

FAREHAM

BOROUGH COUNCIL

COUNCIL MEETING SUMMONS

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **FRIDAY, 23 FEBRUARY 2024**, commencing at **5.00 pm (or at the close of the Special meeting of the Council should this overrun)**.

The Mayor: Councillor Fred Birkett

The Deputy Mayor: Councillor Pal Hayre

Councillor Chrissie Bainbridge

Councillor Ian Bastable

Councillor Susan Bayford

Councillor Roger Bird

Councillor Pamela Bryant

Councillor Frair Burgess

Councillor Joanne Burton

Councillor Louise Clubley

Councillor Malcolm Daniells

Councillor Harry Davis

Councillor Steve Dugan

Councillor Tina Ellis

Councillor Jack Englefield

Councillor David Foot

Councillor Michael Ford, JP

Councillor Nick Gregory

Councillor David Hamilton

Councillor Tiffany Harper

Councillor Connie Hockley

Councillor Stephen Ingram

Councillor Kay Mandry

Councillor Simon Martin

Councillor Jacquie Needham

Councillor Paul Nother

Councillor Sarah Pankhurst

Councillor Katrina Trott

Councillor Nick Walker

Councillor Mrs Susan Walker

Councillor Seán Woodward



1. Apologies for Absence

2. Minutes (Pages 9 - 20)

To confirm as a correct record the minutes of the Council Meeting held on 14 December 2023.

3. Mayor's Announcements

4. Executive Leader's Announcements

5. Executive Members' Announcements

6. Declarations of Interest

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

7. Presentation of Petitions

To receive any petitions presented by a member of the Council.

Note: any petition so presented will be dealt with in accordance with the Council's petition scheme.

8. Deputations

To receive any deputations of which notice has been given.

9. Reports of the Executive

To receive, consider and answer questions on reports and recommendations of the Executive. Minutes of the meetings of the Executive and a schedule of individual Executive member decisions are appended.

(1) Minutes of meeting Monday, 8 January 2024 of Executive (Pages 21 - 26)

(2) Minutes of meeting Monday, 5 February 2024 of Executive (Pages 27 - 32)

(3) Schedule of Individual Executive Member and Officer Delegated Decisions (Pages 33 - 34)

10. Reports of Other Committees

To receive the minutes of the following Committees and to consider and answer questions on any reports and recommendations made.

(1) Minutes of meeting Monday, 11 December 2023 of Appointments Sub-Committee (Pages 35 - 36)

(2) Minutes of meeting Wednesday, 13 December 2023 of Planning Committee (Pages 37 - 56)

- (3) Minutes of meeting Thursday, 14 December 2023 of Planning Committee (Pages 57 - 64)
- (4) Minutes of meeting Wednesday, 17 January 2024 of Planning Committee (Pages 65 - 68)
- (5) Minutes of meeting Tuesday, 30 January 2024 of Licensing and Regulatory Affairs Committee (Pages 69 - 72)

11. Reports of the Scrutiny Panels

To receive, consider and answer questions on reports and recommendations of the meetings of the Scrutiny Panels.

- (1) Minutes of meeting Thursday, 30 November 2023 of Housing Scrutiny Panel (Pages 73 - 78)
- (2) Minutes of meeting Thursday, 8 February 2024 of Housing Scrutiny Panel (Pages 79 - 82)
- (3) Minutes of meeting Tuesday, 16 January 2024 of Climate Change Scrutiny Panel (Pages 83 - 86)
- (4) Minutes of meeting Thursday, 18 January 2024 of Daedalus Scrutiny Panel (Pages 87 - 90)
- (5) Minutes of meeting Monday, 22 January 2024 of Policy and Resources Scrutiny Panel (Pages 91 - 96)
- (6) Minutes of meeting Wednesday, 24 January 2024 of Health and Public Protection Scrutiny Panel (Pages 97 - 100)
- (7) Minutes of meeting Thursday, 25 January 2024 of Streetscene Scrutiny Panel (Pages 101 - 104)
- (8) Minutes of meeting Wednesday, 31 January 2024 of Planning and Development Scrutiny Panel (Pages 105 - 108)
- (9) Minutes of meeting Tuesday, 6 February 2024 of Leisure and Community Scrutiny Panel (Pages 109 - 112)

12. Questions under Standing Order 2.12

To answer questions pursuant to Standing Order 2.12 for this meeting.

13. Motions under Standing Order 2.6

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 2.6 but received after print and dispatch of the agenda.

- (1) Notice of Motion dated 12 February 2024 received from Councillor Mrs C L A Hockley

The notice of motion submitted by Councillor Mrs C L A Hockley is in respect of community generated energy schemes and asks that Fareham Borough Council resolves to:

- (i) Acknowledges the efforts that this Council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) Further recognises
 - that because small-scale renewable energy generation sites receive no guaranteed price certainty for the electricity they generate, it is difficult for sites to finance new generation projects or expand existing ones
 - that enabling small-scale renewable energy generation sites (capacity below 5 megawatts) to export their electricity to an existing electricity supplier on fair terms would provide sites with a guaranteed income which can be used to expand existing projects or establish new ones
 - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for community-owned and run renewable electricity generators ('community schemes') to do so,
 - that requiring existing larger suppliers to work with community schemes to then sell the electricity they generate to local customers would mean local households, businesses and public services can access locally-generated, clean and affordable electricity
 - that revenues received by such community schemes that chose to become local renewable electricity providers could be used to help improve the local economy, local services and facilities and to reduce local greenhouse gas emissions
- (iii) Notes that the Government-commissioned Net Zero Review, authored by Rt Hon Chris Skidmore and published on the Government's website on the 14th January 2023, recommends that Government should commit to enabling community energy projects to provide energy directly to local households and businesses.
- (iv) Accordingly resolves to support a Right to Local Supply, as outlined in the Local Electricity Bill of last year that was supported by a cross-party group of 326 MPs; and
- (v) Further resolves to
 - inform the local media of this decision,
 - write to local MPs, asking them to support the establishment of a Right to Local Supply for community energy projects, and

- write to the organisers of the campaign for the Right to Local Supply, Power for People, (at Camden Collective, 5-7 Buck Street, London NW1 8NJ or info@powerforpeople.org.uk) expressing its support.

14. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2024/25

(1) Suspension of Standing Order 2.15 and 2.16

To consider suspending the provision of Standing Order 2.15 to allow the Executive Leader of the Council to speak on the matters referred to in items 15(2) and 15(3) for longer than five minutes and the spokesman for the Opposition Group to speak for not more than ten minutes; and to consider suspending the provisions of Standing Order 2.16 to allow the Executive Leader of the Council to speak on the matters referred to in items 15(2) and 15(3) more than once to respond to points raised in debate.

(2) Report to the Executive - 05 February 2024 (Pages 113 - 126)

The Minutes of the meeting of the Executive held on 05 February 2023, to be presented to Council at its meeting on 23 February 2024 at item 10(2) of the agenda, contain recommendations on the revenue budget and the level of Council Tax for 2024/25.

(Note a copy of the report to the Executive is included in this agenda pack)

If Members accept the Executive's recommendations, formal approval will be sought of the following matters:

- (a) the capital programme and financing of £58,678,500;
- (b) an overall revised net revenue budget for 2023/24 of £12,376,100;
- (c) a net revenue budget for 2024/25 of £13,292,600;
- (d) a council tax for Fareham Borough Council for 2024/25 of £185.86 per band D property, which represents a £5.40 per year increase when compared to the current year and is within referendum limits;
- (e) an unchanged Council Tax Support scheme for 2024/25; and
- (f) that the Council continues to disregard the whole of any incomes prescribed in the Housing Benefit (War Pensions Disregards) Regulations 2007 and the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

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

- (3) Council Tax 2024/25 for Fareham Borough Council, Hampshire County Council, Hampshire Police and Crime Commissioner and Hampshire Isle of Wight Fire and Rescue Authority

Having made the necessary calculations in relation to its own budget, the Council must proceed to set the Council Tax for 2024/25 taking account of the amounts in precepts issue to the Council by Hampshire County Council, the Police and Crime Commissioner and the Hampshire and Isle of Wight Fire & Rescue Authority. These precepts will not be issued before publication of this agenda and will therefore be reported at the meeting, with provisional figures being given for those that are not yet approved.

In order to enable Council Tax bills to be issued within the statutory timescale, it is recommended that the Council agrees to delegate authority to the Chief Executive Officer to amend the Council Tax 2024/25, in the event that any of the precepting authorities change their precept calculation from that expected and reported at the Council meeting.

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

(Note: a schedule will be tabled at the meeting for approval, showing the formal calculations the Council must make, incorporating any figures recommended by the Executive. Members will also be advised of the wording of the formal resolution they must adopt to set the Council Tax for 2024/25, taking account of the requisite calculations and the precepts of Hampshire County Council, the Police and Crime Commissioner and the Hampshire and Isle of Wight Fire & Rescue Authority).

15. Housing Revenue Account Budget and Capital Plans 2024/25 (Pages 127 - 144)

The minutes of the meeting of the Executive held on 05 February 2024, to be presented to Council at its meeting on 23 February 2024 at item 10(2) of the agenda contain recommendations on the Housing Revenue Account Spending Plans including the Capital Programme for the years 2023/24 to 2027/28. If Members accept the Executive's recommendations, formal approval will be sought of the following matters:

- (a) rents be approved for Council Dwellings as set out in paragraph 27 with effect from 01 April 2024;
- (b) rents for Council garages be increased by 7.7% with effect from 01 April 2024;
- (c) the revised budget for 2023/24 be approved;
- (d) the base budget for 2024/25 be approved; and
- (e) the Fees and Service Charges at Appendix E be approved.

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

16. Treasury Management Strategy and Investment Strategy 2024/25 (Pages 145 - 168)

The minutes of the meeting of the Executive held on 05 February 2024, to be presented to Council at its meeting on 23 February 2024 at item 10(2) of this agenda, contain recommendations that the Treasury Management Strategy and Investment Strategy 2024/25 be submitted to Council for approval. If Members accept the Executive's recommendation, formal approval will be sought that the Council approves the Treasury Management Strategy and the Investment Strategy 2024/25.

(Note: a copy of the report to the Executive together with the Treasury Management Strategy and Investment Strategy 2024/25 are included in this agenda pack.)

17. Capital Programme and Capital Strategy 2024/25 (Pages 169 - 172)

The minutes of the meeting of the Executive held on 08 January 2024, to be presented to Council at its meeting on 23 February 2024 at item 10(1) of this agenda, contain recommendations on the Capital Programme and Capital Strategy 2024/25. If Members accept the Executive's recommendations, formal approval of the Capital Programme and Capital Strategy for 2024/25 will be sought.

(Note: a copy of the report to the Executive, together with the Capital Programme and Capital Strategy for 2024/25 is included in this agenda pack)

18. Approval of Pay Policy Statement 2024/25 (Pages 173 - 180)

The minutes of the meeting of the Executive held on 08 January 2024, to be presented to Council at its meeting on 23 February 2024 at item 10(1) of this agenda, contain a resolution by the Executive that the Medium-Term Finance Strategy be approved.

Attached to the Medium-Term Finance Strategy as Annex 2 is the updated Pay Policy Statement 2024/25 which Council is now asked to approve.

(Note: a copy of the updated Pay Policy Statement for 2024/25 is included in this agenda pack)

19. Council Tax Long Term Empty and Second Home Premium Charges (Pages 181 - 210)

A report by the Assistant Chief Executive Officer.

20. Proposed change of date of April Council meeting

Council will be requested to consider moving the date of the April Council meeting from the scheduled date of Thursday 18 April 2024 to Tuesday 09 April 2024 to coincide with the 50th Anniversary of the first Council meeting of Fareham Borough Council.

21. Appointments to Committees

To make any changes in appointments to the seats on committees in accordance

with the wishes of political groups. Such appointments will take effect from 26 February 2024.

A handwritten signature in black ink, appearing to read 'A Wannell', written in a cursive style.

A WANNELL
Chief Executive Officer

www.fareham.gov.uk

15 February 2024

**For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Council

Date: Thursday, 14 December 2023

Venue: Council Chamber - Civic Offices

PRESENT:

F Birkett
(Mayor)

Mrs P Hayre
(Deputy Mayor)

Councillors: Ms C Bainbridge, I Bastable, Mrs S M Bayford, R Bird, Mrs P M Bryant, Ms F Burgess, Miss J Burton, Mrs L E Clubley, M R Daniells, S Dugan, Mrs T L Ellis, J M Englefield, D G Foot, N R Gregory, D J Hamilton, Miss T G Harper, Mrs C L A Hockley, S Ingram, Mrs K Mandry, S D Martin, Mrs J Needham, P Nother, Ms S Pankhurst, N J Walker, Mrs S M Walker and S D T Woodward



1. PRAYERS

The meeting commenced with a short service of prayers.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M J Ford, JP, H Davis and Mrs K K Trott.

3. MINUTES

Whilst receiving the Minutes, Councillor N Walker asked the Mayor that in light of the announcement made by the Executive Leader of his intended retirement at the end of this municipal year, as at item 5, page 6 of the Minutes, consideration was given to convening a special meeting of the Council in February 2024 at which the Council could determine to award Councillor S D T Woodward with the Honorary Freedom of the Borough upon his retirement as a Councillor, in recognition on his eminent services to the Borough.

At the invitation of the Mayor, Councillor Mrs C Hockley spoke in support of this request by Councillor N Walker.

Having considered the request, the Mayor confirmed that a special meeting would be convened in February 2024 to coincide with Councillor S D T Woodward's final budget speech.

RESOLVED that the Mayor be authorised to sign, as a correct record, the minutes of the meeting of the Council held on 26 October 2023.

4. MAYOR'S ANNOUNCEMENTS

The Mayor announced that he had spent a very enjoyable evening at a Remembrance concert on Friday 10th November at Portchester Community Centre, celebrating popular musical theatre and traditional Remembrance themed music performed by HMS Collingwood Volunteer Band and Portsmouth Military Wives Choir in aid of his charities Veterans Outreach Support and Sophie's Legacy.

The Mayor told the meeting that he had recently held two successful and interesting charitable events: the first on 07 December was a Tea Party with a guest speaking about Christmas fauna, and the second was a wreath making event at St. Margaret's Nursery in Titchfield, both of which were enjoyed by everyone attending.

The Mayor also announced that his first tea party in the New Year will be held on Thursday 8th February at 2.30pm in the Council Chamber where there will be a talk on Seaside Postcards – Comedy and Social Comment.

5. EXECUTIVE LEADER'S ANNOUNCEMENTS

WELBORNE

The Executive Leader announced that the potential for a shortfall in funding in the M27 junction 10 scheme was highlighted when he addressed a Hampshire County Council Cabinet meeting on Tuesday 12 December. Unfortunately, but unsurprisingly, the issue has been inaccurately reported upon since then.

The Executive Leader stated that, to date, £97.5M funding for the Junction 10 improvements has been secured for the project and, two years ago, this figure was deemed sufficient to cover the costs.

Two years on, with the country having been ravaged by inflation, it is anticipated that there may well be a shortfall. The provisional target price for the construction phase is expected to be known early next year and will be subject to formal acceptance by both the County Council as the delivery body and VolkerFitzpatrick, the contractor.

The Executive Leader stated that the M27 Junction 10 Improvement Scheme is pivotal to the progression of Welborne and he continues to hold firm to the pledge he made many years ago that not a brick will be laid until all of the infrastructure required is identified, we know where it is going and most importantly how it will be funded. Of course, that funding was identified two years ago and was the result of a concerted effort from everyone involved and supported at the highest level.

With 6,000 new homes, 6,000 jobs, a district and village centre, three primary schools, a secondary school, retail, health and community facilities and a hotel among its many benefits, Welborne Garden Village is the largest planned development in Hampshire and will make a vital contribution to Hampshire's economy.

The Executive Leader stated that Michael Gove in particular was extremely supportive when he visited Welborne earlier in the year and agreed to the Executive Leader's request that he will do whatever it takes to help us deliver the new community. The Executive Leader and Councillor Rob Humby will be jointly writing to Mr Gove with a view to meeting him to ask him to deliver on his pledge.

TITCHFIELD FESTIVAL THEATRE

The Executive Leader announced that Members will be aware that a planning contravention notice was issued against Titchfield Festival Theatre for opening a 450 seat theatre in St Margaret's Lane without planning permission partly in a building which, until recently, was used as a warehouse by a company called Welbro. That separate building has, after the removal of walls, been joined to the building occupied by Titchfield Festival Theatre. Following the issue of the notice a highly offensive missive was published by the theatre. The Council has published a fact check which is now published on our website and gives the lie to many of the claims made within that document.

Members will be updated in due course regarding the issue.

TOWN CENTRE REGENERATION

The Executive Leader announced that over 1,000 Fareham businesses, residents and visitors participated in Fareham Borough Council's town centre listening exercise at the start of this month. The purpose was to understand what residents, businesses and visitors think about Fareham Town Centre. Strong themes have emerged about the role the town centre can play, and better support our community and attract visitors in the future.

This feedback is now being considered alongside other technical assessments to develop a business case for future regeneration activities. These findings will be shared in the New Year, and there will be further opportunities to discuss the future of Fareham during a second phase of engagement in the Spring.

The Executive Leader stated that he has been very pleased by the number of Fareham residents that have participated in this early listening exercise and shared their views for how our town centre can become more vibrant, economically successful and continue to be somewhere to be proud of. The record levels of feedback are testament to the local support for this once-in-a-generation opportunity to rejuvenate our town centre. The Executive Leader thanked everyone for taking the time to share views - whether they wrote to the Council, spoke to the consultation team, or completed our Council's digital questionnaire and he looks forward to reviewing the findings and to start shaping a regeneration strategy that will seize upon the opportunities they have helped identify.

DIRECTOR OF NEIGHBOURHOODS

The Executive Leader was delighted to advise the Council that the Appointments Panel, following a rigorous external recruitment process, has appointed Sarah Ward to the role. Sarah, who is currently Head of Strategic Sites, will take up her new role on 8th January 2024. The Executive Leader was sure that everyone would join him in offering congratulations to Sarah. It is always good when our own people beat all comers to progress within the organisation.

6. EXECUTIVE MEMBERS' ANNOUNCEMENTS

Executive Member for Streetscene

Sanitary bins for male toilets

The Executive Member for Streetscene informed the Council that in respect of the provision of sanitary bins for male toilets, a plastic bin is currently available in the toilets at Cloff Road, Monks Hill, Barry's Meadow and Fareham Cemetery. The Council has also agreed with its cleaning contractor to undertake a trial of similar facilities in two other male public toilets around the borough.

The Executive Member for Streetscene advised the Council that provision in Fareham and Holly Hill leisure centres has been agreed with the operator but

is not currently in place. Westbury Manor Museum has provision in the unisex toilet, and whilst not under the Streetscene portfolio, the Chief Executive has made provision in the Civic Offices and at the Council Depot. Fareham Live will also have suitable male sanitary bin provision.

7. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

8. PRESENTATION OF PETITIONS

There were no petitions presented at this meeting.

9. DEPUTATIONS

There were no deputations given at this meeting.

10. REPORTS OF THE EXECUTIVE

(1) Minutes of meeting Monday 11 December 2023 of Executive

The minutes of the meeting of the Executive held on Monday 11 December 2023 were tabled at the meeting for consideration.

RESOLVED that the minutes of the meeting of the Executive held on Monday 11 December 2023 be received.

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

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

11. REPORTS OF OTHER COMMITTEES

(1) Minutes of meeting Wednesday, 15 November 2023 of Planning Committee

RESOLVED that the minutes of the meeting of the Planning Committee held on Wednesday, 15 November 2023 be received.

(2) Minutes of meeting Monday, 27 November 2023 of Audit and Governance Committee

RESOLVED that Council:

(a) notes the comments made by the Committee in respect of Part One of the Monitoring Officer's report;

- (b) endorses the new Anti-Fraud and Corruption Policy as provided at Appendix B to the Monitoring Officer's report;
- (c) endorses the proposed revisions to Financial Regulation 13.5 (Disposal of Assets) as provided at Appendix C to the Monitoring Officer's report;
- (d) approves the change to the deputation scheme as provided at Appendix D to the Monitoring Officer's report; and
- (e) agrees that the minutes of the meeting of the Audit and Governance Committee held on Monday, 27 November 2023 be received.

12. REPORTS OF THE SCRUTINY PANELS

- (1) Minutes of meeting Wednesday, 1 November 2023 of Planning and Development Scrutiny Panel

RESOLVED that the minutes of the meeting of the Planning and Development Scrutiny Panel held on Wednesday 01 November 2023 be received.

- (2) Minutes of meeting Tuesday, 14 November 2023 of Leisure and Community Scrutiny Panel

RESOLVED that the minutes of the meeting of the Leisure and Community Scrutiny Panel held on Tuesday, 14 November 2023 be received.

- (3) Minutes of meeting Thursday, 16 November 2023 of Streetscene Scrutiny Panel

RESOLVED that the minutes of the meeting of the Streetscene Scrutiny Panel held on Thursday, 16 November 2023 be received.

13. QUESTIONS UNDER STANDING ORDER 2.12

Questions by Councillor N Gregory:

1. Can the Executive Member please give guarantees that all new homes/ builds within the Borough have been subjected to the "Local Government Finance Act 1988 – 1992"?
2. From my understanding of this Act, can you confirm that the companies responsible for the construction of the Wellborne new build development of 7000 houses will be subject to council revenue income through this act via Council Tax bills of £7,560,000.00 once the properties are within 3 months of completion **and** that Fareham Borough Council will be imposing this. The way I have worked this out is that The Act allows the Council to apply council tax 3 months before the buildings are signed off from building control and issued a certificate of completion and then a further 12 weeks is required by solicitors for conveyancing work once the property is sold. So I have based this calculation on 7000 houses at Band c, £180 per month x 6 months.

Answers

1. Yes, as far as I am aware.
2. Yes, subject to the correction of the number of houses which therefore means the calculations are incorrect based on an incorrect starting number. The spelling of Welborne, as set out in the Motion, was also incorrect.

14. MOTIONS UNDER STANDING ORDER 2.6

- (1) Notice of Motion dated 23 November 2023 received from Councillor Mrs K K Trott.

A notice of Motion was presented by Councillor Mrs C Bainbridge on behalf of Councillor Mrs K K Trott:

“Boys need Bins.

This Council notes:

- Prostate cancer is the most common cancer in men. As many as 69% of those treated with surgery may experience urinary incontinence as a result.
 - 1 in 25 men aged over 40 will experience some form of urinary leakage every year.
 - At the 2021 Fareham census there were 31,668 men over 40.
 - That 1 in 40 figure gives us 1,266. The number who will benefit, if this Motion is agreed, will be higher if we consider Fareham's population is older than 'average' and visitors would also benefit.
 - 1 in 20 men aged 60 or over will experience bowel incontinence in the UK.
- Men who need to dispose of their sanitary waste (*including incontinence pads, pouches, stoma, catheter, colostomy, ileostomy waste by-products*), often have no direct access to a sanitary bin in male toilets.
- A survey of men living with incontinence revealed that 95% feel anxiety due to a lack of sanitary bins in men's toilets for disposing of pads hygienically.
- Nearly one third of men surveyed have been forced to carry their own waste in a bag.

This Council believes:

- that men should be able to safely and hygienically dispose of incontinence products easily and with dignity wherever they go.

