

AGENDA FOR THE EXECUTIVE

Date: Monday, 3 August 2020

Time: 6.00 pm

Venue: Virtual Meeting - M S Teams

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 06 July 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. Policy and Resources

Key Decision

(1) Covid-19 Recovery Plan (Objectives and Framework) (Pages 11 - 16)

A report by the Chief Executive Officer.

9. Housing

Key Decision

(1) Nitrate Credits for Fareham Housing Schemes (Pages 17 - 28)

A report by the Deputy Chief Executive Officer.

10. Leisure and Community

Key Decision

(1) Christmas Lights Switch On - Alternative Proposals for 2020 (Pages 29 - 34)

A report by the Director of Leisure and Community.

- (2) **The naming of Fareham's new Arts and Entertainment Venue** (Pages 35 - 42)

A report by the Director of Leisure and Community.

- (3) **Covid-19 Community Recovery Plan** (Pages 43 - 58)

A report by the Director of Leisure and Community.

11. Streetscene

Key Decision

- (1) **Covid-19 Public Spaces Recovery Plan** (Pages 59 - 78)

A report by the Head of Streetscene.

12. Planning and Development

Non-Key Decision

- (1) **Works to Property at Bridge Road, Sarisbury Green** (Pages 79 - 86)

A report by the Deputy Chief Executive Officer.

13. Policy and Resources

Non-Key Decision

- (1) **Capital and Treasury Management Outturn 2019/20** (Pages 87 - 102)

A report by the Deputy Chief Executive Officer.

14. Exclusion of Public and Press

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

Exempt Matters for Decision

Note: Where urgent items of business are raised in accordance with Part 3 of the Constitution, they will be considered with the relevant service decisions as appropriate.

15. Leisure and Community

Key Decision

- (1) **Covid-19 Impact on Leisure Centres** (Pages 103 - 112)

A report by the Director of Leisure and Community.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

24 July 2020

**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, 6 July 2020

Venue: Teams - Virtual Meeting

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:



1. APOLOGIES FOR ABSENCE

There were no apologies for absence given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 02 March 2020 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that he would like to start by welcoming everyone back. This is the first meeting of the Executive since 3rd March and, although some Executive Members have taken individual decisions since then, it is good to see that we are now able to return to something of a new normal.

The Executive Leader stated that as the Country went into lockdown in late March, the workload of the Council increased dramatically. He paid tribute to all officers who have worked so hard over the last few months and felt that he was speaking on behalf of all Members when he wholeheartedly thanked Officers for their contribution.

The Executive Leader went on to say that the Council still had to provide essential services during the crisis, and the most visible were the waste collection crews who were dealing with a massive increase in tonnage. Whilst they fully deserved the plaudits from the media, others such as the street cleaners and grass cutters were also working hard to keep the Borough clean and tidy. The building maintenance team were responding to emergency repairs to the Council housing stock daily, whilst planners and building control officers continued to deal with building developments.

The Executive Leader was sure that it would come as no surprise to Members that the work of the Environmental Health Officers dramatically increased as one of their main roles is to deal with infection control. As well as providing advice to businesses across the Borough they also needed to increase the level of enforcement amongst those people who were less inclined to follow the Government's rules. The uniformed enforcement team were also out and about across the Borough, giving people advice on social distancing and supporting the Police. Amidst all of this, the Council still managed to continue building much needed new Council Housing at Bridge Road and Highlands Road.

The Executive Leader reported on the impact of the pandemic on the Council's local businesses and stated that the income of so many households should not be underestimated. Benefits officers have been inundated with new claims from those people who have seen a dramatic fall in family income. Similarly, the Council Tax team has received many requests for a deferral of Council Tax payments. Local businesses have received approximately £20million in grants and our team of officers have literally been working night and day to get the payments out to the community. The Executive Leader thanked the team dealing with the grants who had to deal with some difficult conversations with

disappointed business owners. A thankless task which they carried out with tact and diplomacy.

The Executive Leader stated that at a time of crisis, it is important that people receive reliable information, and the Communications Team worked tirelessly to provide messages to our local population. Not only was this important in disseminating accurate information, but it was also helpful in providing reassurance that the Council was in control at a difficult time for so many people.

The Executive Leader reported that with both Leisure Centres closed, Officers have been supporting the operator (SLM) in responding to the damage caused to their business. Leisure officers have also been busy coordinating the efforts of voluntary organisations such as Acts of Kindness, Waypoint Church, One Community and CAB who have provided support to hundreds of vulnerable people over the last few months. The Council is incredibly lucky to have such organisations operating in the Borough and the volunteers have made a massive contribution to keeping the people of Fareham safe and well throughout the pandemic. The Mayor and the Executive Leader are keen to write to all volunteers to express their gratitude and over 250 letters have been sent so far. A link has been set up on the Council's website to encourage people to let us know of anyone who has provided help and support throughout these difficult times.

The Executive Leader advised Members that the Council's income streams have been seriously affected. Car parking revenue helps to pay for essential Council services and over £300,000 has been lost in just three months. That figure continues to grow. Estates Officers have been working all hours to discuss leases with commercial tenants who are struggling to pay their rent. All of this, plus the loss of income from the Leisure Centre contract has had a major impact on Council finances and an Emergency Budget will be considered in September. Direct costs have been £250,000 as we responded to the crisis and then planned for recovery. Demand for services such as trade waste and pitches has reduced significantly and charges for other services such as car parking and markets were suspended. Services are now starting to resume but we anticipate that income could be over £1m below expected levels. We have taken steps to support businesses and commercial tenants by offering things like payment holidays, paying invoices on immediate terms, suspending arrears recovery and re-gearing rent to give vital breathing space in these exceptional times. These arrangements have impacted the Council revenues by around £500,000. This is in addition to providing £18m in grants to small businesses and those in the retail, leisure and hospitality sector. We are also working hard to put arrangements in place so that community and leisure facilities can open at the earliest opportunity and to support businesses and the high street to open to the public. This could require millions of pounds in financial support so options are being reviewed to see how this can be done. Government support of over £1m has been welcomed but we will need more than this. It is therefore likely that we will need to call upon our own reserves during this financial year in order to balance the budget. We will be updating the Medium-Term Finance Strategy in the autumn to reflect what needs to be done.

The Executive Leader further announced that it is important to recognise that this crisis is not yet over and that there is a long way to go. With this in mind,

several Recovery plans will be considered over the next two meetings. These will look at how positive action can be taken to improve the local economy, community facilities, public spaces and Council finances. We are determined to do the very best for the people and businesses of the Borough providing guidance, financial support and reassurance as we plan our way forward.

In preparing this statement, and in discussion with the Chief Executive Officer, the Executive Leader felt it important that the efforts of officers are recognised during this difficult period. He therefore recommended that the Executive support the idea that all Council employees receive an additional two days annual leave in the current year for their outstanding contribution in an unprecedented situation. All Members of the Executive were delighted to support the recommendation, and all passed on their thanks for the hard work of all Fareham Borough Council staff.

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 submitted at this meeting.

7. REFERENCES FROM OTHER COMMITTEES

There were no references from other committees made at this meeting.

8. PLANNING AND DEVELOPMENT

(1) Hook Lake Coastal Management Study

RESOLVED that the Executive:

(a) approves commencement of the Hook Lake Coastal Management Study; and

(b) agrees that the Director of Planning and Regeneration, is given delegated authority to procure and deliver the works, subject to the award of contract being made through an Individual Decision by the Executive Member for Planning and Development.

9. POLICY AND RESOURCES

(1) General Fund and Housing Revenue Account Outturn 2019/20

RESOLVED that the Executive:

- (a) approves the carry forward of £100,600 to fund the completion of the committed General Fund expenditure programmes in 2020/21, as contained in this report;
 - (b) approves the carry forward of £1,663,000 for the HRA Capital Programme to re-align budget and expenditure phasing and to support the forthcoming programme for 2020/21; and
 - (c) notes the contents of the report.
- (2) Local Authority Discretionary Grant Awards

In considering this item the Executive noted the contents of the tabled item presented at the Policy and Resources Individual Executive Member decision meeting held on 06 July 2020. The tabled item outlined some minor changes to the confidential Appendices A to D of the report which the Executive Member had taken into account when approving the recommendations.

RESOLVED that the Executive notes:-

- (a) the grants of up to £5,000, paid under delegated authority to 43 businesses, totalling £145,000, as set out in Appendix A;
- (b) the schedule of grants exceeding £5,000, totalling £552,500, that has been considered by the Executive Member for Policy and Resources, as set out in Appendix B;
- (c) the schedule of grants which are subject to satisfactory evidence or explanations being received, totalling £70,000, that has been considered by the Executive Member for Policy and Resources, as set out in Appendix C;
- (d) the proposal considered by the Executive Member for Policy and Resources that the regular traders at the Portchester and/or Fareham markets, as listed in Appendix D, are paid a total grant of £2,500 each in instalments; and.
- (e) the proposal considered by the Executive Member for Policy and Resources that the balance of funding to be used to award grants of up to £5,000, using the existing scheme details, until the funds are fully utilised.

(The meeting started at 6.00 pm
and ended at 6.32 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Policy and Resources
Subject:	COVID-19 Recovery Plan (Objectives and Framework)
Report of:	Chief Executive Officer
Corporate Priorities:	All Corporate Priorities Apply

Purpose:

To seek approval for the Council's COVID-19 Recovery Plan Objectives and the Recovery Plan Framework.

Executive summary:

The COVID-19 pandemic has had, and will continue to have, a significant impact on the Council and the local community. Many Borough residents and businesses will have been detrimentally affected in different ways.

This report includes a set of Recovery Plan Objectives for the Council to follow. These objectives will continue to underpin the Council's approach to the pandemic. They are grouped in three key phases: Response; Adjustment; and Recovery.

In addition to the objectives a 'Recovery Framework' has also been established. This identifies seven key areas: - Workforce; Democratic; Service; Public Spaces; Community; Economy; and Financial Recovery.

It is intended that a bespoke Recovery Plan will be formulated for each key area. These plans are likely to consider the impacts from COVID-19 and identify actions that address or mitigate these impacts.

Looking at 'recovery' now helps to ensure that the approach, decisions and actions taken will positively influence the longer-term outcomes for the Council and the wider community.

Recommendation:

It is recommended that the Executive agrees the 'Recovery Objectives' and 'Recovery Framework' for COVID-19.

Reason:

To provide a clear structure and direction for the Council's recovery to the COVID-19 emergency.

Cost of proposals:

There are no costs associated with setting up the Recovery Objectives and Framework. There will, however, be costs associated with each individual recovery plan.

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

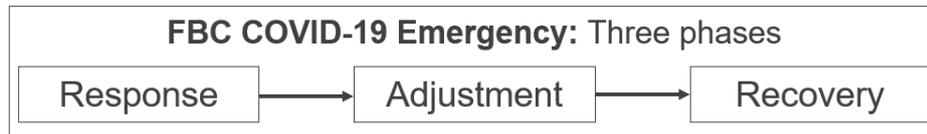
Date:	03 August 2020
Subject:	COVID-19 Recovery Plan (Objectives and Framework)
Briefing by:	Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. The purpose of this report is to set out the objectives that sit behind the Council's COVID-19 Recovery Plan. It also sets out a framework to demonstrate how the Council will consider key individual areas of recovery.
2. The COVID-19 pandemic has had an unprecedented impact on the Council and our community. Immediate response efforts were required to maintain key Council services and to rapidly adapt to new requirements which helped to support residents and businesses in the Borough.
3. Some Council services continue to respond to the needs of our community whilst many other services, along with some of the Borough's business and community activities, are beginning to make steps toward recovery.
4. Unlike other emergencies, there might be the need to revisit elements of our 'response' should there be a second wave of infections or should lockdown measures be reintroduced.
5. The Chief Executive's Management Team has regularly met throughout the pandemic in order to manage the Council's response. In the latter part of May 2020, the focus of these meetings began to move to 'recovery'.
6. In order to guide the on-going recovery process, overarching objectives have been identified. A framework has also been devised to focus on individual key areas of recovery.

KEY PHASES

7. The impact of COVID-19 can be viewed through three key stages, recognising that it is not a simple 'response' and 'recovery' process. At present, the Council is working through an 'adjustment' phase which includes elements of both response and recovery. An adjustment phase also recognises that we may need to revisit elements of 'response' should there be a second wave of infections or should lockdown measures be reintroduced.



8. We have now reached a point where there will need to be an increased focus on how we will rebuild, restore and rehabilitate both the Council (internally) and the wider community (externally) in the medium to long term.
9. Looking at the 'recovery' phase now ensures that actions taken in the short term will positively influence the longer-term outcomes for the Council and the wider community.

RECOVERY OBJECTIVES

10. The objectives listed below were those used to inform our reactive approach during the initial 'response' phase. Officers are currently being guided by the objectives set out for the 'adjustment' phase.

Response Phase Objectives

- Maintain essential/critical services and decision making.
- Protect and support employees.
- Support our residents, particularly those who are vulnerable.
- Support our business community.
- Stabilise the Council's operations during lockdown.
- Re-establish Council's operations wherever possible and practical

Adjustment Phase Objectives

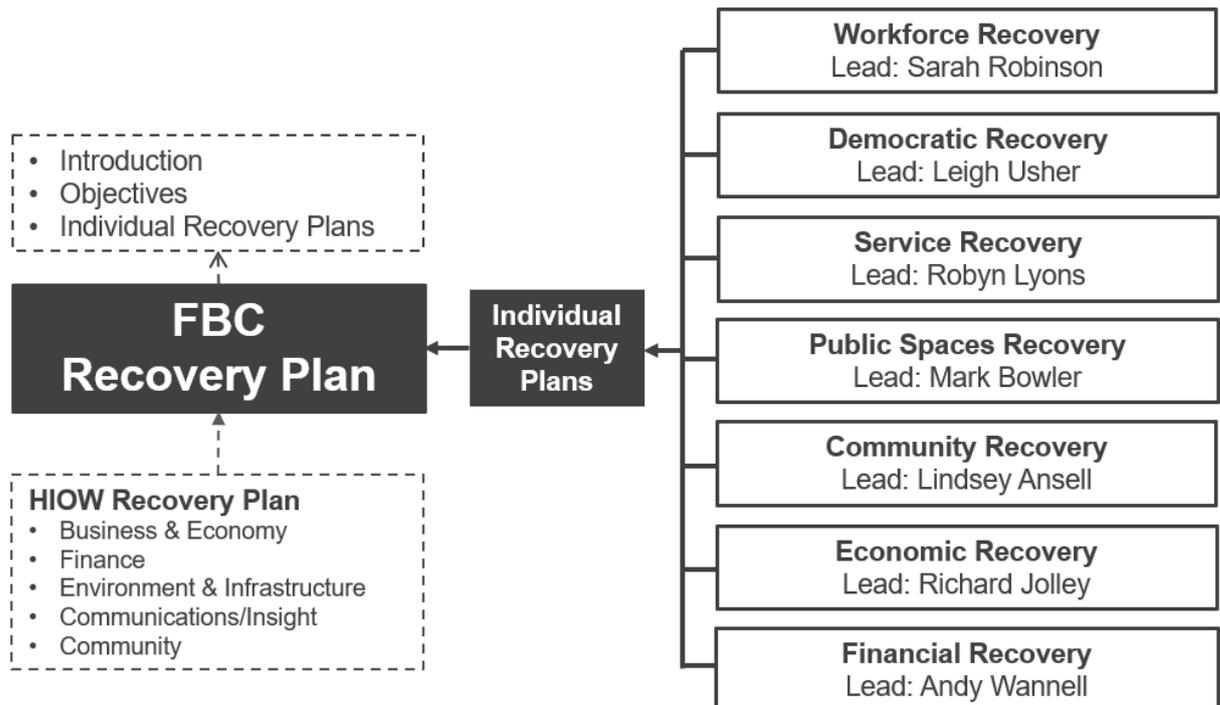
- Prepare and plan for the repopulation of employees to Council buildings.
- Prepare and plan for customer visits/appointments to the Civic Offices.
- Consider appropriate PPE where relevant, plan accordingly.
- Continue improvement to working from home functionality.
- Continue improvement to workplace functionality.
- Undertake necessary measures to allow democratic decisions to continue.
- Fully understand and plan for peaks in FBC work as we move into 'Recovery'.
- Further develop and refine the Council's Recovery Plan.

Recovery Phase Objectives

- Seek to restore social, economic and political wellbeing.
- Seek to restore access to public spaces.
- Assist the Borough's communities and businesses to recover.
- Appropriately recognise and address the trauma caused the pandemic.
- Appropriately recognise the positives that arose from the pandemic.
- Develop a clear action plan on how the Council will address the financial impacts of COVID-19.
- Establish environmental positives arising from the pandemic and what can be carried forward.
- Learn from the incident; revisit Business Continuity and Emergency Plans.
- Review the Council's Corporate Strategy to take account of the post COVID-19 position (if required).
- Keep the objectives and actions of the COVID-19 Recovery Plan under review in order to adapt to any further COVID-19 related issues that arise.

RECOVERY FRAMEWORK

11. To further enable the recovery work to progress in a constructive way a 'Recovery Framework' has been formulated. This will ensure an understanding can be developed of the impacts (both internal and external) from the pandemic on particular areas. It will also allow actions to be identified that are intended to mitigate or address these impacts. A senior officer (as identified below) has been leading on each of these key areas.
12. The Recovery Plan Framework is illustrated below: -



13. An individual Recovery Plan will be developed for all the key areas. Most will be presented to the Executive in the short term. The Workforce Recovery plan has already been published internally in the form of a six-part safety guidance document. Service recovery specifically relates to the documents used to prioritise services during the pandemic. A full list of the decisions taken on service prioritisation, using emergency powers, will be presented to a future meeting of the Full Council.

CONCLUSION

14. The Recovery Objectives identified in paragraph 10 of this report sit at the heart of the Council's recovery framework.
15. Over the coming months, individual Recovery Plans will be produced that focus on key areas of recovery (e.g. Economic, Financial, Community etc.). These will look at the impacts from the COVID-19 pandemic and consider actions or measures to address or mitigate the damage caused.
16. The intention of the Council's COVID-19 Recovery Plan is to ensure that the Council, our residents, and the businesses in the Borough are best placed to positively move forward from this unprecedented event.

Enquiries:

For further information on this report please contact Robyn Lyons (Ext 4305)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Housing
Subject:	Nitrate Credits for Fareham Housing Schemes
Report of:	The Deputy Chief Executive Officer
Corporate Priorities:	Providing Housing Choices

Purpose:

For the Executive to note the approach being used in order to achieve nitrate neutrality for Fareham Housing schemes.

Executive summary:

The report explains how water use efficiency measures will be installed on some existing Fareham Housing properties in order to provide 'nitrate credits' which can then be used to offset water use/nitrate generation on Fareham Housing new build projects.

The approach, which has been found acceptable by Natural England, should ensure the nitrate issue does not prevent planning consent from being granted on Fareham Housing new build schemes. Thereby allowing the programme for the provision of new affordable homes to continue.

Recommendation:

It is recommended that the Executive notes the content of the report and the approach to nitrate neutrality for Fareham Housing developments.

Reason:

To ensure the Executive are aware of the nitrate neutrality approach for Fareham Housing schemes.

Cost of proposals:

The costs of installing the water efficiency measures all fall within existing budgets of the Housing Revenue Account.

