

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 2 March 2020

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 - 10)

To confirm as a correct record the minutes of the meeting of the Executive held on 03 February 2020.

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. References from Other Committees

To receive any references 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

Key Decision

(1) Fareham Leisure Centre Planning Application (Pages 11 - 24)

A report by the Director of Leisure and Community.

9. Policy and Resources

Key Decision

(1) Provision of upgraded power supplies at Faraday Business Park, Daedalus (Pages 25 - 30)

A report by the Director of Planning and Regeneration.

Non-Key Decision

(2) Climate Change and Carbon Reduction (Pages 31 - 38)

A report by the Director of Planning and Regeneration.

(3) Capital Expenditure at Faretec, Cams Estate Business Park (Pages 39 - 44)

A report by the Director of Planning and Regeneration.

(4) Citizen of Honour Nominations 2020 (Pages 45 - 62)

A report by the Head of Democratic Services.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

20 February 2020

**For further information please contact:
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democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 3 February 2020

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)
F Birkett, Housing
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
S D Martin, Streetscene

Also in attendance:

R H Price, JP, for items 9(3) and 9(5)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting held on 06 January 2020 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader was pleased to announce that the Council has been successful in a bid to help tackle the issue of rough sleeping.

In 2019 the Council secured some short-term funding to increase the Outreach Service in Fareham with our partners at Two Saints, enabling them to employ 1.6FTE Outreach Workers, to complement the service they already provided in Fareham and Gosport. These posts have made a significant difference to the level of support provided to rough sleepers and have been key to getting some rough sleepers into more permanent homes.

As a result of this good work, and in partnership with Two Saints, Gosport Borough Council and the MHCLG, the Council has successfully secured funding of £141,450 for the next year.

The money will enable the excellent work of the Outreach workers to continue, and they will also be supplemented with two further posts; a Complex Needs Navigator and an Accommodation Procurement Officer.

This enhanced service will operate across Fareham and Gosport offering more intensive support and will focus particularly on assisting those leaving prison and those with complex needs such as substance misuse issues, mental health needs and behavioural challenges, to find and maintain suitable accommodation.

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. REFERENCES FROM OTHER COMMITTEES

Policy and Resources Scrutiny Panel – 14 January 2020

Minute 7 – Finance Strategy Revenue Budget and Council Tax 2020/2021

The Panel considered a report by the Deputy Chief Executive Officer regarding the finance strategy, revenue budget and Council Tax 2020-2021 which was considered by the Executive at its meeting on 6 January 2020.

RESOLVED that the Panel recommended the Finance Strategy, Revenue Budget and Council Tax 2020-2021 to the Executive for endorsement at its meeting on 3 February 2020.

This item is listed at Agenda item 9(1) for consideration by the Executive

Minute 10 – Housing Revenue Account Budget and Capital Plans 2020/21

The Panel considered a report by the Deputy Chief Executive Officer on the Housing Revenue Account Budget and Capital Plans 2020-21 which will be considered by the Executive at its meeting on 3 February 2020.

RESOLVED that the Panel recommends the Housing Revenue Account Budget and Capital Plans 2020-21 for endorsement to the Executive at its meeting on 3 February 2020.

This item is listed at Agenda item 9(2) for consideration by the Executive

Planning Committee – 29 January 2020

Minute item 5 – Review of the Council's Pre-Application Planning Advice Service and Charges

Councillor T M Cartwright, declared a non-pecuniary interest in this item. This is due to him being the lead Member on Vanguard and has been involved with the pre-application charge service since its introduction in 2009.

Members discussed this at length, especially in relation to the continued free service for household pre-application planning advice. Members felt that continuing to provide a free service for householder applications was important as they felt that to try to charge for this would create more unnecessary work for Officers and would harm the Council's current service that they offer to residents.

Members expressed a concern over the proposed charges in relation to 10-49 dwellings as they felt that this may not be high enough and the Council would still not be able to recoup the costs involved with the type of pre-application work required. They expressed a view that they would like officers to undertake further time recordings of these types of pre-application advice over a 12-month period in order to establish whether the proposed charges need to be revised.

RESOLVED that the Planning Committee:-

- (i) note and support the proposals the Director of Planning and Regeneration is making to the Executive in respect of pre-application advice and charges; and

- (ii) asks that the Executive, at its meeting on 3 February 2020, considers the views of the Planning Committee in respect of the 10-49 dwellings in that they would like Officers to undertake more time recordings of these pre -applications over a 12 month period and consider if the proposed charges need to be revised thereafter.

8. PLANNING AND DEVELOPMENT

- (1) Review of the Council's Pre-Application Planning Advice Service and Charges

During discussion of this item it was clarified that the proposed charges for providing pre-application planning advice are exclusive of VAT.

RESOLVED that the Executive:

- (a) agrees the provision of pre-application planning advice based on the service specification set out in Appendix C;
- (b) notes that the proposed charges for providing pre-application planning advice are exclusive of VAT;
- (c) recommends the proposed increased charges for providing pre-application planning advice set out at Appendix D to Council for approval as part of the Council's budget;
- (d) notes that, subject to the approval of Council as set out in (b) above, the charges will come into effect for all pre-application planning advice requests received on or after the 1st April 2020; and
- (e) notes that a further report addressing charges in relation to listed building and heritage assets advice, planning performance agreements and design coding work (as set out within Paragraphs 37 and 46-50 of the Briefing Paper) will be presented to a future meeting of the Executive.

9. POLICY AND RESOURCES

- (1) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2020/21

A tabled item was presented in respect of this item to provide a revised page 38 of the agenda pack. The tabled item confirms the amount of the net rates payable from National Non-Domestic Rates for 2020/21 (after Transitional arrangements and reliefs) to be £43,435,037. A correction to the tabled item was noted to show that column 2 of the base budgets table relates to 2020/21.

