to accept the most commercially advantageous bid for the disposal of the asset.

Reason:

To obtain the approval of the Executive to the sale of Holly Hill Mansion.

Cost of proposals: The sale will secure a capital receipt for the Council. Initial marketing costs will be required when the site is placed in the open market.

Appendices: **A:** Holly Hill Mansion Site Plan

B: Confidential Appendix B – Lambert Smith Hampton’s
Report of Offers

C: Confidential – Preferred Bid

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	04 June 2018
Subject:	Disposal of property at Holly Hill Mansion – Asset Disposal
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. Holly Hill Mansion is owned by Fareham Borough Council and has been vacant since the residents relocated in March 2017, when the newly constructed Sylvan Court was completed. The building is locally listed and located adjacent to the Holly Hill Woodland Park. A site plan is attached at Appendix A.
2. The property, has been deemed by the Housing service not to meet modern standards for sheltered housing. Given the age and structural layout of the building it would not be viable or suitable to convert the building to non-age restricted council housing.
3. The intention therefore is to dispose of the property at best consideration to a purchaser who has experience in sympathetic conversions/refurbishments of historic buildings thus retaining an important local building and increasing the supply of quality residential accommodation in the area.

BACKGROUND

4. The property was subdivided into 13 'elderly persons flats' in the 1970s. The property now requires comprehensive and substantial internal refurbishment including alteration of the layout to bring up to modern standards.
5. Given its age and type of construction the property does not present a viable/suitable development opportunity for FBC without the demolition of the existing building.
6. Lambert Smith Hampton (LSH) were appointed by FBC to achieve best consideration by marketing the property to a selection of developers who have a track record of sympathetically refurbishment/ conversion of period properties.
7. The brief provided to LSH stated that the sale would be dependent on the purchaser retaining the house in its existing form with limited/no alterations to its existing façade and a sympathetic conversion of the interior.

DISPOSAL OF THE ASSET

8. There were concerns that, in openly marketing the property, the fact it was vacant would be made known to many parties and this would leave the property more vulnerable to acts of vandalism/squatters etc. A wide marketing campaign would also attract non-viable bids and this would delay the sales process, again leaving the building vulnerable to break in, which could endanger its period features and reduce its value.
9. In accordance with the Council's Financial Regulations it is possible to dispose of an asset without open competitive tenders if it is not in the Council's best interest. It is believed that due to the points outlined above, a limited marketing exercise rather than a full open market exercise would be the way to achieve best value for FBC.
10. LSH were chosen as marketing agents as they have a strong track record of disposal of similar assets and as a result have the skill set required and possess a list of active developers that have completed relevant recent projects. Major clients of LSH include Hampshire Constabulary for whom they disposed of several properties in the region. LSH agreed that the best way of disposing of the property was to ask for expressions of interest from developers with experience in sympathetic and high-quality period property conversions.

OFFERS - SELECTION PROCESS

11. LSH asked for offers by a prescribed date and 8 offers were received; their Report of Offers is attached at the Confidential Appendix B.
12. The offers were worked through by LSH looking for compliance with our selection criteria; with matters such as credentials, design and scheme layout, planning, track record, timetable, deliverability, conditionality and overage provisions taken into consideration.
13. LSH then recommended a preferred bid to FBC.