Appendices: **Appendix A:** Nitrate Credit Calculations & Details

Background papers: Executive Report dated 02 September 2019 on 'Interim Nitrogen Mitigation Solution'

Reference papers: Affordable Housing Strategy (2019)

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	03 August 2020
Subject:	Nitrate Credits for Fareham Housing Schemes
Briefing by:	The Deputy Chief Executive Officer
Portfolio:	Housing

INTRODUCTION

1. The 'Interim Nitrogen Mitigation Solution' report to the Council's Executive on the 02 September 2019 outlined the background information on the environmental impact from raised nitrate levels in the Solent and the resulting impact on the Council's ability to issue planning consents unless the applicant could demonstrate nitrate neutrality either on-site or via suitable off-site mitigation.
2. The nitrate issue had the potential to detrimentally affect the delivery of new affordable homes to be provided by Fareham Housing. This included projects such as the sheltered housing flats at Station Road in Portchester, shared ownership homes at Stubbington Lane and the future redevelopment of Assheton Court. The need for more affordable homes in the borough, and the role of Fareham Housing in directly providing more affordable homes, is recognised in the Council's adopted Affordable Housing Strategy (2019).
3. The September 2019 Executive report outlined a suite of potential measures that might be needed to achieve nitrate neutrality. Water efficiency upgrades in existing FBC housing stock was one of the potential measures identified.
4. This report explains the water efficiency upgrades (i.e. retrofitting) approach and how this will be used to provide 'nitrate credits'. The 'nitrate credits can then be used to offset the delivery of new Fareham Housing projects for at least two years.
5. It is important to note that Natural England (NE) currently only find the retrofitting approach acceptable for Council owned homes as this gives NE the necessary reassurance that the measures will be put in place, and retained thereafter, by a responsible public body. This is therefore not a large-scale solution to the way nitrate levels are affecting how planning applications are determined.

WATER EFFICIENCY MEASURES TO FBC STOCK

6. Some wastewater treatment works, like the one that serves Fareham, operate on a permissible amount of nitrogen per litre of water, reducing the number of litres

discharged from the works also reduces the amount of nitrogen going into the Solent.

7. The Council own and manage approximately 2,400 homes (made up of general purpose and sheltered properties). NE has accepted the principle that water efficiency savings made at these properties can be used to provide 'nitrate credits' to offset new home delivery elsewhere in Fareham Borough.
8. The most effective and practical water efficiency upgrades that can be made include:-
 - Low flush toilet installation
 - Shower over bath installation (when not already in situ)
 - Low flow basin tap installation or flow restrictors (not normally to apply to bath or kitchen sink taps)
9. Any retrofit/upgrade works required for mitigating and allowing new development will be undertaken as part of Fareham Housing's existing works to properties. This means it will be incorporated as part of the Council's 'void' process (i.e. turning around empty properties for re-let), responsive repairs (i.e. rather than just fix an old leaking cistern seek to replace it with a water efficient one) and planned maintenance (e.g. planned bathroom replacements).
10. This will ensure that the costs are manageable and can largely be as per existing budgets. It will also ensure that minimal disruption occurs to existing tenants and that it remains manageable within existing staff resource.
11. Detailed background data has been compiled, and calculations have been made, to understand the water efficiency savings expected to be achieved from the three upgrade measures identified above. Further information relating to this and the approach to maintain a 'Nitrate Credit Record' are available in Appendix A.
12. The water savings calculations have been based on established flow rates (old vs. new) and typical usage per day to give a litres per person per day (lpppd) saving. This then allows the water efficiency achieved per retrofit to be calculated and accumulated in order to build up credits. A broad overview of the water savings per upgrade is provided below (and detailed further in Appendix A): -

Type of Upgrade	Litres Per Person Per Day (lpppd) Saving	Explanation / Further Info.
Toilet Upgrade	10.59	A modern toilet uses 6 litres per flush as opposed to a typical 8 litre per flush (or 13 litres for pre-1992 toilets). The lpppd saving is based against typical day usage and assumes replacement of a post 1992 cistern/toilet (i.e. 8 litre flush replacement). Any replacement of older toilets will be appropriately recorded and deliver a greater saving.
Shower Installation	40	Only applicable where no shower previously present. Uses established data on comparison between water use for a shower vs. a bath.

Basin Tap upgrade	45	Normal basin taps have a flow of 10 litres per minute. Low flow taps or restricted taps typically have 5 litres per minute flow. Lpppd saving based on typical basin use a day (handwashing, toothbrushing etc.).
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Table 1: Overview of typical water savings expected per household upgrade

13. A 'Nitrate Credit Record' has been established to record the qualifying upgrade works. In some instances, properties may have all three upgrade measures installed and in other instances only one or two may be possible or appropriate. The actual works will be recorded on an ongoing basis. In addition to recording the ongoing/future upgrades any qualifying water efficiency upgrades undertaken since 01 January 2019 will also be included on the 'Nitrate Credit Record'.
14. Any demolition of Fareham Housing stock will be reflected in the 'Nitrate Credit Record'. The water use saving can then contribute to the 'nitrate credits' and be utilised elsewhere. This will be relevant when Assheton Court in Portchester is demolished (credits gained) and subsequently redeveloped (credits used).

USING THE NITRATE CREDITS

15. The litres per person per day (lpppd) saving will be accumulated in the 'Nitrate Credit Record'. The relevant amount of credits will then be used to offset the new Fareham Housing projects. This will have to be detailed/explained alongside the individual planning application for each site, as has already been done to support the planning applications (and subsequent planning approvals) for the Station Road and Stubbington Lane sites.
16. When the credits are used the calculation will be based on understanding (a) the typical or maximum occupancy of homes (e.g. 2.4 persons for general purpose homes and a maximum of 2 persons for sheltered accommodation); (b) a water use of 110 litres per person per day (expected water use on modern developments); and (c) applying a 20% buffer to the expected water use figures (as required by Natural England).
17. This has been the approach agreed by NE and it echoes the approach of similar nitrate credit systems proposed/used by Portsmouth City Council and Gosport Borough Council.
18. As an example, the development at Station Road for 16 new sheltered housing flats will require the following nitrate credits to offset the proposed development: -

16 (flats proposed) x 2 persons (maximum occupancy per sheltered housing flat) = 32 persons

32 persons x 110 litres per person per day (lpppd) = 3,520 litres per day

3,520 (litres per day) x 1.2 (to provide 20% buffer) = **4,224 litres per day**
19. The proposed development at Station Road in Portchester for 16 sheltered flats will therefore be expected to have a maximum water consumption (when occupied) of 4,224 litres per day. With the water efficiency measures/upgrades to existing stock now being underway and recorded officers fully expect there to be more than sufficient credits to offset this development once it is constructed and first occupied. Demonstrating this is a pre-occupation condition to the planning consent.

20. It is not possible to be specific as to how many Council properties will need to have upgrades made in order to compensate new development, as this can depend on how many of the three upgrades (e.g. toilet, shower and/or basin taps) can be made to each existing property upgraded. As an approximate guide it is likely that 4 or 5 properties will need to be upgraded to allow for one new dwelling.

PROJECTED CREDIT AVAILABILITY

21. An estimate of the number of upgrades that will be made each year on existing properties (based on past trends of works on Council owned homes) suggests that the rate of upgrades should support the delivery of between 40-70 new homes per year until at least the end of 2022. After this point it will need to be reviewed as inevitably over time there will be fewer existing properties suitable for upgrades (i.e. as the overall water efficiency of FBC stock is improved), so fewer nitrate credits are likely to be generated.
22. Nitrate credits to allow for an average of 40-70 new homes per year is enough to support the current envisaged programme of Fareham Housing new builds. At this stage there cannot be certainty on (a) the number of credits accumulated through upgrades; or (b) what further new Fareham Housing projects might be identified. For this reason, it is unlikely that there will be the opportunity to sell on surplus credits for other housebuilders to use.
23. If this were to change, and surplus nitrate credits were available, then any purchaser will be expected to cover the costs of the relevant amount of retrofit works undertaken (parts & labour) and a report would be brought back to the Council's Executive to consider an appropriate way to prioritise the sale of any surplus nitrate credits.

PLANNING PROCESS

24. In order to ensure that this approach was acceptable to both NE and the Council (in its role as Local Planning Authority) a Nutrient Neutrality Statement was produced for the Fareham Housing proposals at Station Road and Stubbington Lane. Both proposals were subject to planning applications in the latter part of 2019 and were required to demonstrate nitrate neutrality before an Appropriate Assessment could be undertaken and planning consent be granted.
25. Following consultation with NE on the submitted Nutrient Neutrality Statements in early 2020, and the subsequent Appropriate Assessment process, the proposed approach to nitrate neutrality was found acceptable by NE. Planning permission was subsequently granted for both sites.

OTHER MATTERS

26. Fareham Housing officers will monitor and maintain the Nitrate Credit Record to ensure it is kept up to date. This will mean it can be submitted as and when required to the Planning Department and/or NE for them to be satisfied appropriate credits are being built up and appropriately deducted for Fareham Housing developments.
27. In addition, officers will consider ways in which monitoring might take place to understand if the water efficiency upgrades/retrofits truly reduce water consumption.
28. An additional benefit of improving the water efficiency of some Fareham Housing stock is that those residents who are on a water meter could see savings to their water bills.

CONCLUSION

29. Fareham Housing officers will continue to utilise this successful approach to achieve Nitrate Neutrality and thus allow the Fareham Housing new build programme to continue.

Enquiries:

For further information on this report please contact Robyn Lyons (Ext 4305)

Appendix A

Nitrate Credit Calculations & Details

FBC Stock Water Efficiency Measures

The water efficiency stock upgrades will include:

- Toilet Upgrades
- Shower Installation over bath (where not already in situ)
- Basin tap replacements or restricted flow

Upgrade Method 1: Toilets

The litres per person per day saving (lpppd) that can be gained from an upgrade to the toilets in a property will vary depending on the age of the existing toilet/cistern.

Toilets represent 30% of a daily water consumption¹. With a Fareham average water use of 141.2 litres², toilet use (at 30%) would present 42.36 lpppd.

Typical Toilet flush (litres)		
Pre-1992 toilet	Post 1992 but not modern toilet	Modern toilet
13 litres per flush ³	8 litres per flush ⁴	6 litres per flush
Replacing a pre-1992 toilet with a modern 6 litre flush would represent a flush reduction in litres by 54% (13 vs. 6). This would then take typical water use from toilet flushing from 42.36 lpppd to 19.49 lpppd. A saving of 22.87 lpppd		
Replacing a post 1992 toilet with a modern 6 litre flush would represent a flush reduction of 25% (8 vs. 6). A saving of 10.59 lpppd		

Table A.1

Upgrade Method 2: Shower Installation (typically over-bath shower)

This upgrade will only be applicable where properties only have a bath. Water use between a bath and a shower is likely to offer a saving of 40 lpppd providing a low flow shower is installed.

Shower Installation	
A saving of 40 lpppd	
Per Property shower installation saving	
Sheltered Property (2 person)	80 lpd
General Purpose (2.4 person)	96 lpd ⁵

Table A.2

Upgrade Method 3: Basin tap replacement or restrictors

¹ www.hopespring.org.uk

² Portsmouth Water consumption figure average (2014-2018) of 145.4 lpd and Southern Water average of 137 lpd (based on a 2 person house average of 274 lpd).

³ <http://www.solutionelements.co.uk/Downloads%20copy/WCstate%20of%20the%20art.pdf>

⁴ <http://www.solutionelements.co.uk/Downloads%20copy/WCstate%20of%20the%20art.pdf>

⁵ Continuity with Portsmouth City Council methodology (November 2019 PCC Cabinet report) with saving of 96 lpd for 2.4 person household. Translates to 40 lpppd saving

This upgrade will apply to bathroom basin and WC basin taps (i.e. hand washing/teeth brushing etc.). Not to be confused with bath or kitchen sink taps where occupants may want a quantity of water filled (so flow restriction will just extend time to fill bath/sink rather than save water use).

Normal basin taps could typically allow a flow of 10 l/m. New low flow taps give 5 l/m flow or restrictors (fitted behind taps so they can't be tampered with) give 6 l/m flow. A 5.5 l/m flow average is therefore appropriate.

Basin use (handwashing, teeth brushing, personal washing, shaving etc.) is expected to equate to 10 minutes of use pppd.

Basin Taps⁶
A standard basin tap could give 10 litres per minute flow (l/m). At 10 minutes use this would equate to 100 lpppd.
New or restricted basin taps would give approximately 5.5 l/m flow. At 10 minutes use this would equate to 55 lpppd.
A saving of 45 lpppd

Table A.3

It is estimated that the following quantum of upgrades can be made to FBC stock through the existing various stock management/upgrade processes per annum. This is based on past works to properties and what can be achieved through a more proactive approach to water efficiency (i.e. instead of fixing an old style leaking basin tap, replace all basin taps in property).

	Responsive Repairs	Planned Maintenance	Void Process	Total Installs
Toilet replacement/upgrades	15	50	25	90
Shower installations /replacements	30	60	25	115
Tap replacements	150	80	70	300

Table A.4

Potential Retrofit Savings (per annum)

	Lpppd saving	Responsive Repairs Works	Planned Works	Void Works	Total upgrades p/a	Lpppd saved
Toilet Upgrades*	10.59	15	50	25	90	953
Shower Installation	40	30	60	25	115	4,600
Basin Tap upgrades	45	150	80	70	300	13,500
Total						19,053

(*assumes cautious saving of 10.59 lpppd)

Table A.5

⁶

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/504207/BR_P_DF_AD_G_2015_with_2016_amendments.pdf

The Nitrate Credit Record

A 'Nitrate Credit Record' will be created to record the following: -

1. The specific address of the property
2. The upgrade measures made (in the form of a tick box)
 - Pre-1992 toilet replacement(s)
 - Post 1992 8 litre+ toilet replacement
 - Water Efficient shower fitted over bath
 - Basin taps (bathroom and WC) replaced
3. Any further credits achieved through the demolition of FBC homes
4. The upgrade measures as translated into water efficiency savings (lpppd)

The 'Nitrate Credit Record' will also record as and when credits are proposed to be used (both earmarked or committed through the planning process) and then when confirmed as being used on completion/occupation of the new homes. This will be based around: -

5. The proposed number of units/expected occupancy (2 person per specialist older person accommodation (reflecting maximum occupancy) and 2.4 per general purpose property (reflecting average Fareham occupancy))
6. The equivalent lpppd requirement for the development (on a 110 lpppd use) + a 20% buffer
7. The credit required to serve the development will be deducted from the 'credits' achieved/implemented through measures 1 to 4 above (and demonstrated prior to new development occupation)

The above points 1-4 will be recorded against all future works to FBC properties and retrospectively using the existing detailed records held for previous works to properties looking back until January 2019. It will only apply for qualifying works (i.e. where the appropriate low flow or other installations are made).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Leisure and Community
Subject:	Christmas Lights Switch On – Alternative Proposals For 2020
Report of:	Director of Leisure and Community
Corporate Priorities:	Leisure Opportunities for Health and Fun

Purpose:

The purpose of this report is to seek approval, following the COVID-19 pandemic, for an alternative proposal to recognise the switching on of Fareham's Christmas lights in Fareham Town Centre.

Executive summary:

Historically, each year Fareham Borough Council holds a large, public event in November to mark the switching on of the Christmas lights in the town centre. The event is well received and attended by approximately 4,000 people, who see it as the start of Christmas.

Unfortunately, due to Covid-19 restrictions, large scale public events are unable to take place, and therefore the normal event arrangements have been cancelled.

The festive lights will still be installed in the Town Centre as they are each year and will be switched on by the Mayor and Mayoress. This will take place on Sunday 22 November at 4.30pm, albeit without the usual activities associated with Fareham's usual Christmas light switch on event.

During the lead up to Christmas the Council would still like to support local businesses and encourage shoppers into the Town Centre, Fareham Shopping Centre, West Street and Fareham High Street. Therefore, the proposal is that instead of the usual one-day large-scale event, a festive market will run for 3 consecutive days, from Friday 4 December to Sunday 6 December.

The festive market arrangements will ensure that social distancing and safety requirements are in accordance with Government guidance to reduce the risk of the spread of COVID-19, whilst still providing people with a reason to come into Fareham and support local businesses and traders.

To encourage people into the Town Centre, it is also proposed that free parking is made available in all Pay and Display car parks, from 12.00 noon until 6.00pm, on

each day that the festive market is in situ, and when parking charges apply.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) agrees to an alternative proposal, as set out in the report, to recognise the switching on of Fareham's Christmas lights in Fareham Town Centre, as a result of the Covid-19 pandemic and the Government restrictions currently in place; and
- (b) agrees to free parking between 12 noon and 6.00pm in the Pay and Display car parks within the Town Centre, on each day that the festive market is in situ, and when parking charges apply.

Reason:

To continue to encourage footfall into the Town Centre in the lead up to Christmas and to support local businesses and traders.

Cost of proposals:

The cost of providing the event will be £5,000 which will be funded from European Regional Development Fund for reopening High Streets safely.

The estimated loss of parking income is estimated to be £5,100. Regeneration grants to help fund the gap for any loss of parking income would be explored by Officers.

Appendices: None

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Member Briefing Paper

Date:	03 August 2020
Subject:	Christmas Lights Switch On – Alternative Proposals For 2020
Briefing by:	Director of Leisure and Community
Portfolio:	Leisure Opportunities for Health and Fun

INTRODUCTION

1. Each year, Fareham Borough Council holds a large Christmas lights switch on event, at the end of November, to mark the start of the Christmas festivities in Fareham Town Centre. It includes fun fair rides, food and drink concessions, market stalls, reindeer attendance, face painting, children's craft activities, performances on and off a central stage ending in a finale of switching on the Christmas lights in the town centre. The event usually attracts approximately 4,000 people.
2. As well as members of the public who attend, there are a considerable number of other people involved in the event, including traders, performers, security officers, activity providers, volunteers and Council Officers.
3. The event helps to attract shoppers into the Town Centre who consequently support the shops, restaurants, cafes and businesses, as well as marking the switching on of the festive lights.
4. Unfortunately, due to the Covid-19 pandemic and the Government restrictions currently in place, all public events that the Council would normally run have been cancelled for this year.
5. However, the Council would still like to mark the start of the Christmas festivities in Fareham, on a smaller scale, encouraging people into the town centre, whilst following Government guidelines.

PROPOSAL

6. It is proposed, that a festive market is held in the pedestrianised area of West Street, which is not only a safe space that people can freely walk around, but also a recognised area where most town centre events take place.
7. As a result of the Covid-19 pandemic, there can be no public lights switch on event. However, the Mayor and Mayoress will switch on the lights on Sunday 22 November at the Henry Cort Performance Podium. A small number of Council officers will be

present to ensure that it runs smoothly and to film the event so that it can be shared online.

8. To help gain an understanding regarding whether traders and businesses would be interested in attending a Christmas market, an electronic survey was distributed to traders who the Council have previously worked with. The results of that survey are as follows:

Question	Result
Would you be likely to attend with a stall this year?	66.7% said yes 33.3% said no (*)
Would you prefer the market to run consecutively from a Friday to a Sunday in early December or one day per week in the lead up to Christmas for 4 weeks?	63.6% said Friday-Sunday 36.4% said one day per week for 4 weeks

(*) Those who responded no had the following concerns.

- 1) That there shouldn't be any events until a vaccine for Covid-19 is found.
- 2) The numbers of attendees would be low due to Covid-19 meaning that it wouldn't be financially viable for them to attend.
- 3) The trader has already committed to attending another Christmas event so would be unable to attend.