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 21 February 2020:

- (a) the capital programme and financing of £64,246,000;

- (b) an overall revised revenue budget for 2019/20 of £9,319,200;
- (c) a revenue budget for 2020/21 of £9,606,500;
- (d) the remainder of the surplus in the spending reserve remains in the reserve to cover the anticipated future funding shortfalls as set out in paragraphs 17-20;
- (e) a council tax for Fareham Borough Council for 2020/21 of £165.22 per band D property, which represents a £5.00 increase when compared to the current year and is within referendum limits; and
- (f) an unchanged Council Tax Support scheme for 2020/21

(2) Housing Revenue Account Budget and Capital Plans 2020/21

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 21 February 2020 that:

- (a) rents be approved for Council Dwellings as set out in paragraph 18 with effect from 01 April 2020;
- (b) rents for Council garages be increased by 4.0% with effect from 01 April 2020;
- (c) the revised budget for 2019/20 be approved; and
- (d) the base budget for 2020/21 be approved.

(3) Insurance Services Tender

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

In accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, the meeting moved into private session on the grounds that the matter to be dealt with involved the likely disclosure of exempt information.

RESOLVED that the Executive agrees:

- (a) to award the contract to the winning insurer of each Lot, as set out in confidential Appendix A to the report, being the most economically advantageous tender received; and
- (b) that authority be delegated to the Deputy Chief Executive Officer to accept the finalised premiums and associated costs or make alternative arrangements in the event that the tender cannot be accepted by other participating local authorities.

At the conclusion of this item, the meeting moved back into public session.

(4) Treasury Management Strategy 2020/21

RESOLVED that the Executive:

- (a) endorses the draft Treasury Management Strategy and Investment Strategy for 2020/21, attached as Appendix A to the report; and
- (b) agrees to submit the report to Council for approval.

(5) Adoption of BT Telephone Box in Sarisbury Green

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

During discussion of this item it was agreed that the proposed allocation of £3,650 to bring the telephone box up to a good state of repair be reduced to £600.

RESOLVED that the Executive agrees that:

- (a) the Council adopts the red telephone box in Sarisbury Green in accordance with the conditions outlined in the report;
- (b) an allocation of £600 to bring the telephone box up to a good state of repair and secure it, and £500 per annum for maintenance and repair is set aside in the Community Funding Budget; and
- (c) notes the offer made by Sarisbury Residents' Association to paint the box this summer.

(The meeting started at 6.01 pm
and ended at 6.34 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2020

Portfolio:	Leisure and Community
Subject:	Fareham Leisure Centre Planning Application
Report of:	Director of Leisure and Community
Corporate Priorities:	Leisure Opportunities for Health and Fun

Purpose:

To seek approval for the external designs submitted by Everyone Active for a remodelled Fareham Leisure Centre.

Executive summary:

The Executive agreed on the 4 November 2019 to award a 10-year contract for the management of Fareham and Holly Hill Leisure Centres to SLM, otherwise known as Everyone Active. It also agreed to the capital investment required, particularly at Fareham Leisure Centre to help deliver improved revenue.

The development of the design for Fareham Leisure Centre has been overseen by an officer project team and the designs are now at a stage where Everyone Active is ready to submit a planning application

The Leisure and Community Scrutiny Panel will comment on the designs on 25 February 2020.

The proposed detailed external designs, as contained in Appendix A, are presented for approval. There may be a requirement to make some minor amendments to the designs.

If approved, the designs will be submitted to the Council as part of a planning application later in March 2020. The estimated determination date will be in May 2020, following a period of public consultation.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) considers the comments of the Leisure and Community Scrutiny Panel;
- (b) considers the principle of the detailed design for Fareham Leisure Centre as outlined in Appendix A to the report; and
- (c) agrees that this, including any minor alterations, be submitted as part of a planning application.

Reason:

To enable significant improvement works to progress at Fareham Leisure Centre.

Cost of proposals:

As agreed at the November Executive, capital investment will be funded from prudential borrowing. The management fee the Council will receive for the new contract is a significant improvement on the existing fee currently received, enabling the new contract to self-finance the cost of the capital works over the 10-year contract period.

Appendices:

- A: Concept Designs**
- B: Site Plan**
- C: Current Red Line Plan**

Background papers: **November 2019 Executive Report – Leisure Centre Operator Contract Award of Contract (Confidential report)**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	02 March 2020
Subject:	Fareham Leisure Centre Planning Application
Briefing by:	Director of Leisure and Community
Portfolio:	Leisure and Community

INTRODUCTION

1. This report provides an update on the capital proposals for refurbishing and extending Fareham Leisure Centre and then seeks approval for the detailed external designs to be submitted as part of a planning application.

PROJECT UPDATE

2. In 2018 the Council commenced a procurement process to appoint an operator for the new leisure centre contract to commence on 01 October 2020.
3. The Council's key requirements for the new leisure centre management contract included;
 - Capital investment in both Centres, but particularly Fareham Leisure Centre to deliver improved revenue;
 - Operation of both Centres in accordance with the Council's specification which seeks to deliver improved quality of services;
 - Financial proposals which deliver enhanced revenue positions in comparison to the current contract fee.
4. At the 04 November Executive, it was agreed that a 10-year contract for the management of Fareham and Holly Hill Leisure Centres be awarded to Everyone Active which had presented a good tender submission and met the Council's requirements, including how it would invest in the facilities.
5. Everyone Active's bid included several investment opportunities which have been summarised below;

Fareham Leisure Centre

- Expand the gym area on the ground floor by extending the building to create

elevations to the roadside with windows;

- Creation of an internal splash pad to add to the swimming pool offer;
- New reception counter and refurbishment of the foyer area;
- Creation of a new studio space and climbing area on the lower ground floor;
- Conversion of the squash courts to a soft play area;
- Refurbishment of dry changing rooms and café area;
- Additional parking.

Holly Hill Leisure Centre

- Conversion of large pool store into a sauna and steam room;
- Improvements to main foyer layout.