- that men who need to dispose of their sanitary waste should have direct access to sanitary bins in male toilets.

This Council resolves:

- That the Executive Member for Streetscene should consider as soon as reasonably practicable the provision of at least one sanitary bin in all Council male toilets, both public and in Council buildings.
- To encourage other providers of public and workplace toilets in our area to make **male sanitary bins** available in their facilities.
- To support Prostate Cancer UK's '**Boys need Bins**' campaign.
- That the Executive Leader should write on behalf of the Council to our local MPs asking them to support Prostate Cancer UK's '**Boys need Bins**' campaign and their request for Government to update any necessary regulations to ensure that 'suitable' means for the disposal of sanitary dressings' is provided in all toilets."

Having been duly proposed by Councillor Mrs C Bainbridge and seconded by Councillor P M Nother, the motion was referred to the relevant Scrutiny Panel for consideration.

- (2) Notice of Motion dated 26 November 2023 received from Councillor Mrs C Bainbridge

A notice of Motion was presented by Councillor Mrs C Bainbridge:

"Climate & Ecology Bill motion

(Last Updated 20/10/23)

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and across the world. The average global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with 28% of plants and animals threatened with extinction. In addition, the UK is one of the most nature-depleted countries in the world as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for UK voters with 66% of people (according to YouGov) expressing they are 'worried about climate change and its effects'. Alongside this, the popularity of Sir David Attenborough's *Save Our Wild Isles* initiative demonstrates public concern that UK wildlife is being destroyed at a terrifying speed.

Climate & Ecology Bill

The Climate & Ecology Bill, a private member's bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.

Based on the latest science, the CE Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the *Kunming-Montreal Framework* (22 December 2022); and reduce greenhouse gas emissions in line with the UK's fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the *Paris Agreement* (12 December 2015).

By bridging the gap between the UK Government's current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on climate and the environment; seizing the opportunities of the clean energy transition, including green jobs and skills; reduced energy bills; and boosting the UK's food and energy security.

Fareham Council notes that:

The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by **180** cross-party MPs and Peers, **250** local authorities, alongside the support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors' Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.

The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;
2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Providing for re-training for those people currently working in fossil fuel industries; and

7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative *Climate & Nature Assembly*, as part of creating consensus and ensuring that no one and no community is left behind.

Fareham Council therefore resolves to:

1. Support the Climate and Ecology Bill;
2. Inform local residents and inform local press/media of this decision;
3. Write to **Suella Braverman MP** to inform them that this motion has been passed, and urge them to sign up to support the CE Bill—or thank them for already doing so;
4. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing Fareham Councils support (councils@zerohour.uk).

At the invitation of the Mayor, Councillor S D Martin, Executive Member for Planning and Development thanked Councillor Mrs Bainbridge for the submission of the motion and made the following statement:

I look forward to the discussion of this matter when it is raised at the upcoming Climate Change Scrutiny panel.

As I hope members will know, this bill amongst other things is to require the UK to achieve climate and nature targets and to give the Secretary of State a duty to implement a strategy to achieve those targets. This would also include the reversion of the decline in nature taking responsibility for our emissions and improving for biodiversity.

These matters are important particularly in light of the new agreement made at COP28 this week.

Since approving our first Climate Change Action Plan in 2020, the Council has reported annually on its progress alongside our operational carbon footprint, which reduced by 22% between 2020 and 2023. Our extensive use of Hydrotreated Vegetable Oil, a low carbon fuel, within our vehicle fleet has contributed greatly to this reduction.

Whilst we have made strong progress, challenges to achieving our 2030 carbon neutral commitment remain. Options for reducing the emissions from our ageing and energy inefficient operational buildings are currently being explored and could support potential future funding bids.

However, ambitious proposals are also being developed for a 3.5MW Solar Farm in the west of the Borough, which could help offset emissions and raise much needed revenue.

All of our new housing properties and larger development projects such as Fareham Live incorporate a range of green technologies. Our Housing service has committed to a number of initiatives to help mitigate climate

change as part of the 'Fareham Housing Greener Policy' and energy efficiency improvements have been installed in over 150 Fareham Housing properties, benefiting tenants at risk of fuel poverty.

We continue to embrace our leadership role across the Borough, working with partners to promote energy efficiency schemes such as Warmer Homes and Solar Together, allowing hundreds of our residents to reduce their carbon footprints and energy bills.

Given the important and precious natural environment in Fareham, we also have a strong focus and delivery record on natural environmental issues.

We continue to take a lead, sometimes at a national level, on the delivery of nutrient mitigation to deliver much need housing and ensure our waters are protected.

Our support of the New Forest environmental disturbance has led to significant investment in our own sites in Fareham. Our approach to securing wider environmental benefits has delivered significant new and improved open space including Queen Elizabeth II Platinum Jubilee Park and Abbey Meadows.

We have adopted a proactive approach to the incoming legal requirement for a 10% increase in biodiversity on development sites and have both an adopted Local Plan policy and an innovative approach to delivering biodiversity units on council owned land.

Looking forward, there is a clear need for an integrated Environment Strategy which pulls together these interconnected strands, placing them at the heart of our work.

A position statement setting our current environment projects and programmes will be presented to Council on 23 February 2024, following consideration by our Climate Change and Planning and Development Scrutiny Panels. A detailed Environment Strategy will then follow later in the year.

Having been duly proposed by Councillor Mrs C Bainbridge and seconded by Councillor D J Hamilton, the Motion was referred to a Planning & Development led Scrutiny Panel with Climate Change Scrutiny Panel members invited to attend.

15. APPOINTMENTS TO COMMITTEES

There were no changes to appointments to committees.

Before concluding the meeting, the Mayor invited Members to 'hold the date' of the 19 April 2024 for the Mayor's Charity Ball.

(The meeting started at 6.00 pm

and ended at 6.29 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 8 January 2024

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
I Bastable, Streetscene
Miss J Burton, Health & Public Protection
D G Foot, Housing
S D Martin, Planning and Development
Mrs S M Walker, Leisure and Community

Also in attendance:

Ms C Bainbridge, for item 8(1)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on Monday 11 December 2023 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

Director of Neighbourhoods

The Executive Leader welcomed the new Director of Neighbourhoods, Sarah Ward, to her first meeting of the Executive and stated that he was pleased to see promotion from within the Council.

Nutrient Mitigation

The Executive Leader announced that he had received a letter from central government awarding us £9.6m for use in bringing forward, with our partners in the Partnership for South Hampshire, further land for nutrient mitigation to allow housebuilding to continue in the medium term.

Westbury Manor Museum

The Executive Leader announced that Hampshire Cultural Trust (HCT) has given Fareham Borough Council 12 months' notice that it will be closing Westbury Manor Museum at the end of this year. The decision was taken following a strategic review which will see the HCT withdraw from six of the 24 facilities it currently manages. Ashcroft Arts Centre in Fareham is also set to close.

Hampshire Cultural Trust has been managing Westbury Manor Museum for the Council since 2014. Initially the cost of funding the Museum was shared with the Council providing an annual subsidy of £64,500.

In 2016 it was agreed that the Council would invest £448,000 towards the refurbishment of the Museum instead of an annual subsidy and the HCT shared its plans with the Council to ensure the Museum would be a vibrant and viable addition to the town centre. As a result, a new 10-year management agreement was put in place.

Six years later the HCT advised the Council that actually, this was not now the case, and they required further funding from the Council after all.

This is extremely disappointing news for Fareham as the 10-year agreement was signed in good faith and backed up with significant investment by the Council. HCT was confident it would deliver a thriving museum for our town centre. The Council is not in a position to further subsidise the HCT and, in any event, based on this turn of events, and indeed the similar fate of the Ashcroft Arts Centre, it feels to me that this would be throwing good money away.

Westbury Manor Museum and gardens are a beautiful asset in the heart of Fareham town centre and Fareham Borough Council has held many successful events there in recent years. At the end of last year, we started work on our exciting plans to regenerate the town centre and the future of the building will now be considered as part of that wider work.

The Executive Leader stated that he is thankful that the closure of Ashcroft Arts Centre will coincide with the opening of Fareham Live so we will not lose cultural excellence in the centre of our town.

4. DECLARATIONS OF INTEREST

Councillor Miss J Burton, Executive Member for Health and Public Protection, declared a Disclosable Pecuniary Interest for item 10(1) – Fees and Charges 2024/25 as she is a community user of the facility at Daedalus. As this interest relates specifically to fees and charges for Daedalus and recommendation (c) asks the Executive only to note the charges, Councillor Burton remained present for the rest of the item but left the room when recommendation (c) was considered. She took no part in the discussion or decision for recommendation 10(1)(c).

5. PETITIONS

There were no petitions received at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. REFERENCES FROM OTHER COMMITTEES

There were no references from other Committees.

8. HOUSING

(1) Emergency and Temporary Accommodation Pressure

At the invitation of the Executive Leader, Councillor Mrs C Bainbridge addressed the Executive on this item.

During the discussion on this item, Councillor Mrs S Walker asked that thanks be placed on record to the Director of Housing and the teams involved.

RESOLVED that the Executive:

- (a) agrees an increase in capital budget, to purchase or directly provide further emergency accommodation, to a level of expenditure as set out in Confidential Appendix A to the report; and
- (b) delegates authority to the Director of Housing, following consultation with the Executive Member for Housing, to agree the final acquisition cost, terms of purchase and/or long lease arrangements (subject to the

purchase being within affordable levels), of any suitable property or properties identified.

9. LEISURE AND COMMUNITY

(1) D-Day 80 Event

RESOLVED that the Executive agrees:

- (a) to appoint Montserrat Events Community Interest Company to organise an event, under licence, to commemorate the 80th Anniversary of D-Day in June 2024 non-airside at Daedalus, subject to financial approvals and subject to agreement of detailed terms and conditions;
- (b) subject to approval of (a), to delegate authority to the Assistant Director (Democracy), following consultation with the Executive Member for Leisure and Community to agree Heads of Terms and conditions for the Licence agreement; and
- (c) to request a simultaneous fly-in event at Solent Airport, organised by the Council's Airport Operator.

10. POLICY AND RESOURCES

(1) Fees and Charges 2024/25

Councillor Miss J Burton declared a disclosable Pecuniary Interest for this item as she is a community user of the facility at Daedalus. Councillor Burton remained present for the rest of this item but left the room when recommendation (c) was considered. She took no part in the discussion or decision for recommendation 10(1)(c).

RESOLVED that the Executive:

- (a) approves the fees and charges for 2024/25 as set out at Appendix A to the report;
 - (b) notes the fees and charges that will be reviewed by the Licensing and Regulatory Affairs Committee and the Planning Committee;
 - (c) notes the Solent Airport Daedalus charges at Appendix B to the report;
 - (d) approves the increase for the Trade Waste fees and charges as set out at the confidential Appendix C to the report;
 - (e) gives delegated authority to the Head of Streetscene to agree concessions to the Trade Waste charges at Appendix C to win business that will be of benefit to the Council; and
 - (f) notes the other fees and charges at Appendix C.
- (2) Finance Strategy, Revenue Budget & Council Tax 2024/25

RESOLVED that the Executive:

Financial Forecasts (MTFS)

- (a) approves the Medium-Term Finance Strategy for the period 2023/24 to 2027/28 as set out at Appendix C to the report;
- (b) agrees to submit the updated Pay Policy, annexed to the Medium-Term Finance Strategy in Appendix C at Annex 2, to Full council for approval;

Revenue Budgets

- (c) approves the revised 2023/24 general fund revenue budget, amounting to £12,376,100 as set out in Appendices A and B to the report; and
 - (d) approves the base 2024/25 general fund revenue budget amounting to £13,065,600, as set out in Appendices A and B to the report.
- (3) Capital Programme and Capital Strategy 2024/25

RESOLVED that the Executive:

- (a) endorses the draft Capital Strategy for 2024/25, attached as Appendix A to the report;
 - (b) approves the capital programme for the period 2023/24 to 2027/28, amounting to £82.3 million as set out in Annex 1 of the Capital Strategy; and
 - (c) agrees to submit the Capital Strategy for 2024/25 to Council for approval.
- (4) Fareham Town Centre Draft Regeneration Strategy and Action Plan

RESOLVED that the Executive:

- (a) notes the outcome of the Council's engagement with residents, businesses and visitors on the future of Fareham Town Centre; and
- (b) endorses the "Four Pillars" and Strategic Objectives that have been established to inform and guide the Fareham Town Centre Regeneration Strategy and Action Plan as it is developed through the first half of 2024.

11. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that 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.

12. POLICY AND RESOURCES

- (1) Purchase of Strategic Land at Faraday Business Park (South)

RESOLVED that the Executive:

- (a) approves the purchase of the land; and
- (b) delegates the agreement of final financial terms, up to the sum detailed in the recommendation to the report (plus overage provisions), to the Director of Planning and Regeneration following consultation with the Executive Member for Policy and Resources.

(2) Sale of Development Land at Faraday Business Park (South)

RESOLVED that the Executive gives delegated authority to the Director of Planning and Regeneration, following consultation with the Executive Member for Policy and Resources, to award a contract as detailed in the report and up to a value as detailed in the recommendation once the final terms are understood.

(The meeting started at 6.00 pm
and ended at 6.42 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 5 February 2024

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
Miss J Burton, Health & Public Protection
D G Foot, Housing
S D Martin, Planning and Development
Mrs S M Walker, Leisure and Community

Also in attendance:



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor I J Bastable, Executive Member for Streetscene.

2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 08 January 2024 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. REFERENCES FROM OTHER COMMITTEES**Planning & Development Scrutiny Panel - 31 January 2024****Minute 6: Affordable Housing SPD for Consultation**

The Panel received an Executive report on the Council's Affordable Housing Supplementary Planning Document (SPD) which is to be considered by the Executive on the 05 February 2024. Both the Executive report and SPD have been developed collaboratively by both the Planning and Fareham Housing Departments. Officers from the Planning Strategy and Fareham Housing presented the report and supporting presentation to Members. A copy of the presentation is appended to these Minutes.

The Chairman invited Councillor Mrs K Mandry to join the discussion on this item as Chairman of the Housing Scrutiny Panel. Councillors Mrs C Hockley and R Bird also joined in discussions on this item.

Members from both the Planning and Development and Housing Scrutiny Panels took part in a lengthy discussion covering many different areas of the draft Affordable Housing SPD. The key topics were around the design and parking elements of development schemes and how the SPD can help to assist applicants from an early stage to create affordable housing where community integration is paramount. Officers explained that although each site is different the SPD hopes to provide clarity on the Council's requirements, setting out clear and transparent expectations to assist

applications through the planning process and help deliver affordable housing across the Borough.

Members from both Panels were very complementary of the draft Affordable Housing SPD and ask that the Executive approve the document for public consultation.

RESOLVED that the Planning and Development Scrutiny Panel:-

- (a) notes the contents of the Executive Report; and
- (b) asks that the Executive approve the document for public consultation at their meeting on the 05 February 2024.

This item was considered at item 9(2) on the agenda.

Policy & Resources Scrutiny Panel - 22 January 2024

Minute 6: Housing Revenue Account Budget and Capital Plans 2024/25

The Panel considered a report by the Assistant Chief Executive Officer on the Housing Revenue Account Budget (HRA) and Capital Plans for 2024-25.

At the invitation of the Chairman, Councillor R Bird addressed the Panel on this item.

Councillor Bird asked questions in respect of void properties and commented on the recent progress made on decreasing the void turnaround times as part of the Opportunities Plan. He expressed a desire for the figure to continue to decrease in line with the national average of 25 days. This would result in more income generation into the HRA through rental income and reduced council tax costs.

Members also touched on the work of the empty homes strategy and enquired as to whether the upfront costs of an empty homes management order could be funded from the HRA. The Finance Manager addressed the Panel to confirm that any initial outlay would be from the General Fund, but there would be financial costs to the HRA if a property was purchased and transferred to the HRA.

RESOLVED that the Panel recommends that the Executive endorses the recommendations contained within the report being presented to the Executive at its meeting on 5 February 2024.

This item was considered at item 10(2) on the agenda.

Minute 9: Finance Strategy, Revenue Budget & Council Tax 2024/25

The Panel considered a report by the Assistant Chief Executive Officer on the Finance Strategy, Revenue Budget and Council Tax for 2024-25.

Members expressed their frustration at the governments cap of 2.99% increase in Council Tax given the funding cuts that local authorities are

receiving from central government but were pleased to hear that there had been some core funding allocated to the Council in the provisional financial settlement.

RESOLVED that the Panel recommends that the Executive endorses the recommendations as set out the report for the Executive at its meeting on 5 February.

This item was considered at item 10(1) on the agenda.

8. HOUSING

(1) Fareham Housing Responsive Repairs Framework Contract Extension

RESOLVED that authority be delegated to the Director of Housing, following consultation with the Executive Member for Housing to enter into an extension of the existing Responsive Repairs Contracts with the respective suppliers, for a period of up to 12 months.

9. PLANNING AND DEVELOPMENT

(1) Planning Obligations Supplementary Planning Document

RESOLVED that the Executive:

- (a) adopts the Planning Obligations Supplementary Planning Document as set out in Appendix B to the report with effect from 20 February 2024;
- (b) approves the publication of the Companion Cost Schedule as set out at Appendix C to this report alongside the SPD;
- (c) delegates authority to the Director of Planning and Regeneration to review and update the Companion Cost Schedule on an annual basis as necessary;
- (d) delegates authority to the Director of Planning and Regeneration, following consultation with the Executive Member for Planning and Development to make any minor amendments to the document following consideration by the Executive prior to the adoption; and
- (e) agrees that the Planning Obligations Supplementary Planning Document (excluding Welborne) adopted in April 2016, be superseded on 20 February 2024.

(2) Affordable Housing Supplementary Planning Document for Consultation

The comments of the Planning and Development Scrutiny Panel were taken into account in considering this item.

RESOLVED that the Executive:

- (a) approves the Draft Affordable Housing Supplementary Planning Document as set out in Appendix A to the report, for public consultation for a six-week period; and

- (b) agrees to delegate authority to the Director of Planning and Regeneration, following consultation with the Executive Member for Planning and Development, to make any minor amendments to the document prior to the consultation.

10. POLICY AND RESOURCES

- (1) Finance Strategy, Capital Programme, Revenue Budget & Council Tax 2024/25

The comments of the Policy and Resources Scrutiny Panel were taken into account in considering this item.

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 23 February 2024:

- (a) the capital programme and financing of £58,678,500;
- (b) an overall revised net revenue budget for 2023/24 of £12,376,100;
- (c) a net revenue budget for 2024/25 of £13,292,600;
- (d) a council tax for Fareham Borough Council for 2024/25 of £185.86 per band D property, which represents a £5.40 per year increase when compared to the current year and is within referendum limits;
- (e) an unchanged Council Tax Support scheme for 2024/25; and
- (f) that the Council continues to disregard the whole of any incomes prescribed in the Housing Benefit (War Pensions Disregards) Regulations 2007 and the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

- (2) Housing Revenue Account 2024/25

The comments of the Policy and Resources Scrutiny Panel were taken into account in considering this item.

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 23 February 2024 that:

- (a) rents be approved for Council Dwellings as set out in paragraph 27 of the report with effect from 01 April 2024;
- (b) rents for Council garages be increase by 7.7% with effect from 01 April 2024;
- (c) the revised budget for 2023/24 be approved;
- (d) the base budget for 2024/25 be approved; and
- (e) the Fees and Service Charges at Appendix E to the report be approved

(3) Treasury Management Strategy 2024/25

RESOLVED that the Executive:

(a) endorses the draft Treasury Management Strategy and Investment Strategy for 2024/25, as attached at Appendix A to the report; and

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

11. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that 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 Paragraphs 1 & 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

12. POLICY AND RESOURCES

(1) Irrecoverable Debts

RESOLVED that the Executive agrees that the debts listed in the confidential Appendix A to the report, be written off as irrecoverable.

(The meeting started at 6.00 pm
and ended at 6.15 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

SCHEDULE OF EXECUTIVE MEMBER & OFFICER DELEGATED DECISIONS

The following decisions have been made by individual Executive Members since those reported at the meeting of Council on 14 December 2023:

Leisure and Community – 13 December 2023	Decision No. 2023/24 - 2496
Community Fund Application – Dementia Care Hub	
RESOLVED that the application be approved.	
Leisure and Community – 12 December 2023	Decision No. 2023/24 - 2497
Community Fund Application – Portchester Sailing Club	
RESOLVED that the application be approved with the following conditions:	
<ul style="list-style-type: none"> (a) Portchester Sailing Club to participate in the Access All Areas Programme; and (b) recognition on the boat that it is supported by Fareham Borough Council 	

Leisure and Community – 13 December 2023	Decision No: 2023/24 - 2498
Voluntary Sector Support Fund – Priory Park Community Association	
RESOLVED that the application by approved.	
Health and Public Protection – 08 January 2024	Decision No: 2023/24 - 2499
Traffic Regulation Order (Amendment 8) – Consideration of Consultation Responses	
RESOLVED that the Executive Member for Health and Public Protection agrees the adoption of the update Off-Street Parking Places (Amendment 8) Order as attached at Appendix A to the report.	
Leisure and Community – 17 January 2024	Decision No: 2023/24 - 2510
Voluntary Sector Support Fund – Bee Released Counselling	
RESOLVED that the application be approved.	

FAREHAM

BOROUGH COUNCIL

Minutes of the Appointments Sub-Committee (to be confirmed at the next meeting)

Date: Monday, 11 December 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor S D T Woodward (Chairman)

Councillors: Ms C Bainbridge, I Bastable and Miss J Burton

**Also
Present:**



1. APOLOGIES

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Appointments Sub-Committee held on 28 November 2023 be confirmed and signed as a correct record.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

4. EXCLUSION OF PUBLIC AND PRESS

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

5. INTERVIEWS AND APPOINTMENT OF A DIRECTOR OF NEIGHBOURHOODS

Following a robust selection process and interviews carried out with the shortlisted applicants, the Appointments Sub-Committee appointed the most suitable applicant as the Director of Neighbourhoods.

Having been proposed by Councillor S D T Woodward and seconded by Councillor I J Bastable it was RESOLVED that, in accordance with the Council's Constitution, the Appointments Sub-Committee appoints Sarah Ward on a permanent basis as the Director of Neighbourhoods with effect from 08 January 2024.

(The meeting started at 9.00 am
and ended at 1.15 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 13 December 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor I Bastable (Vice-Chairman)

Councillors: Miss J Burton, D G Foot, Mrs C L A Hockley, S Ingram, P Nother, Mrs S M Walker and S Dugan (deputising for M J Ford, JP)

Also Present: Councillor Mrs P Hayre (Item 6(7)) and Councillor Mrs K Mandry (Item 6(7))



1. APOLOGIES FOR ABSENCE

Apology of absence was received from Councillor M J Ford.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meeting held on 15 November 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct, the following Councillor's made the following declarations in respect of the items indicated.

The Chairman, Councillor N J Walker declared a non-pecuniary interest in item 6(2) – Land at Bursledon Brickworks in that he is a trustee of the Hampshire Buildings Preservation Trust.

Councillor Mrs C L A Hockley declared a disclosable pecuniary interest in item 6(5) – 27 Heath Lawns as she is the owner and resident of the property. She left the room at the start of this item and took no part in the debate or vote on this application.