9. In light of the feedback received, it is proposed that a Festive Market is held over three consecutive days (Friday to Sunday), from 10.00am to 6.00pm each day.
10. The festive market would consist of a maximum of 20 stalls, based on current Government guidelines and all would be under gazebos. This is around half the number of stalls that attended the Fareham Christmas Lights switch on event in 2019.
11. Having a reduced number of stalls will ensure that social distancing measures can be adhered to. It will allow enough space for people to comfortably and safely move around the stalls in West Street, whilst ensuring shops with outside queuing systems in place also have enough space.
12. Gazebos will be provided, erected and taken down by the Council's Streetscene Team, and will follow a site plan produced by the Leisure and Community Team to ensure that the stalls are located in the correct place.
13. Overnight security will be provided on the Friday night and Saturday night so that the gazebos can remain in place, which will make it easier for the traders to set up on the mornings of Saturday and Sunday. This is also likely to attract more stall holders.
14. In previous years, food and drink concessions have always been popular, and provision to allow for 5 concessions will be made again for this event. Where possible a festive theme, such as; mulled wine, roasted chestnuts and Bratwurst German sausages will be encouraged.

15. All stall holders will be required to agree to the terms and conditions that the Council sets in line with Government advice to reduce the risk of COVID-19, but it is proposed that pitches are offered at no cost as a way of attracting traders to our event.
16. All stall holders will be required to provide public liability insurance and a risk assessment that covers how they will maintain social distancing and what they will do to reduce the risk of COVID-19.
17. There will be no free children's activities such as face painting, as this requires close contact to the face which is not permitted at this time. It would also be extremely difficult to maintain a 2m distance when queues form for popular activities such as this.
18. There will be some on street performances by buskers and local performers, who will be booked by the Leisure and Community Team, and a timetable will be followed. Performers will be required to bring all their own equipment. Ideally all performers will be on their own or in a small group, which will allow them to maintain social distancing.
19. Fareham Shopping Centre are unsure of their plans for Christmas at the present time due to Covid-19 implications. However, they have agreed to keep the Council informed as and when plans are determined, and opportunities to work with the Shopping Centre, as in previous years, will be explored.

PROMOTION AND AWARENESS

20. The event will be promoted on social media, the Council's website, in notice boards and bus shelters, press releases, and Council Connect. Information will also be shared with local community groups and organisations, schools and community centres etc.
21. Leading up to the Christmas event, competitions will run on social media, and be promoted with local businesses.
22. The Leisure and Community Team will work with local businesses where possible. Businesses from the Western end of West Street and High Street will be invited to attend with a stall if they wish to do so. Information about the event will be shared at an early stage and businesses will be encouraged to share any offers, promotions or activities they may be running during the festive season with the Council's Communications Team who will help promote it on the Council's social media pages.

PARKING

23. To help attract visitors into the Town Centre and to the Festive Market, it is proposed that free parking is offered on Friday 4 and Saturday 6 December from 12.00 noon to 6.00pm at the following 'Pay and Display' car parks:
 - Civic Way
 - Ferneham Hall
 - Palmerston Avenue
 - Lysses
 - Bath Lane
 - Holy Trinity
 - Trinity Street

- Osborne Road (West)
- Malthouse Lane

24. Free parking is already offered in outer car parks on a Sunday which includes Lysses, Malthouse Lane, Bath Lane, Holy Trinity, Trinity Street, Osborn Road (West).

25. If free parking is offered at the Pay and Display car parks from 12 noon to 6pm on Friday 4 and Saturday 5 December, the estimated total loss of income would be £5,100, based on the income received for the same weekend in 2019.

26. It is expected that there would be some movement in car park usage over that weekend, and that income from Pay on Foot car parks would also reduce as visitors opt to use the car parks that are free for the day instead. This hasn't been included in the above figure as it is an unknown amount.

27. If all Pay and Display and Pay on Foot car parks were offered free of charge from 12 noon to 6pm over the weekend of the Christmas market, there would be an estimated loss of income of £16,195 based on the income received for the same weekend in 2019. The table below provides a further breakdown.

	Car parks	Full Day	12-6pm
6/7/8 December 2019	Pay & Display	£6,146	£5116
	Pay on Foot	£17,259	£13,637
	Total	£23,405	£16,195

COSTS

28. The cost of providing the event will be £5,000 which will be funded from the European Regional Development Fund for reopening High Streets safely.

29. Regeneration grants to help fund the gap for any loss of parking income would be explored by the Finance Team, but it is important to note, that in the event that a grant is not identified, then the loss of income would be offset against the Parking income.

CONCLUSION

30. Although Covid-19 has meant that many events have had to be cancelled, the Council would still like to encourage footfall into the town centre to help support local businesses and traders, and to recognise Christmas in Fareham.

31. An outdoor festive market will enable social distancing to be maintained more easily with a limited number of stalls, whilst still enabling the public to enjoy the Christmas festivities in Fareham.

Enquiries:

For further information on this report please contact Emma Watts, Leisure and Community Manager (Ext.4440) or Becca Bennett, Leisure and Community Officer (Ext. 4593)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Leisure and Community
Subject:	The naming of Fareham's new Arts and Entertainment Venue
Report of:	Director of Leisure and Community
Corporate Priorities:	Leisure opportunities for health and fun

Purpose:

The purpose of this report is to propose possible names for the new arts and entertainment venue being built in Fareham Town Centre to replace Ferneham Hall. It is suggested that the names are included in a public consultation exercise prior to members making a final decision, based on the outcome of the consultation results.

Executive summary:

The Council is building a new arts and entertainment venue in Fareham Town Centre which will include an 800-seat auditorium, a 120-seat theatre, community rooms, a flexible studio space as well as a bar and café area. The remodelled venue will offer different, and much improved, facilities from those of Ferneham Hall, so it is considered appropriate to give the building a new name to emphasise this point.

It is suggested that, to ensure the name "Ferneham" is not completely lost, proposals for how it is incorporated into the new venue will be put forward when options are presented at a later date for the naming of the rooms and areas within the remodelled venue.

This report suggests options for naming the new venue and these have been drawn from the history of Fareham as well as the world of arts and entertainment. The preferred options will be subject to a public consultation exercise. The results will be reported back to a future meeting of the Executive to allow a final decision on the name of the venue.

Recommendations:

It is recommended that the Executive agrees:

- (a) the preferred names for the new Arts and Entertainment Venue, to enable a public consultation exercise to take place; and
- (b) that the name “Fernehams” is incorporated into future options for the naming of rooms and areas within the remodelled venue.

Reason:

To provide a suitable name for the new Arts and Entertainment venue.

Cost of proposals:

The cost of the public consultation exercise can be contained within existing leisure budgets.

Appendices: Appendix A: Images of proposed names on venue

Background papers: None

Reference papers: Executive report on 4 December 2018 - Fernehams Hall
Vision Review

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	03 August 2020
Subject:	The naming of Fareham's new Arts and Entertainment Venue
Briefing by:	Director of Leisure and Community
Portfolio:	Leisure and Community

INTRODUCTION

1. The purpose of this report is to propose possible names for the new arts and entertainment venue being built in Fareham Town Centre to replace Ferneham Hall. It is suggested that the names are included in a public consultation exercise prior to members making a final decision, based on the outcome of the consultation results.

THE NEW VENUE

2. The Council's vision for the new arts and entertainment venue is as follows: -
3. "We want to provide a busy community arts and entertainment centre which includes daytime and evening activity, seven days a week. We believe that this can be achieved through the provision of smaller, flexible, meeting spaces, improved catering areas and possibly a flexible studio space and secondary, smaller performance space.
4. The stage and seating in the main auditorium need to be the right size and design to attract a good range of touring productions as well as being available for hire to local amateur groups. We would like to see a more dynamic and innovative approach to programming to attract a wider range of customers to the venue. The annual pantomime is popular, and we would like to see this retained and developed as part of the overall programme.
5. We want the interior and exterior of the building to be attractive, modern and welcoming, and complementary to other new buildings within the Civic Quarter.
6. The new venue will be more commercial in its outlook and we expect the annual operating costs to be low, with the ultimate aim of "breaking even".
7. The new venue will include an 800-seat auditorium, a 120-seat theatre, community rooms and flexible studio space.

THE FERNEHAM HALL NAME

8. One option would be to retain the name "Ferneham Hall". The Hall has been part of the

Fareham landscape since 1982 and customers are familiar with the name.

9. However, it is important to recognise that the Council is building a new venue, with much improved facilities, and a new name will help to emphasise this point. The entertainment industry has also developed a view about Ferneham Hall over the years and will, inevitably, make decisions on whether to send a show to the venue based on previous knowledge of the venue's constraints (e.g. small stage and no fly tower). A new venue with a new name would break this, sometimes negative, link.
10. It is suggested, however, that the 'Ferneham' name is not completely lost, by incorporating it into future options for the naming of rooms and areas within the remodelled venue.

HISTORICAL LINKS

11. An obvious source for new names is to look back at the history of Fareham.
12. Fareham began as a Saxon village, at which time it was called Ferne Ham. The Saxon word ham meant a village or settlement, so it was the village by the ferns. This was obviously where the name "Ferneham Hall" came from.
13. The original settlement was on a hill near to where the church of St Peter and St Paul now stands. A village on a hill was easy to defend, and it was also close to Fareham Creek where ships could easily load and unload their cargoes at the quayside. Over the centuries Fareham became a busy little port.
14. The main industries that supported the growth of Fareham were tanning, wrought iron and brick making. By the late 17th century, Fareham had become well known for its tanning industry. It was close to both fresh water and oak trees, which was essential at the time as oak bark was used in the tanning leather process. By the 18th Century, the iron industry was growing in importance, and in 1775 Henry Cort took over an iron foundry in the village of Funtley near Fareham. By 1784 he had invented new ways of processing wrought iron which revolutionised the iron industry. The work of Henry Cort is recognised today in an exhibition of permanent ironwork sculptures in West Street, Fareham.
15. During the 18th century Fareham grew much larger. Georgian Fareham was a desirable place for naval officers to live as it was away from the noise, dirt and overcrowding of Portsmouth at the time, but was near enough to be within reasonable travelling distance of the naval bases.
16. By the 19th century the brick making industry was also flourishing in Fareham. The busy port was focused on exporting bricks, chimney pots, pottery and clay pipes. Interestingly Fareham reds were used to build the Royal Albert Hall in 1871.
17. Imports of wine, cloth and coal regularly arrived at the quayside.
18. In considering names for the new venue, the strong themes that emerge from the history of the town of Fareham are the port, tanning, wrought iron and brickmaking.

ENTERTAINMENT

19. Another source of possible names is themes within the world of arts and entertainment.
20. Whilst the new venue will be able to accommodate cinema screenings, its main output

will be 'live' entertainment in a 'theatre' setting. It will also provide a 'forum' for people to meet, socialise and undertake group activities.

21. Furthermore, the venue will host a range of dance and music 'festivals' as well as being a 'playhouse' and 'stage' for a variety of entertainment.

PROPOSED NAMES

22. A long list of potential names was put together based on the themes of brickmaking, tanning, the iron industry, the port, and the entertainment industry. A shortlist was then drawn up to includes the following options: -

- The Quay
- The Kiln
- The Tannery
- The Foundry
- Fareham Live
- Fareham Festival Venue

23. Given the scale and profile of the ironwork sculptures already in existence in West Street, Fareham, it is felt that 'The Foundry' could reasonably be dropped from the list. There is also a question over whether the name 'Festival Venue' should be used considering the proximity of the Festival Theatre at Chichester and the Festival Theatre at Titchfield and the possibility of confusing customers regarding location and connection.

24. It is also important to look at the availability of domain names for the above which could be used for the venue's website. In most cases, the domain name is not available unless the name 'Fareham' is added to the title. Therefore, the five names proposed for public consultation are: -

The Quay
Fareham

The Kiln
Fareham

The Tannery
Fareham

Fareham Live

Fareham Festival venue

25. Appendix A provides some basic graphic images of how these branded names might look on the side of the new building.

CONSULTATION PROCESS

26. The Council will follow a similar successful public consultation process used for naming

both the new community of Welborne and Holly Hill Leisure Centre to name the new venue, but any consultation activity will of course take account of the Government's social distancing guidance. Proposed consultation activities will include:

- Use of the E-Panel
- a staffed presence at the Council Connect stand in Fareham Shopping Centre
- posters in the Council's noticeboards, promoting the naming options
- Online vote via the Council's website
- Facebook poll
- text voting via mobile phone

27. All of these opportunities will also be promoted via the Council's social media sites.

28. The results of the consultation exercise will be presented to the Executive in October 2020 to allow a final decision to be made on the name of the new venue.

OTHER ROOMS

29. Once the name of the venue has been decided, Officers will present proposals for the names of individual rooms within the building. This would include the main auditorium, the 120-seat theatre space, the bar/catering area and the meeting rooms.

30. It would make sense for the rooms to follow the same theme as the venue name. For example, if the venue was to be called "The Kiln – Fareham", then the rooms would all have names linked to the theme of brick making or if it was to be called "The Quay - Fareham", then the rooms would all have names linked to a water theme. It would be at this stage that the name "Ferneham" is incorporated into a part of the venue.

CONCLUSION

31. This report has investigated a brief history of Fareham and sourced several possible names that could be used for the new arts and entertainment venue to be built in Fareham Town Centre. Members are asked to indicate the preferred names to be put forward for public consultation.

Enquiries:

For further information on this report please contact Lindsey Ansell, Director of Leisure and Community. (Ext 4567)

APPENDIX A



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Leisure and Community
Subject:	Covid-19 Community Recovery Plan
Report of:	Director of Leisure and Community
Corporate Priority:	Leisure Opportunities for Health and Fun. Protect and Enhance the Environment.

Purpose:

The purpose of this report is to set out the Council's Community Recovery Plan in response to the Covid-19 pandemic.

Executive summary:

The Council's Community Recovery Plan forms part of a Recovery Framework which will be presented to the Executive on 3 August 2020.

Covid-19 has had a significant impact on every aspect of life and society in our Borough, and it has led to logistical challenges, created financial difficulties and prompted community-wide concerns around health and well-being.

This report focuses on the impact of the pandemic on leisure and community facilities and organisations within the Borough and suggests actions that the Council might take to help the sector to recover over the coming months.

Although we are now entering the Recovery Phase, continuing restrictions around social distancing, public fear around using community spaces and the economic downturn that the virus has triggered mean that even once the doors to community facilities reopen, they will face many further challenges.

Recommendations:

It is recommended that the Executive approves the Covid-19 Community Recovery Plan and the following actions therein:

- i) To support our Community Centres and Sports Clubs through this challenging period, a special grants programme be considered to assist them with the additional expenses being accrued at this time. This scheme will be presented in a separate report to the Executive;
- ii) the Leisure Centre contract, regarding the agreed capital investment and the duration of the contract, be reviewed. The results of this review will be presented in a separate report to the Executive;
- iii) an assessment of the Council's Arts and Entertainment project, including its capital costs and current business plan be carried out. The results of this review will be presented in a separate report to the Executive;
- iv) youth projects are likely to face additional costs when they finally reopen their facilities. As the Youth Activity Fund for the year has yet to be paid out, it offers an opportunity for the Council to distribute the funding to best support the Youth Projects;
- v) to build on the lessons learnt from the pandemic and to reflect these changes in the future service level agreements with our voluntary organisations;
- vi) to work closely with our voluntary organisations to understand more fully the issues at hand and identify longer term solutions to the provision of the Food Bank;
- vii) to develop alternative proposals to replace the Christmas Lights Switch-On event. These proposals will be presented in a separate report to the Executive;
- viii) in order to encourage smaller craft stands to the Fareham and Portchester markets, those traders not eligible for the discretionary business grant to receive free pitch hire until Christmas 2020; and
- ix) to present a separate report to the Executive recommending the establishment of a community lottery in Fareham.

Reason:

This report forms part of a Recovery Framework in response to the Covid-19 pandemic which will be presented to the Executive on 3rd August 2020.

Cost of proposals:

Any costs associated with community recovery activity will be detailed in separate individual reports to be presented to the Executive.

Appendices: None

Background papers: None

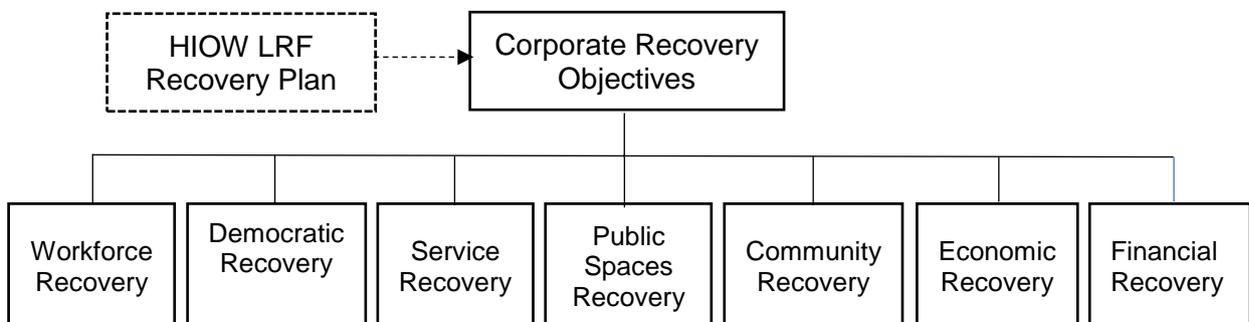
FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper	
Date:	03 August 2020
Subject:	Covid – 19 Community Recovery Plan
Briefing by:	Director of Leisure and Community
Portfolio:	Leisure Opportunities for Health and Fun

INTRODUCTION

1. The purpose of this report is to set out the Council’s Community Recovery Plan in response to the Covid-19 pandemic. It forms part of a Recovery Framework (illustrated below) which will be presented to the Executive on 3rd August 2020.
2. The report focuses on the impact of the pandemic on leisure and community facilities and organisations within the Borough and suggests actions that the Council might take to help the sector to recover over the coming months.



SCOPE

3. The Community Recovery Plan recognises that community facilities and organisations form an important part of our Borough’s infrastructure and that they have been affected as a result of the pandemic, due to: -
 - Closure of community and leisure buildings;
 - closure of outdoor sports facilities;
 - a ban on public gatherings;

- closure of the Fareham and Gosport Basics Bank; and
- public concerns about the risk of infection associated with community activity.

CONTEXT

4. Covid-19 has had a significant impact on every aspect of life and society in our Borough. It has led to logistical challenges, created financial difficulties and prompted community-wide concerns around health.
5. Although we are now entering the Recovery Phase, continued restrictions around social distancing, public fear around using community spaces and the economic downturn that the virus has triggered mean that even once the doors to community facilities reopen, the operators will face many further challenges.
6. It is important to note, that alongside these challenges the Borough's response to Covid-19 has highlighted the adaptability of our community organisations and the value of the Borough's remarkable volunteers. This Plan recognises the significant contribution that charities and volunteers from within our communities have made to ensuring the wellbeing of vulnerable people during this challenging time.
7. Across the Borough, a total of 16 Community Centres serve our communities, each one managed by its own Community Association or Trustee Board. Of these centres, 11 are owned by the Council, (Abshot Community Centre, Burridge Village Hall, Crofton Community Centre, Fareham North West Community Centre, the Genesis Centre, Lockwood Community and Sports Centre, Portchester Community Centre, Priors Park Community Hall, Ranvilles Community Centre, Titchfield Community Centre and Whiteley Community Centre), 1 by Vivid (Broadlaw Community Space) and the remaining 4 are owned by the Community Associations themselves, with limited Council oversight (Catisfield Memorial Hall, Victory Hall, Sarisbury Green Community Centre and Wallington Village Hall).
8. Throughout the pandemic, the Council-owned Community Centres have received regular support and advice from Council Leisure Officers regarding various matters.
9. This advice included when to close; how to ensure that their Centre is kept in a safe and secure condition; how to apply for business grant funding; how to accommodate the return of pre-schools; and most recently how to produce an action plan of the health and safety / logistical matters that need to be addressed prior to reopening.
10. Environmental Health Officers have offered to provide support, on request, to ensure that Covid-19 risk assessments are fit for purpose, and One Community continues to offer support to all the Community Centres to make their reopening as safe, stress-free and successful as possible.
11. Of the Council-owned Community Centres, all but one successfully applied for

the Retail, Hospitality and Leisure funding offered through the Business Grants scheme. As a result, many have found they have not been negatively affected financially so far (with some even reporting an increase in the balance of their accounts over the last 6 months).