DESIGN DEVELOPMENT

6. Everyone Active has operated the Fareham contract for the last 15 years and has helped the Council to deliver several redevelopment projects at Fareham Leisure Centre and supported the construction and launch of Holly Hill Leisure Centre in 2016.
7. Since being awarded the new contract, Everyone Active has worked closely with Council Officers to develop a refurbishment project at Fareham Leisure Centre that will, expand and modernise the range of leisure and health experiences provided in Fareham, increase participation for all and compete with the increasing market for leisure services in this area.
8. The refurbishment and extension element of the project at Fareham Leisure Centre is being developed and designed by Paragon Building and Project Consultancy, GT3 Architects and Vincent Stokes Construction. The project is progressing at pace and Everyone Active is now ready to submit a planning application for the external improvements that require planning approval. These include;
 - A 617m² extension to the gym area on the ground floor to extend the building and to create elevations to the roadside with windows. The materials proposed for the extension aim to complement the existing building but also to create its own individual aesthetic. Taking inspiration from the park setting, timber-effect cladding panels will be used along with a grey brick to the lower level. The overall effect is a proposal that responds to the existing building materials but takes in the wider natural context resulting in a contemporary and exciting addition to Fareham Leisure Centre;
 - An extension to the existing car park to cater for the Leisure Centre's increased offering providing an additional 32 spaces and;
 - A new incoming electrical substation to serve the Leisure Centre
9. The proposed external designs that will be submitted as part of the planning application

are included at Appendix A and a site plan to help illustrate the areas marked for improvement is included at Appendix B.

10. Planning having advised this application will be treated as a 'major planning application' and therefore pre-application consultation is required.

LEISURE AND COMMUNITY SCRUTINY PANEL COMMENTS

11. A project update and detailed external designs will be presented to the Leisure and Community Scrutiny Panel on 25 February 2020. Comments from the Panel will be tabled at the meeting of the Executive on 02 March 2020.

NEXT STEPS AND TIMESCALES

12. If approved, the detailed external designs, including any necessary minor alterations that may follow this report, will be submitted as part of a full planning application in March 2020. A period of public consultation will follow, and it is anticipated that the application will be presented to the May Planning Committee.
13. Subject to approval, improvements and enhancements to both centres starting with Fareham Leisure Centre's extension will then be carried out over the course of 2020/21. Works will be phased to minimise disruption to its members, with all works being completed by Summer 2021 at both leisure centres.
14. There will be an opportunity for members of the Executive to visit both Fareham and Holly Hill Leisure Centres, with officers, to further understand the extent of the internal works that will include a new splash pad, studio area, climbing wall and soft play area at Fareham Leisure Centre and a new sauna and steam area at Holly Hill Leisure Centre.

CONCLUSION

15. Detailed external designs for Fareham Leisure Centre have been developed. If approved, they will be submitted as part of a planning application in May 2020

Enquiries:

For further information on this report please contact Emma Watts, Leisure and Community Manager (Ext. 4440)



Illustrative elevation - South-East corner looking out on to Park Lane and Colenso Road

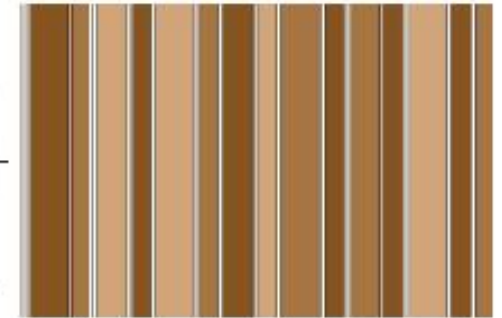
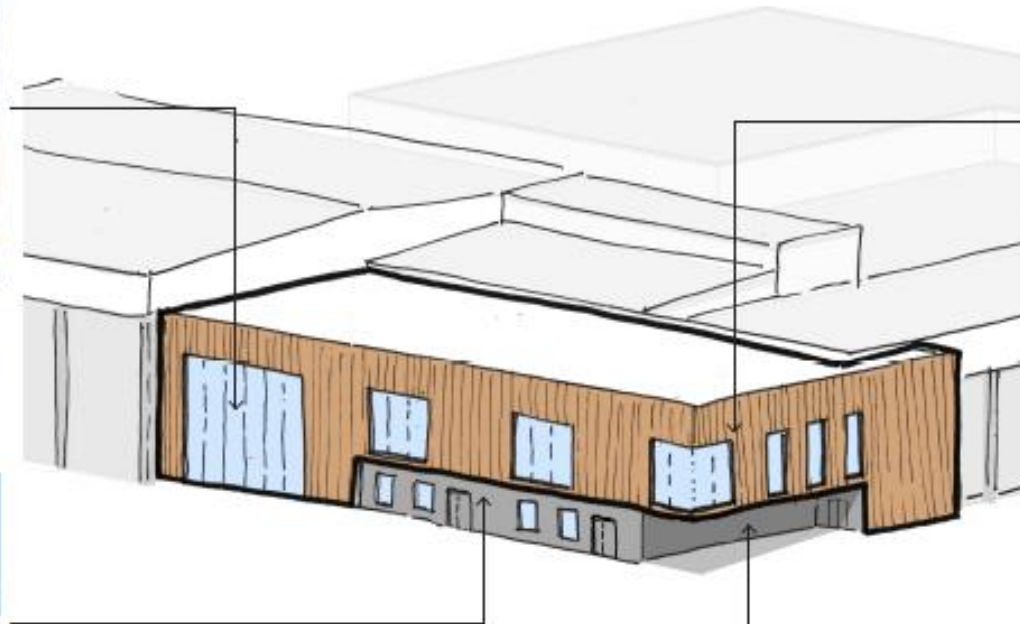


Illustrative elevation – South facing looking out on to Colenso Road



Curtain Wall Glazing System

The glazing system will consist of simple framing and a maximise the amount of glazing to let natural light in and allow for views out.



External Cladding System

Mixture of three natural, timber colours that create the effect of a timber clad elevation.

The use of a natural feeling materials will help the new build section settle in its context of the parkland.

Extension Cantilever

The intention is to have the upper level of the extension cantilever beyond the existing line of the leisure centre. This will create a feature corner for the scheme. This is subject to the Structural Engineers input in the following work stages.