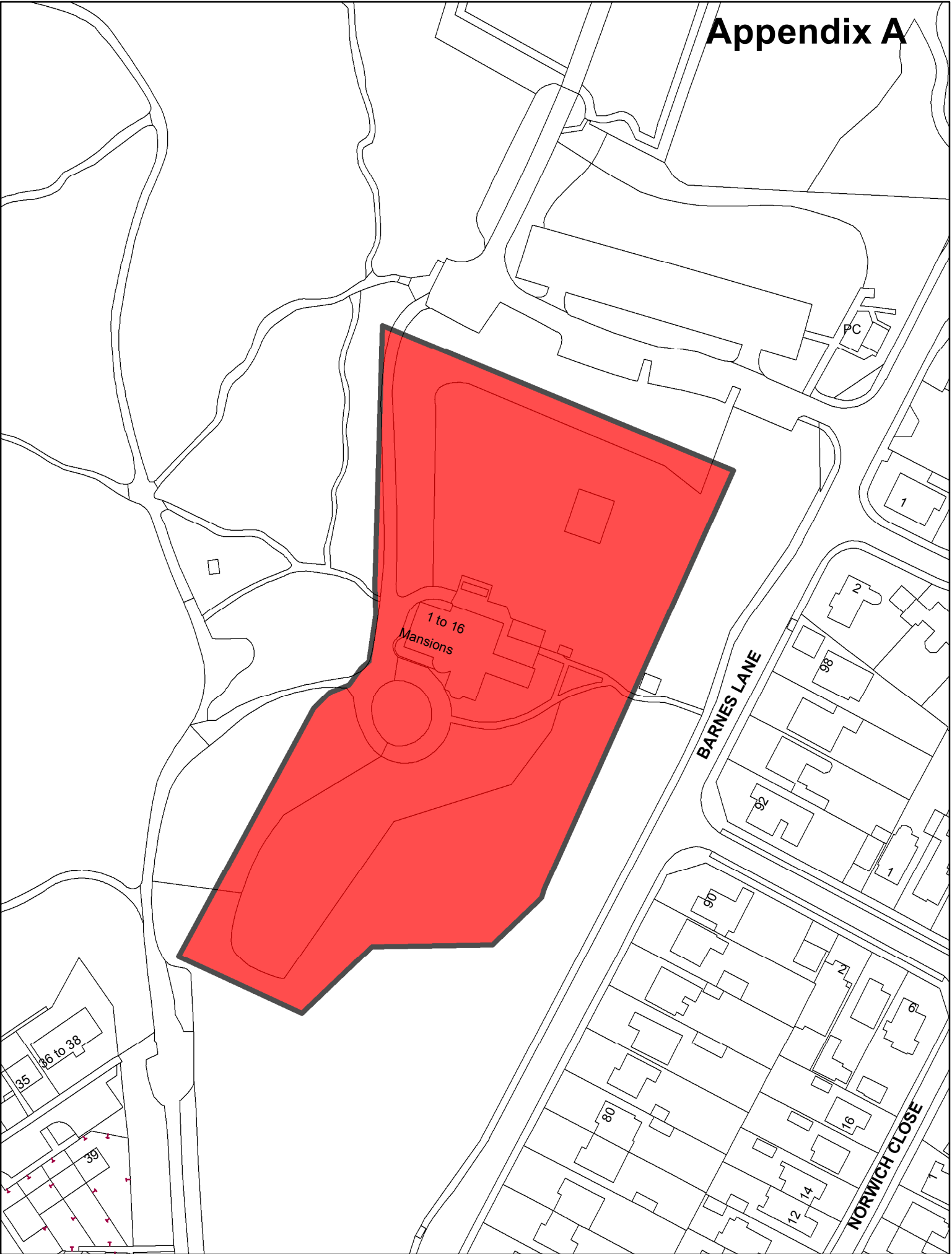
INDEPENDENT VALUATION

14. To ensure that the offers received reflected best value, we appointed Vail Williams LLP property consultants to undertake an independent valuation of the property so we could ensure that the bid selected was at/or more than Market Value.

CONCLUSION

15. Details of the preferred bid and the rational for accepting this bid are attached at Confidential Appendix C.
16. It is recommended that officers proceed with a disposal of the asset to the preferred bidder and that delegated authority given to Director of Finance and Resources to conclude the sale.
17. The sale will secure a capital receipt for the Council from which will be deducted costs of sale including agent's and legal fees.

Enquiries: For further information on this report please contact Marie Newman. (Ext 4670)



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