12. Genesis was unable to apply for the Retail, Hospitality and Leisure funding, as they currently occupy the premises under a Tenancy at Will, meaning that the Council itself is the rate payer for the building rather than the charity. However, an application has been made, instead, for the Local Authority Discretionary Grant, which may be able to provide a lower level of financial support.
13. However, the same challenges likely to be faced by other leisure facilities, will be equally relevant to the Community Centres. As the majority of the centres do not carry significant reserves, any drop in hiring of their facilities or increase in costs could have a catastrophic impact on the financial stability of the Association.
14. A special Community Buildings Network Meeting, via a social conferencing platform, was held on 10th July to provide all the Community Centres with up-to-date guidance on expectations for reopening and to understand uncertainties and needs of the Associations.
15. **Proposed Action** - *To support the Community Centres through this challenging period, a special grants programme is being considered to assist them with the additional expenses being accrued at this time. This scheme will be presented in a separate report to the Executive.*

COMMUNITY GROUPS

16. Across the Borough there are many community groups and clubs whom provide a variety of activities for all ages and abilities, held in various venues such as Titchfield Memorial Hall, Portchester Parish Hall and scout huts.
17. Similar to community centres, a majority of these venues do not hold significant reserves and therefore a reduction in hiring's could have a significant impact on their long-term viability.
18. All community groups and organisations, however big or small, have been offered the advice and support of Environmental Health Officers to ensure that their Covid-19 risk management plans are adequate, as well as providing links to social distancing signage for free, upon request.
19. One Community continue to provide support and advice on funding opportunities, governance and volunteering to all community groups and clubs that require it.

LEISURE CENTRES

20. Our two leisure centres, Fareham and Holly Hill, are both managed by Everyone Active. When the Government instructed the leisure and fitness sector to close its facilities, Everyone Active furloughed all of their staff, with the exception of the two general managers who have continued to manage and

preserve the integrity of the buildings so that they could re-open at the earliest opportunity when restrictions are lifted.

21. Financial assistance to help meet the essential costs of supporting both Fareham and Holly Hill Leisure Centres during their closure was agreed.
22. When the buildings reopen, the enforcement of safe social distancing rules will lead to a reduction in the number of customers the Leisure Centres will be able to accommodate in their facilities at one time, thereby reducing the financial viability of some of their activities. At the same time, Everyone Active will see an increase in cleaning and equipment costs as a result of the anticipated need to provide Personal Protective Equipment (PPE) for staff, increased hand washing for everyone entering their facilities and regular cleaning of all shared fitness equipment.
23. Also, of relevance is that it is currently unknown to what extent this significant period of enforced isolation and heightened awareness of personal vulnerability will have on public confidence to return to such facilities.
24. Further to the significant challenges identified already, last year the contract for the management of the Council's two leisure centres was re-tendered. Everyone Active's submission, which was approved by the Council's Executive in November 2019, included a significant financial outlay to improve the facilities at Fareham Leisure Centre, including plans to extend the ground floor gym area and create a climbing wall and soft play area. This contract was awarded for 10 years.
25. **Proposed Action** - *As a result of the Covid-19 impact, and in light of a changing economy, the Leisure Centre contract, both with regard to the agreed capital investment and the duration of the contract, is being reviewed. The results of this review will be presented in a separate report to the Executive.*

PRIVATE GYMS AND SPORTS FACILITIES

26. With the exception of Fareham and Holly Hill Leisure Centres, all gyms in the Borough operate as private businesses. As such, they, and all other local businesses and organisations, have been offered the advice and support of Environmental Health Officers to ensure that their Covid-19 risk management plans are adequate, as well as providing links to social distancing signage for free, upon request.
27. The gyms have also had the opportunity to access the Government's furlough scheme for their staff, as well as Small Business or Retail, Hospitality and Leisure Grants. This financial support will have provided some degree of resilience for these businesses. However, it is likely that they will face financial vulnerability for a considerable period of time after they reopen.

SPORTS CLUBS AND GROUPS

28. Sports Clubs have received regular guidance throughout the pandemic, offering advice on the restrictions that are in force, information about the grant streams

that are available, clarity regarding their health and safety responsibilities for any buildings and sought and received advice on the support available from Environmental Health in carrying out the risk assessments required to prevent the spread of the virus when they reopen.

29. In addition, the Council has continued regular maintenance of both the bowling greens and cricket wickets throughout the lockdown period, to ensure that the sports were able to easily restart once the restrictions were lifted.
30. Currently, outdoor sports are permissible as long as they have adequate risk assessments in place to do so safely. However, indoor sports remain restricted as a result of the risks posed by increased inhalation and exhalation in a confined space.
31. The Chartered Institute for the Management of Physical Activity (CIMSPA) and Sport England have launched a free online training initiative to support sport, fitness and leisure sectors reopening. Its aim is to provide staff and volunteers with the knowledge and skills they need to confidently restart their coaching activity.
32. The experience for each Sports Club will be unique, dependent on the sport and venue, but the main challenges will be a reduction in players able to take part at one time, a consideration of how the use of the facilities can accommodate the required social distancing measures, an increase in the costs to the Club from the purchase of PPE and additional cleaning products, and the impact that these increased costs and reduced income will have on the balance of the Club's accounts.
33. **Proposed Action** - *To support the Sports Clubs through this challenging period, a special grants programme is being considered to assist them with the additional expenses being accrued at this time. This scheme will be presented in a separate report to the Executive.*

MUSEUM

34. Within Fareham Borough Council's portfolio is Westbury Manor Museum. This visitor attraction, celebrating Fareham's vibrant history, is managed by Hampshire Cultural Trust on behalf of the Council.
35. The Museum closed on the 20th March as a result of the pandemic and until the 15 of July, when the building and gardens were opened on a reduced basis, they remained closed to the public.
36. Hampshire Cultural Trust have received support from both Property Services and Leisure and Community to help ensure the facility was reopened with all systems functioning safely, taking account of the extended period of closure and the age of the venue.
37. There will also be a necessity to provide ongoing support to Hampshire Cultural Trust in safely attracting visitors, to ensure the venue remains financially viable.
38. As with all customer-facing activities, the staff and volunteers at Westbury

Manor Museum will be able to access the support from the Councils Environmental Health Team.

THEATRE

39. The Council's main theatre is Ferneham Hall. In 2018, the Council produced a vision to replace the Hall with a new arts and entertainment venue and then in October 2019, the Executive agreed the capital budget for the new venue. Members also agreed to award a contract to BH Live to manage the venue on behalf of the Council.
40. Since then, detailed work has been undertaken on the design of the building leading to a successful planning application during the lockdown period.
41. One of the current challenges now being faced by the entertainment sector is that it relies on content (shows, performers, etc) and much of this has been postponed or cancelled, with some of the producers of the shows putting staff on furlough.
42. This has created some uncertainty in the arts and entertainment sector as has the current guidance regarding social distancing in enclosed indoor spaces.
43. As the new venue is not due to open until 2022, it is difficult to determine what, if any, restrictions will be in place at that time, and whether public appetite for theatre attendance will fully return.
44. **Proposed Action** - *As a result of the Covid-19 impact, and in light of a changing economy, an assessment of the Council's Arts and Entertainment project, including its capital costs and current business plan is being carried out. The results of this review will be presented in a separate report to the Executive.*

YOUTH PROVISION

45. There are currently five Youth Facilities across the Borough and a further two Youth Clubs that meet regularly in Community Centres. Each of these Youth Projects is provided with qualified Youth Workers by Y Services, a youth-focussed charity.
46. Every financial year the separate Youth Projects are invited to apply to Fareham Borough Council for Youth Activity Funding, to assist them with the challenges of running a service that is not-for-profit, for the benefit of the community. The amount designated for the Youth Activity Fund every year is a total of £30,000.
47. At the commencement of lockdown, only two of the Youth Projects had satisfied the Council's criteria to enable an award of Youth Activity Funding to them for the year (a total of only £5,493.25). However, as the Council had been notified that the Youth Clubs would be closing due to the Covid-19 restrictions, the decision was made to delay the payments being made.
48. Each of the Youth Facilities that lease their own building have been provided

with the opportunity to apply for Retail, Hospitality and Leisure funding. All those who took up this offer have been successful in their applications. Y Services also took the opportunity to furlough staff, which has reduced the current financial challenges for youth provision.

49. As a result of social distancing measures and the restrictions this would place on numbers able to attend each Youth Project, Y Services are investigating alternative options to support young people in key areas of the Borough, such as outdoor meet ups and social conferencing-based youth groups.
50. **Proposed Action** - *The Youth Projects are likely to face additional costs when they finally reopen their facilities, as a result of the PPE and cleaning products required. As the Youth Activity Fund for the year has yet to be paid out, it offers an opportunity for the Council to distribute the funding to best support the Youth Projects.*

CHURCHES

51. Churches are required to carry out thorough risk assessments to prevent the transmission of Coronavirus. A number of restrictions are also in place; numbers of attendees are set at a maximum of 30, singing and chanting should be avoided, and any cash donations are discouraged.
52. Christians Together in Fareham provides a networking system for all the churches in the area and ensures that relevant information regarding Covid-19 is received by all its members. However, churches across the Borough will each face their own challenges, dependent on their venue size, the age and vulnerability of their congregation, and the stability of their finances.
53. Covid-19 has had a significant impact on every Church. Established patterns of worship have been disrupted or adapted to fit the social distancing measures, including small outdoor worship groups or the use of video conferencing and live streaming to provide ongoing spiritual support. The closure of buildings has meant that the majority of 'rites of passage' have not been able to be provided, with the exception of funerals which were performed with strict adherence to the necessary social distancing restrictions (and often with fees being waived by the church).
54. From a financial perspective, income from church hall hire has ceased and regular weekly donations by the congregations has been disrupted, with some giving more through direct debits and many others having less disposable income to offer to the church. With this in mind, it is anticipated that the recovery from Covid-19 will provide significant financial challenges for many churches.
55. However, the pandemic has also provided some positives. Churches have reviewed how they usually provide support for the less mobile in their congregations and have discovered that there are more appropriate ways to connect with these members. In addition, many church members have taken the opportunity to engage in voluntary service, through organisations such as Acts of Kindness, One Community and Waypoint Church itself.

56. For many churches the pandemic has strengthened their connections with their communities, and many are embracing the opportunity to build on these relationships.

COMMUNITY ORGANISATIONS

57. Although the Coronavirus pandemic and the resulting restrictions have provided many difficulties, this time of need has also demonstrated the value of our community organisations and built on our existing good relationships with them.
58. The Council has Service Level Agreements with One Community and Fareham Citizens Advice. Both charities have gone over and above to work alongside the Council in ensuring the significant needs of the community were met at this time of great stress for many residents.
59. Citizens Advice staff and volunteers readily transferred their business lines to their homes and were available to provide support around issues such as financial difficulties, food bank requests, eviction threats, employment concerns and domestic abuse whenever needed.
60. One Community helped to add to the offer available for the community by securing volunteers to shop for people who were vulnerable as a result of their health rather than their finances. They also collected medication for residents who were shielding, provided a friendly ear for isolated elderly residents and were a tremendous point of support for all the other charities who were aiming to meet the growing needs of the community.
61. In addition, One Community have recently been successful with a funding application to Awards for All to establish their 'Back to the Future' project which aims to provide support for vulnerable people who are struggling to re-engage with their communities following periods of isolation.
62. The Council will be able to support this project through our promotional networks, to ensure that as many residents in need as possible are able to access the support they need to live a fulfilled and socially connected life.
63. Both of these organisations have excelled, but equally it has provided both with the opportunity to grow. One Community now has access to more volunteers than ever and there is a renewed pride in being able to help other people. The Council will help this movement thrive by running a campaign recognising the value of volunteering and encouraging potential volunteers to register with One Community.
64. The challenges of meeting the needs of our vulnerable residents has also led to growing and very positive relationships with local charities Acts of Kindness and Waypoint Church. Each have plans of how they can continue to support the community as the urgency of lockdown ends and the Council will continue to advise them of any emerging funding streams or support available to enable them to continue supporting Fareham residents.

65. **Proposed Action** – *To build on the lessons learnt from the pandemic and to reflect these changes in the future service level agreements with our voluntary organisations.*

FOOD BANK

66. On 30th March, Fareham and Gosport Basics Bank made the decision to transfer the running of the Food Bank to Acts of Kindness, on an interim basis, as it largely comprised of older volunteers, who themselves were identified as vulnerable with regard to the Covid-19 pandemic. In addition, the 'Fareham Food Bank' premises is a tightly packed, narrow building, which made maintaining appropriate social distance, whilst working in the building, unachievable.
67. The Council supported this solution and was able to identify a hangar at Daedalus from which Acts of Kindness could operate the Food Bank safely and effectively.
68. As the Covid-19 restrictions begin to lift and residents are encouraged back to a 'new normal' the future of the Fareham Food Bank is unclear and the Council await discussion with the Food Bank trustees regarding their future plans.
69. However, it is important to recognise that the loan of the hangar at Daedalus was only temporary and, whichever organisation provides the Food Bank facility going forward, a more appropriate location will need to be identified. In the new normal, social distancing is likely to persist for some considerable time which means that the old food bank location will continue to not be fit for purpose.
70. Currently, the demand for Food Bank parcels is increasing. Many people are unable to carry out their usual work due to their own vulnerability, even more have been made redundant and residents on benefits often report that their Universal Credit payment is not sufficient to last them for two weeks.
71. In an attempt to deal with the root of the problem and offer help and advice rather than cover up the symptoms, requests for the Food Bank are now automatically referred to Fareham Citizens Advice prior to accessing the Food Bank.
72. **Proposed Action** - *It will be important going forward to work closely with both Acts of Kindness / Fareham and Basics Food Bank and Fareham Citizens Advice to understand more fully the issues at hand and identify longer term solutions to the provision of the Food Bank.*

SHOPMOBILITY

73. The Council has a Service Level Agreement with Community First to run Fareham's Shopmobility scheme. This service provides mobility aids for visitors to Fareham Town Centre who have mobility challenges.

74. As a result of the increased vulnerability of many of their clients, the service will only be able to operate with very strict adherence to minimising the risks of potentially being exposed to Covid-19.
75. Shopmobility has already carried out much work around recognising and addressing these risks but may require support, in particular with the promotion of key messages to encourage both previous and new users to access their service, which in turn will help to increase footfall into the Town Centre.

COMMUNITY EVENTS

76. The Council's Leisure and Community Team organise around 20 public events throughout the year including 999 Day, Access All Areas, National Play Day, Thumbs Up Thursday, Bygone Fareham and the Christmas lights switch on. Unfortunately, due to Covid-19 all of these events have been cancelled this year.
77. The events held in Fareham Town Centre are all free to attend and attract many families, encouraging them to not only enjoy the event but to also make use of the many cafes, restaurants, shops and businesses in Fareham, enabling them to spend a whole day in the town.
78. Although the Christmas lights switch on event later in the year is not going ahead as a large public event as it usually would, the Council would still like to encourage shoppers into the town centre leading up to Christmas helping to support the businesses in the shopping centre, West Street and High Street.
79. Officers are working on a proposal which could see a Christmas market in the town centre, taking into account social distancing and safety requirements to reduce the risk of the spread of Covid-19.
80. Bookings for West Street and the Performance Podium are now being taken, with strict terms and conditions covering social distancing and safety requirements. Any new bookings must complete a risk assessment covering these terms and must provide Public Liability Insurance. Bookings are taken on a case by case basis, depending on other pre-arranged activities taking place on West Street on that day.
81. **Proposed Action** – *Develop alternative proposals to replace the Christmas Lights Switch-On event. These proposals will be presented in a separate report to the Executive.*

MARKETS

82. A weekly market is held in Fareham Town Centre every Monday and Portchester on a Wednesday. These events not only provide a means by which smaller businesses are able to trade, but they also attract additional visitors to Portchester and Fareham. The health of the market, then, also has a direct consequence on the other businesses in the shopping centres.
83. At the start of the Covid-19 pandemic, the markets were forced to close to prevent the transmission of the virus between stall holders and visitors. In

June, as restrictions eased and activities that take place outdoors were able to continue, the markets reopened.

84. Trading levels were greatly reduced as a result of lower public confidence in visiting public spaces. To counteract the lower income from trade, the Council offered the market traders free pitch hire during June 2020.
85. The Council has recently agreed to provide discretionary business grants of up to £2,500 for the regular traders to be paid in monthly instalments, to help stabilise their finances until public confidence in communal areas increases and trading levels rise.
86. **Proposed Action** – *In order to encourage smaller craft stands to the markets, those traders not eligible for the above grant will receive free pitch hire until Christmas 2020.*

COMMUNITY LOTTERY

87. In addition to the Sports Clubs, Community Centres, Youth Groups and the Community Organisations with whom the Council holds Service Level Agreements, many small charitable and shared-interest groups operate across the Borough for the benefit of the community.
88. Every one of these community organisations will face the challenge of increased costs and (for the majority) reduced income as a result of Covid-19 and its after-effects.
89. The Council plans to assist with the establishment of a Community Lottery for Fareham, which will provide each charitable organisation with the opportunity to raise funds by encouraging those buying Community Lottery tickets to designate their organisation as a 'primary recipient'. This will mean their charity will receive 50p from the sale of each £1 ticket.
90. Although 50p is a minimal amount, the more the organisation promotes their good cause, the more people will designate them as a primary recipient. In this way, the charity has the opportunity to increase its income, at a time when this will be of greatest benefit.
91. **Proposed Action** – *to present a separate report to the Executive recommending the establishment of a community lottery in Fareham.*

FINANCE

92. Any costs associated with community recovery activity will be detailed in the separate individual reports to be presented to the Executive.
93. Officers are preparing a separate Economic Recovery Plan, which will review the impact of Covid-19 on the Fareham Town Centre economy and include priorities and proposals for supporting the town centre. This will include reference to market concessions and Town Centre events. It will also set out in more detail plans to support the recovery of Fareham Town Centre and how the grant fund awarded to the Council will be allocated to support these

activities.

CONCLUSION

94. This report sets out the Council's Community Recovery Plan in response to the Covid-19 pandemic. It forms part of a Recovery Framework which is to be presented to the Executive.
95. The report focuses on the impact of the pandemic on leisure and community facilities and organisations within the Borough and suggests actions that the Council might take to help the sector to recover over the coming months.

Enquiries:

For further information on this report please contact Lindsey Ansell, Director of Leisure and Community (Ext. 4567) or Emma Watts, Leisure and Community Manager (Ext. 4440)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Streetscene
Subject:	Covid 19 Public Spaces Recovery Plan
Report of:	Head of Streetscene
Corporate Priority:	Protect & Enhance the Environment

Purpose:

The purpose of this report is to set out the Council's Public Spaces Recovery Plan in response to the Covid-19 pandemic.