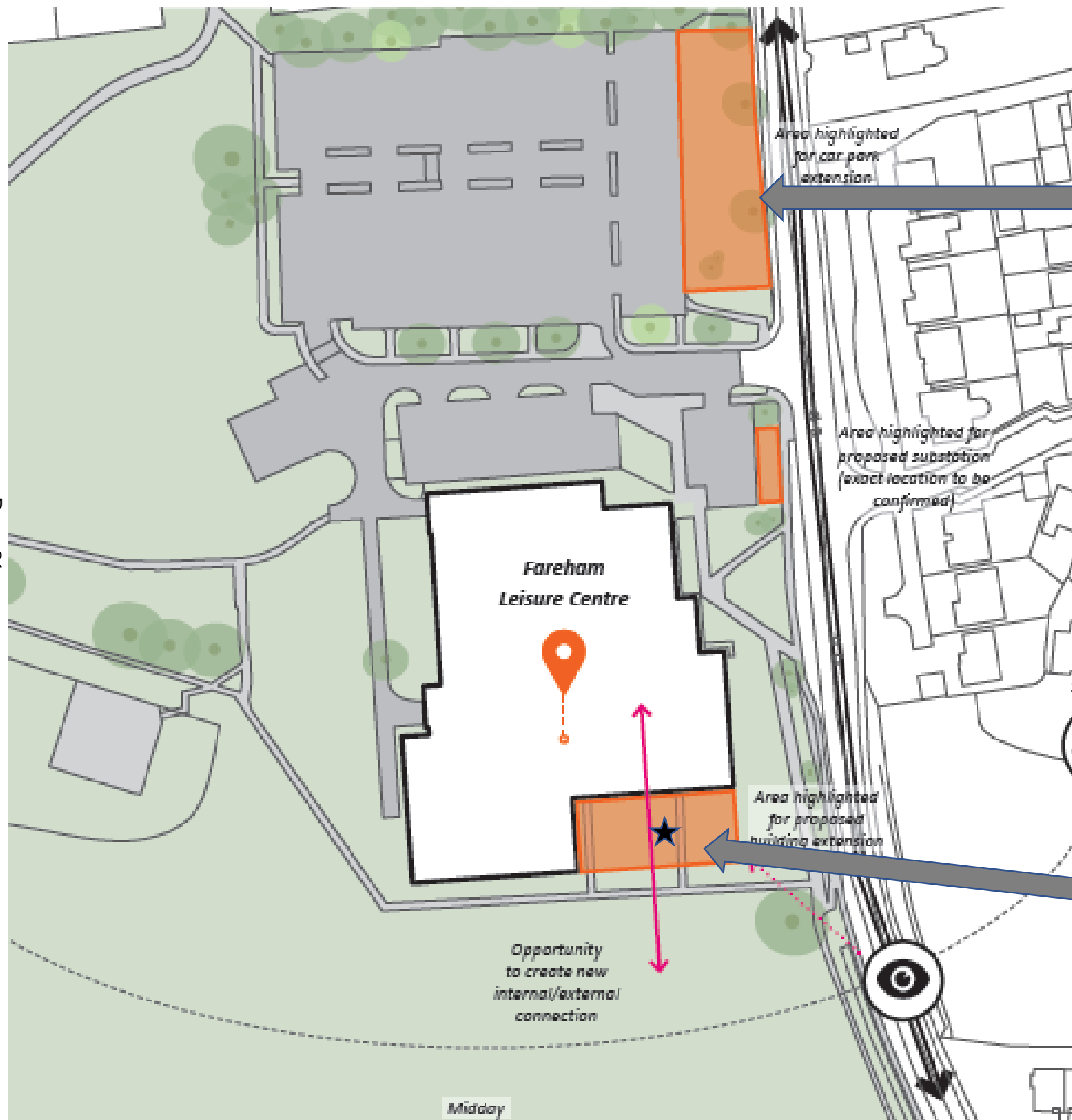


External Brick - Grey

To contrast the buff brick of the existing leisure centre, a grey brick will be used for the lower half of the extension. A contemporary, light grey brick will provide a good transition between old and new.



An example of the cladding being used on Hart Leisure Centre



Grass area proposed for car park extension (32 additional bays)



Area proposed for extension - 617m²



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2020

Portfolio:	Policy and Resources
Subject:	Provision of upgraded power supplies at Faraday Business Park, Daedalus
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Dynamic, Prudent and Progressive Council Maintain and Extend Prosperity

Purpose:

To obtain the approval of the Executive to provide funding for the installation of additional power supplies to serve the previously approved industrial/ business units and future developments at Faraday Business Park at Daedalus.

Executive summary:

In January 2019 the Executive approved the funding for the construction of new industrial/business units at Faraday Business Park at Daedalus. The report highlighted the fact that additional electricity infrastructure was likely to be required.

Working with suppliers, a solution has been developed to provide an additional 2mega watt of power to Faraday Business Park. Whilst initial costs were significant, a solution has now been identified that provides a cost-effective solution for the early installation of this supply.

Recommendation:

It is recommended that the Executive:

- (a) approves the capital budget as outlined in the confidential Appendix A to this report to provide additional power infrastructure to Faraday Business Park; and
- (b) delegates authority to the Director of Planning and Regeneration, following consultation with the Executive Member for Policy and Resources, to award the contract(s) for the installation of the power upgrade after a procurement exercise in accordance with the Council's Procurement and Contract Procedure Rules 2019.

Reason:

To fund the further development of Daedalus in line with the adopted Vision.

Cost of proposals:

See Confidential Appendix A for estimated costs.

Appendices:

Confidential Appendix A: Provision of upgraded power supplies at Faraday Business Park, Daedalus – Estimated Costs

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	02 March 2020
Subject:	Provision of upgraded power supplies at Faraday Business Park, Daedalus
Briefing by:	Director of Planning and Regeneration
Portfolio:	Policy and Resources

BACKGROUND

1. On the 7th January 2019 the Executive approved funding of £5.0 million for the construction of new industrial/business units at Faraday Business Park at Daedalus, and delegated authority for the appointment of a contractor to the Director of Finance and Resources, following consultation with the Executive Member for Policy and Resources. The paper highlighted that additional electricity infrastructure may be required for Faraday Business Park.
2. Further design work has confirmed that the existing power supplies are insufficient to serve the needs of the on-going developments. The Council's design team has investigated potential solutions to provide additional electricity infrastructure.
3. Initial investigations showed that any reinforcement of the power supplies would need to be provided from sub-stations remote from the Daedalus site with significant cost and time implications.
4. Further work has identified power supplies that have previously been installed for areas within the wider Daedalus site that remain unutilised. Working with the utility supplier, the Council's team has developed an alternative, more economic and timely solution to provide the required further electricity infrastructure to Faraday Business Park.
5. This proposal allows for the standard provision of power to the Council's approved industrial/business unit development on Faraday Business Park and additional provision for any high user occupiers and purchasers.
6. This proposal has been presented to and is supported by the Daedalus Members' Working Group.