5. DEPUTATIONS

The Committee received a deputation from the following in respect of the applications indicated and were thanked accordingly.

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute No/ Application No/Page No	Dep Type
ZONE 1 – 2.30pm					
Mr Philip Dudley (Agent)		LAND AT BURSLEDON BRICKWORKS, COAL PARK LANE, SWANWICK, SO31 7GW – CONSTRUCTION OF	Supporting`	6(2) P/23/1141/FP Pg 20	In Person 3 minutes

		12 – TWO AND THREE BEDROOM DWELLINGS WITH CAR PARKING ALONG WITH USE OF EXISTING ACCESS ONTO SWANWICK LANE. ENABLING DEVELOPMENT TO SECURE FUNDING FOR THE RESTORATION OF DRYING SHEDS 1 & 2 WITHIN BURSLEDON BRICKWORKS			
Mr Andy Elford (Chair of Trustees)	Bursledon Brickworks Museum	-DITTO-	-Ditto-	-Ditto-	In Person 3 minutes
Ms Amy Dales (Agent)		MEON BYE FARM TRIANGLE LANE PO14 4HB – LAND RE-PROFILING WORKS AND ASSOCIATED LANDSCAPING TO DELIVER DRAINAGE IMPROVEMENTS	Supporting	6(4) P/23/0944/FP Pg 51	In Person 3 minutes
Ms Tracey Viney		-DITTO-	Opposing	-Ditto-	In Person 3 minutes
ZONE 2 - 4.00pm					
Mr Andrew Munton		LAND SOUTH OF FUNTELY ROAD, FUNTLEY – DEED OF VARIATION TO SECTION 106 UNILATERAL UNDERTAKING DATED 9 MARCH 2022 TO ALLOW FOR ADDITIONAL FIVE MONTHS FOR SUBMISSION OF CUSTOM OR SELF BUILD SCHEME, MARKETING STRATEGY AND MARKETING TERMS	Supporting	6(6) Q/1558/23 Pg 72	In Person 3 minutes

ZONE 3 - 4.00pm					
Mr Val Hawes		THE CROFTON, 48 CROFTON LANE FAREHAM PO14 3QF – CONSTRUCTION OF TWO THREE-BED DWELLINGS (USE C3) ON LAND ADJACENT TO THE PUBLIC HOUSE UTILISING A NEW VEHICULAR ACCESS AND ASSOCIATED PARKING AND LANDSCAPING, INCLUDING RECONFIGURATION OF BEER GARDEN AND CAR PARK	Opposing	6(7) P/23/0460/FP Pg 77	In Person 3 minutes
Mr Louis Rooney	Mrs Dorothy Clapcott Ms Dorothy Lawden Mr Steven Riggs Mr Karl Hinks Mr Christian Brown	-DITTO-	-Ditto-	-Ditto-	In Person 3 minutes
Mr Jeremy Heppell (Agent)		-DITTO-	Supporting	-Ditto-	In Person 3 minutes
Mrs Angela Burd		53 OLD STREET HILL HEAD – VARIATION OF CONDITION (P/07/0742/FP) FOR VEHICULAR ACCESS TO FRONT OF PROPERTY	Supporting	698) P/23/1445/VC Pg 103	In Person 3 minutes
Ms Anne Brierley		LAND EAST OF DOWNEND ROAD PORTCHESTER – PHASE TWO: APPLICATION FOR THE APPROVAL OF ALL OUTSTANDING RESERVED MATTERS FOR THE ERECTION OF 170 RESIDENTIAL DWELLINGS WITH ASSOCIATED INTERNAL ACCESS	Opposing	6(10) P/22/0896/RM Pg 118	Written 400 words

		ARRANGEMENTS; PARKING; LANDSCAPING; OPEN SPACES, INCLUDING PLAY AREA AND SPORTS PITCHES AND ANCILLARY INFRASTRUCTURE WORKS (PHASE TWO PURSUANT TO OUTLINE PLANNING PERMISSION P/20/0912/OA)			
Mr Rob Collett (Agent)		-DITTO-	Supporting	-Ditto-	In Person 3 minutes

6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Regeneration on the development control matters, including information on new appeals and decisions.

(1) P/23/0835/VC - 29 CATISFIELD ROAD FAREHAM PO15 5LT

Upon being proposed and seconded, the Officer recommendation to grant planning permission, subject to the conditions in the report, was voted and CARRIED.

(Voting: 7 in favour; 2 against)

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

(2) P/23/1141/FP - LAND AT BURSLEDON BRICKWORKS COAL PARK LANE SWANWICK SO31 7GW

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

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

The consultation response from Natural England has been received and they have raised no objections to the proposals subject to securing the Nitrate Mitigation credits and payment of the recreational disturbance contributions.

The Chairman, Councillor N J Walker, declared a non-pecuniary interest this item as he is a trustee on the Hampshire Buildings Preservation Board.

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

- (i) Subject to: -
- a) Consideration of comments from the Council's Ecologist regarding updated details for on-site Biodiversity Net Gain and protected species;
 - b) Receipt of payment of appropriate contributions towards the Solent Recreation Mitigation Partnership Strategy and the Council's New Forest interim mitigation solution;
 - c) Consideration of any comments from Natural England in response to consultation on the Council's Appropriate Assessment;
 - d) Any conditions, additional conditions or modification to the proposed conditions, any of the Consultees may recommend; and
 - e) Evidence being provided of a completed contract between the developer and the mitigation provider at Warnford Park demonstrating that the necessary nitrate credits have been secured;

And

- (ii) Subject to the prior completion of legal undertakings pursuant to section 106 of the Town and Country Planning Act 1990 (as amended), on terms to the satisfaction of the Solicitor to the Council, relating to:
- Phased restriction of the occupation of the new residential development until the restoration of the Drying Sheds has been carried out.

Then

- (iii) DELEGATE authority to the Head of Planning to make any necessary modifications, deletion or addition to the proposed conditions or heads of terms of the planning obligations pursuant to Section 106 of the Town and Country Planning Act 1990.

Was voted on and CARRIED.

(Voting: 8 in favour; 0 against; 1 abstention)

RESOLVED that PLANING PERMISSION be granted: -

- (i) Subject to: -
- a) Consideration of comments from the Council's Ecologist regarding updated details for on-site Biodiversity Net Gain and protected species;
 - b) Receipt of payment of appropriate contributions towards the Solent Recreation Mitigation Partnership Strategy and the Council's New Forest interim mitigation solution;
 - c) Consideration of any comments from Natural England in response to consultation on the Council's Appropriate Assessment;

- d) Any conditions, additional conditions or modification to the proposed conditions, any of the Consultees may recommend; and
- e) Evidence being provided of a completed contract between the developer and the mitigation provider at Warnford Park demonstrating that the necessary nitrate credits have been secured;

And

- (ii) Subject to the prior completion of legal undertakings pursuant to section 106 of the Town and Country Planning Act 1990 (as amended), on terms to the satisfaction of the Solicitor to the Council, relating to:
 - Phased restriction of the occupation of the new residential development until the restoration of the Drying Sheds has been carried out.

Then

- (iii) **AUTHORITY BEING DELEGATED** being given to the Head of Planning to make any necessary modifications, deletion or addition to the proposed conditions or heads of terms of the planning obligations pursuant to Section 106 of the Town and Country Planning Act 1990.

(3) Q/1554/23 - 79 GREENAWAY LANE WARSASH SO31 9HT

Upon being proposed and seconded the officer recommendation to DELEGATE to the Head of Planning in consultation with the Solicitor to the Council to complete a deed of variation to the existing Section 106 legal agreement dated 20th January 2021 to: Amend the off-site affordable housing contribution required from £245,520.00 to £204,600, was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that delegation be GRANTED to the Head of Planning in consultation with the Solicitor to the Council to complete a deed of variation to the existing Section 106 legal agreement dated 20th January 2021 to: Amend the off-site affordable housing contribution required from £245,520.00 to £204,600.

(4) P/23/0944/FP - MEON BYE FARM TRIANGLE LANE FAREHAM PO14 4HB

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

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

Drainage

The lead local flood authority Hampshire County Council has raised no objection to the revised application. Notwithstanding this, following further discussions with the County Council in relation to concerns raised in the representations received, it is recommended that the applicant provide two channels from the back of the ditch adjacent to the road along the northern edge of the site into the pond in the northern part of the site.

Further details of the size of the drainage ditches along the western and eastern peripheries of the site and the maintenance of these ditches, along with the culvert, should be provided.

The recommendation given in paragraph 9.1 and 9.2 of the Officer report to the committee is therefore proposed to be amended as set out at the end of this update.

Tree protection

The recommendation is to be amended accordingly to require tree protection measures within the Construction Environmental Management Plan (CEMP).

Recommendation

The Officer recommendation is hereby amended as follows:

At paragraph 9.1, add the following text before the words "DELEGATE authority to..."

"Subject to the applicant providing:

- a) Revised drawings to show two drainage channels from the ditch along the northern boundary of the site to the pond in the northern part of the site to the satisfaction of Officers;
- b) Details of the dimensions of the drainage channels to be created along the western and eastern peripheries of the site to the satisfaction of Officers;
- c) A revised Construction Environmental Management Plan (CEMP) to include tree protection measures to the satisfaction of Officers,"

At paragraph 9.2, add the following additional planning condition:

"6. Within one month of the date of this decision notice, details of the maintenance of the drainage channels shown on the approved drawings shall be submitted to and approved by the Local Planning Authority in writing. The drainage channels shall thereafter be maintained in accordance with the approved details.

REASON: To ensure appropriate surface water drainage on the site."

The Planning Officer gave a further verbal update which stated that further to a) – c) in the update above, a further condition d) is to be added to the recommendation requiring the submission of a materials management plan and details concerning the topsoil.

Members considered that they should have the comments of Natural England and Hampshire County Council's Ecologist available to them, before taking a decision on the proposal.

A motion to defer the application, until comments are received from Consultees and for the information referred to in the Planning Officer's written and verbal updates is submitted, was proposed and seconded, and was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that the application be DEFERRED for consideration at a future Planning Committee meeting.

(5) P/23/1490/TO - 27 HEATH LAWNS FAREHAM PO15 5QB

Councillor Mrs C L A Hockley declared a disclosable pecuniary interest in this item as she is the owner of the property and the applicant for this application. She left the room at the start of the item and did not take part in the discussion or vote on the application.

Upon being proposed and seconded, the officer recommendation to the grant consent, subject to the conditions in the report, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

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

(6) Q/1558/23 - LAND TO THE SOUTH OF FUNTLEY ROAD FAREHAM

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

Upon being proposed and seconded the officer recommendation to delegate to the Head of Planning in consultation with the Solicitor to the Council to complete a Deed of Variation to the existing Section 106 dated 9th March 2022 to:

- a) Require the submission of the Custom or Self Build Scheme, Marketing Strategy and Marketing Terms prior to 30th April 2024.

Was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that delegation of authority be GRANTED to the Head of Planning in consultation with the Solicitor to the Council to complete a Deed of Variation to the existing Section 106 dated 9th March 2022.

(7) P/23/0460/FP - THE CROFTON 48 CROFTON LANE FAREHAM PO14 3QF

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

At the invitation of the Chairman, Councillor Mrs P Hayre addressed the Committee on this item.

At the invitation of the Chairman, Councillor Mrs K Mandry addressed the Committee on this item.

The Planning Committee discussed at the length the loss of car parking on site and the impact of the displaced car parking taking place on the public highway. Members also noted that the access to the two houses would result in the loss of some existing layby parking on Crofton Lane.

The representations made by Councillor Hayre and Councillor Mandry highlighted the on street car parking that currently occurs around the site particularly when the function room is in use. It was further highlighted how the on street parking negatively impacts upon visibility for nearby residents leaving their properties and around the Crofton Lane/Moody Road junction.

Members of the Planning Committee considered the benefits which would be delivered by the proposal though its provision of additional housing but considered any benefits were outweighed by the harm to highway safety from the substantial loss of on-site car parking.

A motion to refuse the application was proposed and seconded and voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be REFUSED.

Reasons for Refusal

The proposed development would be contrary to policies TIN1 and TIN2 of the Fareham Borough Local Plan 2037 and is unacceptable in that:

The permanent loss of 11 car parking spaces from The Crofton Pub car park would result in unacceptable parking being provided on the site to meet the needs of the Public House use. The permanent loss of the car parking spaces would result in the displacement of car parking onto Crofton Lane and other nearby roads which would have an unacceptable impact on highway safety.

(8) P/23/1445/VC - 53 OLD STREET HILL HEAD FAREHAM PO14 3HQ

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

Members expressed concern over the proposed size of the dropped kerb and felt if it were reduced to a space for two cars, located closer to the northern boundary of the property, with replacement planting along the front boundary, the proposal would appear more acceptable in visual terms.

A motion to defer the application, to allow the applicant the opportunity to amend their proposal, was proposed and seconded and voted on and CARRIED.

(Voting: 8 in favour; 0 against; 1 abstention)

RESOLVED that the application be DEFERRED for consideration at a future Planning Committee meeting.

(9) P/23/1386/FP - LAND TO THE REAR OF 20 THE FAIRWAY PORTCHESTER PO16 8NS

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

- (i) subject to the conditions in the report;

Then

- (ii) DELEGATE authority to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.

(Voting: 5 in favour; 4 against)

RESOLVED that PLANNING PERMISSION be granted: -

- (i) subject to the conditions in the report;

Then

- (ii) AUTHORITY BE DELEGATED to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

(10) P/22/0896/RM - LAND TO THE EAST OF DOWNEND ROAD PORTCHESTER PO16 8TS

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

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

Sports pitches

The Section 106 unilateral undertaking provided at the time of outline planning permission being granted requires a Sports Area to be provided on the site which meets the Minimum Requirements set out in the Council's adopted Planning Obligations Supplementary Planning Document. Taking into account all 350 houses across both Phases 1 & 2 of the development, the Minimum Requirement for Sports Area is 10,079.52 sq metres (just over 1 hectare).

The proposals in this reserved matters application are for three sports pitches each of a size equivalent to a U7-U8 Mini Soccer pitch. In total the three pitches amount to 4,257 sq metres (just over 0.425 hectares). This means

there is a shortfall of 5,822.52 sq metres against the amount secured in the Section 106.

However, the Section 106 unilateral undertaking also states that, in the event the Minimum Requirement for the Sports Area cannot be provided on the development site, the Council may, at its discretion, agree to accept a commuted sum payment in lieu of the onsite provision.

Officers have considered the shortfall in sports pitch provision on the site and taken into account a number of factors, including the ability for the site to accommodate the quantum of housing granted planning permission at the outline stage if a full policy compliant Sports Area was to be provided. The layout of the central parkland where the sports pitches are proposed to be located has been arrived at after extensive discussions between Officers and the developer's design team. The final proposals are for a high-quality open space which provided an appropriate balance between the needs of future residents for sports, recreation, informal and formal play and more natural forms of greenspace. Furthermore Officers have worked closely with the developer's team on delivering a series of sports pitches on a hill side site with a gradient which makes doing so challenging. On balance it is recognised that a reduced quantum of Sports Area provision on the site is appropriate given these site constraints and the desire to achieve a well balanced area of open space which meets the needs of all future residents. On this occasion a commuted sum payment towards off-site provision of sports facilities within the local area is considered acceptable and still necessary to make the development acceptable.

The Officer recommendation in the report is amended to ensure that before reserved matters approval is granted, a Section 016 legal agreement is entered into by the owner/developer to require the shortfall in Sports Area provision to be addressed by way of a commuted sum payment towards off-site sports facilities.

Recommendation

At paragraph 9.1 of the Officer report, before the words "DELEGATE authority to..." the following words are to be inserted.

"Subject to the applicant/owner first entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure a commuted sum payment towards off-site sports facilities in the local area to address the shortfall in on-site Sports Area provision..."

At paragraph 9.2 of the Officer report, the following conditions are to be amended as set out below:

1. The development hereby permitted shall be carried out strictly in accordance with the following drawings/documents:
 1. P1693.28 Rev C Site Location Plan
 2. P1693.21 Rev. ZG Planning Layout
 3. P1693.22 Rev. V Materials Layout

4. *P1693.23 Rev. U Building Heights Layout*
5. *P1693.24 Rev. X Tenure Layout*
6. *P1693.25 Rev. U Parking Layout*
7. *P1693.26 Rev. U Refuse Layout*
8. *P1693.27 Rev. V Enclosures Layout*
9. *P1693.30 Rev. S Garden Dimension Layout*
10. *P1693.WS.01 Rev. J Planning Layout – Whole Site*
11. *P1693.P2.L474.01 L474 Type – Style 1 – Brick: Floor & Roof Plans*
12. *P1693.P2.L474.02 L474 Type – Style 1 – Brick: Elevations*
13. *P1693.P2.L474.03 L474 Type – Style 2 – Brick: Floor & Roof Plans*
14. *P1693.P2.L474.04 L474 Type – Style 2 – Brick: Elevations*
15. *P1693.P2.L472.01 L472 Type – Style 2 – Brick: Floor & Roof Plans*
16. *P1693.P2.L472.02 L472 Type – Style 2 – Brick: Elevations*
17. *P1693.P2.L472.03 L472 Type – Style 2 – Tile Hanging: Floor & Roof Plans*
18. *P1693.P2.L472.04 L472 Type – Style 2 – Tile Hanging: Elevations*
19. *P1693.P2.L470.01 L470 Type – Style 1 – Brick: Floor & Roof Plans*
20. *P1693.P2.L470.02 L470 Type – Style 1 – Brick: Elevations*
21. *P1693.P2.L470.03 L470 Type – Style 1 – Tile Hanging: Floor & Roof Plans*
22. *P1693.P2.L470.04 L470 Type – Style 1 – Tile Hanging: Elevations*
23. *P1693.P2.L470.05 L470 Type – Style 2 – Brick: Floor & Roof Plans*
24. *P1693.P2.L470.06 L470 Type – Style 2 – Brick: Elevations*
25. *P1693.P2.L470.07 L470 Type – Style 2 – Tile Hanging: Floor & Roof Plans*
26. *P1693.P2.L470.08 L470 Type – Style 2 – Tile Hanging: Elevations*
27. *P1693.P2.L467.01 L467 Type – Style 1 – Tile Hanging: Floor & Roof Plans*
28. *P1693.P2.L467.02 L467 Type – Style 1 – Tile Hanging: Elevations*
29. *P1693.P2.L467.03 L467 Type – Style 2 – Tile Hanging: Floor & Roof Plans*
30. *P1693.P2.L467.04 L467 Type – Style 2 – Tile Hanging: Elevations*
31. *P1693.P2.L467.05 L467 Type – Style 3 – Brick: Floor & Roof Plans*
32. *P1693.P2.L467.06 L467 Type – Style 3 – Brick: Elevations*
33. *P1693.P2.L467.07 L467 Type – Style 3 – Boarding: Floor & Roof Plans*
34. *P1693.P2.L467.08 L467 Type – Style 2 – Boarding: Elevations*
35. *P1693.P2.L461.01 Rev. A L461 Type – Style 1 – Tile Hanging: Floor & Roof Plans*
36. *P1693.P2.L461.02 L461 Type – Style 1 – Tile Hanging: Elevations*
37. *P1693.P2.L461.03 Rev. A L461 Type – Style 2 – Tile Hanging: Floor & Roof Plans*
38. *P1693.P2.L461.04 L461 Type – Style 2 – Tile Hanging: Elevations*
39. *P1693.P2.L368.01 L368 Type – Style 2 – Brick: Floor & Roof Plans*
40. *P1693.P2.L368.02 L368 Type – Style 2 – Brick: Elevations*
41. *P1693.P2.L368.03 L368 Type – Style 4 – Brick: Floor & Roof Plans*
42. *P1693.P2.L368.04 L368 Type – Style 4 – Brick: Elevations*

43. P1693.P2.L368.05 L368 Type – Style 4 – Painted Brick: Floor & Roof Plans
44. P1693.P2.L368.06 L368 Type – Style 4 – Painted Brick: Elevations
45. P1693.P2.L459.01 Rev. B L459 Type – Style 2 – Brick: Floor & Roof Plans
46. P1693.P2.L459.02 L459 Type – Style 4 – Brick: Elevations
47. P1693.P2.L459.03 Rev. B L459 Type – Style 3 – Brick: Floor & Roof Plans
48. P1693.P2.L459.04 L459 Type – Style 3 – Brick: Elevations
49. P1693.P2.L459.05 Rev. B L459 Type – Style 4 – Brick: Floor & Roof Plans
50. P1693.P2.L459.06 L459 Type – Style 4 – Brick: Elevations
51. P1693.P2.L458.01 L458 Type – Style 4 – Brick: Floor & Roof Plans
52. P1693.P2.L458.02 L458 Type – Style 4 – Brick: Elevations
53. P1693.P2.L367.01 L367 Type – Style 2 – Brick: Floor & Roof Plans
54. P1693.P2.L367.02 L367 Type – Style 2 – Brick: Elevations
55. P1693.P2.L367.03 L367 Type – Style 2 – Tile Hanging: Floor & Roof Plans
56. P1693.P2.L367.04 L367 Type – Style 2 – Tile Hanging: Elevations
57. P1693.P2.L363.01 L363 Type – Style 4 – Brick: Plans & Elevations
58. P1693.P2.L363.02 L363 Type – Style 2 – Brick Side Gable: Plans & Elevations
59. P1693.P2.L363.03 L363 Type – Style 4 – Brick: Plans & Elevations
60. P1693.P2.L361.01 L361 Type – Style 2 – Tile Hanging: Floor & Roof Plans
61. P1693.P2.L361.02 L361 Type – Style 2 – Tile Hanging: Elevations
62. P1693.P2.L361.03 L361 Type – Style 4 – Brick: Floor & Roof Plans
63. P1693.P2.L361.04 L361 Type – Style 4 – Brick: Elevations
64. P1693.P2.L361.05 L361 Type – Style 4 – Painted Brick: Floor & Roof Plans
65. P1693.P2.L361.06 L361 Type – Style 4 – Painted Brick: Elevations
66. P1693.P2.L361.07 L361 Type – Style 4 – Painted Brick: Floor & Roof Plans
67. P1693.P2.L361.08 L361 Type – Style 4 – Painted Brick: Elevations
68. P1693.P2.L361.09 L361 Type – Style 3 – Brick: Floor & Roof Plans
69. P1693.P2.L361.10 L361 Type – Style 3 – Brick: Elevations
70. P1693.P2.L360.01 L360 Type – Style 2 – Brick: Floor & Roof Plans
71. P1693.P2.L360.02 L360 Type – Style 2 – Brick: Elevations
72. P1693.P2.L360.03 L360 Type – Style 2 – Tile Hanging: Floor & Roof Plans
73. P1693.P2.L360.04 L360 Type – Style 2 – Tile Hanging: Elevations
74. P1693.P2.L360.05 L360 Type – Style 2 – Tile Hanging: Floor & Roof Plans
75. P1693.P2.L360.06 L360 Type – Style 2 – Tile Hanging: Elevations
76. P1693.P2.L360.07 L360 Type – Style 4 – Painted Brick: Floor & Roof Plans
77. P1693.P2.L360.08 L360 Type – Style 4 – Painted Brick: Elevations