Executive summary:

The Council's Public Spaces Recovery Plan forms part of a Recovery Framework which will be presented to the Executive on 3rd August 2020.

The plan has been produced in accordance with the Coronavirus (COVID-19) Safer Public Places – Urban Centres and Green Spaces guidance that was published by HM Government on 13 May 2020. The guidance document provides a framework for identifying the issues associated with the use of public spaces considering the need for social distancing. It focuses primarily on urban centres and green spaces which are likely to have high footfall.

The report focuses on the impact of the pandemic on urban and green spaces in the Borough, and highlights actions that the Council, and others, have taken to enable people to safely use public spaces.

Government has provided Councils across England with a share of £50m of additional funding to support the safe reopening of high streets and other commercial areas. The money allows local authorities in England to put in place additional measures to establish a safe trading environment for businesses and customers, particularly in high streets, through measures that extend to the end of March 2021.

Fareham Borough Council has been allocated a grant of £103,270 which comes from the European Regional Development Fund (ERDF). The Fund will particularly focus on high streets, as well as other public places that are at the heart of towns and cities gearing up to reopen as safe, welcoming spaces. Most of the details of how this will be allocated in Fareham will be included in the Economic Recovery Plan.

Recommendation / Recommended Option:

It is recommended that the Executive approves the Covid 19 Public Spaces Recovery Plan as detailed in the report.

Reason:

The report forms part of a Recovery Framework in response to the Covid-19 pandemic which will be presented to the Executive on 3rd August 2020.

Cost of proposals:

Fareham Borough Council has been allocated a grant of £103,270 which comes from the European Regional Development Fund (ERDF). This grant will be used to fund projects to support the safe reopening of high streets and other commercial areas in the Borough.

Appendices:

Appendix A: Estimated Fareham Town Centre footfall per hour count (June 2019).

Appendix B: Examples of the signage used in the Fareham Shopping Centre complex.

Appendix C: Examples of the signage in place for the Council car parks.

Appendix D: Summary of main strands of activity that can be funded from ERDF grant and key criteria

Background papers: None

Reference Papers: Coronavirus (COVID-19) Safer Public Places – Urban Centres and Green Spaces guidance

FAREHAM

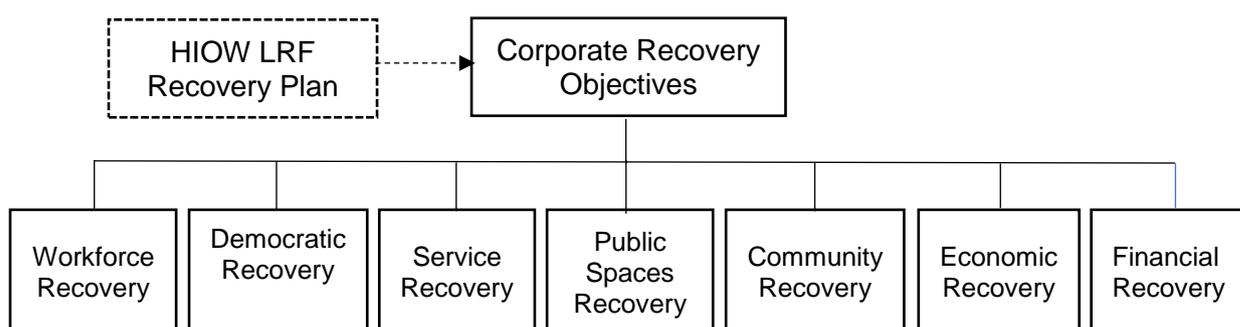
BOROUGH COUNCIL

Executive Briefing Paper

Date:	03 August 2020
Subject:	Covid 19 Public Spaces Recovery Plan
Briefing by:	Head of Streetscene
Portfolio:	Streetscene

INTRODUCTION

1. The purpose of this report is to set out the Council's Public Spaces Recovery Plan in response to the Covid-19 pandemic. It forms part of a Recovery Framework (illustrated below) which will be presented to the Executive on 3rd August 2020.
2. The report focuses on the impact of the pandemic on urban and green spaces in the Borough, and highlights actions that the Council, and others, have taken to enable people to use public spaces safely.



SCOPE

3. The plan recognises that public spaces form an important part of our Borough's infrastructure and that they could be affected as a result of the pandemic, due to:-
 - Public concerns that the areas are crowded and likely to increase the risk of virus transmission;
 - Public concerns with the cleanliness of public spaces;
 - A lack of public toilet facilities could prevent people from using public spaces; and
 - A reduction in the use of facilities such as public car parks will result in low footfall for retail outlets and a loss of income for the Council.

CONTEXT

4. The Plan has been produced in accordance with the Coronavirus (COVID-19) Safer Public Places – Urban Centres and Green Spaces guidance that was published by HM Government on 13 May 2020.
5. The guidance contains information and examples of interventions that may be undertaken by the owners and operators of public spaces to keep people safe as and when the restrictions are relaxed, and as urban spaces become busier.
6. The guidance is primarily for the owners and operators of public places including:-
 - local councils;
 - landowners;
 - commercial landlords responsible for public places; and
 - management companies
7. The guidance document provides a framework for identifying the issues associated with the use of public spaces considering the need for social distancing. It focuses primarily on urban centres and green spaces which are likely to have high footfall. The definitions it uses are:-
 - **Urban centres** - publicly accessible areas such as high streets, transport hubs and shopping areas.
 - **Greenspaces** - publicly accessible open spaces (in urban and suburban contexts) including parks, burial grounds and cemeteries.

PRINCIPLES

8. The principles to be followed within the Public Spaces Recovery Plan are as follows:-
9. **Social distancing** - Public Health England originally advised people to maintain 2 metres distance from others (outside of the immediate household) to reduce the risk of transmission of coronavirus. From 4th July the 2 metre distance was relaxed and the guidance now refers to “1 metre plus”, meaning people should remain 1 metre apart while taking mitigating measures to reduce the risk of transmission. Where social distancing is not possible, owners and operators are advised to do everything they can to reasonably reduce the risk.
10. **Protecting people who are at higher risk** - Individuals who are shielding are advised to stay at home until 1st August.
11. **Face coverings** - Government guidance recommends that if you can, wear a face covering in enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas. Face coverings are compulsory on public transport and in shops and supermarkets.
12. **Cleaning** - Owners and operators are advised to implement cleaning protocols to limit coronavirus transmission in public places. It is advised that touch points (e.g.

handrails and gates) should be particular areas of focus for increased cleaning.

13. **Good Hygiene (hand washing)** - to help everyone maintain good hygiene, consideration should be given to:-

- Sufficient provision of automated hand sanitising dispensers in public places;
- where possible, providing either paper towels or electrical hand dryers in handwashing facilities;
- using signs and messages to build awareness of good handwashing technique and other respiratory hygiene behaviours, e.g. around coughing and sneezing in public places;
- configuration of toilet facilities to ensure they are kept clean, with social distancing achieved as far as possible and with best practice handwashing followed;
- provision of more waste facilities and more frequent rubbish collection in public places;
- minimising use of portable toilets; and
- enhanced cleaning for facilities that are heavily used.

KEY PUBLIC SPACES IN THE BOROUGH

14. An evaluation of the urban centres and green spaces in the Borough of Fareham has been undertaken in accordance with the criteria set out in the Government guidance.

15. This has identified the specific locations set out in the table below, which have been separated into three distinct areas:-

- Fareham Town Centre;
- Other Urban Centre locations; and
- Green Spaces.

16. A risk rating has been applied to each of the locations identified. This rating is based on the criteria set out in the guidance document and consideration of available footfall data, key user groups and type of activity taking place.

Fareham Town Centre			
Location	Responsible Body	Risk	Risk Description
Fareham Shopping Centre	Fareham Shopping Centre Owners	High	Social Distancing, Queuing, Cleaning, Hygiene.
West Street – Pedestrianised	HCC	Low	Social Distancing, Queuing.

West Street - Non-Pedestrianised	HCC	Low	Social Distancing, Queuing.
West Street – Fareham Monday Market	Bray Associates	Medium	Social Distancing, Queuing, Hygiene.
Osborn Road Multi-Storey Car Park	Fareham B.C.	Medium	Social Distancing, Queuing, Cleaning Hygiene.
Fareham Shoppers Multi-Storey Car Park	Fareham B.C., (Fareham Shopping Centre for access)	Medium	Social Distancing, Queuing, Cleaning Hygiene.
Market Quay Car Park	Fareham B.C.	Low	Social Distancing, Queuing.
Fareham Bus Station	First Group	High	Social Distancing, Queuing.
Fareham Train Station	South Western Railways	High	Social Distancing, Queuing, Cleaning Hygiene.
Town Centre Gardens	Fareham B.C.	Low	Social Distancing, Queuing, Cleaning Hygiene.

Other Urban Centre Locations

Location	Responsible Body	Risk	Risk Description
Swanwick & Portchester Train Stations	South Western Railways	High	Social Distancing, Queuing, Cleaning Hygiene.
Portchester Wednesday Market	Bray Associates	Medium	Social Distancing, Queuing, Hygiene.
District Centres – Portchester, Stubbington, Highlands Road	Private / HCC	Low	Social Distancing, Queuing.
Locks Heath Shopping Centre	Workmans / New River Retail	Medium	Social Distancing, Queuing, Cleaning Hygiene.
Solent Airport Viewing Area	Fareham B.C/ RCA	Medium	Social Distancing, Queuing, Cleaning Hygiene.

Green Spaces

Location	Responsible Body	Risk	Risk Description
Foreshore – Meon Shore, Salterns Promenade, Monks Hill	Fareham B.C.& private ownership.	Medium	Social Distancing, Queuing, Cleaning, Littering
Parks & Open Spaces, Outdoor Sports Facilities	Fareham B.C.	Low	Social Distancing, Cleaning, Littering

Play Areas, Outdoor Gyms, Skate Parks	Fareham B.C.	Medium	Social Distancing, Queuing, Cleaning, Littering
Cemeteries	Fareham B.C.	Low	Social Distancing

17. Appendix A contains estimated Fareham Town Centre footfall per hour count (June 2019). This information has been used to help determine the risk level for each of the respective areas identified.

INTERVENTIONS TO REDUCE RISK

18. The following paragraphs outline the mitigation measures that have been implemented in the locations identified in the table. These measures will provide the building blocks for ensuring that robust arrangements are in place to safeguard the public who access these spaces.
19. The arrangements will be reviewed and amended to reflect any changes in Government guidance and lessons learnt as the public use of these locations increases.
20. **Fareham Town Centre**

a) Fareham Shopping Centre

- i) The owners of Fareham Shopping Centre have collaborated with each shop to create bespoke plans to manage queuing.
- ii) Covid 19 signage has been incorporated into the Shopping Centre.
- iii) The lifts for the car park have been marked for going up, and the stairs for going down.
- iv) A one-way system has been deployed with guidance signage and instructions at regular intervals.
- v) Anti-bacterial gel dispensers are located at the entrance/exit points.
- vi) Shopping Centre security staff will assist with safe distancing and queue management.

(Appendix B contains examples of the signage used in the Fareham Shopping Centre complex).

b) Fareham Bus Station

- i) Marshals have been introduced at the bus station to remind customers of social distancing.
- ii) Signage and floor markings are in place – customers are asked to remain behind the yellow line when they disembark the bus until they reach the exit.
- iii) Barriers are in place to assist with queuing and social distancing.

c) Fareham Train Station

- i) The station is cleaned throughout the day with anti-viral products.
- ii) As service levels increase, additional deep cleans will be carried out in toilet areas and common touch-point areas, such as doors and handrails.
- iii) Measures will be implemented in many station areas so that people can social distance and move around more safely.
- iv) A one-way system is in place in the booking halls.

- v) Banners, stickers and posters have been placed throughout the station.
- vi) Train companies are checking carriages regularly throughout the day and further cleaning is taking place at depots.

d) West Street Pedestrianised and Non-pedestrianised Areas

- i) General signage is in place to remind the public to maintain social distancing.
- ii) Play area open with appropriate signage in place.
- iii) The Council's Enforcement Officers and the Town Centre Security will assist with safe distancing and queue management.

e) West Street – Fareham Monday Market

- i) Bray Associates have arranged the stalls to take into account the distance from the adjacent pitch and the neighbouring shops.
- ii) Environmental Health will assist to identify/advise on any issues.
- iii) Further action may be required if the lines to the shops encroach on the distance from the stalls.
- iv) Stall holders are instructed to provide hand cleansing gel and promote social distancing.

f) Car Parks – Osborn Road, Civic Way, Market Quay

- i) Multi-Storey – Two lifts have been allocated for going up and two for down. Stairs have been allocated as down only.
- ii) Only one pay machine to operate per floor for social distancing.
- iii) Signage on each floor reminding of social distancing, using cashless payments and how to move through the car park.
- iv) Market Quay – Social distancing signage and floor marking, one pay machine in operation where two are situated together.
- v) Shoppers Multi-Storey – One pay machine in operation where two are situated together, lifts marked as up/down only, social distancing signage and floor markings.
- vi) Civic Way Car Park – Social distancing signage and floor markings, one pay machine in operation where two are situated together.
- vii) Sanitising gel stations are provided within the car park.

(Appendix C contains examples of the signage in place for the car parks.)

g) Town Centre Gardens, Westbury Manor, Civic and Sensory.

- i) Signage in place to remind the public to maintain social distancing, follow government guidelines and hygiene advice.
- ii) Enforcement Officers patrol to provide advice and reminders to the public on the need to maintain social distancing.

21. Other Urban Centre Locations

h) District Centres

- i) General signage to remind the public to maintain social distancing.
- i) Relevant guidance will be provided to shops and Environmental Health will assist to identify/advise on any issues.
- i) The Council's Enforcement Officers will assist with safe distancing and queue management.

i) Swanwick and Portchester Train Stations

- i) Stations are cleaned throughout the day with anti-viral products.
- ii) As service levels increase, additional deep cleans will be carried out in toilet areas and common touch-point areas, such as doors and handrails.
- iii) Measures will be implemented in many station areas so that people can social distance and move around more safely.
- iv) A one-way system will be implemented in the booking halls.
- v) Banners, stickers and posters have been placed throughout the station.
- vi) Train companies are checking carriages regularly throughout the day and further cleaning is taking place at depots.

j) Daedalus Airport Viewing Area

- i) Café 05 have carried out a risk assessment and has reopened as a sit down service.
- ii) The Viewing Area and Play Area has also reopened.
- iii) Signage is in place to remind the public to maintain social distancing, follow government guidelines and hygiene advice.
- iv) Sanitising gel stations are provided.

22. Borough Wide Green Spaces

k) Foreshore

- i) Signage in place to remind the public to maintain social distancing, follow government guidelines and hygiene advice.
- ii) Signage to be installed at regular intervals and at key access points to the promenade from the adjacent car parks to remind the public to maintain social distancing.
- iii) Concessions to display appropriate signage and queuing arrangements to maintain social distancing.
- iv) Public conveniences to be restricted to one person at a time and will be cleaned and checked three times every day. Appropriate signage will be in place.
- v) Enforcement Officers patrol to provide advice and reminders to the public on the need to maintain social distancing.
- vi) Visitors are asked to dispose of all litter in the bins provided, particularly any face coverings, gloves and cleansing wipes. If a bin is full, rubbish should be taken home.
- vii) Additional staff will be deployed to empty litter and dog bins at peak times.

l) Parks & Open Spaces

- i) Enforcement Officers patrol to provide advice and reminders to the public on the need to maintain social distancing.
- ii) Signage in place to remind the public to maintain social distancing, follow government guidelines and hygiene advice.
- iii) Play areas, outdoor gyms, skate parks are open and have appropriate signage in place.

- iv) Visitors are asked to dispose of all litter in the bins provided, particularly any face coverings, gloves and cleansing wipes. If a bin is full, rubbish should be taken home.
- v) Additional staff will be deployed to empty litter and dog bins at peak times.

m) Cemeteries

- i) Signage in place to remind the public to maintain social distancing, follow government guidelines and hygiene advice.
- ii) Enforcement Officers patrol to provide advice and reminders to the public on the need to maintain social distancing.

PUBLIC CONVENIENCES

- 23. The Fareham Borough Council public conveniences were reopened in two phases when changes to the Government's lockdown rules were made to allow people to take unlimited exercise outdoors.
- 24. The first phase to reopen on 16 May 2020 were those which serve large areas of public open space in the Borough:
 - Passage Lane, Warsash
 - Holly Hill, Sarisbury
 - Meon Shore, Cliff Road, Salterns and Monks Hill - Hill Head foreshore
 - Portchester Castle
- 25. The second phase to reopen on 1 June 2020 were those which mainly served shopping areas and district centres. This coincided with the Government's plan to reopen non-essential shops:
 - Warsash Village Centre
 - Middle Road, Park Gate
 - Lockswood Centre, Locks Heath Shopping Centre
 - Barry's Meadow, Titchfield
 - Stubbington Green
 - Portchester Precinct
- 26. Posters are displayed outside each toilet entrance with guidance about use of the facilities including:
 - Only one person should use the facilities at any one time;
 - If occupied wait outside until free at least 2m from the door;
 - Wash your hands thoroughly for at least 20 seconds;
 - Toilets are checked and cleaned daily.

PLAY AREAS, SKATE PARKS, OUTDOOR GYMS, OUTDOOR SPORTS FACILITIES

27. Fareham Borough Council's 'free to play' tennis courts at Sarisbury Green, Titchfield Recreation Ground and Burrigade Recreation Ground reopened on 13 May 2020. This followed changes to Government guidance, which allowed more daily exercise outside, including tennis. The courts at Park Lane Recreation Ground, managed by Everyone Active, were also be reopened.
28. Signs are in place on the entrance to all Council courts with guidance about maintaining social distance, wash/sanitise hands regularly and to follow government guidance.
29. Skate parks across the Borough reopened on Monday 8 June. The decision followed changes to the Government's lockdown rules which enabled the skate parks to be used for the first time since March. Advice about how to use the skate parks safely was produced by Skateboard England and Skateboard GB and is displayed at each location. Users are encouraged to maintain social distancing and avoid congregating in groups.
30. Fareham Borough Council's play areas reopened on Saturday 4th July, following changes to lockdown rules. All 43 of the Borough's play areas were closed in March due to Covid-19. Prior to opening, a safety inspection was carried out at each play area to ensure it is ready to open and regular checks are carried out as part of the routine inspection process.
31. A dynamic risk assessment has been completed and this will be amended to take account of the emerging issues and experience gained to ensure appropriate measures are in place to assist safe use of these facilities. Signage is in place at each play area to remind families to help reduce the spread of the virus and to follow the guidelines:
 - Social Distancing – Visitors should adhere to social distance guidelines. To help with this it is recommended that one adult or family member accompanies one child when entering the play areas. If a site looks busy, visitors should wait at a safe distance or return later in order to ensure social distancing is maintained.
 - Cleanliness – Play areas will be cleaned regularly, specifically the touch points on equipment and gates. However to ensure risk is minimised further visitors are asked to:
 - Bring wipes to clean obvious touch points before children use the equipment such as swing chains, rocker handles, seesaw handles and gates;
 - Bring hand sanitiser or wipes to clean children's hands during and after the visit;
 - Wash hands thoroughly when returning home.
 - Food and drink - Consumption of food and drink in the play area is not allowed.
 - Rubbish – Visitors are asked to dispose of all litter in the bins provided,

particularly any face coverings, gloves and cleansing wipes. If a bin is full, rubbish should be taken home.