DESIGN / COST

7. It is proposed to run supplies from an existing sub-station on Daedalus Drive via the Solent Airport airfield to two new sub stations located within the Council's new

development on Faraday Business Park. The works will consist of trenching, cable laying, and the provision of two new sub stations.

TIMETABLE / RISK

8. Works are programmed alongside the construction of the new industrial/business units at Faraday Business Park which are projected to commence in Summer 2020.
9. The installation of these supplies will be dependent on obtaining appropriate legal approvals with the utility supplier Southern Electric Power Distribution.

FUNDING / PAYBACK PERIOD

10. A confidential Appendix A to the Executive report sets out the estimated capital costs of the proposal.

CONCLUSION

11. The Council's Vision for Daedalus is to provide a thriving employment-led development, and this proposal would continue the delivery of this Vision through the provision of power to enable further development of Faraday Business Park.

Enquiries: For further information on this report please contact Grant Hobday. (Ext 4320)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2020

Portfolio:	Policy and Resources
Subject:	Climate Change and Carbon Reduction
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Protect and Enhance the Environment

Purpose:

To report to the Executive the scope of the climate change and carbon reduction work to be progressed by the Climate Change Working Group.

Executive summary:

At the 26 September Executive Meeting the Executive Leader pledged the commitment to carbon neutrality by 2030 and established the Climate Change Working Group (CCWG). This report outlines the priorities for the Working Group.

The initial priority will be to quantify the Council's carbon footprint to establish a baseline for the development of the Council's Carbon Reduction Plan.

The Working Group will identify and develop proposals for inclusion within the Plan, reporting to the Council's Policy and Resources Scrutiny Panel, prior to Executive decision.

This paper also seeks approval on the principle of commissioning the Greening Campaign to work with communities. This work enables the community to lead itself in understanding, mitigating and building resilience to climate change.

Approval is requested for the inclusion of climate change and carbon reduction impacts in Committee Reports and Executive Decisions in the new municipal year.

Recommendation:

It is recommended that the Executive notes the content of the report and approves:

- (a) the scope of works to be undertaken on climate change and carbon reduction by the CCWG, as set out in the Executive Briefing Paper;
- (b) the principle of commissioning the Greening Campaign to work with communities within the borough;
- (c) a working budget of £10,000, funded from revenue reserves, to support the work needed to deliver the initial actions and projects proposed; and
- (d) the inclusion of climate change and carbon reduction impacts in Committee Reports and Executive Decisions in the new municipal year.

Reason:

To progress the Council's commitment to carbon neutrality in the delivery of its services by 2030.

Cost of proposals:

To be confirmed once the carbon footprint has been established and a Carbon Reduction Plan has been developed. Further details are set out later in this report.

There will be small scale revenue costs associated with the first actions and projects recommended for the next financial year; for example, the work proposed with the Greening Campaign. Approval of a working budget of £10,000 to cover these costs is therefore requested, funded from revenue reserves.

Appendices:

A: Climate Change Working Group Agreed Terms of Reference

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	02 March 2020
Subject:	Climate Change and Carbon Reduction
Briefing by:	Director of Planning and Regeneration
Portfolio:	Policy and Resources

INTRODUCTION

1. The consequences of climate change are gaining traction on the international agenda. The UK is at the forefront of action, hosting COP26 this year and bringing forward change through legislation such as The Climate Change Act (2008). This Act is the basis for the UK's approach to mitigating the effects of climate change, it establishes a framework to reduce carbon emissions by at least 100% of 1990 levels by 2050.
2. At the 26 September Executive Meeting the Executive Leader pledged the commitment to carbon neutrality by 2030 and established a Climate Change Working Group (CCWG).
3. At the 24 October Council Meeting the Executive Member for Streetscene provided an update on the CCWG, outlining the members and the priorities of the group. It was confirmed that the immediate priority will be identification of the Council's carbon footprint before developing a Carbon Reduction Plan for the delivery of the Council's services. The importance of carbon reduction initiatives by other groups in the community was also highlighted as a key area of focus, in relation to the Borough's wider footprint.

PROJECTS TO DATE

4. The Council has a good track record of delivering environmental projects. One of the key projects to date was the review of the Council's use of single use plastics (SUP) and the successful 'Give Plastic the Push' campaign.
5. At its 6th January meeting, the Executive approved the principle of the detailed design for the remodelled Ferneham Hall. The planning application has now been submitted, detailing designs for thermal efficiency and incorporating green technologies. The approach to the new venue is underpinned by a robust sustainability strategy embracing low & zero carbon technologies to minimise energy use.
6. Individual departments within the Council have also recognised their role in tackling climate change. For example, at the 16th December Executive the Fareham Housing

Greener Policy was approved. The policy sets out the principles of the greener measures that Fareham Housing has already started to deliver such as implementing solar panels in the development at 123 Bridge Road.

7. The Council has delivered several important projects with its partners, the Eastern Solent Coastal Partnership is one such approach. It is a team of specialist coastal officers managing the coastline along the Borough and the length of the three adjacent coastal authorities.
8. In December 2017 the Eastern Solent Coastal Partnership completed a new promenade and replaced the sea wall at Hill Head. This project, funded by the Council, was undertaken because of beach erosion and seawall deterioration. The increase in storms in recent years, a feature attributed to climate change, amplified the need for improved sea defences and improve climate resilience.

CLIMATE CHANGE WORKING GROUP

9. At the September Executive meeting the Leader established the CCWG. This Working Group was formed to examine the services across the Council and identify improvements to meet the zero-carbon commitment. The members were announced as: the Executive Member for Streetscene, who will lead the Working Group, the Council's Directors and the Head of Streetscene.
10. In January 2020, the Council appointed a Climate Change Officer. The Climate Change Officer will co-ordinate proposed works, undertake any research and act as a bridge between interested parties and the CCWG.