78. P1693.P2.L358.01 L358 Type – Style 2 – Brick: Floor & Roof Plans
79. P1693.P2.L358.02 L358 Type – Style 2 – Brick: Elevations
80. P1693.P2.L358.03 Rev. A L358 Type – Style 4 – Painted Brick: Floor & Roof Plans
81. P1693.P2.L358.04 Rev. A L358 Type – Style 4 – Painted Brick: Elevations
82. P1693.P2.L356.01 Rev. B L356 Type – Style 2 – Brick: Plans & Elevations
83. P1693.P2.L356.02 Rev. B L356 Type – Style 4 – Brick Hipped: Plans & Elevations
84. P1693.P2.L356.03 Rev. A L356 Type – Style 4 – Brick: Plans & Elevations
85. P1693.BLK9.21 Rev. C Block 9 – Ground Floor Plan – Style 2
86. P1693.BLK9.22 Rev. C Block 9 – First Floor Plan – Style 2
87. P1693.BLK9.23 Rev. B Block 9 – Second Floor Plan – Style 2
88. P1693.BLK9.24 Rev. B Block 9 – Roof Plan – Style 2
89. P1693.BLK9.25 Rev. B Block 9 – Front Elevation – Style 2
90. P1693.BLK9.26 Rev. B Block 9 – Side Elevation – Style 2
91. P1693.BLK9.27 Rev. B Block 9 – Rear Elevation – Style 2
92. P1693.BLK9.28 Rev. C Block 9 – Side Elevation – Style 2
93. P1693.BC.21 Bin/Cycle Store – Block 9: Plans & Elevations
94. P1693.BLK10.21 Rev. B Block 10 – Ground Floor Plan – Style 2
95. P1693.BLK10.22 Rev. B Block 10 – First Floor Plan – Style 2
96. P1693.BLK10.23 Rev. B Block 10 – Second Floor Plan – Style 2
97. P1693.BLK10.24 Rev. B Block 10 – Roof Plan – Style 2
98. P1693.BLK10.25 Rev. B Block 10 – Front Elevation – Style 2
99. P1693.BLK10.26 Rev. B Block 10 – Side Elevation – Style 2
100. P1693.BLK10.27 Rev. B Block 10 – Rear Elevation – Style 2
101. P1693.BLK10.28 Rev. A Block 10 – Side Elevation – Style 2
102. P1693.P2.AL24.01 Rev. A AL24 Type – Style 2 – Brick: Plans & Elevations
103. P1693.P2.AL24.02 Rev. A AL24 Type – Style 4 – Brick: Plans & Elevations
104. P1693.P2.AL24.03 Rev. A AL24 Type – Style 4 – Brick Hipped: Plans & Elevations
105. P1693.P2.AL32.01 Rev. A AL32 Type – Style 2 – Brick: Plans & Elevations
106. P1693.P2.AL32.02 Rev. A AL32 Type – Style 4 – Brick: Plans & Elevations
107. P1693.P2.AL32.03 Rev. A AL32 Type – Style 4 – Brick Hipped: Plans & Elevations
108. P1693.P2.AL32.04 Rev. A AL32 Type – Style 4 – Brick Hipped: Plans & Elevations
109. P1693.P2.AL32.05 Rev. A AL32 Type – Style 4 – Painted Brick: Plans & Elevations
110. P1693.P2.AL32.06 Rev. A AL32 Type – Style 4 – Brick: Plans & Elevations

111. *P1693.P2.AL34.01 AL34 Type – Style 2 – Brick: Floor & Roof Plans*
112. *P1693.P2.AL34.02 AL34 Type – Style 2 – Brick: Elevations*
113. *P1693.P2.AL34.03 AL34 Type – Style 2 – Tile Hanging: Floor & Roof Plans*
114. *P1693.P2.AL34.04 AL34 Type – Style 2 – Tile Hanging: Elevations*
115. *P1693.P2.AL41.01 Rev. A AL41 Type – Style 1 – Brick: Floor & Roof Plans*
116. *P1693.P2.AL41.02 Rev. A AL41 Type – Style 1 – Brick: Elevations*
117. *P1693.P2.AL41.03 Rev. A AL41 Type – Style 4 – Brick: Floor & Roof Plans*
118. *P1693.P2.AL41.04 Rev. A AL41 Type – Style 4 – Brick: Elevations*
119. *P1693.P2.AL41.05 Rev. A AL41 Type – Style 4 – Painted Brick: Floor & Roof Plans*
120. *P1693.P2.AL41.06 AL41 Type – Style 4 – Painted Brick: Elevations*
121. *P1693.GAR.21 Single Garage: Plans & Elevations – Styles 1, 2 & 4*
122. *P1693.GAR.22 Single Garage: Plans & Elevations – Style 3*
123. *P1693.GAR.23 Double Garage: Plans & Elevations – Styles 1, 2 & 4*
124. *P1693.GAR.24 Garage Pair: Plans & Elevations – Styles 1 & 2*
125. *P1693.GAR.25 Garage/ Car Port: Plans & Elevations – Style 2*
126. *P1693.GAR.26 Garage/ Car Port: Plans & Elevations – Style 1*
127. *P1693.GAR.27 Garage Pair: Plans & Elevations – Style 3*
128. *P1693.SUB.21 Sub Station: Plans & Elevations*
129. *HED-1426-DR-0101 Rev. P03 Landscape General Arrangement Plan*
130. *HED-1426-DR-0102 Rev. P04 Play Area Plan*
131. *HED-1426-DR-0103 Rev. P03 Landscape Strategy*
132. *HED-1426-DR-0105 Rev. P03 Landscape Fencing Plan*
133. *HED-1426-DR-0106 Rev. P03 Detail Area 01*
134. *HED-1426-DR-0107 Rev. P03 Detail Area 02*
135. *HED-1426-DR-0108 Rev. P03 Detail Area 03*
136. *HED-1426-DR-0201 Rev. P03 Hard Landscape Plan*
137. *HED-1426-DR-0202 Rev. P02 Hard Landscape Typologies*
138. *HED-1426-DR-0301 Rev. P03 Landscape Planting Plan*
139. *HED-1426-DR-0302 Rev. P01 Landscape Planting Typologies*
140. *HED-1426-DR-0401 Rev. P01 Section N*
141. *HED-1426-DR-0402 Rev. P02 Section O*
142. *HED-1426-DR-0403 Rev. P01 Section P*
143. *HED-1426-DR-0404 Rev. P01 Section Q*
144. *HED-1426-DR-0405 Rev. P02 Section R*
145. *HED-1426-DR-0406 Rev. P01 Section T*

146. HED-1426-DR-0407 Rev. P01 Section U
147. HED-1426-DR-0408 Rev. P01 Section V
148. HED-1426-DR-0409 Rev. P01 Section W
149. HED-1426-DR-0410 Rev. P01 Section X
150. HED-1426-DR-0411 Rev. P02 Section Y
151. HED-1426-DR-0412 Rev. P01 Section G
152. HED-1426-DR-0413 Rev. P01 Section H
153. HED-1426-DR-0414 Rev. P01 Section S
154. HED-1426-DR-0415 Rev. P01 Section I
155. HED-1426-DR-0501 Rev. P02 Play Equipment Detail
156. MILL21118-03 RMA2 Rev. B Tree Protection Plan
157. 091.5015.516 Rev. P01 Section through basin 6&7
158. 091.5015.601 Rev. K Site Levels & FFLs – Sheet 1 of 9
159. 091.5015.602 Rev. K Site Levels & FFLs – Sheet 2 of 9
160. 091.5015.603 Rev. L Site Levels & FFLs – Sheet 3 of 9
161. 091.5015.604 Rev. K Site Levels & FFLs – Sheet 4 of 9
162. 091.5015.605 Rev. K Site Levels & FFLs – Sheet 5 of 9
163. 091.5015.606 Rev. K Site Levels & FFLs – Sheet 6 of 9
164. 091.5015.607 Rev. K Site Levels & FFLs – Sheet 7 of 9
165. 091.5015.608 Rev. F Site Levels & FFLs – Sheet 8 of 9
166. 091.5015.611 Rev. E Site Levels & FFLs – Sheet 9 of 9
167. 091.5015.651 Rev. P01 Breedon Gravel Footpath
168. 091.0015-0007 Rev. P06 Pedestrian Crossing Point Plan
169. 091.0015.001 Rev. E Refuse Vehicle Tracking
170. 091.0015.002 Rev. E Fire Tender Tracking
171. 091.0015.003 Rev. C Car Tracking
172. 091.0015.004 Rev. F Internal Visibility Splays
173. 091.0015.004 Rev. B Extent of Adoption and Geometries Plan
174. 091.0015-008 Rev. P01 Pedestrian Visibility at Crossing Points
175. 091.0015-009 Rev. P01 Goods Vehicle and Car Internal Tracking
– Sheet 1 of 2
176. 091.0015-0010 Rev. P01 Goods Vehicle and Car Internal
Tracking – Sheet 2 of 2
177. Plot-by-Plot Schedule - 5th December 2023 – Layout P1693.21
Rev ZG
178. Arboricultural Impact Assessment & Method Statement
MILL21118aia_ams Rev. B 21/09/2023, dated 12/05/2022
179. Road Safety Audit Stage 1, with Designer's Response M&S
Traffic, dated 21st July 2023
180. Updated Ecology Report 22nd September 2023
181. Landscape Management Plan Rev01, dated 27/09/23
182. Open Space Calculation September 2023
183. P1693.WS.03 Rev L - Ownership & Management Plan whole Site

REASON: To avoid any doubt over what has been permitted.

And

3. *The following windows shall be:*

a) *Obscure-glazed; and*

b) *Of a non-opening design and construction to a height of 1.7 metres above internal finished floor level;*

and shall thereafter be retained in that condition at all times;

- *The north facing upper floor windows in plots 229, 245, 298, 306, 314, 340 & 350;*
- *The south facing upper floor windows in plots 215, 259, 280, 286, 321, 333, 341 & 347 and in Block 10 for flats 05 & 08;*
- *The east facing upper floor windows in plots 308, 319 & 233;*
- *The west facing upper floor windows in plots 181, 199, 311 & 315.*

REASON: To prevent overlooking and to protect the privacy of the occupiers of the adjacent properties.

The Planning Officer addressed the Committee to provide them with a further verbal update, which was to inform them that there was an error at paragraph 8.19 of the report which reads that “every house is shown to have a 13amp wall...”, this should read 32amp.

In addition to this there are a few minor plan updates, meaning plan number 130 is now on version P05 and plan number 155 is now on version P03.

Upon being proposed and seconded the officer recommendation to: -

(i) DELEGATE authority to the Head of Planning to:

a) consider any comments received from Natural England relating to the consultation on the Appropriate Assessment and to make any minor modifications to the proposed conditions, addition of conditions, or any other subsequent minor changes arising.

(ii) Subject to the applicant/owner first entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure a commuted sum payment towards off-site sports facilities in the local area to address the shortfall in on-site Sports Area provision; and

(iii) APPROVE the reserved matters and details pursuant to condition 11 of the outline planning permission reference P/20/0912/OA, subject to the conditions in the report;

Then

(iv) DELEGATE authority to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.
(Voting: 9 in favour; 0 against)

RESOLVED that: -

(i) AUTHORITY BE DELEGATED to the Head of Planning to:

a) consider any comments received from Natural England relating to the consultation on the Appropriate Assessment and to make any minor modifications to the proposed conditions, addition of conditions, or any other subsequent minor changes arising.

(ii) Subject to the applicant/owner first entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council to secure a commuted sum payment towards off-site sports facilities in the local area to address the shortfall in on-site Sports Area provision; and

(iii) the reserved matters and details pursuant to condition 11 of the outline planning permission reference P/20/0912/OA, subject to the conditions in the report, be APPROVED;

Then

(iv) AUTHORITY BE DELEGATED to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

(11) Planning Appeals

The Committee noted the information in the report.

(12) UPDATE REPORT

The Update Report was circulated prior to the meeting and was considered along with the relevant agenda item.

7. TREE PRESERVATION ORDERS

The Council considered a report by the Director of Planning and Regeneration in respect of TPO 784 – 9 & 11 Buttercup Way, Park Gate, to which an objection had been received.

RESOLVED that Tree Preservation Order No. 784 be confirmed.

(The meeting started at 2.30 pm
and ended at 6.30 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Thursday, 14 December 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor I Bastable (Vice-Chairman)

Councillors: Miss J Burton, D G Foot, Mrs C L A Hockley, S Ingram,
P Nother, Mrs S M Walker and S Dugan (deputising for M J
Ford, JP)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor M J Ford, JP.

2. CHAIRMAN'S ANNOUNCEMENTS

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

3. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct, Councillor I Bastable declared a personal interest in item 5(2) – Welborne Land North of Fareham, P/17/0266/DP/I, in that he works for a major telecoms company and part of the design code bans satellite dishes. He remained in the meeting for the item and took part in the debate and vote on the application.

4. DEPUTATIONS

The Committee received a deputation from the following in respect of the applications indicated and were thanked accordingly.

DEPUTATIONS

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Item No/ Application No/Page No	Dep Type
ZONE 2 - 9.30am					
Mr Robert Marshall	The Fareham Society	WELBORNE LAND NORTH OF FAREHAM - DETAILS PURSUANT TO CONDITION 2 AND CONDITION 3 (VARIATION TO THE LAND USE PARAMETER PLAN [COND.2] AND STRUCTURING PLAN [COND 3] TO FACILITATE A CHANGE IN THE SHAPE OF THE DISTRICT CENTRE)	Opposing	5(1) P/17/0266/DP/J Pg 7	In Person 3 Minutes

		OF P/17/0266/OA: WELBORNE - A NEW COMMUNITY OF UP TO 6000 DWELLINGS.			
Mr Craig Manuel	Wickham and Knowle Parish Council	-DITTO-	-Ditto-	-Ditto-	In Person 3 Minutes
Mr Robert Murphy		WELBORNE, LAND NORTH OF FAREHAM - DETAILS PURSUANT TO CONDITION 9 (STRATEGIC DESIGN CODE) AND CONDITION 10 (STREETS MANUAL) OF P/17/0266/OA: WELBORNE – A NEW COMMUNITY OF UP TO 600 DWELLINGS.	Opposing	5(2) P/17/0266/DP/I	Written
Mr Robert Marshall	The Fareham Society	-DITTO-	-Ditto-	-Ditto-	In Person 3 Minutes
Mr Craig Manuel	Wickham and Knowle Parish Council	-DITTO-	-Ditto-	-Ditto-	In Person 3 Minutes
Loraine Rappe	Knowle Residents' Association	-DITTO-	-Ditto-	-Ditto-	In Person 3 Minutes
Mr John Beresford		-DITTO-	Supporting	-Ditto-	In Person 3 Minutes
Mr Robert Marshall	The Fareham Society	LAND TO THE WEST AND EAST OF A32, ASSOCIATED WITH WELBORNE – A NEW ELECTRICITY SUBSTATION TO THE NORTH EAST OF WELBORNE AND A HEAT EXCHANGE ENERGY CENTRE, INCLUDING THE	Opposing	5(3) P/23/1004/FP Pg 52	In Person 3 Minutes

		<p>PROVISION OF A CAR PARK AND ACCESS, ASSOCIATED HARD AND SOFT LANDSCAPING AND DRAINAGE; AND THE UNDERGROUNDING OF THE EXISTING OVERHEAD ELECTRICITY LINES (132KV AND 11KV), THE REMOVAL OF EXISTING PYLONS, ERECTION OF NEW TERMINAL TOWERS AND PROVISION OF UNDERGROUND CABLING, SITE CLEARANCE, SITE COMPOUNDS AND HAUL ROUTES, ECOLOGICAL HABITAT INCLUDING LAND TO OBTAIN BIODIVERSITY NET-GAIN, NUTRIENT MITIGATION CONSTRUCTION ACCESS, UTILITY CONNECTIONS, ENGINEERING OPERATIONS AND EARTHWORKS.</p>			
Mr John Beresford		-DITTO-	Supporting	-Ditto-	In Person 3 Minutes

5. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Regeneration on the development control matters, including information on new appeals and decisions.

(1) P/17/0266/DP/J - WELBORNE LAND NORTH OF FAREHAM

The Committee received the deputations referred to in Minute 4 above.

Upon being proposed and seconded the officer recommendation to approve the details pursuant to conditions 2 and 3 of P/17/0266/OA, subject to the conditions in the report, was voted on and CARRIED.
(Voting: 9 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, details pursuant to conditions 2 and 3 of P/17/0266/OA be APPROVED.

(2) P/17/0266/DP/I - WELBORNE LAND NORTH OF FAREHAM

The Committee received the deputations referred to in Minute 4 above.

Councillor I Bastable declared a personal interest in this item as he works for a major telecoms company and part of the design codes bans satellite dishes. He remained in the meeting for this item and took part in the debate and vote on the application.

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

As per paragraph 7.150 of the main agenda, the schedule of small amendments needed to the Strategic Design Code are:

- *Adjustment of plans to ensure consistency across drawings regarding crossing locations;*
- *An additional Key Component for each Neighbourhood that further crossing points will be agreed at Neighbourhood Design Code level;*
- *The addition of a "lane" street type in the Dashwood Neighbourhood;*
- *Further description of 'community growing space' added;*
- *Communal amenity space criteria to be added in for flats and apartments;*
- *A minimum garage door opening width of 2.7m if a garage is counted as a parking space;*
- *Clarification of the "enhanced fence" specification.*

The minor adjustments to the Welborne Streets Manual are:

- *A correction/clarification in the street hierarchy dimensions;*
- *Inclusion of FBC in the determination as to whether crossings are controlled or uncontrolled;*
- *Clarification at the material treatment for the green links and courtyard lanes;*
- *Clarification of verge widths in edge lanes to ensure there is adequate room for planting;*
- *Clarification over the dimension for the planting space in the "lane" road type;*
- *Clarification that the "Key Junctions" Plan identifies the key junction along the Primary Road network only.*

Upon being proposed and seconded the officer recommendation to approve details pursuant to condition 9 of outline planning permission P/17/0266/OA,

subject to receipt the receipt of amended documents addressing the matters set out in the Update Report, was voted on and CARRIED.
(Voting: 9 in favour; 0 against)

RESOLVED that details pursuant to condition 9 of outline planning permission P/17/0266/OA be APPROVED, subject to the receipt of amended documents addressing the matters set out in the Update Report.

Upon being proposed and seconded the officer recommendation to approve details pursuant to condition 10 of outline planning permission P/178/0266/OA, subject to the receipt of amended documents addressing the matters set out in the Update Report, was voted on and CARRIED.
(Voting: 9 in favour; 0 against)

RESOLVED that details pursuant to condition 10 of outline planning permission P/17/0266/OA be APPROVED, subject to the receipt of amended documents addressing the matters set out in the Update Report.

(3) P/23/1004/FP - LAND TO THE WEST AND EAST OF A32 ASSOCIATED WITH WELBORNE

The Committee received the deputations referred to in Minute 4 above.

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

- (i) Subject to the:
 - i) Receipt of comments of Hampshire County Council (Countryside and Development Management Team) in response to the amended Construction Environmental Management Plan and Construction Transport Management Plan; and
 - ii) The addition of further conditions or modification to the proposed conditions as a result of the receipt of comments from Hampshire County Council (Countryside and Development Management Teams) and/or Winchester City Council; and
- (ii) The conditions in the report.

Was voted on and CARRIED.
(Voting: 9 in favour; 0 against)

RESOLVED that: -

- (i) Subject to the:
 - i) Receipt of comments of Hampshire County Council (Countryside and Development Management Team) in response to the amended Construction Environmental Management Plan and Construction Transport Management Plan; and

- ii) The addition of further conditions or modification to the proposed conditions as a result of the receipt of comments from Hampshire County Council (Countryside and Development Management Teams) and/or Winchester City Council; and

(ii) The conditions in the report.
PLANNING PERMISSION be granted.

6. UPDATE REPORT

The Update Report was circulated prior to the meeting and was considered along with the relevant agenda item.

(The meeting started at 9.30 am
and ended at 12.26 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning Committee

(to be confirmed at the next meeting)

Date: Wednesday, 17 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor N J Walker (Chairman)

Councillor I Bastable (Vice-Chairman)

Councillors: Miss J Burton, D G Foot, M J Ford, JP, Mrs C L A Hockley,
S Ingram, P Nother and Mrs S M Walker

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Planning Committee meetings held on 13 December 2023 and 14 December 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

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

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

The Committee received a deputation from the following in respect of the applications indicated and were thanked accordingly.

Name	Spokesperson representing the persons listed	Subject	Supporting or Opposing the Application	Minute No/ Application No/Page No	Dep Type
ZONE 1 – 2.30pm					
Mr Bob Marshall	The Fareham Society	LAND SOUTH OF FOUR ACRES NURSERY, MEON ROAD – CHANGE OF USE OF THE LAND FOR THE EXERCISING OF DOGS AND INSTALLATION OF PERIMETER FENCING	Opposing	8(1) P/23/1285/CU Pg 46	Written
Ms Kathryn Knight		-DITTO-	-Ditto-	-Ditto-	Written
Mr Ian Donohue		-DITTO-	-Ditto-	Ditto-	Written
ZONE 2 – 2.30pm					

ZONE 3 - 2.30pm					

6. ACTUAL REVENUE EXPENDITURE 2022/23

The Committee considered a report by the Assistant Chief Executive Officer on the actual revenue expenditure for 2022/23.

RESOLVED that the Committee note the content of the report.

7. SPENDING PLANS 2024/25

The Committee considered a report by the Assistant Chief Executive Officer which set out the revised revenue budget for 2023/24, the discretionary planning charges for 2024/25 and the base budget for 2024/25.

RESOLVED that the Planning Committee: -

- (i) AGREE the revised budget for 2023/24
- (ii) AGREE the base budget for 2024/25
- (iii) AGREE the revised discretionary planning charges for 2024/25 as set out at Appendix B; and
- (iv) RECOMMENDS the budget to Full Council for approval.

8. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS

The Committee noted a report by the Director of Planning and Regeneration on the development control matters, including information on new appeals and decisions.

(1) P/23/1285/CU - LAND SOUTH OF FOUR ACRE NURSERY MEON ROAD TITCHFIELD PO14 4HJ

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

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

(Voting: 9 in favour; 0 against)

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

(2) P/23/1533/FP - 84 ROMSEY AVENUE FAREHAM PO16 9TA

Upon being proposed and seconded the officer recommendation to: -

- (i) GRANT planning permission, subject to the conditions in the report;

Then

- (ii) DELEGATE authority to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

Was voted on and CARRIED.

(Voting: 9 in favour; 0 against)

RESOLVED that, subject to the conditions in the report: -

- (i) PLANNING PERMISSION be granted;
- (ii) AUTHORITY BE DELEGATED to the Head of Planning to make any necessary modification, deletion or addition to the proposed conditions.

(4) Planning Appeals

The Committee noted the information in the report.

(The meeting started at 2.30 pm
and ended at 3.27 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 30 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor Ms F Burgess (Vice-Chairman)

Councillors: I Bastable, Mrs S M Bayford, S Dugan, N R Gregory,
D J Hamilton, Mrs P Hayre, S Ingram, Ms S Pankhurst,
Mrs K K Trott and Mrs S M Walker

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

(1) Minutes of the meeting of the Licensing & Regulatory Affairs Committee

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 05 October 2023 be confirmed and signed as a correct record.