32. In line with the Government announcement, outdoor gyms were also reopened on 4th July. As with play areas, users are encouraged to take steps to reduce the spread of the virus, such as wiping equipment before use and keeping their hands clean. Users are also reminded to follow social distancing rules.
33. The UK Government has given approval for competitive grassroots football and training sessions to re-start. Detailed guidance has been produced by The FA in relation to football in England. It applies to 11-a-side youth and adult football, as well as the small-sided game.
34. Competitive training can take place for all participants, in an outdoor setting provided this takes place in groups of no more than 30 (including coaches). Any spectators at training sessions (including parents and carers) must be restricted to discrete six-person gathering limits and spread out, in line with wider government guidance, ensuring space for officials, coaches and substitutes.
35. The Government announced that club cricket could recommence from 11 July, subject to the relevant guidance being followed and an appropriate risk assessment in place.
36. Changing rooms are an area of increased risk of transmission and should remain closed so players and officials should arrive changed and shower at home.
37. Toilets in sports pavilions will be available with appropriate signage in place for social distancing and hygiene.

LITTERING

38. The easing of the lockdown and the governments advice to the public to use parks and public open space for exercise and mental wellbeing resulted in a significant number of people accessing these facilities. This coincided with a warm and sunny settled period of weather, particularly during May.
39. The key strategic parks, green spaces and foreshore have been inundated with visitors which has resulted in unprecedented volumes of litter and dog waste being collected from litter /dog waste bins. Even the bins in the smaller localised areas of open space and street litter bins have exceeded capacity. This trend looks set to continue and is likely to be the norm throughout the summer and into the autumn until the weather turns cooler.
40. In an attempt to mitigate the increased volumes, staff resources have been re-deployed to work over the weekends and peak periods to empty the bins and clear any accumulations of litter. Larger bins are being installed on the foreshore and open space areas that get a high level of visitors who subsequently generate large volumes of litter.
41. Visitors are asked to dispose of all litter in the bins provided, particularly any face coverings, gloves and cleansing wipes. If a bin is full, rubbish should be taken home.

HIGHWAYS

42. Hampshire County Council (HCC) has been working on ideas to better

accommodate current transport modal choices including proposals to reallocate road space for pedestrian and cycle use, in response to Covid-19.

43. HCC have developed a policy statement to provide advice and guidance to businesses, District Councils and other interested bodies regarding the implementation of any reasonable highway and transport related measures deemed necessary to make locations Covid-19 safe and secure.
44. The Government announced on 20th May 2020 that HCC had been allocated £863,000 from Phase 1 of the Active Travel Emergency Fund to deliver “pop-up”/temporary highway measures to support social distancing.
45. HCC have been developing a package of temporary measures that could be delivered in the coming weeks and months, reviewing and prioritising over 300 suggestions from officers, councillors and members of the public. These measures could include, for example, reallocation of highway or parking bays to provide more space for people to walk or cycle, pop-up cycle lanes; a variety of new signs, additional cycle parking; and modal filters.
46. Several different schemes were considered for Fareham, but as it stands none of these will be put forward to be part of the Phase 1 of the Active Travel Emergency measures.

The following schemes are currently being considered to assist with providing safer urban public space in Fareham Town Centre:-

- The routes from Lysees Car Park to the town centre
- Pedestrian access from West Street to Tesco Superstore via Quay Street

STATUTORY REGULATIONS

47. The Public Health (Coronavirus Regulations) (England) Regulations 2020, are enforced by the Police and Local Authorities. At Fareham Borough Council any enforcement activities will be undertaken by the Commercial Team within Environmental Health. Support will also be provided by the Enforcement Team and Town Centre Security Team.
48. An approach will be adopted of offering advice and assistance in the first instance. This will include help with Risk Assessments, provision of signage and managing queues. Only where issues persist would enforcement measures be employed. The Regulations allow for Prohibition Notices, preventing businesses from opening and for Fixed Penalty Notices and prosecution.

REOPENING – NON ESSENTIAL RETAIL

49. A number of essential retail outlets have remained open during the pandemic providing food and medicine in Fareham Town Centre and the local district centres. The Government announcement that non-essential retail could reopen from the 15th June meant that the Town Centre and district centre retailers could start to reopen for business.
50. Details of the support measures that will be put in place to assist Town Centre and

District Centre retailers will be contained in the Economic Recovery Plan.

FINANCE

51. The Government has provided Councils across England with a share of £50m of additional funding to support the safe reopening of high streets and other commercial areas. The money allows local authorities in England to put in place additional measures to establish a safe trading environment for businesses and customers, particularly in high streets, through measures that extend to the end of March 2021.
52. Fareham Borough Council has been allocated a grant of £103,270 which comes from the European Regional Development Fund (ERDF). The Fund will particularly focus on high streets, as well as other public places that are at the heart of towns and cities gearing up to reopen as safe, welcoming spaces.
53. Appendix D contains a summary of four main strands of activity the fund will support plus some of the key criteria that need to be met.
54. Officers are preparing a separate Economic Recovery Plan, which will review the impact of Covid-19 on the Fareham Town Centre economy and include priorities and proposals for supporting the Town Centre. This will include reference to market concessions and Town Centre events etc. This will set out in more detail in the plans to support the recovery of Fareham Town Centre and how the grant fund awarded to the Fareham Borough Council will be allocated to support these activities.

CONCLUSION

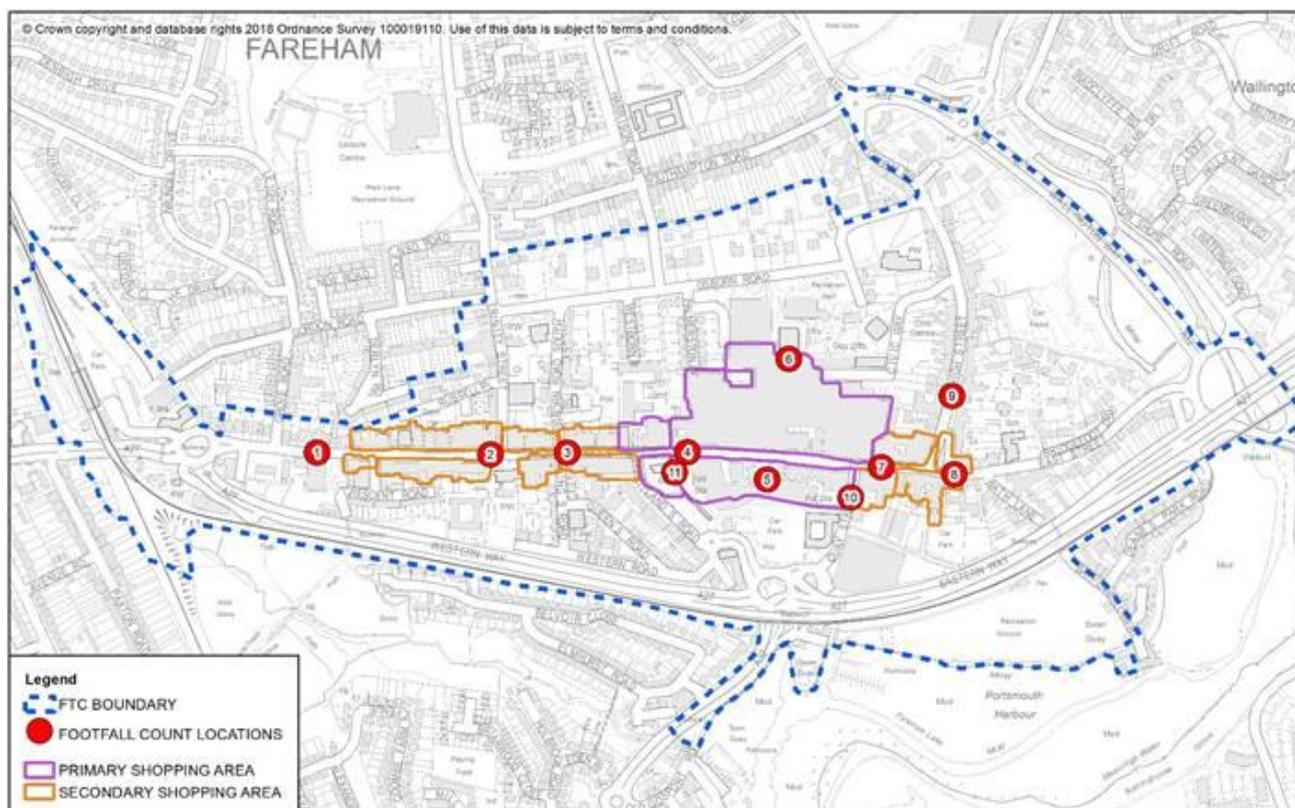
55. This report has set out the Council's Public Spaces Recovery Plan in response to the Covid-19 pandemic. It forms part of a Recovery Framework which was presented to the Executive on 3rd August 2020.
56. The Plan focuses on the impact of the pandemic on urban and green spaces in the Borough, and suggests actions that the Council, and others, might take to enable people to safely use public spaces.

Enquiries:

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

Appendix A - Fareham Town Centre Footfall Count Per Hour

Location	Health Check Reference	Total Per Hour <i>Thursday 20/06/19</i>	Total Per Hour (Market Day) <i>Monday 24/06/19</i>
Main Areas			
Western End of West Street (Train Station)	1	228	276
Western Entrance of Shopping Centre	4	1548	564
Walkway to Market Quay Carpark	5	1032	468
Northern entrance to shopping centre	6	804	1476
Eastern End of West Street	7	684	888
High Street	9	204	228
Bus Station	11	396	540
Fringe Areas			
High Street / East Street junction	8	144	156
West of Holy Trinity Church (West Street)	2	540	420
East of Holy Trinity Church (West Street)	3	792	396
Quay Street	10	600	552



Fareham Town Centre Footfall Count Locations

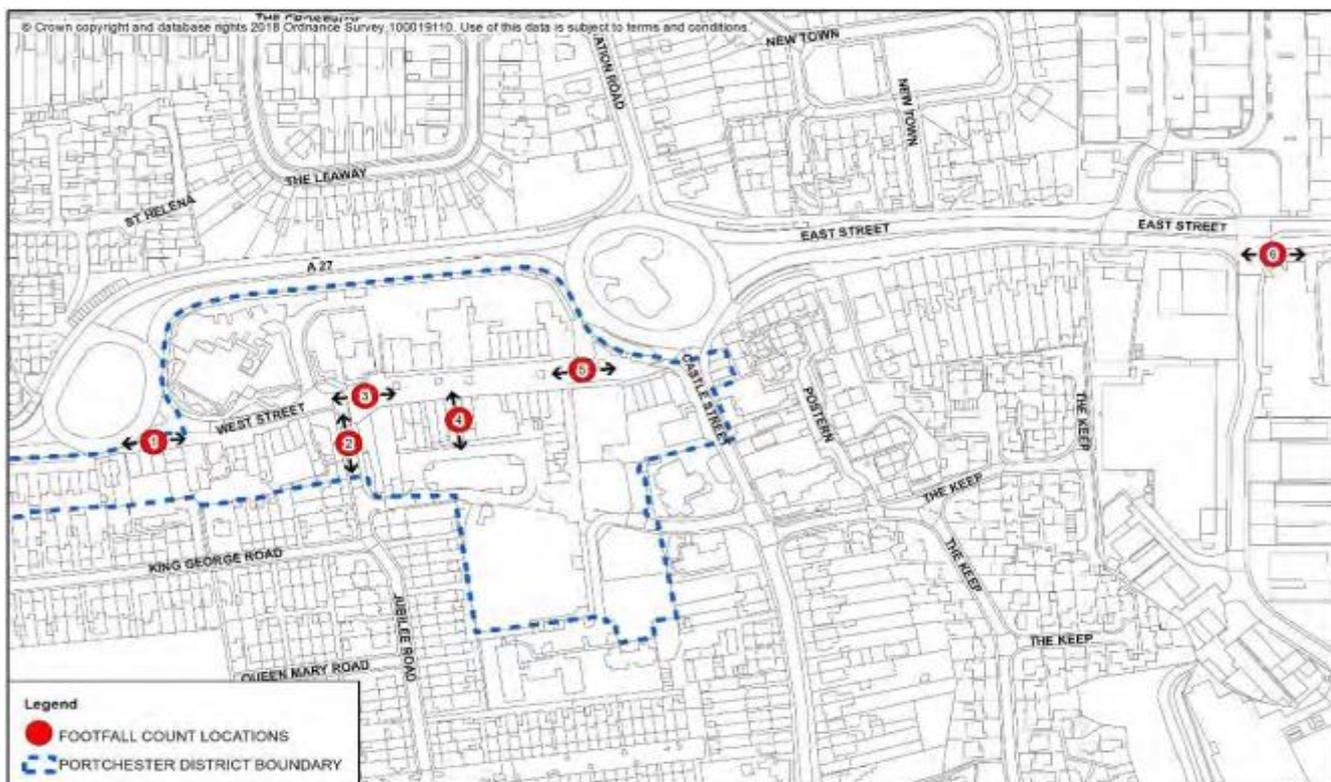
FAREHAM
BOROUGH COUNCIL

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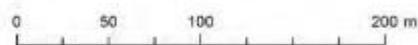
Portchester Centre Footfall Count Per Hour:

Location	Health Check Reference	Total (per hour) Saturday 24/06/19
Western end of West Street, Portchester	1	132
South West of pedestrian area	2	132
Western end of pedestrian end	3	528
Car par access to pedestrian area	4	360
Eastern end of pedestrian area	5	276



Portchester District Centre Footfall Count Locations

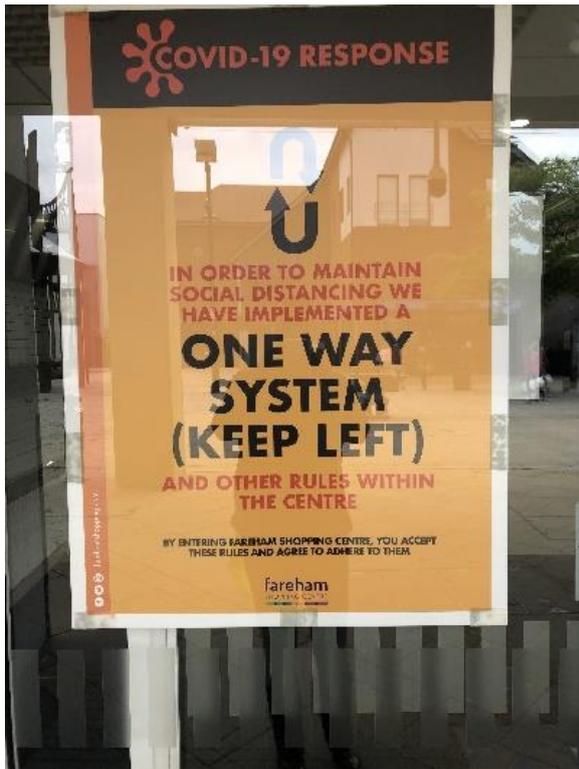
FAREHAM
BOROUGH COUNCIL



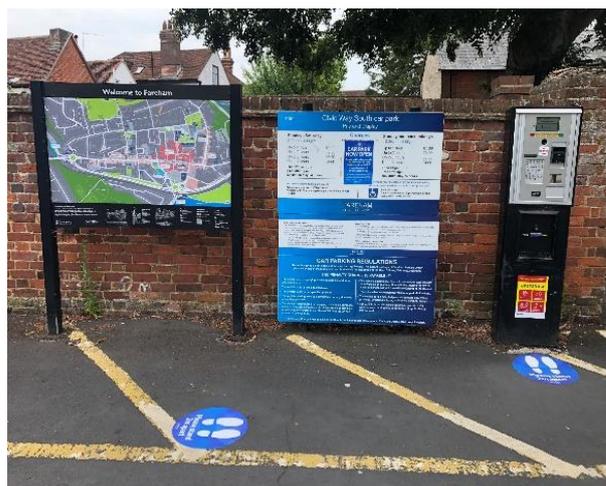
Car Park Machine Tickets Issued Per Day:

Location	Total (daily) Monday 03/06/19
Osborne Road Car Park	1077
Market Quay Car Park	1561
Civic Way Car Park	324

Appendix B - Images of Fareham Shopping Centre Signage



Appendix C - Images of Car Park Signage



Appendix D - Summary of main strands of activity that can be funded from ERDF grant and key criteria

(1) Support to develop an action plan for how the local authority may begin to safely reopen their local economies: Local authorities are encouraged to engage businesses, business organisations and other relevant stakeholders when considering how to use this award. In addition, where temporary changes to the public realm are being proposed the respective local authority should work in partnership with public sector landowners as appropriate.

(2) Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely: The local authority will want to effectively communicate to its citizens their role in ensuring that the local economy can reopen safely. It is for local authorities to decide the most appropriate communication channels for their areas.

Examples of communication activities include:

- online and digital;
- media and press activities; and
- print and publications such as posters and leafleting campaigns.

Appendix D contains the outline action plane for the first phase reopening of Fareham Town Centre on 15 June.

(3) Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely. The principle of this activity is the same as for communications to citizens, but it is recognised that the messaging needs to be different and as such part of a separate campaign.

The campaigns should be focussed on supporting SMEs. The advice being provided in these campaigns should be focussed on those businesses that operate alongside public spaces and have customers.

In developing and delivering the campaign the local authority needs to ensure that it is engaging businesses, business organisations and other relevant stakeholders.

(4) Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

To ensure that public spaces that are next to businesses are as safe as possible, temporary changes will need to be made to the physical environment. Local authorities are already undertaking changes in line with HMG's Safer Public Places – Urban Centres and Green Spaces guidance as outlined in the first part of this document.

Activities out of scope

There are three main categories where activities cannot be supported:

- **Activity that provides no additionality** - The Government recognises that local authorities will already be delivering activity to ensure the safe reopening of their economies. This funding is intended to be additional funding on top of that existing activity; it should not be replacing the source for already committed expenditure. Clarification has already been provided by the Government confirming the cost of employing Street Wardens and Town Centre Enforcement Officers are out of scope.

- **Capital expenditure** – This funding is intended to help local authorities address the short-term issue of re-opening their local economies. It can support some temporary changes to the physical environment, but those changes should not be anticipated to last beyond 12 months, or until no longer required for social distancing.
- **Grants to businesses** – Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.

Publicity

The ERDF branding requirements will need to be followed by all local authorities. The use of the ERDF logo, which includes the emblem and reference to the Fund, and the requirements set on colour use, sizing, visibility and positioning must be followed. The HMG logo must be used alongside the ERDF logo

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Planning and Development
Subject:	Works to Property at 98 Bridge Road, Sarisbury Green
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	Protect and Enhance the Environment

Purpose:

This report provides a detailed account of the action undertaken to date to remedy untidy land at this site and the failure to comply with a Section 215 Notice issued under the Town and Country Planning Act 1990. The report subsequently makes recommendations as laid out under Section 219 of the Town and Country Planning Act 1990 for the Council to take 'Direct Action' to ensure compliance with the Section 215 Notice.

Executive summary:

The property known as 98 Bridge Road Sarisbury Green is a semi-detached dwelling with extensive gardens.

The dwelling has been unoccupied for several years and there are abandoned cars left in the front and rear gardens. The rear garden is in an extremely overgrown state with high trees some in excess of 60 feet high. The poor state of the property has a negative impact upon the surrounding neighbours and the amenity of the area.

The Council have carried out extensive enquires and attempted to engage with the property owner to resolve the matter. The Council served a Section 215 Notice under the provisions of the Town and Country Planning Act 1990 which gave directions to improve the condition of the property.