GOVERNANCE

11. Where required, the CCWG will report to the Executive for decisions on the progression, approval, and implementation of the Council's Carbon Reduction Plan. The Council's Policy and Resources Scrutiny Panel will review these reports before they are progressed to the Executive for decision.
12. At the 3 March 2020 meeting, the Policy and Resources Scrutiny Panel will be invited to comment on this Briefing Paper. On this occasion the meeting has been held one day after the Executive Meeting due to the arrangement of the municipal calendar. Members' comments will be fully noted.
13. At the 24 October 2019 Council Meeting a Motion was carried setting out a series of aspirations for the CCWG. It was also noted that the CCWG would determine its own terms of reference, objectives and goals, taking into account the aspirations raised. The terms of reference can be found at Appendix A to this report.
14. Any financial, budgetary and resourcing impacts of potential carbon reduction measures within the Council's Carbon Reduction Plan will be included in the reports.

SCOPE

15. The initial priority will be to establish the Council's current carbon footprint. This will enable a 'carbon baseline' against which the impact of carbon reduction actions can be measured. This work is expected to be reported to the Executive by the summer.
16. Once the Council's footprint has been calculated, the CCWG will principally be focused on the preparation of the Council's Carbon Reduction Plan. This plan will set out the

actions and initiatives required so that the Council achieves carbon neutrality by 2030, centred around carbon reduction, elimination and mitigation. Carbon reduction includes actions such as the implementation of energy saving measures. Elimination looks at using renewable energy that does not produce any emissions. Mitigation enhances carbon 'sinks', such as trees or soil, that accumulate and store gases. The Carbon Reduction Plan is expected to be reported to the Executive by the end of the year.

17. Work will also be undertaken with each of the Council's departments to expedite projects already identified and bring forward carbon savings. There will be a review and audit of the Council's position in relation to climate change resilience and adaptation, exploration of partnership working, a drive to improve staff awareness and outlining a consistent approach for the Council services.

COMMUNITY ENGAGEMENT

18. A major part of the wider scope will be community engagement. The CCGW will lead on any proposals, seeking views and feedback on the measures to be included in the Council's Carbon Reduction Plan. The Communications Team will be essential in effective community engagement and will play a key part of progression of the plan.
19. As the Council has a prominent community leadership role, the Working Group will also oversee approaches from, and engagement with, business, youth groups and community groups across the Borough. Particular focus will be on their carbon reduction initiatives, but more general climate change matters will also be covered.
20. In order to maximise the potential for carbon savings, other resources will be explored. One option is partnership working with The Greening Campaign across the Borough. The Greening Campaign works with communities to educate and lead themselves to tackle and adapt to a changing climate, implement behavioural change and encourage community sustainability. As the neighbourhood is leading itself, the actions are uniquely tailored to the area.
21. The Greening Campaign runs as a long-term project in seven phases. The Greening Campaign has worked with over 200 communities and has pulled together all the lessons learnt to form a support pack available to all who take part.
22. The Greening Project is also working with Hampshire County Council to deliver change across Hampshire as part of their 'Hampshire 2050' vision. HCC works as a facilitator to roll out the campaign and provide infrastructure, where needed. The cost is approximately £300 per authority for the first phase, paid to the Greening Campaign. Should the Council wish to work separately, the cost will be around £2,000, dependant on the number of campaigns funded.

BEST PRACTICE

23. Other Local Authorities across the country are responding to climate change in a variety of ways. Some have already published a Carbon Reduction Plan and are underway with the actions, others are yet to calculate their carbon footprint. Several authorities have also mooted the inclusion of climate change and carbon reduction impact assessments in Committee Reports, ensuring that the potential effects are understood prior to any decision. The CCWG seeks to include these impact assessments in the new municipal year and will explore other authorities' actions to learn from best practice.
24. The CCWG will be liaising with Hampshire County Council (HCC) as its Climate Change Strategy and Action Plan will cover all of Hampshire. HCC are seeking to identify areas

where they can offer support to Local Authorities, working with them to deliver projects effectively.

FINANCIAL IMPLICATIONS

25. There will be small scale revenue costs associated with the first actions and projects recommended for the next financial year; for example, the work proposed with the Greening Campaign. Approval of a working budget of £10,000 to cover these costs is therefore requested, to be funded from revenue reserves. Any further funding resources will be reviewed as part of the revised budget process in the new financial year.
26. There will be further financial implications of carrying out the changes needed to become carbon neutral. These will become clearer once the carbon footprint calculation has been confirmed and a baseline set, and the carbon reduction, elimination and mitigation proposals are understood. Subsequent funding requirements will then be reported to Members for approval. It is expected that grant funding will become available to help Local Authorities meet their commitments. The CCWG will actively explore all funding that becomes available and work with the Council's partners to maximise opportunities.

CONCLUSION

27. Meeting the commitment to carbon neutrality is a priority for the Council. The CCWG has been established to calculate the Council's carbon footprint to inform a Carbon Reduction Plan. The Plan will describe how the Council will become carbon neutral by 2030 through the work with its partners and across its departments.
28. Members are invited to approve the scope of the works and the principle of commissioning the Greening Campaign to work with communities within the Borough.
29. It is recommended that Members approve the inclusion of climate change and carbon reduction impacts in Committee Reports and Executive Decisions in the new municipal year.

Enquiries:

For further information on this report please contact Fleur Allaway (Ext 4303)

APPROVED TERMS OF REFERENCE (December 2019)**Introduction**

The Climate Change Working Group has been established by the Executive following the Leader's announcement on 26 September 2019 that the Council is committed to achieving carbon neutrality by 2030 at the latest.

The Council were provided with a further update on the arrangements for the Working Group at their meeting on 24 October 2019.

In October 2019 the Council agreed a motion setting out a series of aspirations for the Working Group to consider in determining its own terms of reference, objectives and goals.

Membership

The Working Group is to be chaired by Councillor Simon Martin, Executive Member for Streetscene. Councillor Martin will be supported by the Director of Planning and Regeneration in undertaking this role.

The Working Group will also comprise the Deputy Chief Executive Officer, Director of Leisure and Community, Director of Support Services, Head of Streetscene and Climate Change Officer (to be appointed).

The above officers should ensure that arrangements are in place for a suitable deputy to attend in their place, if necessary.

Scope of Work

The Working Group will principally be focused on the preparation of the Council's Carbon Reduction Plan which will set out the actions and initiatives required to be undertaken in order that the Council achieves carbon neutrality by 2030 at the latest.