(2) Minutes of meeting Wednesday, 11 October 2023 of Licensing Panel

RESOLVED that the minutes of the Licensing Panel held on 11 October 2023 be confirmed and signed as a correct record.

(3) Minutes of meeting Tuesday, 7 November 2023 of Licensing Panel

RESOLVED that the minutes of the meeting of the Licensing Panel held on 07 November 2023 be confirmed and signed as a correct record.

(4) Minutes of meeting Tuesday, 5 December 2023 of Licensing Panel

RESOLVED that the minutes of the meeting of the Licensing Panel held on 05 December 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that her thanks be put on record to Ian Rickman and the Licensing Team which have delivered significant cost savings over the years through the Fareham and Gosport Environmental Health Partnership. They are a small team, dedicated to the work that they do and are always very helpful.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. ACTUAL REVENUE EXPENDITURE 2022/23

The Committee considered a report by the Assistant Chief Executive Officer which provided details of actual revenue expenditure for 2022/23 in respect of the services for which the committee is responsible.

The variation in the hackney carriage and private hire vehicles budget was noted. Officers explained that this budget can be hard to predict as it is dependent on taxi drivers deciding whether to apply for 1, 3 or 5 year licences which carry different levels of fees.

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

7. SPENDING PLANS 2024/25

The Committee considered a report by the Assistant Chief Executive Officer which sets out the Committee's spending plans for 2024/25.

In considering this item, a query was raised regarding the inclusion of costs involved in the next general election as it is known that this must take place in the 2024/25 financial year. Officers confirmed that these costs will be taken into account in the 2024/25 Revised Budget review.

A correction at paragraph 17 of the report was noted in that the decrease in the Licensing budget is partly attributable due to a decrease in partnership costs and not an increase (as stated).

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) agrees the revised budget for 2023/24 as set out in the report;
- (b) agrees the base budgets for 2024/25, as set out in the report; and
- (c) recommends the budget to full Council for approval.

8. FEES AND CHARGES 2024/25

The Committee considered a report by the Assistant Chief Executive Officer which sets out the proposed level of Fees and Charges for the Committee's services for 2024/25.

During the discussion on this item it was noted that the discretionary Hackney Carriage and Private Hire Licence fees are low in comparison to some of the other local councils and that in addition, no increase has been suggested for this year. Officers explained that first and foremost, the Council cannot make a profit out of taxi licensing. In addition, there is disparity in what the different local Council's include in their fee. For example, Fareham makes separate charges for other elements of the licencing process whilst some other Council's charge an inclusive fee.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) agrees the Fees and Charges for 2024/25 as set out in the report; and
- (b) recommends the Fees and Charges to full Council for approval.

9. PRELIMINARY REVIEW OF LICENSING AND REGULATORY AFFAIRS COMMITTEE PROGRAMME 2023/24 AND DRAFT WORK PROGRAMME 2024/25

The Committee considered a report by the Head of Environmental Health which invited members to carry out a preliminary review of the Committee's Work Programme for 2023/24 and a review of the draft Work Programme for 2024/25.

It was noted that, following the all-out local elections in May, it is likely that there will be new members on the Committee in the new municipal year. It will therefore be necessary to ensure training is organised. The Chairman took the opportunity to remind members of the importance of all members of the committee attending licensing training every year so that they are able to sit on Licensing Panels when called upon to do so.

It was suggested that the item scheduled for the meeting on 12 March 2024 should be entitled 'Statutory Review of Local and Parliamentary Polling Districts and Polling Places' so that members were also updated on any final changes to the local election arrangements. The Chairman advised that she felt that there would be sufficient time to do a full round up at the March meeting, but that, for the time being, the title of the item be left unchanged.

RESOLVED that the Licensing and Regulatory Affairs Committee;

- (a) notes the progress on actions arising from the meeting of the Committee held on 05 October 2023, as attached at Appendix A to the report;
- (b) reviewed the Work Programme 2023/24, as attached at Appendix B to the report; and
- (c) gave initial consideration to the draft Work Programme 2024/25 as attached at Appendix C to the report.

(The meeting started at 6.00 pm
and ended at 6.35 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Scrutiny Panel (to be confirmed at the next meeting)

Date: Thursday, 30 November 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs K Mandry (Chairman)

Councillor S Ingram (Vice-Chairman)

Councillors: R Bird, H P Davis, Mrs C L A Hockley, Mrs K K Trott and
M R Daniells (deputising for F Birkett)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor F Birkett.

2. MINUTES

Councillor Mrs K K Trott, requested an update on item 7 of the previous minutes which related to the Pilot Tenant Satisfaction Measures Survey, specifically in relation to the creation of the new post. The Director of Housing advised the Panel that this would form part of the plan for early 2024.

RESOLVED that the minutes of the meeting of the Housing Scrutiny Panel held on 28 September 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

Vivid (Scoping Report/Invitation)

Members will be aware that, following our last scrutiny meeting, Officers approached VIVID with our invite and scoping report requesting their attendance at a future panel meeting. Members have already been separately advised by officers that this request was declined. Instead, VIVID have offered to attend a more informal meeting. I can confirm that such a meeting has been arranged by Officers for the 14th December, and all Councillors have been given the opportunity to attend. I would encourage Members of the Housing Scrutiny Panel to utilise this opportunity to find out more about the work that VIVID do, and to put any questions they have to senior staff from VIVID.

Appointment to Head of Service

Members of the panel will be aware that for many months there have been some senior vacancies in the Fareham Housing team. I am pleased to advise that following a recruitment process, Officers have now appointed Abi Travers to the vacant Head of Housing (Pathways and Neighbourhoods) position. Abi currently works for Runnymede Borough Council, and she will be joining Fareham Housing in January. Abi's role will be very similar to that previously held by Caroline Newman.

Tenant Satisfaction Survey

Officers have advised that the first official Tenant Satisfaction Survey is expected to run from the 4th December until the 12th January. All Council tenants will be invited to participate. The results of the survey will then form part of our Tenant Satisfaction Measures that need to be reported to the Regulator of Social Housing in 2024.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. EXECUTIVE BUSINESS

The Panel considered the Executive items of business which fall under the remit of the Housing Portfolio, including Executive Member decisions and Officer delegated decisions, that have taken place since the last meeting of the Panel on 28 September 2023.

(1) Affordable Housing at Welborne

There were no comments or questions for clarification in respect of this item.

(2) Empty Homes Strategy - Adoption

Councillor R Bird enquired as to whether there is an expectation that the Panel will have periodic reports on the progress of this strategy. The Director of Housing confirmed that, due to the relatively low numbers, there were no plans to bring further updates to the Panel on this item.

(3) Facilitating the use of the Local Authority Housing Fund

Councillor Mrs K K Trott requested an update on the progress of this proposal following the Executive decision on 9 October 2023. The Director of Housing confirmed that it is progressing well and that the Council has already had an offer accepted on a property in Stubbington, and they have identified further chain free properties in South Fareham and Portchester.

(4) Renewal of the contract for the Housing department software

There were no comments or questions for clarification in respect of this item.

(5) Town centre property acquisition for affordable housing provision

Councillor Mrs K K Trott asked for an update on this decision. The Director of Housing confirmed that this project is moving forward, and that a verbal agreement on the price has been reached.

7. DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES VISIT

The Panel received a presentation by the Interim Consultant for Housing & Benefits which provided members with feedback on a recent visit by the Department for Levelling Up, Housing and Communities to undertake a peer 'deep dive' into the Council's Housing Options and Temporary Accommodation Services. A copy of the presentation is appended to these minutes.

The Panel commented on the great progress made by the Interim Consultant for Housing & Benefits, along with all of her staff. The Panel noted the impressive progress made by the teams in addressing many of the issues that the department was impacted by. The Panel asked for a special thanks to be given to John Hornby, Housing Options Support Officer, for all of his hard work throughout this.

Members were encouraged to hear that more emphasis was being placed on re-engaging with residents and tenants, with more home visits and face to face visits.

Councillor Daniells enquired as to whether the Council has access to the apprentice levy, and if so, were we using that as a source to recruit new members of staff. The Interim Consultant for Housing & Benefits confirmed that the Council has looked into using the apprenticeship levy for some of its recruitment but at present was unable to utilise it due to restrictions within the scheme. She advised members that they will continue to look into this scheme for future recruitments.

(Councillor H Davies left the meeting at the end of this item and did not take part in the remainder of the meeting).

RESOLVED that the Housing Scrutiny Panel notes the content of the presentation.

8. AFFORDABLE HOUSING UPDATE

The Panel received a presentation by the Housing Development Officer which provided members with an update on progress with the Fareham Housing sites and other relevant strategic housing matters. A copy of the presentation is appended to these minutes.

(Councillor R Bird left the meeting at the end of this item and was not present for the remainder of the meeting).

RESOLVED that the Housing Scrutiny Panel notes the content of the presentation.

9. DRAFT ALLOCATIONS POLICY

The Panel received a report by the Director of Housing which provided Members with a summary of the proposed changes to the existing Housing Allocations Policy.

The Housing Manager (Accommodations and Allocations) informed the Panel that some minor changes to the draft policy had been made since its publication on the Housing Scrutiny Panel agenda and that these would be reflected in the published Executive report.

Councillor Daniells enquired about whether the policy would now take into account gender reassignment. The Housing Manager (Accommodations and Allocations) informed the Panel that whilst the Policy doesn't specifically cover this, all cases are considered against individual needs and requirements, and

that any rules that the Council set within the Allocations Policy will not be rigid and there will be some flexibility where this is necessary.

RESOLVED that: -

(a) the Housing Scrutiny Panel notes the content of the report; and

(b) the Executive note that the Panel has no comments to make on the proposed new draft Allocations Policy.

10. INTERIM PROCESS ON DAMP AND MOULD

The Panel received a presentation by the Director of Housing which provided members with information in respect of the new damp and mould interim process document for the Council’s Housing portfolio. A copy of the presentation is appended to these minutes.

(Councillor Mrs K K Trott left the meeting at the end of this item and did not take part in the remainder of the meeting).

RESOLVED that the Panel notes the content of the presentation.

11. HOUSING SCRUTINY PANEL PRIORITIES

Members considered the scrutiny priorities for the Housing Scrutiny Panel.

The Director of Housing addressed the Panel on this item and informed them that an item updating members on Staffing is likely to be coming to the February meeting.

There were no further suggestions put forward for the Scrutiny Priorities.

(The meeting started at 6.00 pm and ended at 8.00 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Housing Scrutiny Panel

(to be confirmed at the next meeting)

Date: Thursday, 8 February 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor (Chairman)

Councillor S Ingram (Vice-Chairman)

Councillors: R Bird, H P Davis, Mrs C L A Hockley and Mrs K K Trott

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors F Birkett and Mrs K Mandry.

2. MINUTES

RESOLVED that the minutes of the meeting of the Housing Scrutiny Panel held on 30 November 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. EXECUTIVE BUSINESS

(1) Housing Allocations Policy

There were no comments or questions for clarification in respect of this item.

(2) Emergency and Temporary Accommodation Pressure

There were no comments or questions for clarification in respect of this item.

7. STAFFING UPDATE

The Panel received a presentation by the Director of Housing which provided Members with an update on the new staffing structure of the Housing Team and outlined job roles and responsibilities within it. A copy of the presentation slides is attached at Appendix A to these minutes.

Members congratulated the Director of Housing on the new structure and thanked her for an excellent presentation.

RESOLVED that the Housing Scrutiny Panel notes the content of the presentation.

8. UPDATE ON PROGRESS WITH MAKING COUNCIL-OWNED HOMES MORE ENVIRONMENTALLY FRIENDLY

The Panel considered a report by the Director of Housing which provided Members with an update on the greener measures undertaken on Council owned housing.

RESOLVED that the Housing Scrutiny Panel notes the content of the report.

9. AFFORDABLE HOUSING DELIVERY UPDATE

The Panel received a presentation by the Affordable Housing Delivery Manager which informed Members of the progress with the Fareham Housing sites and other relevant strategic housing matters. A copy of the presentation slides is attached at Appendix A to these minutes.

In discussing the regeneration of some of the properties in the Council's housing stock, Members commented on the need to achieve best value for money when considering capital expenditure on some of the older and more challenging properties in the portfolio.

Members were interested to hear that, wherever possible, the opportunity is taken to redevelop existing buildings that are identified as having spare rooms or communal areas that are no longer in use to create additional accommodation. Members put forward some suggested sites across the Borough that, if in the Council's ownership, could be considered for redevelopment.

RESOLVED that the Housing Scrutiny Panel notes the content of the presentation.

10. NEW CONSUMER STANDARDS FROM THE REGULATOR OF SOCIAL HOUSING

The Panel considered a report by the Director of Housing which provided Members with details of the new Consumer standards from the Regulator of Social Housing.

Members acknowledged the huge amount of work that will be required in the implementation and delivery of the new standards. It was hoped by Members that a similar standard will be brought forward for private landlords.

In discussing Housing disrepair claims, the Panel was advised that numbers are still very low and that no new claims have been received. Members were advised that one claim has been brought under the Environmental Protection Act and that a settlement is progressing.

RESOLVED that the Housing Scrutiny Panel notes:

- (a) the content of the report and the current anticipated performance against the draft emerging Consumer Standards;
- (b) the intention to produce an action plan relating to compliance with the Standards, to be reported at a later meeting of the Panel;
- (c) the section of the report relating to governance; and

(d) that a further report will be produced for the Council's Executive in 2024. This will relate to the Standards and any proposed changes of the governance structure.

11. HOUSING SCRUTINY PANEL PRIORITIES

Members considered and discussed the Scrutiny Priorities for the Panel.

An update was requested and agreed in respect of Affordable Housing at Welborne due to the potential impact that the unexpected funding gap in delivering the required improvements to Junction 10 of the M27 motorway may have on the provision of affordable housing.

RESOLVED that the scrutiny priorities for the Housing Scrutiny Panel were discussed.

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

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Climate Change Scrutiny Panel (to be confirmed at the next meeting)

Date: Tuesday, 16 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs T L Ellis (Chairman)

Councillor H P Davis (Vice-Chairman)

Councillors: Ms C Bainbridge, Mrs L E Clubley, M R Daniells, S Dugan and J M Englefield

Also Present: Councillors S D Martin and Mrs K K Trott



1. APOLOGIES FOR ABSENCE

No apologies of absence were received at the meeting.

2. MINUTES

It was AGREED that the Minutes of the Climate Change Scrutiny Panel held on the 04 July 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement –

I wanted to share an interesting article from today's press that I thought was topical to share with the Panel. Climate Change has been chosen as the Children's Word of the Year following a survey by Oxford University Press of more than 5,000 children across the UK.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

No declarations of interest were made at this meeting.

5. DEPUTATIONS

No deputations were received at the meeting.

6. HAMPSHIRE COUNTY COUNCIL - CLIMATE CHANGE STRATEGY

The Panel received a presentation from Chitra Nadarajah, The Head of the Climate Change and Environmental Strategy at Hampshire County Council which provided an overview of what is included in the County's Climate Change Strategy. The presentation provided details on the progress made so far in reaching the target for Hampshire County Council and Hampshire as a whole, to be carbon neutral by 2050. A copy of the presentation is appended to these Minutes.

At the invitation of the Chairman, both Councillor S Martin and Mrs K Trott addressed the Panel during discussions on this item.

Members asked several questions pertaining to the contents of the presentation. One of the main areas of focus for Members was around the budget constraints, with the County facing significant financial pressures. Chitra explained that service areas are responsible for enabling the delivery of the Strategy and the Strategic Framework to meet the targets set, but as central government doesn't recognise Climate Change as a Statutory function within local authorities, funding is a challenge. Chitra explained that she and her team of four are tasked with ensuring the Climate Change Strategy is embedded across the Council and this work is set to continue moving forward.

The other topic discussed in detail was transport emissions. Fleet emissions is a key area for both the County and Fareham Borough Council in reaching

carbon neutrality in their operations. The County are also committed to reducing emissions from the wider transport network in its boundary. Questions were asked about the cuts to public transport and how this effects the targets set in the Strategy. With the County's Climate Change Strategy mirroring the targets set by central government, Chitra advised these targets will only be reviewed in line with national policies.

Members of the Panel thanked Chitra for her informative presentation and for the excellent work that she and her team are doing.

RESOLVED that the Panel notes the contents of the presentation.

7. CLIMATE CHANGE ACTION PLAN UPDATE

The Panel received an update on the Climate Change Action Plan from both the Policy, Research and Engagement Manager and Officer. The presentation provided an overview of the main areas of progress that have been made since the last update to the Panel in July 2023.

Members enquired about the electric vehicle charging points that are to be installed at the new Fareham Live car park and asked if consideration had been given to increasing the number of spaces as more and more people move over to using electric vehicles. Officers reassured Members that although, initially only four spaces will be provided, this can increase to sixteen if demand changes over time. It was highlighted that with the potential increase in public transport and change to people's car habits, this type of infrastructure does need to be monitored and evolve over time.

Questions were also raised by Members about the proposed Hook Solar Farm as this is a significant project and a new area for the Council. Officers advised that although the Executive report, once published, will provide a lot more details, the project will take several years to develop with Officers undertaking robust research into technology available to ensure the best return for the Council.

Members also asked if further consideration had been given to encouraging residents to take part in the Greening Campaign. Previous attempts to engage with the community had not been successful but Members asked that a new approach be investigated. Officers agreed that this would be explored.

RESOLVED that the Climate Change Scrutiny Panel notes the contents of the presentation.

8. EXECUTIVE BUSINESS

There were no items of Executive Business for the Panel to consider. All recent Executive Decision of interest were highlighted to Members within the presentation at item 7.

9. CLIMATE CHANGE SCRUTINY PANEL PRIORITIES

The Panel were asked to consider the Scrutiny Priorities for the Climate Change Scrutiny Panel.

Members asked that Everyone Active be asked to present to the Panel to provide details on both the Fareham and Holly Hill Leisure Centre's roles in reducing the Council's scope 3 emissions. Officers agreed that this would be considered for the 2024/25 municipal year.

RESOLVED that the Panel considered the Scrutiny Priorities for the Climate Change Scrutiny Panel.

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

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Daedalus Scrutiny Panel (to be confirmed at the next meeting)

Date: Thursday, 18 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor S Dugan (Chairman)

Councillor Mrs J Needham (Vice-Chairman)

Councillors: Mrs S M Bayford, M J Ford, JP, Mrs P Hayre and Mrs K Mandry

**Co-Opted
Members:** Mr Jonathan Butts

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

RESOLVED that the minutes of the Daedalus Scrutiny Panel meeting held on 17 July 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement at the meeting:

'In respect of Item 9 on today's agenda, which is concerning the presentation on the Airport Operator Revenue Strategy and Marketing Plan, due to unforeseen circumstances this item has been withdrawn from this agenda and deferred to the next meeting of the Panel'.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTION

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION - DAEDALUS DELIVERY AND WORK PROGRAMME UPDATE

The Panel received a presentation from the Strategic Sites Officer on the Daedalus Delivery and Work Programme. (A copy of this presentation is appended to these minutes)

Members acknowledged that the potential of having electric charging points installed at the airport for electric planes, was a great step forward in the Council's continuing Climate Change work. They did enquire as to the current and future demand for the electric planes as well as seeking information on whether other airfields already provide these facilities. The Strategic Sites Officer addressed the Panel and confirmed that a small number of airfields do already provide this facility but acknowledged that electric planes are still in the early days of development. Whilst there is only one type of electric plane available at present this is expected to grow in the future as this technology is developed.

The Head of Asset Management provided a brief verbal update on Project Falcon which is concerning the proposed Search and Rescue Facility. Planning Permission has been granted, and the final conditionality associated with the transaction is being dealt with. It is anticipated that work on site will begin at the end of March.

RESOLVED that the Members note the content of the presentation.

7. PRESENTATION - SOLENT AIRPORT CARBON REDUCTION PLAN

The Panel received a presentation from the Strategic Sites Officer and the Policy, Research and Engagement Officer on the Solent Airport Carbon Reduction Plan. (A copy of this presentation is appended to these minutes).

Councillor Ford enquired as to how many vehicles are in the Council Fleet and how many of these vehicles are based at Solent Airport. The Policy, Research and Engagement Officer confirmed that there are approximately 122 vehicles in the Council's fleet and 5 of these are based at the airport.

The Chairman enquired as to whether there were any plans to replace the Control Tower entirely. The Director of Planning and Regeneration addressed the Panel and explained that at present there are no plans to replace the facility as this would be extremely costly. The Council is focusing on works to improve the facilities offered at the Control Tower, including a new Visual Control Room.

RESOLVED that the Panel note the content of the presentation.

8. EXCLUSION OF PRESS AND PUBLIC

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

9. PRESENTATION - AIRPORT OPERATOR REVENUE STRATEGY AND MARKETING PLAN

This item was withdrawn from the agenda and deferred to another meeting.

10. EXECUTIVE BUSINESS

The Panel considered the Executive items of business which falls under the remit of the Policy and Resources Portfolio, specifically in relation to Daedalus, including Executive Member decisions and Officer delegated decisions that have taken place since the last meeting of the Panel.

The Panel considered the decisions at item 10(1) and 10(2) of the agenda.

(1) Purchase of Strategic Land at Faraday Business Park (South)

Mr Jonathan Butts asked questions of officers on this item.

(2) Sale of Development Land at Faraday Business Park (South)

Mr Jonathan Butts asked questions of officers on this item.

11. SCRUTINY PRIORITIES

The Director of Planning and Regeneration addressed the Panel on this item and advised of a number of items that would be coming forward to the Panel in the new Municipal Year.

The Panel were then given the opportunity to put forward suggestions of items that they might like to scrutinise at future meetings. The Chairman commented that he would like to see regular updates on the progress of future plans for Daedalus. Councillor Ford suggested a map of the Daedalus site be provided to members setting out where projects are taking place and clearly identifying what is airside and non-airside, as members felt this would be useful in assisting them to better understand the overall site.

(The meeting started at 6.00 pm
and ended at 7.03 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Policy and Resources Scrutiny Panel (to be confirmed at the next meeting)

Date: Monday, 22 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs S M Bayford (Chairman)

Councillor N J Walker (Vice-Chairman)

Councillors: M R Daniells, S Dugan, D J Hamilton, Miss T G Harper and Mrs K Mandry

Also Present: Councillor Mrs K K Trott, Councillor R Bird (Items 6 & 8), Councillor Ms C Bainbridge and Councillor Mrs T L Ellis



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

RESOLVED that the minutes of the Policy and Resources Scrutiny Panel meeting held on 18 September 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTION

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2024-25

The Panel considered a report by the Assistant Chief Executive Officer on the Housing Revenue Account Budget (HRA) and Capital Plans for 2024-25.

At the invitation of the Chairman, Councillor R Bird addressed the Panel on this item.

Councillor Bird asked questions in respect of void properties and commented on the recent progress made on decreasing the void turnaround times as part of the Opportunities Plan. He expressed a desire for the figure to continue to decrease in line with the national average of 25 days. This would result in more income generation into the HRA through rental income and council tax costs.

Members also touched on the work of the empty homes strategy and enquired as to whether the upfront costs of an empty homes management order could be funded from the HRA. The Finance Manager addressed the Panel to confirm that any initial outlay would be from the General Fund, but there would be financial costs to the HRA if a property was purchased and transferred to the HRA.

RESOLVED that the Panel recommends that the Executive endorses the recommendations contained within the report being presented to the Executive at its meeting on 5 February 2024.