The Council has taken legal action with an individual sentenced at Magistrates Court on three occasions. The fines and costs are still outstanding.

The Council has powers laid out within Section 219 of the Town and Country Planning Act 1990 for the Council to take 'Direct Action' to ensure compliance with the Section 215 Notice.

The cost of carrying out these works will be registered as a local land charge on the Local Land Charges Register to ensure recovery of Council costs in the long term.

This report sets out the justification for taking 'Direct Action' and requests that the required funding is allocated.

Recommendation/Recommended Option:

It is recommended that the Executive authorises the use of sufficient funds for the 'Direct Action' set out in this report to be undertaken under Section 219 of the Town & Country Planning Act 1990 to ensure compliance with the Section 215 Notice issued under the provisions of the Town and Country Planning Act 1990.

Reason:

To ensure compliance with the Section 215 and to have a positive impact upon the amenity of the area and thereby enhance the local environment

Cost of proposals:

£12,879 – Costs to be clarified, it is possible that there are addition costs relating to the clearance of unidentified waste.

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	03 August 2020
Subject:	Works to property at 98 Bridge Road, Sarisbury Green
Briefing by:	Director of Planning and Regeneration
Portfolio:	Planning and Development

INTRODUCTION

1. This report provides a detailed account of the action undertaken to date to remedy untidy land at this site and the failure to comply with a Section 215 Notice issued under the Town and Country Planning Act 1990. The report subsequently makes recommendations as laid out under Section 219 of the Town and Country Planning Act 1990 for the Council to take 'Direct Action' to ensure compliance with the Section 215 Notice.

THE SITE

2. The property is known as 98 Bridge Road, Sarisbury Green, Southampton, SO31 7EP. The property is a semi-detached house and is located on the northern side of Bridge Road and is set back from the road. The rear garden is extensive in size, with neighbouring properties having sold the rear section of garden to provide for infill development.
3. The property has been unoccupied for a significant time and Council Tax is currently being charged and paid at 200% of the authorised annual charge. The property is not registered at Land Registry and as such has likely been in the same ownership since before compulsory registration was introduced in the area in the late 1970s.
4. The property is in an extremely poor condition and it appears to have been unoccupied for some years. The rear garden is in an extremely overgrown state with high trees some in excess of 60 feet high and vehicles abandoned. The front garden is again in a poor state with a total of 6 abandoned motor vehicles, including one flat bed van being parked within the area, which are surrounded by dense vegetation. The overgrown nature of the site makes it impossible to gain safe access to the rear garden of the property.

PLANNING HISTORY

5. The planning history for 98 Bridge Road is extremely limited and mainly relates to planning compliance complaints in relation to the untidy state of the land.

6. The Council has received complaints concerning the untidy state of this property consistently since at least 2009. Initially a relative of the owner responded positively to concerns raised by Officers and improvements to the condition of the property were made and the site tidied up. More recently however the relative has failed to respond or act on complaints from Officers concerning the deteriorating appearance of the property.
7. As part of this investigations into this matter, Officers have identified that the owner of the property has moved away from the address and on occasions a relative has returned for brief visits to check on the property.
8. In October 2018, Officers attended the property with a warning letter issued in accordance with Section 215 of the Town and Country Planning Act 1990. The warning letter stated that the Council had received complaints with regard to the condition of 98 Bridge Road and contained a list of actions required to bring the premises to an acceptable standard and thereby ensure that the Council did not serve a Notice under Section 215 of the same Act. In addition to the warning letter, a Notice was served under Section 330 of the Town and Country Planning Act 1990. This Notice required the recipient to answer a number of written questions within a period of 21 days and failure to do so could lead to the Council taking legal action. Copies of the warning letter and Section 330 Notice were also posted through the letterbox at the property, affixed to a vehicle in the front garden and sent by email.
9. Fareham Borough Council did not receive a response from either the Owner/Occupier or relative in relation to the Section 330 Notice.
10. In January 2019, a Notice was served under Section 215 of the Town and Country Planning Act 1990.
11. The Section 215 Notice stipulated that the recipients should carry out the following actions: -
 - Remove the six vehicles and their contents located in the front garden of 98 Bridge Road;
 - Remove the vehicle and its contents located at the side of the property, on the boundary closest to 96 Bridge Road;
 - Remove all vehicles and their contents located in the rear garden of 98 Bridge Road;
 - Remove all vegetation other than trees down to ground level in the front, side and rear gardens to ensure there is a clear unobstructed view of the front of the house from Bridge Road and the entire rear and side gardens when viewed from neighbouring properties;
 - Remove all trees from the front, side and rear gardens other than the one Conifer Tree located close to the boundaries with Bridge Road and 96 Bridge Road; and
 - Remove all rubbish and disregarded items (for example but not limited to abandoned bikes, plastic barrels and wood) from the front, side and rear gardens of the property.
12. In April 2019 Officers attended another address where they met the owner's relative and discussed how the matter could be progressed and resolved. A further meeting was

arranged but relative did not attend. Despite attempts to contact him and numerous enquiries in the area Officers have been unable to speak with the relative again.

13. Officers can confirm that to date that no work has been carried out as stipulated within the Section 215 Notice.

COURT ACTION

14. Fareham Borough Council has subsequently instigated Court Action against the relative of the owner on three occasions for his failure to comply with the Section 330 Notice and 215 Notice. On all three occasions the relative failed to turn up at Portsmouth Magistrates Court and the case was heard in his absence.
15. The total overall fines for the three court cases, including costs, now rests at £12,343.46. The last check with the Court fines team revealed that the fines are unpaid, and it is likely that, in the future, a warrant will be issued for the arrest of the relative for non-payment of fine.
16. Whilst the fines detailed above include the costs of the Council in carrying out the investigations into the three court cases, the eventual recovery of those costs at not a matter for the Council. The outstanding fines and costs are the responsibility of Her Majesty's Court & Tribunal Service who will use their own procedures to recover outstanding fines or consider alternative sentencing.

DIRECT ACTION

17. Despite the best efforts of the Council to engage with owner of the property and relative to secure compliance with the Section 215 Notice through the Courts, the necessary work to improve the visual appearance of the property has not taken place.
18. The impact to the immediate neighbours and the amenity of the area is significant which led to the original complaints to the Council and the issuing of the Section 215 Notice in the very first place. The condition of 98 Bridge Road is a source of persistent complaints to the Council from the neighbours who fear that the condition of the gardens will only deteriorate if no action is taken.
19. Section 219 Town and Country Planning Act 1990 provides powers for the Council to enter land and take those steps which were specified in the Section 215 Notice. Furthermore, the Council can subsequently recover from the person who is then the owner of the land any expenses reasonably incurred by them in doing so.
20. Regulations made under the Town and Country Planning Act 1990 provide that Section 276 of the Public Health Act 1936 applies. This is the power of local authorities to sell materials removed in executing works under that Act subject to accounting for the proceeds of sale.

Method

21. The Section 215 Notice served at 98 Bridge Road broadly requires action to: -
 - remove vehicles and contents
 - remove vegetation and trees
 - remove all rubbish and disregarded items

Officers have given careful consideration as to what direct action is required to bring about compliance with the notice. It is considered that the Local Authority will need to use private contractors in order to achieve compliance with the notice and the proposed measures to deal with the different elements separately is outlined as follows: -

Vehicles and contents

22. An approved Local Authority Operator has been contacted to provide an estimate of the cost for removing the vehicles and contents on the site. At this stage Officers can confirm that there are 6 vehicles located at the front of the property (includes 1 flatbed lorry) 1 vehicle located at the side of the property and possibly 2/3 vehicles in the rear garden. Many of the vehicles appear to be full of rubbish. The costs for recovery of the vehicles from the property and storage would be in the range of £880 to £1383 plus VAT. The cost difference is dependent upon time taken and additional vehicles located in the rear garden.
23. There is a legal requirement to store the vehicles and contents for a period of three days prior to the Local Authority being able to sell or otherwise dispose of the vehicles.

Vegetation and trees

24. A local tree surgeon has attended 98 Bridge Road and provided a quote to carry out the necessary work within the front and rear gardens. The quote is a total of £9350 plus VAT. The tree surgeon has recommended the leaving of chippings on site to suppress re-growth and reduce costs of removal. The tree surgeon estimates that the works at the property will take 10 days to complete.

Rubbish and disregarded items

25. At this stage it is difficult to assess the implications of the costs to remove all the other items from the site to ensure compliance with the Notice. This is due to the fact that any form of access to the site is near impossible at this present time. Depending on how the other actions are progressed, the waste could be sorted by contractors as the site is cleared and then a further assessment carried out to decide whether it should be removed or safely stored on site. Skips could be used if it is decided to remove additional waste from site.

FINANCIAL IMPLICATIONS

26. The total overall cost of the removal of the vegetation and vehicles from the site is £10,733 plus VAT. As mentioned above this does not include the removal of the other waste.
27. This situation is one that does not occur very often and as such the cost of these works if agreed by the Executive will need to be financed from the General Fund reserve as there is no budget available to cover the expenditure.
28. There remains a route where in the long term the costs could be recovered from the owner but given the history with the relative of unpaid fines and not attending meetings there is potential that the cost will fall on the council in the short term.
29. However, in order to mitigate this, the cost of carrying out these works will be registered as a local land charge and entered on the Local Land Charge Register. The charge

would be revealed when any local search is conducted on the property. This would subsequently bring the charge outstanding to the attention of a future potential buyer of the property to ensure that the charge is settled prior to purchase and thereby increase likelihood of those costs being settled in the long term.

30. In the longer term the Officers are exploring options to solve the problem permanently, by forcing the sale of the property or seeking a Compulsory Purchase Order to ensure that there is regular maintenance of the property.

RISKS

31. It is possible that the costs of works are never recovered or that any recovery of costs takes a substantial period to be recovered.
32. The carrying out of works would provide the opportunity for more cars to be abandoned at the address and/or the property reverts back to its current state. However, any vegetation would take some years to grow back to the current unacceptable height. Once the works have been carried out under this notice, any new vehicles left at the property or worsening of the state of the property generally, would need to be the subject of a new Section 215 Notice.
33. The house itself is in a poor state of repair but is currently hidden from view. An unintended consequence of the removal of cars and vegetation is that it will increase the visibility of the house in the locality and street.
34. It is however also a risk for the Council not to take action as proposed in terms of the reputation of the Council from not taking positive action to resolve the matter despite having powers to do so.

RECOMMENDATION

35. That the Executive authorise the use of sufficient funds for the 'Direct Action' set out in this report to be undertaken under Section 219 of the Town & Country Planning Act 1990 to ensure compliance with the Section 215 Notice issued under the provisions of the Town and Country Planning Act 1990.

Enquiries:

For further information on this report please contact Jon Snook. (Ext 4703)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Policy and Resources
Subject:	Capital and Treasury Management Outturn 2019/20
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report provides the Executive with details of the capital and treasury management outturn for 2019/20 to comply with the reporting requirements of the Code of Practice for Treasury Management. The report also seeks approval for the proposed methods of financing the General Fund capital programme.

Executive summary:

Actual capital expenditure on General Fund schemes in 2019/20 was £16,496,896 (£3.5 million in 2018/19) compared with the revised capital programme of £17,324,000. The overall variance was £827,104 and a detailed analysis of the variations is given in Appendix A to this report.

Total savings of £214,924 were achieved, additional expenditure of £67,363 was incurred and a total of £679,543 will be carried forward into 2020/21. Details of the various methods used to finance this expenditure are set out in this report.

Full details of Treasury Management investment and borrowing activity in 2019/20 are also set out in this report. Treasury activity in 2019/20 is summarised below:

	31 March 2019 Actual £'000	2019/20 Movement £'000	31 March 2020 Actual £'000
Total borrowing	45,510	12,149	57,659
Total investments	(13,100)	(3,200)	(16,300)
Net borrowing	32,410	8,949	41,359

Net interest received in 2019/20 was £603,316 (£481,480 in 2018/19) and net interest paid was £1,676,656 (£1,728,219 in 2018/19).

During 2019/20, the Council complied with its legislative and regulatory requirements of the Prudential Code.

Recommendation:

It is recommended that the Executive:

- (a) approves the General Fund capital programme for 2019/20 to be financed as set out in this report;
- (b) agrees that the additional expenditure incurred, amounting to £67,363 be financed retrospectively from unallocated capital resources; and
- (c) notes the treasury management activity for 2019/20.

Reason:

To provide the Executive with details of the capital and treasury management outturn in 2019/20 and to comply with the reporting requirements of the Code of Practice for Treasury Management.

Cost of proposals:

The necessary resources are available to finance the General Fund capital programme for 2019/20 including the additional expenditure of £67,363.

Appendices:

A: Capital Expenditure 2019/20

B: Economic Commentary by Treasury Advisors, Arlingclose

C: Prudential and Treasury Indicators 2019/20

Background papers: None

Reference papers:

Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2020/21, Executive Committee, 3 February 2020

Treasury Management Strategy and Prudential Indicators 2019/20, Council, 22 February 2019

CIPFA Code of Practice for Treasury Management

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	03 August 2020
Subject:	Capital and Treasury Management Outturn 2019/20
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. This report provides the Executive with details of the capital and treasury management outturn for 2019/20 to comply with the reporting requirements of the Code of Practice for Treasury Management.

CAPITAL OUTTURN REPORT 2019/20

2. The capital programme for 2019/20, approved in February this year for the General Fund was £17,324,000. The actual capital expenditure, detailed in Appendix A, was £16,496,896 (£3.5 million in 2018/19) giving an overall variation of £827,104. A summary, including savings and additional expenditure, is summarised in the table below.

	Revised Budget £	Actual £	Savings £	Additional Expenditure £	Carry forward £
Streetscene	275,500	247,423	0	0	28,077
Leisure & Community	767,500	726,484	0	0	41,016
Housing	757,000	453,941	0	0	303,059
Policy & Resources	15,524,000	15,069,048	(214,924)	67,363	307,391
Total	17,324,000	16,496,896	(214,924)	67,363	679,543

SAVINGS AND ADDITIONAL EXPENDITURE

3. Total savings of £214,924 were recognised. The main scheme saving was £207,074 where the fees were lower than anticipated for two Commercial Property Acquisitions.
4. The schemes where additional expenditure of £67,363 was incurred were:
 - Vehicles and Plant Replacement Programme - increased spend of £10,297 for a front loader and tail lift add-ons to a tractor and crew cab tipper.
 - Depot Refurbishment Work - £27,132 additional costs for new furniture and

CCTV upgrade.

- Solent Airport Schemes - £29,934 additional costs relating to the 6 new business hangars which were built in 2018/19.

5. In addition, £4,450 of expenditure was incurred ahead of budget and will be carried forward to reduce next year's capital budget.

CARRY FORWARDS TO 2020/21

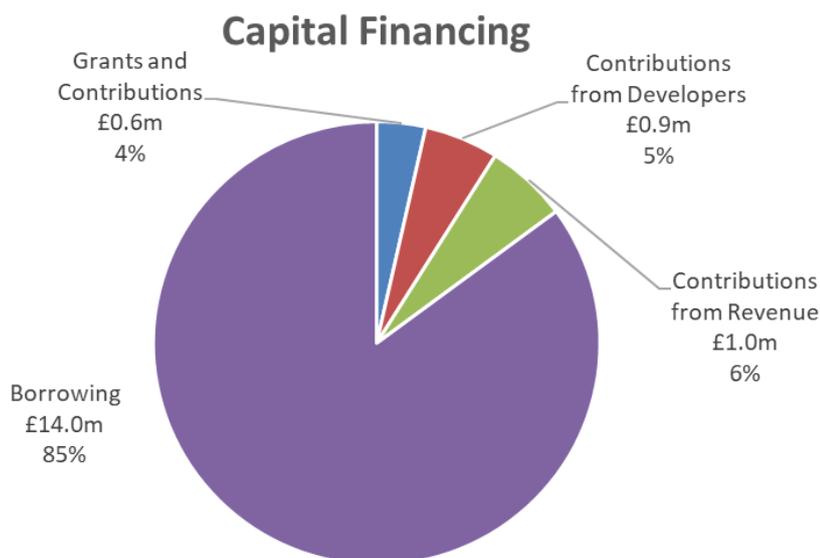
6. There are a number of schemes still in progress and a total budget of £679,543 will be carried forward to 2020/21.
7. The largest carry forwards are for Disabled Facilities Grants of £303,059 and £248,428 for schemes at Solent Airport.

CAPITAL PROGRAMME 2020/21 TO 2024/25

8. The General Fund capital programme will be reviewed by officers in light of the slippage and re-phasing of works and an updated programme for 2020/21 to 2024/25 will be presented to the Executive as part of the Finance Strategy for 2021/22.
9. In addition, an interim review of the capital programme is being carried out due to the impact of the Covid 19 pandemic to see if business cases are still valid and to review what funding sources will be available. This will be brought to the Executive in advance of the Finance Strategy.

CAPITAL FINANCING

10. The various methods used to finance the capital expenditure in 2019/20 are set out in the chart below.



11. The capital programme was predominantly funded by borrowing (85%) for the purchase of two commercial properties and schemes at Daedalus, totalling £14 million. External contributions funded a total of 9% of the programme and revenue backed capital reserves funded the remaining 6%.

SIGNIFICANT SCHEMES

12. There were two commercial property acquisitions in Fareham and Havant totalling £13.8 million to provide an on-going source of income for the General Fund.
13. Disabled Facilities Grants totalling £454,000 were awarded in the year.
14. Capital expenditure of £427,000 has been made in 2019/20 to deliver the vision of a new community, art and entertainment facility in Fareham.
15. Developments at Daedalus have continued with further investment in the assets and infrastructure across the site of £361,000.
16. £237,000 has been spent modernising and improving the workspace at the Council's Depot. A further £338,000 has been spent on the ICT development programme upgrading servers, computers and phones across the organisation.
17. The extension to Holly Hill cemetery has been completed at an additional cost of £221,000 in 2019/20. This will provide an extra 350 burial spaces.
18. £212,000 has been spent as part of the five-year play area refurbishment programme with upgrades to play areas in Portchester, Titchfield, Sarisbury and Fareham.

TREASURY MANAGEMENT OUTTURN REPORT 2019/20

19. The Chartered Institute of Public Finance and Accountancy's Treasury Management Code (the CIPFA Code) requires the Council to approve a treasury management annual report after the end of each financial year. This report fulfils the Council's legal obligation to have regard to the CIPFA Code.
20. The Council's Treasury Management Strategy 2019/20 was approved by full Council on 22 February 2019. The Council has borrowed and invested large sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.
21. An economic commentary by the Council's Treasury Advisor, Arlingclose, can be found in Appendix B.

LOCAL CONTEXT

22. On 31 March 2020, the Council had net borrowing of £41.3 million arising from its revenue and capital income and expenditure, an increase on 2019 of £8.8 million. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors and the year-on-year change are summarised in the table below.

	31 March 2019 Actual £'000	2019/20 Movement £'000	31 March 2020 Actual £'000
General Fund CFR	39,382	13,267	52,649
HRA CFR	51,141	-	51,141
Total CFR	90,523	13,267	103,790
Less: Usable reserves	(41,734)	(3,216)	(44,950)
Less: Working capital	(16,237)	(1,285)	(17,522)
Net borrowing (Balance Sheet)	32,552	8,766	41,318

23. Net borrowing has increased due to an increase in the CFR as some capital expenditure was financed by borrowing. This has been partially offset by an increase in usable reserves and working capital due to the timing of receipts and payments.
24. The Council's strategy was to maintain borrowing and investments below their underlying levels, known as internal borrowing, in order to reduce risk and keep interest costs low.
25. The treasury management position as at 31 March 2020 and the year-on-year change is shown in the table below.