The Working Group will lead and oversee the work to be undertaken on the identification and delivery of carbon reduction opportunities across all of the Council's services.

An initial priority will be for the Council to establish the current carbon footprint of the Council's activities. This will enable a 'carbon baseline' against which the impact of carbon reduction actions can be measured.

There will be the opportunity to identify possible immediate actions that can be taken to reduce the Council's carbon footprint, and also to build on existing carbon reduction measures already being progressed by various Council services, for example by Fareham Housing.

The financial, budgetary and resourcing impacts of potential carbon reduction measures for inclusion in the Council's Carbon Reduction Plan will need to be fully

examined and assessed, with the potential implications reported to elected Members in any reports for either scrutiny and review or Executive decision.

The Working Group will lead on the development of proposals for community engagement across the Borough to seek views and feedback on the measures for inclusion in the Council's Carbon Reduction Plan, as appropriate.

It is also proposed that the Working Group lead on a review and audit and of the Council's position in relation to both climate change resilience and adaptation and make any recommendations for Council policy and service delivery accordingly.

Given the Council's community leadership role, the Working Group will also oversee approaches from and engagement with business and community groups across the Borough on their carbon reduction initiatives and on climate change matters more generally.

It is anticipated that an initial scoping report setting out the scope of the work to be undertaken by the Working Group, including the approach to be taken to the preparation of the Council's Carbon Reduction Plan, will be presented to the Executive in April 2020.

The Terms of Reference for the group will be reviewed on an annual basis to ensure that they evolve as appropriate as the work progresses.

Reporting

The Working Group will report to the Executive for decisions (as appropriate) on the progression, approval, and implementation of the Council's Carbon Reduction Plan. Any such reports will be presented to the Council's Policy and Resources Scrutiny Panel for detailed scrutiny and review, prior to any reporting to the Executive for decision.

Meeting Arrangements & Minutes

The Working Group will meet on a monthly basis for the first 6 months, with a potential reduction in frequency thereafter.

The minutes of the Working Group meetings will not be published, but regular updates on the progression of the Council's work on climate change will be made available on the Council's website, given the wider public interest in the matter.

Resources

The Council will appoint a Climate Change Officer to prepare reports to the Working Group, undertake research and co-ordinate meetings as appropriate. The post-holder will work for approximately 20 working hours per month, and report to the Director of Planning and Regeneration.

It is envisaged that each of the Council departments are likely to set up separate sub-groups in order to assist with the identification and implementation of carbon reduction measures across the Council's services.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2020

Portfolio:	Policy and Resources
Subject:	Capital Expenditure at Faretec, Cams Estate Business Park
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Dynamic, Prudent and Progressive Council Maintain and Extend Prosperity

Purpose:
To seek approval for the allocation of a capital budget to refurbish the air-conditioning system at Faretec (located at the Cams Estates Business Park), and carry out other minor building upgrade works.

Executive summary:
The existing air-conditioning system which provides heating and cooling at the Council owned investment property, Faretec at the Cams Estate Business Park, has become increasingly unreliable and now requires upgrading.

Recommendation:
It is recommended that the Executive approves a capital budget to refurbish the air conditioning system and undertake minor building upgrade works at Faretec at the Cams Estate Business Park.

Reason:
The refurbishment of the system, combined with minor building upgrade works, will ensure the retention of the existing tenants and attract new tenants to the building in future. This will help to maintain and increase the Council's rental income.

Cost of proposals:
See Confidential Appendix A for estimated costs and revenue income.

Appendices:

Confidential Appendix A: Faretec - Estimated costs and revenue income

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	02 March 2020
Subject:	Capital Expenditure at Faretec, Cams Estate Business Park
Briefing by:	Director of Planning and Regeneration
Portfolio:	Policy and Resources

INTRODUCTION

1. Faretec is a two storey multi-let office building located on the Cams Estate Business Park split into eight office suites. It was acquired in 2001 and was bought as part of the Economic Initiatives Fund. The intention was to provide a high-quality IT hub within the Borough. Since the acquisition, the market and demand for offices of this nature has changed and there is now significant provision for IT and technology occupiers at the Fareham Innovation Centre at Solent Airport.
2. Faretec is now considered to be a basic specification office, which no longer attracts the IT occupiers originally envisaged. Consequently, achieving lettings when suites become vacant is proving to be increasingly difficult. This is, in part, reflective of the wider office market but also the nature of the accommodation.
3. Suites 1, 2 and 3 have been vacant since July 2019 but are currently subject to negotiations for a new ten-year lease. Terms have been agreed with the two tenants of the other suites to renew on new six-year leases. Historically, leases have been based on a single payment which is inclusive of business rates, service charge, insurance and utilities. This has, in effect, been subsidising the tenants' rent and was put in place to reflect the original use of the property.

PROPOSAL

4. The opportunity is now being taken to put new terms in place for tenants to pay the rent, business rates, service charge, insurance and utilities separately, which is in line with market terms and the same approach taken to other properties which sit within the Council's investment portfolio.
5. However, the air-conditioning system, which provides heating and cooling, has not been replaced since the Council acquired the building. Consequently, it is becoming beyond repair, with issues around the system's performance and reliability. This has been a major concern for existing and prospective tenants when negotiating new leases. In addition, there are some minor building upgrade works required to facilitate the new lettings, including the provision of electricity sub-meters and the replacement of parts of the alarm system.

FINANCIAL IMPLICATIONS

6. A confidential Appendix A to the Executive report sets out the estimated cost of the air-conditioning refurbishment and building upgrade works at Faretec. The Appendix also outlines the positive impact that the completion of new leases will have on the Council's rental income.

CONCLUSION

7. The current air conditioning system at Faretec is beyond its economic life and requires major refurbishment works. The refurbishment of the system, combined with minor building upgrade works, will ensure the retention of the existing tenants and attract new tenants to the building in future. Therefore, the capital expenditure is an investment, which will add value to a Council owned asset.

Enquiries:

For further information on this report please contact Grant Hobday (Ext 4320).