7. FEES AND CHARGES

The Panel considered a report by the Assistant Chief Executive Officer on the Fees and Charges for 2024-25.

Members asked questions regarding fly-tipping fines and whether they are appropriately set. The Finance Manager confirmed to the Panel that some fees and charges are statutory charges and therefore the Council is unable to amend them. However, there are other charges that the Council can levy against someone they prosecute for fly-tipping which is not a set fee.

RESOLVED that the Panel has no comments to pass to the Executive in respect of the Fees and Charges for 2024-25.

8. CAPITAL PROGRAMME AND CAPITAL STRATEGY 2024-25

The Panel considered a report by the Assistant Chief Executive Officer on the Capital Programme and Capital Strategy 2024-25.

The Panel were provided with a verbal update regarding updated figures that would be presented to the Executive at its meeting on 5 February.

Councillor Hamilton asked questions regarding the Civic Offices improvement plan and requested that the Panel have an update on this at a future meeting. The Finance Manager confirmed that an update on the Civic Offices is programmed for a future meeting of the Panel, with a date yet to be confirmed as the review still needs to be progressed.

At the invitation of the Chairman, Councillor R Bird addressed the Panel on this item. He posed questions to officers in respect of the budget for the Leisure and Community Buildings and requested whether any further funds could be made available in respect of the Cams Alders improvement works, for works such as better drainage on the site.

RESOLVED that the Panel: -

- (i) Note the content of the report; and
- (ii) Request the Executive to note the comments made from Councillor Bird.

9. FINANCE STRATEGY, REVENUE BUDGET & COUNCIL TAX 2024-25

The Panel considered a report by the Assistant Chief Executive Officer on the Finance Strategy, Revenue Budget and Council Tax for 2024-25.

Members expressed their frustration at the governments cap of 2.99% rise increase in Council Tax given the funding cuts that local authorities are receiving from central government but were pleased to hear that there had been some core funding allocated to the Council in the provisional financial settlement.

RESOLVED that the Panel recommends that the Executive endorses the recommendations as set out the report for the Executive at its meeting on 5 February.

10. OPPORTUNITIES PLAN 2023-24 PROGRESS UPDATE

The Panel considered a report by the Policy, Research and Engagement Manager giving a progress update on the Opportunities Plan for 2023-24.

Councillor Miss Harper requested that an update be given to each Panel on the progress made following the suggestions of each Panel in 2023. The Policy, Research and Engagement Manager confirmed that an Annual Update is to be programmed for all Scrutiny Panels in 2024-25.

Members enquired as to whether staff cuts have been considered as part of the plans to bridge the budget gap. Officers responded that the plan's projects so far were focused on service cost savings and income generation. However, there were other longer-term projects in the Plan which could involve changes to the establishment in the future.

RESOLVED that the Panel note the progress made to date with the Opportunities Plan 2023-24.

11. EXECUTIVE BUSINESS

The Panel considered the Executive items of business which falls under the remit of the Policy and Resources Portfolio, including Executive Member decisions and Officer delegated decisions, that have taken place since the last meeting of the Panel 18 September 2023.

The Panel also considered an additional table item of Executive Business at Item 11(15) of the agenda and that has been appended to these minutes.

(1) Corporate Strategy 2023-2029

There were no comments received.

(2) Annual Review of Corporate Strategy 2017-2023 and Local Service Agreements 2022-23

There were no comments received.

(3) Capital Programme and Capital Strategy 2024-25

There were no comments received.

(4) Fees and Charges 2024-25

There were no comments received.

(5) Finance Monitoring 2023-24

There were no comments received.

(6) Finance Strategy, Revenue Budget & Council Tax 2024-25

There were no comments received.

(7) Irrecoverable Debts

There were no comments received.

(8) Irrecoverable Debts - Quarter 2

There were no comments received.

(9) Opportunities Plan

There were no comments received.

(10) Osborn Road Multi Storey Car Park

There were no comments received.

(11) Purchase of Strategic Land at Faraday Business Park (South)

There were no comments received.

(12) Sale of Development Land at Faraday Business Park (South)

There were no comments received.

(13) The Council Tax Support Fund

There were no comments received.

(14) Treasury Monitoring and Capital Monitoring 2023-24

There were no comments received.

(1) Fareham Town Centre Draft Regeneration Strategy Action Plan

There were no comments received.

12. SCRUTINY PRIORITIES

The Head of Finance and Audit addressed the Panel on this item and gave members the opportunity to put forward any further suggestions for the Scrutiny Panel Priorities. No further suggestions were put forward. She also confirmed that the item on the Council's Procurement processes has been scheduled in the work plan for March.

(The meeting started at 6.00 pm
and ended at 7.08 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Public Protection Scrutiny Panel

(to be confirmed at the next meeting)

Date: Wednesday, 24 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor M J Ford, JP (Chairman)

Councillor Mrs P M Bryant (Vice-Chairman)

Councillors: Mrs T L Ellis, Miss T G Harper, Mrs J Needham,
Ms S Pankhurst and Mrs K K Trott

Also Present: Councillor I Bastable, ward member for Park Gate (for item 7)
and Miss J Burton, Executive Member for Health & Public
Protection (for item 8)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Health and Public Protection Scrutiny Panel held on 03 October 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

A deputation was received in respect of item 7 on the agenda from Claire Powell, the Lead Petitioner of the petition requesting that parking at Middle Road car park, Park Gate be extended to 3 hours.

6. EXECUTIVE BUSINESS

(1) Proposed Off Street Parking Places (Amendment 8) Order - Osborn Road and Others

There were no questions or comments for clarification in respect of this item.

(2) Traffic Regulation Order (Amendment 8) - Consideration of consultation responses

There were no questions or comments for clarification in respect of this item.

7. PETITION - MIDDLE ROAD, PARKGATE CAR PARK

The Panel considered a report by the Head of Environmental Health in respect of a petition received requesting that the 2-hour maximum stay at Middle Road car park, Park Gate be extended.

A deputation was received in respect of this item from the Lead Petitioner, Claire Powell.

At the invitation of the Chairman, Councillor I J Bastable, ward member for Park Gate, addressed the Panel on this item.

In considering this item the Panel felt that too big an increase in the length of the maximum stay in the car park would encourage parking by people working in the District Centre and people parking and travelling on elsewhere to work.

This would create over demand for parking spaces and have an impact on businesses that rely on a quick customer turnaround such as the convenience stores, bakery and card shop.

The Panel recognised however that some of the businesses in the District Centre such as the hairdressers, the estate agent and the funeral parlour deliver services that create a genuine need for their customers to park for longer than 2 hours. Members therefore felt that the increase in maximum stay to 3 hours would strike a balance between the different needs of the businesses and would not be long enough to create over occupancy in the car park.

RESOLVED that the Health and Public Protection Scrutiny Panel recommends to the Executive that the maximum stay in Middle Road car park be increased from 2 hours to 3 hours.

8. UPDATE ON THE PROVISION OF COMMUNITY SAFETY & CCTV SERVICES

The Panel received a report by the Head of Environmental Health which provided an update for members on the provision of community safety and CCTV services following the dissolution of the Fareham & Gosport CCTV Partnership in 2021.

At the invitation of the Chairman, Councillor Miss J Burton, Executive Member for Health and Public Protection addressed the Panel on this item.

Members discussed how arrangements or requests to deploy a mobile camera in a particular area can be made. Officers explained that each case is assessed on its own merit but that all requests for deployment must be data led and evidence based in order to comply with GDPR rules. The importance of reporting incidents of anti-social behaviour and criminal activity to the police was highlighted and members were encouraged to communicate this message to residents wherever possible to help support requests for camera deployment.

RESOLVED that the Health and Public Protection Scrutiny Panel notes the content of the report.

9. AIR QUALITY UPDATE

The Panel received a report by the Head of Environmental Health which provided members with an air quality update and a review of Gosport Road and Portland Street Air Quality Management.

The Panel discussed how, with the Air Quality Management areas being revoked, the Council will be aware if air quality objectives for different pollutants are unlikely to be achieved. Members were advised that there will still be monitoring tubes around the Borough which will measure levels of pollutants. Members of the public with concerns about excessive levels in a particular area can also request that monitoring take place. Going forward, the Council will also be required to implement an Air Quality Strategy next year

which will cover in detail how the Council will manage Air Quality across the Borough

RESOLVED that the Health and Public Protection Scrutiny Panel recommends to the Executive that the two AQMA's be revoked by approving the Order as Scheduled at Appendix A to the draft report to be considered by the Executive at the meeting scheduled to take place on 04 March 2024.

10. HEALTH AND PUBLIC PROTECTION SCRUTINY PANEL PRIORITIES

Members discussed the scrutiny priorities for the Panel.

In discussing the priorities it was agreed that the invitation to the Police and Crime Commissioner to attend a future meeting of the panel to report on current issues would be followed up to ascertain whether she would attend the meeting of the Panel scheduled to take place on 27 March 2024.

RESOLVED that the scrutiny priorities for the Health and Public Protection Scrutiny Panel were reviewed.

(The meeting started at 6.00 pm
and ended at 6.59 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Streetscene Scrutiny Panel (to be confirmed at the next meeting)

Date: Thursday, 25 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Miss T G Harper (Chairman)

Councillor Mrs P Hayre (Vice-Chairman)

Councillors: Ms C Bainbridge, Mrs L E Clubley, Mrs C L A Hockley and Mrs K Mandry

Also Present: Councillor I J Bastable, Executive Member for Streetscene (For item 7)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Streetscene Scrutiny Panel held on Thursday 16 November 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. EXECUTIVE BUSINESS

Councillor Mrs C Bainbridge asked a question in respect of the overspend on the Streetscene budget as presented under the Policy and Resources portfolio at the Executive meeting held on 08 January 2024. The Director of Neighbourhoods undertook to update Councillor Bainbridge on this matter outside of the meeting.

7. REFUSE AND RECYCLING PERFORMANCE

The Panel considered a report by the Director of Neighbourhoods which provided an opportunity for members to scrutinise the performance of the refuse and recycling services delivered by the Council.

Members raised and discussed a number of concerns in respect of the proposals outlined in the Environment Act 2021 which will require all Local Authorities in England to collect the same recyclable waste streams for recycling or composting from households. Concerns included:

- (i) the potential need for residents to be able to store several different bins and containers at their properties;
- (ii) the costs of providing the bins and containers and any necessary resources required to be able to implement changes to collection arrangements;
- (iii) the potential for food waste containers to be compromised by wildlife;

- (iv) how residents can be encouraged to embrace changes to recycling collection arrangements; and
- (v) the need to ensure that any new arrangements for recycling and collection are not counterproductive in working towards the Council's carbon neutrality commitment.

Officers advised the Panel that the Government had published its response to the recent consultation and that Regulations, which would confer statutory recycling responsibilities on the Council, were awaited. No decisions would be taken on the Council's approach to implementing the changes until the Regulations were published. The consultation refers to both capital and revenue funding for any new burdens that arise from implementing the requirement and an announcement on this is awaited.

Officers recognised the importance of gaining commitment from residents to improve recycling rates and a strong communication and educational campaign will be required for successful implementation of the new requirements.

At the invitation of the Chairman, Councillor I J Bastable, Executive Member for Streetscene, addressed the Panel on this item to advise that education would be a key element of any successful implementation and that both consumer and manufacturing habits needed to change. The Council's approach will be to improve the recycling rate but will move slowly until it is clear what the statutory requirements are. A careful approach to rolling the changes out across the Borough would be important.

RESOLVED that the Streetscene Scrutiny Panel notes the content of the report.

8. STREETSCENE SCRUTINY PANEL PRIORITIES

Members discussed the Scrutiny Priorities for the Streetscene Panel.

At the request of Councillor Mrs C Bainbridge, the Director of Neighbourhoods undertook to ensure that members are updated at a future meeting of the Panel on the action to be taken in respect of the "Bins for Boys" motion submitted to the Council at its meeting held on 14 December 2023.

It was requested by Councillor Mrs Hayre that an update on Allotment Arrangements across the Borough be added to the scrutiny priorities.

It was noted that with the adoption of new corporate priorities under the Council's Corporate Strategy 2023-2029, it would now be appropriate to re-align the Panel's scrutiny priorities with the new Corporate Strategy. The Director of Neighbourhoods advised that the agenda for the final meeting of this municipal year would be arranged from items of business already in hand and that the Panel could then review at the first meeting of the new municipal year what the priorities would be going forward.

RESOLVED that the Streetscene Scrutiny Panel considered the Scrutiny Priorities.

(The meeting started at 6.02 pm
and ended at 6.50 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Planning and Development Scrutiny Panel (to be confirmed at the next meeting)

Date: Wednesday, 31 January 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor M R Daniells (Chairman)

Councillor N J Walker (Vice-Chairman)

Councillors: Ms S Pankhurst, Ms F Burgess, Mrs T L Ellis, Mrs J Needham and P Nother

Also Present: S D Martin, R Bird and Mrs C L A Hockley



1. APOLOGIES FOR ABSENCE

No apologies of absence were received at the meeting.

2. MINUTES

Members queried Minute item 9 – Planning and Development Scrutiny Panel Priorities, as it states that an update on the Welborne Garden Village would be brought to the next meeting of the Panel but is not on tonight's agenda. The Director of Planning and Regeneration confirmed that this meeting was convened especially to consider the Affordable Housing SPD item so a Welborne Delivery Update will be brought to the next meeting on the 29 February 2024.

RESOLVED that the Minutes of the Planning and Development Scrutiny Panel meeting held on the 01 November 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements at the meeting.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

No declarations of interest were made at this meeting.

5. DEPUTATIONS

No deputations were received at the meeting.

6. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT

The Panel received an Executive report on the Council's Affordable Housing Supplementary Planning Document (SPD) which is to be considered by the Executive on the 05 February 2024. Both the Executive report and SPD have been developed collaboratively by both the Planning and Housing Services. Officers from both services presented the report and supporting presentation to Members. A copy of the presentation is appended to these Minutes.

The Chairman invited Councillor Mrs K Mandry to join the discussion on this item as Chairman of the Housing Scrutiny Panel. Councillors Mrs C Hockley and R Bird also joined in discussions on this item.

Members from both the Planning and Development and Housing Scrutiny Panels took part in a lengthy discussion covering many different areas of the draft Affordable Housing SPD. The key topics were around the design and parking elements of development schemes and how the SPD can help to assist applicants from an early stage to create affordable housing where community integration is paramount. Officers explained that although each site is different the SPD seeks to provide clarity on the Council's requirements,

setting out clear and transparent expectations to assist applicants through the planning process and help deliver affordable housing across the Borough.

Members from both Panels were very complementary of the draft Affordable Housing SPD and recommend that the Executive approve the document for public consultation.

RESOLVED that the Planning and Development Scrutiny Panel:-

- a) note the contents of the Executive Report; and
- b) recommend that the Executive approve the document for public consultation at their meeting on the 05 February 2024.

7. PLANNING STRATEGY UPDATE

The Panel received a presentation from the Head of Planning, updating Members on relevant Planning Strategy matters including the recent publication of the National Planning Policy Framework (NPPF), an update on the Community Infrastructure Levy and the Planning Obligations SPD which is recommended for adoption at the 05 February Executive. A copy of the presentation is appended to these Minutes.

The Senior Planner (Strategy) began the presentation by updating Members on the details of the recently published NPPF and how the key changes effect Fareham. Although Fareham is in a good position due to the adoption of the Local Plan 2037, Members expressed frustration over the methods for calculating housing requirement by Central Government. Officers explained that a letter has been sent to the Department of Levelling Up, Housing and Communities highlighting that Fareham's Housing Delivery Test recently published results had been incorrectly calculated and requesting that corrected Housing Delivery Test results be published. It was also highlighted that there are prospects of housing numbers increasing over the coming year, with several large developments going through the planning process. The Panel were advised that the Government is still to publish a great deal of further detail to be included within the NPPF in due course.

The Principal Planner (Strategy) provided an update on the Community Infrastructure Levy (CIL) following an independent examination in September 2023. The Director of Planning and Regeneration addressed the Panel to confirm that although the results of the examination were not straight forward, work is underway to move forward, following further consultation eith interested parties, with a report to be brought to the Executive and Council over the coming months to approve a new CIL Charging Schedule.

RESOLVED that Members note the contents of the presentation.

8. EXECUTIVE BUSINESS

There were no items of Executive Business for the Panel to consider.

9. PLANNING AND DEVELOPMENT SCRUTINY PANEL PRIORITIES

The Chairman invited Members of the Panel to consider the Scrutiny Priorities for the Planning and Development Scrutiny Panel.

The Director of Planning and Regeneration addressed the Panel to advise that an item on the Welborne Garden Village delivery will be brought to the next scheduled meeting, along with a report on the Council's Environmental Position Statement before being considered by the Executive on the 04 March 2024.

RESOLVED that Members considered their Scrutiny Priorities.

(The meeting started at 6.00 pm
and ended at 7.51 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Minutes of the Leisure and Community Scrutiny Panel (to be confirmed at the next meeting)

Date: Tuesday, 6 February 2024

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs C L A Hockley (Chairman)

Councillor Mrs L E Clubley (Vice-Chairman)

Councillors: R Bird, M J Ford, JP, Miss T G Harper, Mrs K K Trott and Mrs P M Bryant (deputising for Mrs S M Bayford)

Also Present: Councillor Mrs S M Walker (Executive Member for Leisure and Community)



1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor Mrs S Bayford.

2. MINUTES

RESOLVED that the Minutes from the Leisure and Community Scrutiny Panel meeting held on the 14 November 2023 be signed and confirmed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcement:

A petition is currently live on the ePetitions page of the Council's website, asking the Council to step in and work with Hampshire County Council, Hampshire Cultural Trust, the Ashcroft Arts Centre, and residents in finding a solution to keep the Ashcroft Arts Centre open.

The Chairman invited the Assistant Director (Democracy) to give the following update on that petition:

The petition has 211 signatures to date, although these names have not yet been verified as living, working or studying in the Borough. The end date for the petition has been logged as 2 March 2024 and Democratic Services Officers have attempted to make contact with the lead petitioner to advise that this date may be too late to submit the completed petition as it will be after the date that the County Council will have set their budget. As we have not yet heard back from the lead petitioner, we are unable to change the end date of the petition.

In light of the conflicting dates, the appropriate course of action is for the Executive Member for Leisure & Community to write to the lead petitioner to set out the Council's priorities with regard to Fareham Live which will provide a community, arts and entertainment venue in the town centre and to assure the petitioners that every effort is already being made to offer relocation to the various clubs and community groups currently utilising Ashcroft Arts Centre.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at the meeting.

5. DEPUTATIONS

There were no deputations made at the meeting.

6. LEISURE AND COMMUNITY PROJECTS UPDATE

The Panel received a report along with a supporting presentation from the Assist Director (Democracy) which provided an overview of all the current

projects within the Leisure and Community Portfolio. This way of reporting was trailed at the last meeting and due to its success will become a standard item on the Leisure and Community Scrutiny Panel agendas.

A copy of the presentation is appended to these Minutes.

Members of the Panel asked for assurances that the Fareham Live operator, Trafalgar Entertainment, will begin dialogue with the Ashcroft Arts Centre to ensure those community groups and organisations can be accommodated when the Ashcroft closes later this year. Officers confirmed that these discussions are already taking place as the intention for Fareham Live has always been to provide a Community hub with a well-balanced programme.

Members enquired about the exterior brickwork at Fareham Live which has become a concern for residents due the patchy appearance. Officers explained that with all new buildings there is a drying process and that the bricks would be cleaned before the building is formally handed back to the Council, once construction is complete.

Concerns were raised by the Panel with regards to the artifacts and records located at the Westbury Manor Museum, which due to Hampshire County Councils funding cuts, will also be closing later this year. Officers reassured Members that discussions are scheduled to take place between Hampshire Cultural Trust, who currently operate the Museum, and the Council, to consider where possible, the valuable local items that help tell the history of Fareham remain accessible to Fareham residents.

RESOLVED that the Panel notes the contents of the report and supporting presentation.

7. EXECUTIVE BUSINESS

The Panel were asked to consider the items of Executive Business since the last meeting.

(1) Community Fund Application - Lockswood Community and Sports Association

No comments were received.

(2) Community Fund Application - Dementia Care Hub

No comments were received.

(3) Community Fund Application - Portchester Sailing Club

No comments were received.

(4) Voluntary Sector Support Fund - Priors Park Community Association

No comments were received.

(5) D-Day 80 Event

No comments were received.

(6) Voluntary Sector Support Fund - Bee Released Counselling

No comments were received.

8. LEISURE AND COMMUNITY SCRUTINY PANEL PRIORITIES

Members of the Panel were asked to consider the Scrutiny Priorities for the Leisure and Community Portfolio.

The Assistant Director (Democracy) addressed the Panel to provide details of the various workstreams within the Leisure and Community Portfolio and reminded Members that their suggestions on topics they wish to bring to future Panel meetings are very welcome.

Members suggested that an update on the Community Centre Condition Survey be brought to a future meeting of the Panel furthermore, as mentioned at the last meeting, an update on the performance of the Fareham Town Centre Shopmobility services also be provided. Officers confirmed that both these items will be brought to meetings within the next municipal year.

RESOLVED that the Panel considered the priority for the Leisure and Community Scrutiny Panel.

(The meeting started at 6.00 pm
and ended at 7.05 pm).

..... Chairman

..... Date

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 05 February 2024

Portfolio:	Policy and Resources
Subject:	Finance Strategy, Capital Programme, Revenue Budget & Council Tax 2024/25
Report of:	Chief Executive Officer
Corporate Priorities:	Responsive, Inclusive and Innovative Council

Purpose:

This report seeks final confirmation of the recommendations to be made to Council, on 23 February 2024, in respect of the revenue budget, capital programme and council tax for 2024/25.

Executive summary:

On 8 January 2024, the Executive reviewed the Council's overall finance strategy and considered proposals relating to the revenue budgets and the council tax for 2024/25. This report updates the Council's budgets to reflect the decisions taken and other known changes since 8 January 2024, including the provisional local government finance settlement.

The capital programme for the years 2023/24 to 2027/28 will be £58,678,500.

The net revenue budget for 2024/25 will be £13,292,600. With core funding estimated to be £5,079,839 and no payment from the collection fund, the total amount due from the council taxpayers will be £8,212,761.

Taking these changes into consideration, the council tax for 2024/25 will be £185.86 per Band D property. This represents an increase of £5.40 per year from the council tax set for 2023/24 and is within the 2.99% referendum threshold set by the Government.

Recommendation/Recommended Option:

It is recommended that the Executive approves and recommends to the meeting of the Council to be held on 23rd February 2024:

- (a) the capital programme and financing of £58,678,500;
- (b) an overall revised net revenue budget for 2023/24 of £12,376,100;

- (c) a net revenue budget for 2024/25 of £13,292,600;
- (d) a council tax for Fareham Borough Council for 2024/25 of £185.86 per band D property, which represents a £5.40 per year increase when compared to the current year and is within referendum limits;
- (e) an unchanged Council Tax Support scheme for 2024/25; and
- (f) that the Council continues to disregard the whole of any incomes prescribed in the Housing Benefit (War Pensions Disregards) Regulations 2007 and the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

Reason:

To allow the Council to approve the Council Tax for 2024/25.