	31 March 2019 Actual £'000	2019/20 Movement £'000	31 March 2020 Actual £'000
Long-term borrowing	40,000	-	40,000
Short-term borrowing	5,510	12,149	17,659
Total borrowing	45,510	12,149	57,659
Long-term investments	(2,000)	(10,000)	(12,000)
Short-term investments	(9,000)	9,000	-
Cash and cash equivalents	(2,100)	(2,200)	(4,300)
Total investments	(13,100)	(3,200)	(16,300)
Net borrowing	32,410	8,949	41,359

Note: the figures in the table are from the Balance Sheet in the Council's statement of accounts, but are adjusted to exclude operational cash, accrued interest and other accounting adjustments.

26. The increase in net borrowing is a result of a rise in short-term borrowing due to the Council's internal borrowing policy.

BORROWING ACTIVITY

27. At 31 March 2020, the Council held £57.7 million of loans, an increase of £12.1 million on the previous year. The year-end borrowing position is shown in the table below.

	Balance on 31 March 2019 £'000	Balance on 31 March 2020 £'000	Average Rate
Long-term borrowing	40,000	40,000	3.50%
Short-term borrowing	3,000	15,000	0.90%
Portchester Crematorium	2,510	2,659	0.25%
Total borrowing	45,510	57,659	

28. The Council holds investments from Portchester Crematorium Joint Committee which

are treated as temporary loans.

29. The Council's main objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required.

INVESTMENT ACTIVITY

30. The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During 2019/20 the Council's investment balances ranged between £12 million and £25 million due to timing differences between income and expenditure. The year-end position is shown in the table below.

	Balance on 31 March 2019 £'000	Balance on 31 March 2020 £'000	Average Rate
Banks and Building Societies	6,000	-	-
Local Authorities	3,000	-	-
Money Market Funds	2,100	4,300	0.70%
Pooled Funds	2,000	12,000	3.91%
Total Investments	13,100	16,300	

31. Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
32. In furtherance of these objectives and given the increasing risk and low returns from short-term unsecured bank investments, the Council has diversified into a more secure and higher yielding asset class. £12 million that is available for longer-term investment was moved from bank and building society deposits into four long-term strategic pooled funds.
33. Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
34. Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy for 2019/20.

INTEREST RECEIVED AND PAID

35. The net interest received in 2019/20 was £603,316 (£481,480 in 2018/19) against a revised budget £557,800 for the General Fund. Net interest paid for the Housing Revenue Account was £1,676,656 (£1,728,219 in 2018/19) against a revised budget of £1,669,300.

COMMERCIAL PROPERTY INVESTMENT ACQUISITIONS

36. The definition of investments in CIPFA's revised Treasury Management Code now covers all the Council's financial assets as well as other non-financial assets which the Council holds primarily for financial return.

37. Since the Executive approval of a Commercial Property Investment Acquisition Strategy in January 2013, the Council has purchased 10 commercial investment properties, as summarised below, averaging a return of 6.7%.

Property Type	Purchase Cost £'000	Value at 31 March 2019 £'000	Value at 31 March 2020 £'000
Retail	28,725	22,040	22,195
Commercial	10,519	2,250	11,078
Other	1,890	2,050	2,050
Total	41,134	26,340	35,323

38. During 2019/20 two new properties were acquired (one commercial and one retail). These are included in the purchase cost and the value at 31 March 2020.
39. The Council's total investment property portfolio is shown below and includes Fareham Shopping Centre, Faretec and industrial estates at Palmerston Business Park and Newgate Lane.

Property Type	Value at 31 March 2019 £'000	Value at 31 March 2020 £'000	Movement £'000
Retail	37,352	36,077	(1,275)
Commercial	10,011	18,796	8,785
Other	4,373	4,403	30
Office	3,759	3,590	(169)
Leisure	1,167	1,202	35
Total	56,662	64,068	7,406

40. The overall investment property portfolio has increased in value by £7.4 million mainly in the commercial sector and offset by decreases in the retail sector.
41. Property valuations are undertaken annually, to ensure that the Council's balance sheet reflects the current opinion of the value of the Council's assets. Fluctuations in value do not represent actual gains or losses, but do indicate market sentiment, which is often linked to rental income levels and lease terms and conditions.

PRUDENTIAL AND TREASURY INDICATORS

42. During 2019/20, all treasury management activities complied fully with the CIPFA Code and the Council's approved Treasury Management Strategy. Appendix C shows the actual prudential and treasury indicators for 2019/20.

SUMMARY

43. This report gives details of General Fund capital and treasury management outturn in 2019/20 in accordance with the reporting requirements set out in the CIPFA Code of Practice for Treasury Management.

RISK ASSESSMENT

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

Enquiries:

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

CAPITAL EXPENDITURE 2019/20

	Budget £	Actual £	Savings £	Additional Expenditure £	Carry over to 2020/21 £
STREETSCENE					
Bus Shelter Improvements	10,200	10,721			(521)
Holly Hill Cemetery Extension	250,700	220,605			30,095
Play Area Safety Equipment and Surface Replacement	14,600	16,097			(1,497)
STREETSCENE TOTAL	275,500	247,423	0	0	28,077
LEISURE AND COMMUNITY					
Buildings					
New Fareham Arts Venue	457,000	426,587			30,413
Community Buildings Review	88,400	75,416			12,984
	545,400	502,003	0	0	43,397
Play and Parks Schemes					
Play Area Improvement Programme	210,000	212,432			(2,432)
	210,000	212,432	0	0	(2,432)
Other					
Footpath Improvements	12,100	12,049			51
	12,100	12,049	0	0	51
LEISURE AND COMMUNITY TOTAL	767,500	726,484	0	0	41,016
HOUSING					
Disabled Facilities Grants	757,000	453,941			303,059
HOUSING TOTAL	757,000	453,941	0	0	303,059
POLICY AND RESOURCES					
Replacement Programmes					
Vehicles and Plant Replacement Programme	280,500	290,797		10,297	0
ICT Development Programme	362,000	338,187	(7,850)		15,963
	642,500	628,984	(7,850)	10,297	15,963
Operational Buildings					
Depot Refurbishment Works	210,000	237,132		27,132	0
Civic Offices Improvement Programme	67,000	24,000			43,000
	277,000	261,132	0	27,132	43,000
Property Developments					
Commercial Property Acquisitions	14,025,000	13,817,926	(207,074)		0
Solent Airport Schemes	579,500	361,006		29,934	248,428
	14,604,500	14,178,932	(207,074)	29,934	248,428
POLICY AND RESOURCES TOTAL	15,524,000	15,069,048	(214,924)	67,363	307,391
GENERAL FUND TOTAL	17,324,000	16,496,896	(214,924)	67,363	679,543

ECONOMIC COMMENTARY BY TREASURY ADVISORS ARLINGCLOSE – APRIL 2020

Economic background: The UK's exit from the European Union and future trading arrangements, had remained one of major influences on the UK economy and sentiment during 2019/20. The 29th March 2019 Brexit deadline was extended to 12th April, then to 31st October and finally to 31st January 2020. Politics played a major role in financial markets over the period as the UK's tenuous progress negotiating its exit from the European Union together with its future trading arrangements drove volatility, particularly in foreign exchange markets. The outcome of December's General Election removed a lot of the uncertainty and looked set to provide a 'bounce' to confidence and activity.

The headline rate of UK Consumer Price Inflation UK Consumer Price Inflation fell to 1.7% y/y in February, below the Bank of England's target of 2%. Labour market data remained positive. The ILO unemployment rate was 3.9% in the three months to January 2020 while the employment rate hit a record high of 76.5%. The average annual growth rate for pay excluding bonuses was 3.1% in January 2020 and the same when bonuses were included, providing some evidence that a shortage of labour had been supporting wages.

GDP growth in Q4 2019 was reported as flat by the Office for National Statistics and service sector growth slowed and production and construction activity contracted on the back of what at the time were concerns over the impact of global trade tensions on economic activity. The annual rate of GDP growth remained below-trend at 1.1%.

Then coronavirus swiftly changed everything. COVID-19, which had first appeared in China in December 2019, started spreading across the globe causing plummeting sentiment and falls in financial markets not seen since the Global Financial Crisis as part of a flight to quality into sovereign debt and other perceived 'safe' assets.

In response to the spread of the virus and sharp increase in those infected, the government enforced lockdowns, central banks and governments around the world cut interest rates and introduced massive stimulus packages in an attempt to reduce some of the negative economic impact to domestic and global growth.

The Bank of England, which had held policy rates steady at 0.75% through most of 2019/20, moved in March to cut rates to 0.25% from 0.75% and then swiftly thereafter brought them down further to the record low of 0.1%. In conjunction with these cuts, the UK government introduced a number of measures to help businesses and households impacted by a series of ever-tightening social restrictions, culminating in pretty much the entire lockdown of the UK.

The US economy grew at an annualised rate of 2.1% in Q4 2019. After escalating trade wars and a protracted standoff, the signing of Phase 1 of the trade agreement between the US and China in January was initially positive for both economies, but COVID-19 severely impacted sentiment and production in both countries. Against a slowing economic outlook, the US Federal Reserve began cutting rates in August. Following a series of five cuts, the largest of which were in March 2020, the Fed Funds rate fell from of 2.5% to range of 0% - 0.25%. The US government also unleashed a raft of COVID-19 related measures and support for its economy including a \$2 trillion fiscal stimulus package. With interest rates already on (or below) the floor, the European Central Bank held its base rate at 0% and deposit rate at -0.5%.

Financial markets: Financial markets sold off sharply as the impact from the coronavirus worsened. After starting positively in 2020, the FTSE 100 fell over 30% at its worst point with

stock markets in other countries seeing similar huge falls. In March sterling touch its lowest level against the dollar since 1985. The measures implemented by central banks and governments helped restore some confidence and financial markets have rebounded in recent weeks but remain extremely volatile. The flight to quality caused gilts yields to fall substantially. The 5-year benchmark falling from 0.75% in April 2019 to 0.26% on 31st March. The 10-year benchmark yield fell from 1% to 0.4%, the 20-year benchmark yield from 1.47% to 0.76% over the same period. 1-month, 3-month and 12-month bid rates averaged 0.61%, 0.72% and 0.88% respectively over the period.

Since the start of the calendar 2020, the yield on 2-year US treasuries had fallen from 1.573% to 0.20% and from 1.877% to 0.61% for 10-year treasuries. German bund yields remain negative.

Credit review: In Q4 2019 Fitch affirmed the UK's AA sovereign rating, removed it from Rating Watch Negative (RWN) and assigned a negative outlook. Fitch then affirmed UK banks' long-term ratings, removed the RWN and assigned a stable outlook. Standard & Poor's also affirmed the UK sovereign AA rating and revised the outlook to stable from negative. The Bank of England announced its latest stress tests results for the main seven UK banking groups. All seven passed on both a common equity Tier 1 (CET1) ratio and a leverage ratio basis. Under the test scenario the banks' aggregate level of CET1 capital would remain twice their level before the 2008 financial crisis.

After remaining flat in January and February and between a range of 30-55bps, Credit Default Swap spreads rose sharply in March as the potential impact of the coronavirus on bank balance sheets gave cause for concern. Spreads declined in late March and through to mid-April but remain above their initial 2020 levels. NatWest Markets Plc (non-ringfenced) remains the highest at 128bps and National Westminster Bank Plc (ringfenced) still the lowest at 56bps. The other main UK banks are between 65bps and 123bps, with the latter being the thinly traded and volatile Santander UK CDS.

While the UK and Non-UK banks on the Arlingclose counterparty list remain in a strong and well-capitalised position, the duration advice on all these banks was cut to 35 days in mid-March.

Fitch downgraded the UK sovereign rating to AA- in March which was followed by a number of actions on UK and Non-UK banks. This included revising the outlook on all banks on the counterparty list to negative, with the exception of Barclays Bank, Rabobank, Handelsbanken and Nordea Bank which were placed on Rating Watch Negative, as well as cutting Close Brothers long-term rating to A-. Having revised their outlooks to negative, Fitch upgraded the long-term ratings on Canadian and German banks but downgraded the long-term ratings for Australian banks. HSBC Bank and HSBC UK Bank, however, had their long-term ratings increased by Fitch to AA-.

PRUDENTIAL, TREASURY AND COMMERCIAL INVESTMENT INDICATORS 2019/20

PRUDENTIAL INDICATORS

1) Capital Expenditure

The Council's capital expenditure and financing is summarised as follows:

Capital Expenditure and Financing	2019/20 Revised £'000	2019/20 Actual £'000	Difference £'000
Streetscene	276	247	29
Leisure & Community	767	726	41
Housing	757	454	303
Policy & Resources	15,524	15,069	455
Total General Fund	17,324	16,496	828
HRA	7,362	5,746	1,616
Total Expenditure	24,686	22,242	2,444
Capital Receipts	450	525	(75)
Capital Grants/Contributions	2,950	2,530	420
Capital Reserves	5,279	3,218	2,061
Revenue	1,693	1,944	(251)
Borrowing	14,314	14,025	289
Total Financing	24,686	22,242	2,444

2) Capital Financing Requirement

The Council's Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

£'000	2018/19 Actual	2019/20 Revised	2019/20 Actual	2019/20 Difference
General Fund	39,382	52,864	52,649	-215
HRA	51,141	51,141	51,141	0
Total CFR	90,523	104,005	103,790	-215

The CFR increased by £13,267 year on year as capital expenditure financed by debt was higher than the in-year minimum revenue provision payment.

3) Gross Debt and the Capital Financing Requirement

In order to ensure that over the medium-term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement. This is a key indicator of prudence.

£'000	2019/20 Revised	2019/20 Actual	Difference
Capital Financing Requirement	104,005	103,790	-215
Less: Gross Debt	62,710	57,659	5,051
Under/(Over) Borrowing	41,295	46,131	4,836

Total debt remained below the Capital Financing Requirement during the period.

4) Operational Boundary and Authorised Limit for External Debt

The **operational boundary** is based on the Council's estimate of the most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring.

The **authorised limit** is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

£'000	2019/20 Revised	2019/20 Actual	Complied
Operational Boundary	75,000	60,105	✓
Authorised Limit	83,000	60,105	✓

5) Financing Costs as % of Net Revenue Stream

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

	2019/20 Revised	2019/20 Actual	Difference
General Fund	3%	1%	-2%
HRA	14%	14%	0%
Total	9%	8%	-1%

6) Housing Revenue Account (HRA) Rations

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

	2019/20 Revised	2019/20 Actual	Difference
HRA Debt £'000	49,268	49,268	-
HRA Revenues £'000	12,338	12,344	6
Number of HRA Dwellings	2,391	2,384	-7
Ratio of Debt to Revenues %	3.99:1	3.99:1	-
Debt per Dwelling £	£20,606	£20,666	£60
Debt Repayment Fund £'000	£3,420	£3,420	-

TREASURY MANAGEMENT INDICATORS

The Council measures and manages its exposures to treasury management risks using the following indicators.

1) Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed was:

Upper limits on interest rate exposures	2019/20 Revised	2019/20 Actual	Complied
	%	%	
- Upper limit on variable interest rate exposures	25	25	✓
- Upper limit on fixed interest rate exposures	100	75	✓

2) Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper limits on the maturity structure of fixed rate borrowing were:

Maturity structure of borrowing	Upper Limit	2019/20 Actual	Complied
	%	%	
- Loans maturing within 1 year	50	31	✓
- Loans maturing within 1 - 2 years	50	0	✓
- Loans maturing within 2 - 5 years	50	0	✓
- Loans maturing within 5 - 10 years	50	0	✓
- Loans maturing in over 10 years	100	69	✓

3) Principal Sums Invested for longer than a year

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum insured to final maturities beyond the period end were:

£M	2019/20 Revised	2019/20 Actual	Complied
Principal sums invested > 364 days	15	12	✓

COMMERCIAL INVESTMENT INDICATORS

The Council measures and manages its exposures to commercial investments using the following indicators.

1) Proportionality

The Council is dependent on profit generating investment activity to achieve a balanced revenue budget. The table below shows the proportion of expenditure funded by investment income.

£'000	2018/19 Actual	2019/20 Forecast	2019/20 Actual
Gross service expenditure	44,754	47,851	50,017
Investment income	3,988	4,266	4,442
Proportion	8.9%	8.9%	9.5%

2) Total Risk Exposure

This indicator shows the Council's total exposure to potential investment losses.

Total Investment Exposure	2018/19 Actual £'000	2019/20 Forecast £'000	2019/20 Actual £'000
Treasury Management Investments	13,100	12,000	16,300
Commercial Investments	56,662	69,872	64,068
Total	69,762	81,872	80,368

The variation in the forecast to actual for the commercial investments is partly due to the delay in the purchase of new commercial property acquisition in the capital programme.

3) How Investments are Funded

Government guidance is that these indicators should include how investments are funded. Since the Council does not normally associate particular assets with particular liabilities, this guidance is difficult to comply with. However, the following investments could be described as being funded by borrowing. The remainder of the Council's investments are funded by usable reserves and income received in advance of expenditure.

Investments Funded by Borrowing	2018/19 Actual £'000	2019/20 Forecast £'000	2019/20 Actual £'000
Treasury Management Investments	0	0	0
Commercial Investments	18,412	31,997	31,336
Total	18,412	31,997	31,336

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 03 August 2020

Portfolio:	Leisure and Community
Subject:	COVID-19 Impact on Leisure Centres
Report of:	Director of Leisure and Community
Corporate Priorities:	Leisure Opportunities for Health and Fun

Purpose:

As a result of the COVID-19 impact, and in light of a changing economy, the Leisure Centre contract, both with regard to the agreed capital investment and the duration of the new contract have been reviewed to help determine the future financial implications for the Council.

The report sets out a range of options, with differing implications and levels of financial commitment required by the Council for consideration.

Executive summary:

At the 4 November 2019 Executive, it was agreed 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 projections in the tender submission.

As a result of the COVID-19 crisis, and in light of a changing economy, there will be implications for the Council and the contractual arrangements it has with Everyone Active to operate both its Leisure Centres.

As the leisure sector recovers from the closure of its sites during the lockdown period and the potential economic recession in the future, this report seeks to present the potential risks and considers the financial implications for the Council.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) agrees to proceed with the capital expenditure of £6.81 million to enhance the Leisure facilities at both centres, but particularly at Fareham Leisure Centre
- (b) agrees the principle of the COVID -19 recovery deal proposed within the report between Fareham Borough Council and Everyone Active up to the amount of £1.83 million to enable the reopening of Fareham and Holly Hill Leisure Centres; and
- (c) delegates authority to the Director of Leisure and Community and the Deputy Chief Executive Officer to agree minor amendments to the deal following consultation with the Executive Member for Leisure and Community.

Reason:

This report is in response to the impact of the Covid-19 pandemic on the operation and development of the Council's two leisure centres currently operated by Everyone Active. It provides a financial solution to enable both leisure centres to reopen at the beginning of August 2020.

Cost of proposals:

The level of support required to enable Everyone Active to reopen the Council's leisure centres, namely Holly Hill Leisure Centre and Fareham Leisure Centre, following the COVID-19 lockdown period is up to £1.83 million.

In addition, the amount of £6.81 million capital expenditure remains the agreed cost of the enhancement works planned for Fareham Leisure Centre and Holly Hill Leisure Centre, due to be completed in Autumn 2021.

Appendices: None

Background papers: 4 November 2019 Executive – Award of Contract: Leisure Centre Operator (**Confidential report**)

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

Document is Restricted