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 02 March 2020

Portfolio:	Policy and Resources
Subject:	Citizen of Honour Nominations 2020
Report of:	Head of Democratic Services
Corporate Priorities:	Strong, safe, inclusive and healthy communities

Purpose:

This report presents nominations for consideration under the Council's annual Citizen and Young Citizen of Honour Awards 2020.

Executive summary:

The Citizen of Honour Award was introduced in November 1996. Five years later, the scheme was extended to recognise the efforts of younger residents under the age of 18 through the Young Citizen of Honour Award.

Over the last 23 years, the award has honoured 105 residents of the Borough, with nominations being received from all areas of Fareham.

This year, the Council has received 21 nominations overall. There are 14 nominations for the Citizen of Honour Award (18 and over) and 7 nominations for the Young Citizen of Honour Award (under 18).

At its meeting on 16 December 2019, the Executive agreed to limit the award to one Citizen of Honour and one Young Citizen of Honour for the years 2020 and 2021.

Recommendation/Recommended Option:

It is recommended that the Executive agrees that:

- (a) no more than one candidate is selected from the attached nominations to be formally recognised as Citizen of Honour 2020;
- (b) no more than one candidate is selected from the attached nominations as Young Citizen of Honour (under 18); and
- (c) subject to (a) and (b) above, which candidates be selected to receive the annual Citizen of Honour and Young Citizen of Honour Awards for 2020.

Reason:

The Citizen of Honour and Young Citizen of Honour Awards are valuable initiatives for rewarding local residents for their community service and for recognising the important contribution and difference that they have made to the lives of others. The Young Citizen of Honour category also recognises young people who have overcome severe personal difficulties or who give up their time to care for family or friends.

Cost of proposals:

All costs will be met through existing resources attached to this initiative.

- Appendices:**
- A: Confidential: Citizen of Honour Nominations 2020
Age 18 and over**
 - B: Confidential: Young Citizen of Honour Nominations 2020
Age under 18**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	02 March 2020
Subject:	Citizen of Honour Nominations 2020
Briefing by:	Head of Democratic Services
Portfolio:	Policy and Resources

INTRODUCTION

1. The Citizen of Honour Award was initially introduced by the former Grants Sub-Committee on 25 November 1996. The Young Citizen of Honour Award was introduced in 2001.
2. The primary reason for the awards is to show the Council's gratitude in recognition of the voluntary, unpaid service to the community made by adult Borough residents. The awards also recognise young Borough residents aged under 18 who have shown bravery in their lives or have helped other people.
3. To demonstrate the importance and distinction of these awards, they are presented to the winners at the Mayor Making ceremony each year by the outgoing Mayor.
4. The award winners and their guests are then invited to a private reception, held in their honour, in the Mayor's Parlour, on a date after Mayor Making, where the new Mayor presents each person with their Citizen of Honour certificate. The award winners are also asked to sign the Roll of Honour and their names are added to the Fareham Borough Council webpage.

PUBLICITY AND PROMOTION

5. In order to encourage greater participation in the scheme, a marketing campaign was put in place. A 'superhero' theme was used to promote the awards through a range of different communication channels both online and offline.
6. A letter to explain the scheme and encourage people to nominate others, along with leaflets and posters, was sent to community centres, schools and libraries.
7. The awards were promoted on Council Connect, including posters, and a video was shown on the two screens at various points in the run up to the closing date. The video was also shown on the screens in the reception area of the council.

8. Various 'Tweets' and 'Posts' were placed on Twitter and Facebook. Posts on Facebook were boosted and targeted those who are 'friends' with the Council on the site, as well as those that are 'friends' with them.
9. Posters were displayed on bus shelters along Newgate Lane and in the town centre.
10. The awards were featured at various points in the local press such as The News, Daily Echo, Business South and Forget Me Not magazine.
11. All information about the scheme is on the Council's website and was shown on the main story rotator on the landing page at various points throughout the campaign.

NOMINATIONS FOR THE 2020 AWARDS

12. This year, the council has received 21 nominations overall. There are 14 nominations for the Citizen of Honour Award (over 18 years old) and 7 nominations for the Young Citizen of Honour Award (under 18 years old).

SELECTION PROCESS

13. At its meeting on 16 December 2019, the Executive resolved to limit the award to one Citizen of Honour and one Young Citizen of Honour for the years 2020 and 2021.
14. The Executive also agreed to ensure that all Members are positively encouraged to be involved in the Citizen of Honour selection process by making representations at the Executive meeting or by making contact with Executive members.
15. To assist with this wider participation, the Corporate Services Manager has contacted all councillors to highlight the Citizen of Honour report on the agenda and to encourage them to make representations to the Executive.

OFFICIAL PRESENTATION OF AWARDS

16. In order to retain the profile of the awards, they will be presented during the Annual Council Meeting, before the commencement of the Mayor Making Ceremony in May this year. The winners will also receive invitations to the Mayor Making lunch and to a reception in the Mayor's Parlour, where the Roll of Honour will be signed, and certificates will be presented.

FORMAL DECORATIONS

The official award presented to the winners of each of the categories is an enamelled pin decoration, engraved with the winner's name, and a framed certificate. This year all winners will receive a £100 one for all voucher in lieu of the family pantomime tickets given to previous winners, due to the temporary closure of Ferneham Hall.

OFFICIAL CITIZEN OF HONOUR DUTIES

17. The winners of each of the awards are invited to a number of civic functions as guests of the Mayor. Currently these are the annual Civic Service, the Remembrance Day service and any special or ad-hoc events that may be arranged in the year of the award.

FINANCIAL IMPLICATIONS

18. The fund of this awards scheme will continue to be met from resources allocated within the Civic Ceremonials budget.

PROPOSAL

19. The Executive is requested to consider all the nominations as presented and select one successful candidate to be formally recognised as Citizen of Honour 2020, and one young person aged under 18 to be recognised as Young Citizen of Honour for 2020.

RISK ASSESSMENT

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

CONCLUSION

21. Since their inception, the Citizen of Honour and Young Citizen of Honour Award schemes have recognised the tremendous voluntary work and selfless, courageous acts performed by local residents of Fareham.
22. This report presents the nominations received for the Citizen of Honour and Young Citizen of Honour Awards 2020 and requests that the Executive considers and selects the winning nominees.

Enquiries:

For further information on this report please contact Pauline Lock (Ext 4400)

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