Cost of proposals:

Not Applicable

Appendices: **A: Overall Total Budget for 2024/25**

Background papers: **None**

Reference papers: Report to the Executive – 9 January 2023 Finance Strategy,
Revenue Budget and Council Tax 2023-24

Report to the Executive – 8 January 2024 Finance Strategy,
Revenue Budget and Council Tax 2024-2

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	05 February 2024
Subject:	Finance Strategy, Capital Programme, Revenue Budget & Council Tax 2024/25
Briefing by:	Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. On 8 January 2024 the Executive reviewed the Council's overall finance strategy and considered proposals relating to:
 - The revised revenue budget for 2023/24;
 - Fees and charges for 2024/25;
 - The revenue budget for 2024/25; and
 - The council tax for 2024/25.
2. The purpose of this report is to update the Council's spending plans to take account of the decisions taken by the Executive in relation to these various issues and any know changes that arisen since.

THE CAPITAL PROGRAMME 2023/24 TO 2027/28

3. The capital programme for the General Fund for the period 2023/24 to 2027/28 was reported to the January Executive as part of the Capital Strategy Report and totalled £54,709,000.
4. At the January Executive, additional capital budgets were approved for Emergency and Temporary Accommodation and the purchase of Strategic Land at Faraday Business Park, Daedalus.
5. In addition, £769,800 has been added to the Disabled Facilities Grants budget to reflect an increase in demand and the cost of demand in 2023/24, to be met by grant funding.

6. The updated programme is shown in the following table:

	£000s
Streetscene	805
Leisure and Community	17,274
Housing	8,054
Planning and Development	323
Policy and Resources	32,223
TOTAL	58,679

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

	£000s
Capital Receipts	9,252
Grants and Contributions	24,612
Capital Reserves	4,662
Revenue	3,404
Borrowing	16,749
TOTAL	58,679

8. The programme and projected resources indicate that, by 31 March 2028, there could be a small surplus of capital resources of £3.1 million, which represents a contingency of 5% on the overall capital programme.

9. Importantly, the surplus assumes an estimate of future capital receipts and grants as well as continued revenue contributions towards capital investment, totalling £29 million. In the event that these resources do not materialise, the programme will become partly unfunded.

REVISED BUDGET 2023/24

10. In January, the Executive considered in detail the revised net budget for 2023/24, which now shows a better forecast position and instead of having to draw from reserves to balance the budget, includes a forecast contribution to general fund reserves of £58,800.

SERVICE BUDGETS 2024/25

11. The following table shows the service budgets resulting from the report that was submitted to the Executive on 8 January 2024. At the meeting there were no changes made to the services budgets so the figures remain the same as that report.

	Base Budget 2024/25
Committees	£
Licensing and Regulatory Affairs	699,100
Planning	578,100
Executive - Portfolio Budgets	
- Leisure and Community	148,600
- Housing	3,435,900
- Planning and Development	1,221,200
- Policy and Resources	-958,900
- Health and Public Protection	373,500
- Streetscene	6,706,800
Depreciation Adjustments in Service Portfolios	3,891,400
SERVICE BUDGETS	16,095,700

OTHER BUDGETS 2024/25

- Since the January report was drafted, the Government has announced the provisional Local Government Finance Settlement, as detailed further below. This has improved the Council's position by an amount of £194,000, reducing the amount that needs to be drawn from reserves to fund the budget, by the same amount.
- The revenue contribution to funding the capital programme has been maintained at £1,125,000. The "Other Budgets" total will therefore now be -£2,803,100.

THE OVERALL BUDGET POSITION FOR 2024/25

- Taking account of the information referred to in the preceding paragraphs, the overall total net budget for 2024/25, detailed in Appendix A, is confirmed as £13,292,600 which is £1,395,500 above the base budget for 2023/24. This includes a contribution from general fund reserves to balance the budget of £404,200.
- Although the situation with the cost of living crisis appears to have stabilised the overall economic position remains unclear going into the new financial year it is and it is anticipated that there will be no further support from central government to councils relating to this crisis.

THE LOCAL GOVERNMENT FINANCE SETTLEMENT 2024/25 AND GOVERNMENT CORE FUNDING SUPPORT

- The Local Government Finance Settlement was announced on 18 December 2023 and confirmed that it would again be a one-year settlement for 2024/25 with limited indications about funding for 2025/26.

17. The statement also announced there would be a 3% Funding Guarantee for Local Authorities. This grant along with the Services Grant and Revenue Support Grant is worth £507,200 to Fareham.
18. A further announcement was made on 24 January to increase the 3% Funding Guarantee to 4% which would mean a further £100,000 grant would be paid to Fareham.
19. In the Local Government Finance Settlement 2024/25 the referendum limits for local authorities were set out and council tax increases that exceed 2.99% would trigger a referendum. However, the government has also allowed shire districts to raise their council tax by the higher of 2.99% or a maximum of £5 when compared to the previous level, before a referendum is triggered.
20. As this settlement was for one year only there remains the details of the Fair Funding Review which has been delayed further until at least 2025/26. With the outcome of this review unclear, it is important that the Council continues to identify and secure cash-releasing efficiencies each year in order to maintain the high level of service currently provided and continue to achieve its corporate priority to minimise council tax increases.

SPENDING RESERVE

21. The spending reserve exists to cover unforeseen changes in revenue expenditure and is important to prudent financial management.
22. The current balance on the reserve stands at £5,901,800 which is £2,149,300 over the current policy of maintaining a minimum balance of 7.5% of Gross Expenditure.
23. However, as well as the requirement to use reserves to balance the budget for 2024/25, the Medium-Term Finance Strategy covers the period through to 2027/28 and is showing a projected shortfall of £1.9m in 2025/26 and a further shortfall in the final 2 years of the strategy. There are also some additional future pressures which have not yet been accounted for in the forecasts, and a current high level of international volatility which may affect future costs.
24. In light of this it would be prudent to increase the balance on the spending reserve to £5,003,400 (10% of gross revenue expenditure) for the period covered by the strategy. This would leave a balance of £898,400 which would be further reduced by the £404,200 required to balance the 2024/25 budget.
25. There also remains the unknown financial implications of the outcome of the Fair Funding Review which is due at the earliest in 2025/26, so any further use of all reserves must be carefully considered.

COUNCIL TAX AND NATIONAL NON-DOMETIC RATE BASE

26. The council tax base for 2024/25 is 44,188.90 Band D equivalent properties.
27. The net rates payable from National Non-Domestic Rates for 2024/25 (after Transitional arrangements, empty property rate, mandatory and discretionary reliefs) is £47,092,496.

COUNCIL TAX FOR 2024/25

28. With a net budget for 2024/25 of £13,292,600 and government funding of £5,079,839 along with a zero contribution from the collection fund, this will leave an amount due from council tax payers of £8,212,761. This is shown in the following table:

	Base Budget 2023/24	Base Budget 2024/25	Variation
	£	£	£
Total Budget	11,897,100	13,292,600	1,395,500
Less:			
Government Funding and Retained Business Rates	-3,931,745	-5,079,839	-1,148,094
Collection Fund deficit	0	0	0
Total due from Council Tax Payers	7,965,355	8,212,761	+247,406
Council Tax base	44,139.4	44,188.9	
Council Tax (Band D)	£180.46	£185.86	
Cash Increase (per year)	+ £5.24	+ £5.40	
Percentage Increase (per year)	+2.99%	+2.99%	

29. The proposed council tax increase is within government referendum limits.
30. The proposed council tax of £185.86 is for Band D properties only and the Fareham element of the council tax for all bands is shown in the table below:

	2023/24	2024/25	Increase	Number of Dwellings
Band A	£120.31	£123.91	£3.60	3,645
Band B	£140.36	£144.56	£4.20	7,301
Band C	£160.41	£165.21	£4.80	15,580
Band D	£180.46	£185.86	£5.40	10,773
Band E	£220.56	£227.16	£6.60	8,054
Band F	£260.66	£268.46	£7.80	3,645
Band G	£300.77	£309.77	£9.00	1,517
Band H	£360.92	£371.72	£10.80	129

31. The overall income from taxpayers of £8,212,761 represents approximately 16% of the gross revenue budget for the council for 2024/25 of £52.9million.

ASSURANCE STATEMENT BY THE CHIEF FINANCIAL OFFICER (CFO)

32. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the CFO must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.
33. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.
34. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However, a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at a minimum of 10% of gross expenditure, resources should be in place to meet any variations that cannot be met from within the Council's overall budget.

COUNCIL TAX SUPPORT 2024/25

35. Legislation requires that Local Council Tax Support schemes are considered by Full Council on an annual basis even if no major changes are to be made. In previous years and following public consultation, the Council has agreed and implemented a scheme based on the following principles:
- Every working-age claimant should pay something towards their council tax
 - The amount of Council Tax Support to be capped to a Band C for those claimants living in larger properties
 - All non-dependents (such as adult sons or daughters living in the claimant's property) should pay something towards the household's council tax bill
 - Provide additional financial support to the most vulnerable claimants (such as those receiving a War Pension or who are severely disabled)
36. For 2024/25, it is proposed to retain these key principles and to administer an unchanged scheme.
37. There are currently 3,664 households in the borough receiving Council Tax Support. The caseload and expenditure for the current financial year can be seen below:

	Number of claimants	Cost of Council Tax Support
Pension-age caseload	1,763	£2,024,805
Working-age caseload (vulnerable group)	1,141	£1,389,057
Working-age caseload (employed)	92	£46,626
Working-age caseload (not employed*)	668	£585,392
Total	3,664	£4,045,880

*In receipt of an out-of-work benefit such as Job Seekers Allowance, Income Support or Universal Credit

38. It is anticipated that an unchanged Council Tax Support scheme for 2024/25, which provides the same level of assistance and protection to claimants as the current scheme, will continue to be contained within available resources.

DISREGARDING OF PRESCRIBED WAR DISABLEMENT PENSIONS OR WAR WIDOW'S PENSIONS IN THE CALCULATION OF HOUSING BENEFIT AND COUNCIL TAX SUPPORT

39. The Housing Benefit Regulations 2006 prescribe a standard weekly disregard of £10 from the incomes prescribed in the Housing Benefit (War Pensions Disregards) Regulations 2007. However, any residual balance from these incomes is included in the aggregated assessment of means in an applicant's entitlement, thereby affecting their total award.
40. The Social Security Administration Act 1992 (SSAA) entitles Local Authorities to locally design adjustments to the scheme to satisfy the needs of their community but with a percentage of the cost for such a scheme falling on the authorities' own finances.
41. The Council has operated a local scheme that disregards 100% of this income since the introduction of the SSAA and has copied this scheme design to its Local Council Tax Support Scheme upon its introduction in 2013. This ensures financial support for low-income households who are in receipt of a disablement or widow's/widower's pension payable as a consequence of service as members of the armed forces.
42. Subsidy arrangements mean that where a local amendment to the scheme is in operation, the local authority will only be compensated with 75% of any expenditure incurred up to a maximum of 0.2% of the total subsidy claimed in the relevant year.
43. In 2022-23, the full cost to the Council was £2,742 as £8,226 of the total expenditure of £10,968 was met through subsidy.
44. In exercising the function of administering the Housing Benefit scheme, local authorities are subject to external reporting on the efficacy of their processes and procedures. The Housing Benefit Assurance Process (HBAP) specifies the

requirement for the appointment of reporting accountants; theirs and the local authorities' responsibilities; and the potential consequences arising from the HBAP report.

45. Ernst & Young were appointed as the Council's reporting accountant in August 2022 and gave guidance at that time as to what evidential requirements we would need to adhere to in order to satisfy the HBAP Audit guidelines.
46. The need to have a resolution in respect of a local scheme was identified as a matter for attention. Prior to this, the Benefits Service had relied upon the resolution made at the original lying down of legislation and had not reviewed or renewed the scheme formally in some considerable time.
47. However, the financial impact of the scheme is routinely taken into account when preparing financial estimates for the Benefits Service, as it is built into the Housing Benefit subsidy regime. It therefore forms part of the financial planning for the service and formulating the scheme now will not make any additional financial demand on the Council.
48. The latest estimate was produced in August 2023 and indicates that from a total spend of £13,338, £10,004 will be subsidised, with the total cost to the Council being £3,334.

ENVIRONMENTAL CONSIDERATIONS/CARBON IMPACT ASSESSMENT

49. The subject matter of this report is not anticipated to have an impact on the Council's carbon footprint, nor is it expected to have a detrimental or beneficial impact to the wider environment.

LEGAL CONSIDERATIONS

50. Members have a legal duty to weigh the needs of service users against the interests of local taxpayers. In planning the budget, Members are under a duty to act prudently, responsibly, in a business-like manner and in their view of what constitutes the best interests of the general body of local taxpayers. This duty includes consideration of future local taxpayers as well as current local taxpayers.
51. The Council has a duty under the Local Government Finance Act 1992 to consult about proposals for expenditure and set a balanced budget. The consultation process is currently underway, and an update will be provided to members at the February meeting of the Council.
52. Failure to set a lawful Council Tax could have serious financial results for the Council and make the Council vulnerable to an Order from the Courts requiring it to make a council tax. Information must be published and included in the council tax demand notice, in a form that complies with the regulations made by the Secretary of State.
53. Under Section 114 (2) and 114 (3) of the Local Government Finance Act 1988, the Chief Financial Officer is required to make a report, if it appears to him/her that a decision or course of action the council or an officer has agreed or is about to make is unlawful, or that expenditure is likely to exceed resources available.
54. The Assurance Statement from the Chief Finance Officer is included in the report in accordance with Section 25 of the Local Government Act 2003.

RISK ASSESSMENT

55. While all spending plans can be met from within existing resources, including use of reserves, growing financial pressures increase the risk that spending plans exceed desirable levels.
56. With the Fair Funding review being delayed until at least the 2025/26 financial year the future funding support for Fareham remains uncertain. Any changes as a result of the review and the Business Rate Reset are very likely to affect the Council's finances and it remains an important part of the overall Medium Term Finance Strategy to retain sufficient balances to cater for the unexpected in these uncertain times.
57. The council will continue to explore opportunities to increase income sources for the Council as well as review other opportunity plans in order that balanced budgets can be made in future years.

CONCLUSION

58. In making a recommendation to Council on the council tax for 2024/25, the Executive has evaluated the Council's overall financial position in relation to existing commitments, the level of resources (including reserves) and the projected financial position in the future; not just the overall budget position for next year.

Enquiries:

For further information on this report please contact Neil Wood on 01329 824506

ACTUAL REVENUE BUDGET

	Budget 2023/24 £	Revised 2023/24 £	Budget 2024/25 £
Committees			
Licensing and Regulatory Affairs	540,400	495,700	699,100
Planning	694,300	580,400	578,100
Executive - Portfolio Budgets			
- Leisure and Community	-38,600	-260,400	148,600
- Housing	2,270,800	3,394,800	3,435,900
- Planning and Development	1,246,100	1,209,000	1,221,200
- Policy and Resources	541,800	-220,100	-958,900
- Health and Public Protection	765,800	352,600	373,500
- Streetscene	5,592,200	6,174,000	6,706,800
Accounting Adjustments in Service Portfolios	4,101,900	3,492,800	3,891,400
SERVICE BUDGETS	15,714,700	15,218,800	16,095,700
Capital Charges	-4,320,000	-4,094,400	-4,094,400
Direct Revenue Funding	1,125,000	1,125,000	1,125,000
Minimum Revenue Position	1,490,900	1,545,700	1,756,700
Interest on Balances	-612,000	-430,200	-468,400
Portchester Crematorium Contribution	-80,000	-100,000	-100,000
New Homes Bonus	-17,900	-17,900	-65,200
Contribution from Earmarked Reserves	-1,002,700	-929,700	-552,600
Contribution to(+)/from(-) General Reserves	-400,900	58,800	-404,200
OTHER BUDGETS	-3,817,600	-2,842,700	-2,803,100
NET BUDGET	11,897,100	12,376,100	13,292,600

	Budget 2023/24 £	Revised 2023/24 £	Budget 2024/25 £
NET BUDGET	11,897,100	12,376,100	13,292,600
CORE FUNDING			
Government Grant	340,000	440,000	607,200
Non-Domestic Rates	3,591,745	3,970,745	4,472,639
	<u>3,931,745</u>	<u>4,410,745</u>	<u>5,079,839</u>
 COLLECTION FUND BALANCE	 0	 0	 0
 AMOUNT DUE FROM COUNCIL TAX PAYERS	 7,965,355	 7,965,355	 8,212,761
 COUNCIL TAX BASE	 44,139.4		 44,188.9
 COUNCIL TAX PER BAND D PROPERTY	 £180.46		 £185.86
 CASH INCREASE	 £5.24		 £5.40
 PERCENTAGE INCREASE	 2.99%		 2.99%

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 05 February 2024

Portfolio:	Policy and Resources
Subject:	Housing Revenue Account 2024/25
Report of:	Assistant Chief Executive Officer
Corporate Priorities:	Provides Housing Choices

Purpose:

This report seeks Executive approval for the revised budget for the Housing Revenue Account for 2023/24, the base budgets and rent increases for 2024/25.

Executive summary:

The Executive recommended, and the Council approved, in February 2023, the base budget and rent increase for 2023/24, for Housing Revenue Account (HRA) services.

This report sets out some revisions to the Housing Revenue Account revised budget for 2023/24 and base budget for 2024/25 along with the capital programme and financing for the years 2023/24 to 2027/28. The report examines the issues affecting the Housing Revenue Account including rent changes with effect from 1 April 2024. In particular it highlights the increased expenditure needed to maintain the Council's housing stock in the next 2 years, and meet the LAHF commitments to deliver three homes for Afghan families and one home for temporary accommodation to be held in the Housing Revenue Account. This will mean that we will not be able to fully continue with our debt repayment put aside in these years. However, any surpluses that do arise will be considered for this purpose.

Council budgets are susceptible to change in the level of expenditure and income caused by factors inside and outside the Council's control. A risk assessment has been carried out to indicate the effect on housing balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and a working balance. Actions continue to be taken by officers to reduce expenditure where possible. There will also be increased budget monitoring introduced for this period.

Recommendation/Recommended Option:

It is recommended that the Executive approves and recommends to the meeting of the Council to be held on 23 February 2024 that:

- (a) rents be approved for Council Dwellings as set out in paragraph 27 with effect from 1 April 2024;
- (b) rents for Council garages be increased by 7.7% with effect from 1 April 2024;
- (c) the revised budget for 2023/24 be approved;
- (d) the base budget for 2024/25 be approved; and
- (e) the Fees and Service Charges at Appendix E be approved.

Reason:

To allow the Council to approve the Housing Revenue Account budgets for 2024/25.

Cost of proposals:

As detailed in the report.

Appendices:

- A: Capital Programme and Financing**
- B: Detailed Revenue Budgets**
- C: Examples of Rent**
- D: Published Housing Fees and Charges**
- E: Confidential Fees and Charges 2024/25****

** Fees and Charges 2024/25 Appendix E (Confidential) – By virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person and category 7A (information which is subject to an obligation of confidentiality) of Schedule 12A Local Government Act 1972 and the Council's Access to Information Procedure Rules. It is not in the public interest to publish this information as it would harm the Council's ability to achieve best value by way of negotiations where there may also be an obligation of confidence in relation to the financial and technical content for any procurement exercise. Disclosure could adversely affect competitive bids and remove the necessary element of market competition that drives best value principles.

Background papers: None

Reference papers:

- (a) Executive 6 February 2023 – Housing Revenue Account 2023/24
- (b) Executive 3 July 2023 – General Fund and Housing Revenue Account Outturn 2022/23
- (c) Executive 8 January 2024 – Finance Strategy, Capital Programme, Revenue Budget and Council Tax – Appendix A Medium Term Finance Strategy
- (d) Executive 7 March 2022 -Assheton Court redevelopment
- (e) Executive 9 January 2023 – Fareham Housing Development of Ophelia Court, Montefiore Drive, Park Gate
- (f) Executive 9 October 2023 – Town Centre property acquisition
- (g) Executive 9 October 2023 – Facilitating the use of the Local Authority Housing Fund
- (h) [The Direction on the Rent Standard 2023](#), Department for Levelling Up, Housing & Communities
- (i) [Policy Statement on rents for social housing](#), Department for Levelling Up, Housing & Communities

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	05 February 2024
Subject:	Housing Revenue Account 2024/25
Briefing by:	Assistant Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. This report brings together the revenue and capital spending plans for the Housing Revenue Account for 2023/24 and 2024/25 for the Executive to consider. On 8 January 2024 the Executive approved the Council's Finance Strategy for 2024/25 and later years. The budget guidelines contained within the Strategy have been used as a basis for the Housing Revenue Account (HRA) spending plans along with the Government's Direction on the Rent Standard 2023 and their Policy Statement on rents for social housing from 1 April 2020.
2. Together these have informed revisions to the 2024/25 revenue and capital budgets and those for future financial years as part of Business Planning for the HRA.

HOUSING CAPITAL PROGRAMME

3. The five-year Housing capital programme has been updated and is summarised in the following table.

Year	£'000
2023/24	7,800
2024/25	6,107
2025/26	4,870
2026/27	4,740
2027/28	4,840
Total	28,357

4. More details of the capital schemes and their financing can be found in Appendix A, with the highlights given below. The Housing capital programme was included in the Council's Capital Strategy presented for approval at the 8 January 2024 Executive.

Affordable Housing Delivery

5. During the current financial year, the major schemes of 2 new social rent houses at Queens Road, Fareham; 16 new sheltered housing flats at Sir Randal Cremer House,

Portchester; and 11 houses for Shared Ownership at Capella Close, Stubbington; have been completed.

6. Work commenced on site for 9 new affordable shared ownership flats at Ophelia Court, the Executive having approved a report updating the funding arrangements to deliver the scheme in January 2023.
7. Work is anticipated to start in March 2024 for a new social rent house at Bellfield. A tender process has been completed with prices for design and build coming in within the original budget of £350,000 for the scheme. However, if final on costs such as consultancy and utility matters are as high as 15%, these would exceed that budget approval. These costs will be monitored and if necessary, a further report will be presented to the Executive if the budget is likely to be significantly exceeded.
8. On 7 March 2022 a report was presented to the Executive on the funding arrangements for the redevelopment of Assheton Court in Portchester, including the demolition of the existing building and a new building comprising of up to 60 sheltered housing apartments. Technical work has continued on this scheme, with a full planning application approved on 14 December 2022, containing detailed technical designs produced by the Architect/Engineers and demolition of the existing building. A tender process is currently underway for design and build of the scheme which will then further inform the budget setting needed within the Capital Programme.
9. The Affordable Housing Delivery Team have secured Homes England grant funding for the Ophelia Court development and are also working closely with Homes England on securing significant grant funding for the Assheton Court development, both as part of the Affordable Homes Programme 2021-26. To secure the funds development needs to be completed by March 2026.
10. There are currently further development / acquisition sites as set out in the table below. These have been reported to the Executive and approved in principle for further feasibility and preliminary actions to be undertaken before final schemes and the appropriate funding sources are presented for approval. Future capital projects and regeneration opportunities are likely to include council owned sites allocated within the Local Plan.

Site
Town centre acquisition (Fareham East)
Wynton Way (Fareham North West)
Menin House regeneration (Fareham North West)

Improvements to Existing Housing Stock

11. The budget for component planned maintenance and improvements to existing properties has been increased for the current and future financial years covered by the capital programme. The Capital Strategy has been increased to reflect this revised figure of £4million (previously £3million). This is due to this being an area of significant cost pressures that have not been at this level for many years. Contributory factors include continually increasing costs of materials and labour, an ageing stock profile and a need to make the stock greener, along with increased regulation whilst maintaining service standards. A Stock Condition Survey is currently underway to inform future years required budget and spending pressures, with full stock coverage over a 5 year

period (20% of stock per year).

Financing Options

12. The financing of the Housing capital programme is from the Major Repairs Reserve, Housing Capital Receipts, HRA Revenue Contributions to Capital Outlay (RCCO and 1-4-1 capital receipts from Right to Buy sales and borrowing. The HRA must be a ring-fenced account, this means that it must, in general, balance on a year-to-year basis, so that the costs of running the service, which include debt charges, administration costs and maintenance expenditure must be met from HRA income. The ringfencing of the HRA ensures that all the income and expenditure in relation to managing the council housing stock is separate to the General Fund and there is no cross subsidy between either fund (tenants and the taxpayer and vice versa).
13. In addition to these internal and borrowed resources, grant bids will be sought wherever possible.
14. New build Fareham Housing homes could be funded from a combination of the following: -
 - a) Right to Buy initial receipts and Right to Buy 1-4-1 receipts;
 - b) Other Housing Capital receipts (not combined with Right to Buy 1-4-1 receipts)
 - c) Section 106 monies for the purpose of affordable housing provision; (not combined with Right to Buy 1-4-1 receipts)
 - d) Homes England grant funding (not combined with Right to Buy 1-4-1 receipts); and/or
 - e) Additional borrowing on the Housing Revenue Account.
15. Additional borrowing for large schemes would come from the Public Works Loan Board (PWLB). A new discounted PWLB rate is currently available until the end of June 2025 for authorities borrowing for the HRA.
16. Although the opportunity for borrowing to enable future development is positive there needs to be caution highlighted. Any additional debt will need to be serviced without undermining the financial stability of the Council's HRA. Careful consideration of the borrowing implications along with flexibility in how the various funding sources are used will be required.
17. The most appropriate form of borrowing will be established by the Council's Finance Team in consultation with the Chief Executive Officer in order to fund the development schemes at Ophelia and Assheton Court and similar schemes.
18. Future reports are being developed which will detail estimated cost and funding arrangements along with the progress toward the appointment of an appropriate contractor.

REVENUE BUDGETS

19. The following table summarises the Housing Revenue Account base and revised budgets for 2023/24, and the base budget for 2024/25. A more detailed breakdown is provided in Appendix B.

	Base Budget 2023/24 £'000	Revised Budget 2023/24 £'000	Base Budget 2024/25 £'000
HOUSING REVENUE ACCOUNT			
Income	-14,228	-14,391	-15,316
Tenancy Management & Running Costs	4,730	4,740	4,972
Net Interest	1,679	1,650	1,650
Transfer to Debt Repayment Fund	1,025	0	542
	-6,794	-8,001	-8,152
Revenue Repairs Expenditure	3,444	3,636	3,747
Depreciation set aside into the Major Repairs Reserve	3,050	3,130	3,205
Revenue Contribution to Capital Programme	300	1,235	1,200
Transfer to(-)/from HRA Reserve	0	0	0

20. The income budget has been uplifted to reflect proposed increases in rent and service charges. Changes in circumstances and financial stability for some tenants continue to impact on rent being paid, and with the impact of the cost of living crisis still being experienced, arrears are increasing through the current financial year. The housing Rent Recovery Officer continues to work closely with customers and reports regularly from the housing management system.
21. The provision made for bad debts was increased significantly in the 2022/23 financial year. Assessing current debt levels, the provision will not need such a high increase for 2023/24 and 2024/25 and so this budget has been revised downwards.
22. Within Tenancy Management and Running Costs increases have been made for employee costs, impacting General Administration, Sheltered Housing, Grounds Maintenance and Communal Cleaning areas. An increase has been allowed for Council Tax incurred against void properties. The budgets for Communal Heating and Lighting have been reduced, recognising the reduction in gas costs being charged from October 2023 to October 2024.
23. A budget increase for the property repairs and maintenance and materials area is proposed to reflect the employment costs of the building maintenance team as well as higher costs that suppliers face and that are inevitably passed on to the Council. Leaseholder Service Charge actuals have been completed for 2022/23, income was higher than originally anticipated with repairs arising from the external decoration programme, this is also reflected in the income budget.
24. The Revenue Contribution to Capital programme budget has been increased significantly to fund the higher value of Capital Improvements work and former council homes being bought back in the current financial year to deliver the LAHF programme commitments. This is a government initiative that supports the government's humanitarian obligations to provide safe and suitable housing to those fleeing Afghanistan, alongside helping to deliver DLUHC's commitment to help those who are homeless to secure accommodation. The Council has secured matched funding to provide three 2 – 4 bed properties for the resettlement of Afghan families and one temporary accommodation home. In order to meet the criteria of the funding, the properties must be in the ownership of the Council by 29 March 2024.

25. This increase has a direct impact on the set aside of reserves for repayment of debt, the budget provision of £1.025 million for this has therefore had to be removed for 2023/24. However, if any budget surplus does arise for the year this may be considered for this use. Increased budget monitoring will be introduced to try and achieve this position.
26. The proposed budgets do include a clear, albeit reduced, set aside of reserves in 2024/25 towards repayment of the £49 million housing debt taken on in 2012 when the government changed the national subsidy scheme to a self-financing scheme. These loans become repayable in 28 to 37 years and to date there has been approximately £7 million put aside for this purpose.
27. A summary of all the reserves projected to the end of 2023/24 is set out below:

Reserve	Purpose of Reserve	2022/23 Closing Balance £'000	2023/24 Transfers In £'000	2023/24 Transfers Out £'000	2023/24 Closing Balance £'000
HRA Revenue Reserve	To fund unexpected operating costs	1,337	0	0	1,337
Exceptional Expenditure Reserve	To fund any exceptional demands upon expenditure	1,500	0	0	1,500
Debt Repayment Fund	To repay debt	6,840	0	0	6,840
Leaseholder Reserve	To fund major repairs on blocks containing leasehold properties	620	0	0	620
Total Revenue Reserves		10,297	0	0	10,297
Major Repairs Reserve	To fund capital expenditure on HRA assets	157	3,125	-3,230	52
1:4:1 Receipts	To fund 40% of costs of new acquisitions and Station Road development	1,703	250	-105	1,848
Total Reserves		12,157	3,375	-3,335	12,197

RENTS

28. In November 2022 as part of the Government Autumn Statement, it was announced that social housing rent increases would be capped at 7% for 2023/24. A new Direction on the rent standard 2023 was issued along with an updated Policy statement on rents for social housing from April 2023. This was a temporary cap applying from the 1 April 2023 to 31 March 2024. For 2024/25, an increase of 7.7% is proposed, in line with allowed increases of up to CPI + 1% (using the September 2023 CPI rate of 6.7%).
29. A recent change in policy from the Department for Levelling Up, Housing & Communities (DLUHC) came into effect from 12 October 2023 changing the basis of the annual rent review for relevant Shared Ownership leases from a maximum of RPI + 0.5% to CPI + 1.0%, thereby aligning Shared Ownership rents with the maximum annual rent increase for Social and Affordable rented homes. For 2024/25, an

increase of 7.7% is proposed, in line with allowed increases of up to CPI + 1% (using the September 2023 CPI rate of 6.7%).

30. Rents for Council garages are not covered by the Government's Direction applying to dwellings, but a similar principle is applied. It is proposed that garage rents for 2024/25 increase by 7.5% (£1.10 per week) in line with that of rent increases.
31. Examples of proposed rents can be seen in Appendix C.

FEES AND CHARGES

32. The current published fees and charges for housing and the charges for 2024/25, approved at the 8 January 2024 Executive, are set out in Appendix D. The statutory charge is subject to the control and advice of Government. The current level of charge has been set at the maximum allowed.
33. Service Charges for the HRA and Careline customers for 2024/25 are set out in confidential Appendix E for Executive approval. These are mainly set to recover the costs the Council incurs. In some cases, it has been possible to reduce the charges this year due to costs going down.

RISK ASSESSMENT

34. The following list of potential risks indicates that it is essential to preserve the account balance held for the Housing Revenue Account. Reserves are held so the Council can:
 - Continue to manage and maintain homes
 - Improve and redevelop estates
 - Cover any unexpected expenditure
 - Take advantage of new opportunities to meet housing needs
 - Repay the debt
 - Meet the challenges of any change in Government policy
35. Key risks include future changes to the rent policy, an increase in arrears, other increases in void properties and in the cost of repairs, and in utility costs. In particular, if the Government amend their current rent policy so that rents will reduce post 2024/25, this will put further pressure on the HRA finances. Costs from the Regulator of Social Housing are also likely to increase with expenses relating to Tenant Satisfaction Measures along with costs of carrying out the required surveys.
36. Stock maintenance, both revenue and capital areas of spend are also experiencing significant cost pressures that have not been at this level for many years. Contributory factors include continually increasing costs, an ageing stock profile and a need to make the stock greener along with increased regulation whilst maintaining service standards. A Stock Condition Survey is currently underway to inform future years required budget and spend prioritisation with full stock coverage over a 5 year period (20% of stock per year).

Examples of Potential and Actual Changes	Effect on Expenditure in Year £'000	Effect on Income in Year £'000
Change in rent policy to decrease rents by 1% beyond 2024		130
Loss of income if void rate rises by 1%		130
Increase of 10% on employees, and supplies and service costs	494	
Increase of 10% in the depreciation charge	320	
Increase on rent arrears by 10%		80
Increase of 20% in cost of responsive repairs	760	

37. Mitigating actions continue to be taken by the service to try to reduce costs where they can. Particular projects currently underway are reviewing the responsive repair framework of suppliers and also the voids process to reduce the periods that properties are vacant leading to reduced income and increased costs.
38. However, there remains considerable pressure on the Housing Revenue Account. Increased budget monitoring is therefore to be introduced for the foreseeable future.

ENVIRONMENTAL CONSIDERATIONS/CARBON IMPACT ASSESSMENT

39. The subject matter of this report is not anticipated to have an impact on the Council's carbon footprint, nor is it expected to have a detrimental or beneficial impact to the wider environment.

Enquiries:

For further information on this report please contact Caroline Hancock, 01329 824589

HOUSING CAPITAL PROGRAMME AND FINANCING

	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£
Improvements to Existing Stock					
Improvements	1,500,000	1,600,000	1,600,000	1,700,000	1,800,000
Voids	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Modifications	500,000	500,000	500,000	500,000	500,000
Vehicles	130,000	100,000	40,000	40,000	40,000
Acquisitions and New Builds					
Acquisitions	1,400,000	500,000	500,000	500,000	500,000
New Build – Sir Randal Cremer House	227,000				
New Build – Assheton Court	500,000				
New Build – Capella Close	393,000				
New Build – Queens Road	115,000				
New Build - 51 Bellfield	35,000	270,000	30,000		
New Build – Ophelia Court	1,000,000	1,137,000	200,000		
TOTAL CAPITAL EXPENDITURE	7,800,000	6,107,000	4,870,000	4,740,000	4,840,000
Funded by:					
Improvements to Existing Stock					
Major Repairs Reserve	-3,230,000	-3,300,000	-3,300,000	-3,400,000	-3,500,000
RCCO	-770,000	-800,000	-800,000	-800,000	-800,000
Other Assets					
RCCO - Vehicles	-130,000	-100,000	-40,000	-40,000	-40,000
Acquisitions and New Builds					
RCCO	-335,000	-300,000	-300,000	-300,000	-300,000
1-4-1 Capital Receipts	-105,000	-308,000	-212,000	-200,000	-200,000
Capital Receipts	-500,000				
Homes England Grants	-372,000		-200,000		
Other Grants and Contributions	-946,000				
Borrowing	-1,412,000	-1,299,000	-18,000		
TOTAL FUNDING	-7,800,000	-6,107,000	-4,870,000	-4,740,000	-4,840,000

DETAILED REVENUE BUDGET

	Base 2023/24 £'000s	Revised 2023/24 £'000s	Base 2024/25 £'000s
Income			
Rents - Dwellings	-12,475	-12,430	-13,371
Rents - Garages	-388	-388	-410
Rents - Other	-21	-5	-5
Service Charges (Wardens, extra assistance, heating)	-687	-816	-795
Cleaning	-198	-198	-215
Grounds Maintenance	-137	-137	-150
Other Fees and Charges	-37	-35	-35
Leaseholder Service Charges & Insurance	-285	-371	-323
Government Grant	0	-11	-12
	-14,228	-14,391	-15,316
Expenditure			
Tenancy Management and Running Costs			
General Administrative Expenses	2,581	2,600	2,745
Corporate & Democratic Core	90	90	90
Corporate Management	75	75	75
Unapportioned Overhead	0	10	10
Communal Heating Services	350	270	270
Communal Lighting	88	80	80
Rents, Rates & Other Taxes	200	254	279
Communal Cleaning	272	269	289
Grounds Maintenance	280	310	323
Sheltered Housing Service	604	612	641
Bad Debts Provision	125	100	100
Bad Debts Written off	35	35	35
Debt Management Expenses	30	35	35
Sub-total of management costs	4,730	4,740	4,972
Long Term Debt Management			
Interest Payable	1,879	1,900	1,900
Interest Earned on Internal Balances	-200	-250	-250
Transfer to Debt Repayment Fund	1,025	0	542
Property Repairs and Maintenance			
Revenue Repairs Expenditure	3,444	3,636	3,747
Depreciation	3,050	3,130	3,205
Revenue Contribution to Capital Programme	300	1,235	1,200
Surplus(-)/Deficit for Year	0	0	0

HRA EXAMPLES OF RENT

	Property Type	2023/24 Actual Rent £	2024/25 Proposed Rent £	Change per week £	Change per week %
Rose Court	1 Bed Flat	94.51	101.79	7.28	7.7
Grebe Close	2 Bed Bungalow	122.76	132.21	9.45	7.7
Collingwood Court	1 Bed Flat	115.36	124.24	8.88	7.7
Foxbury Grove	2 Bed Flat	102.96	110.89	7.93	7.7
Garden Court	1 Bed Maisonette	82.23	88.56	6.33	7.7
Sicity House	2 Bed Maisonette	99.88	107.57	7.69	7.7
Fairfield Avenue	3 Bed House	119.64	128.85	9.21	7.7
Churchill Close	3 Bed House (shared owner)	104.29	112.32	8.03	7.7
Jubilee Court	4 Bed House	136.71	147.24	10.53	7.7
Average for total stock		111.79	120.40	8.61	7.7
Garages		14.65	15.75	1.10	7.5



HOUSING FEES & CHARGES

	Notes	Fee 2023/24 £	Fee 2024/25 £	% Increase
Sales of Council Houses				
Maximum legal and administration fees in connection with granting a service charge loan	Statutory Charge	100.00	100.00	NIL
Recharge of Officer time in agreeing any consent to freeholders	Fee per occurrence	100.00	110.00	10.0
Repairs to Council Houses				
Abortive visit by Officer, Surveyor or Tradesman	Charge per visit	55.00	58.00	5.5
Rechargeable works	These will be assessed individually at the time the work is carried out.			
Sheltered Accommodation for the Elderly – Guest Room Charges				
Single occupancy per night	Inclusive of VAT	15.00	16.00	6.7
Per couple per night	Inclusive of VAT	20.00	21.00	5.0
Collingwood Court per room	Inclusive of VAT	30.00	32.00	6.7
Sylvan Court per room	Inclusive of VAT	30.00	32.00	6.7
Sheltered Accommodation for the Elderly – Other Charges				
Keys – Key	Inclusive of VAT	5.90	6.30	6.7
Keys – Fob		9.50	10.10	6.3
Wash Cards (where applicable)	Inclusive of VAT			
Wash		0.80	0.85	6.3
Dry		0.70	0.75	7.1

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

Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 05 February 2024

Portfolio:	Policy and Resources
Subject:	Treasury Management Strategy 2024/25
Report of:	Chief Executive Officer
Corporate Priorities:	Responsive, Inclusive and Innovative Council

Purpose:

This report considers the draft Treasury Management Strategy and Investment Strategy for 2024/25, prior to its submission to the Council for approval.

Executive summary:

Regulations require the Council to prepare and formally approve both an annual Treasury Management Strategy and Investment Strategy. The document for 2024/25 is attached as Appendix A to this report for consideration by the Executive before being submitted to Council for approval.

In the past 12 months, the Council's **investment** balance has ranged between £18 million and £38 million, lower levels are expected in the forthcoming year due to capital programme expenditure. The Council expects to be a long-term borrower and new treasury investments will therefore be made primarily to manage day-to-day cash flows using short-term low risk instruments. The existing portfolio of strategic pooled funds will be maintained to diversify risk into different sectors and boost investment income.

Borrowing levels are expected to be £74.3 million at the end of 2024/25. The Council has previously raised all of its long-term borrowing from the Public Works Loan Board (PWLB) but will consider long-term loans from other sources. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield.

Recommendation:

It is recommended that the Executive:

- (a) endorses the draft Treasury Management Strategy and Investment Strategy for 2024/25, attached as Appendix A to this report; and
- (b) agrees to submit the Strategy to Council for approval.

Reason:

In accordance with the Code of Practice for Treasury Management in the Public Services and guidance from the Ministry for Housing Communities and Local Government (MHCLG), the Treasury Management Strategy and Investment Strategy have to be approved by full Council.

Cost of proposals:

Not applicable

Appendices: **A:** Treasury Management Strategy and Investment Strategy 2024/25

Background papers: None

Reference papers:

Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in the Public Services 2021

CIPFA The Prudential Code 2021

Statutory Guidance on Local Government Investments issued under section 15(1)(a) of the Local Government Act 2003 from the Ministry of Housing, Communities and Local Government (MHCLG)

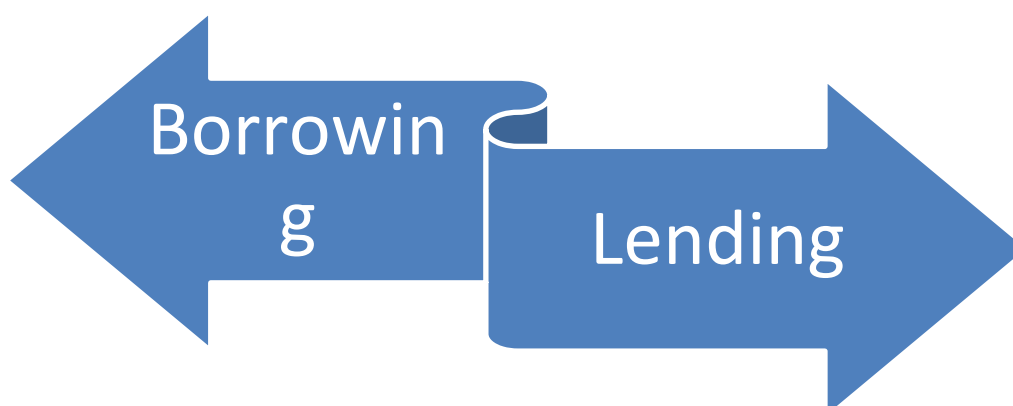
Template for Treasury Management Strategy and Investment Strategy 2024/25 provided by Arlingclose (the Council's Treasury Advisers)

Enquiries:

For further information on this report please contact Caroline Hancock (01329 824589)

FAREHAM
BOROUGH COUNCIL

**TREASURY MANAGEMENT
STRATEGY
AND
INVESTMENT STRATEGY
2024/25**



INTRODUCTION

WHAT IS TREASURY MANAGEMENT?

1. Treasury Management is defined as:

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

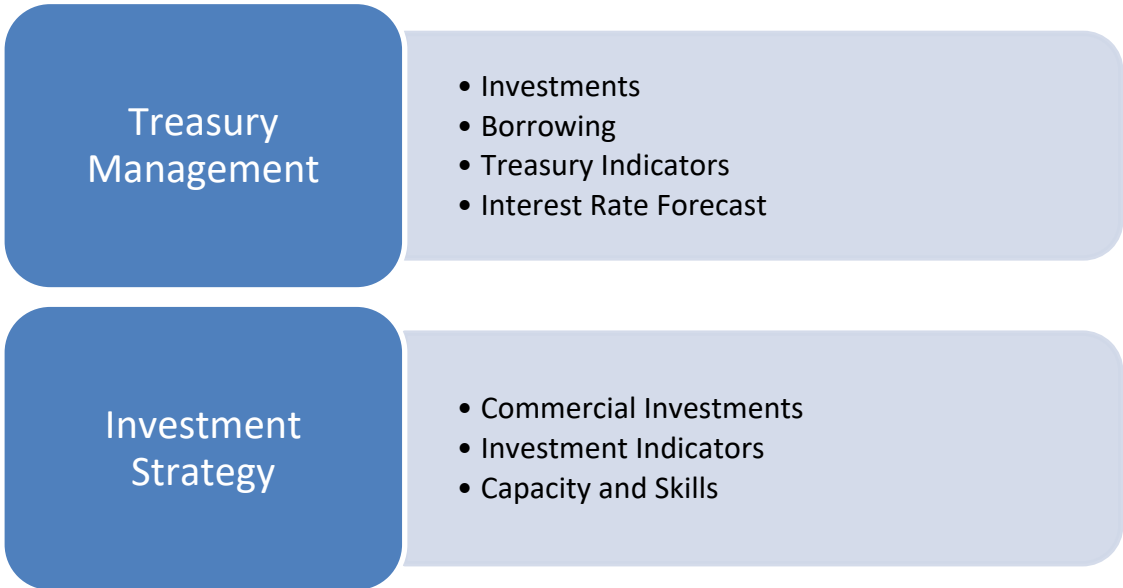
the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

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

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

CONTENT OF THE TREASURY MANAGEMENT AND INVESTMENT STRATEGIES

3. These strategies set out the expected approach to treasury management and investment activities for 2024/25. It covers two main areas:



4. The content of the Strategies is designed to cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CIPFA Treasury Management Code and the MHCLG Investment Guidance.

REPORTING REQUIREMENTS

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



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

TREASURY MANAGEMENT STRATEGY

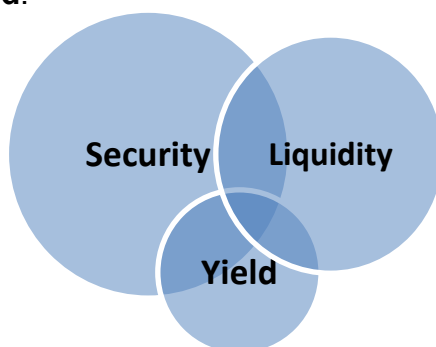
INVESTMENTS

Current Portfolio Position

7. The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's investment balance has ranged between £18 million and £38 million, lower levels are expected in the forthcoming year due to capital programme expenditure.

Treasury Investment Strategy

8. The CIPFA Code requires 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**.



9. The Council's objective when investing money is to strike an appropriate balance between **risk and return**, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.
10. The Council aims to be a responsible investor and will consider environmental, social and governance (ESG) issues when investing.
11. The Council expects to be a long-term borrower and new treasury investments will therefore be made primarily to manage day-to-day cash flows using short-term low risk instruments. The existing portfolio of strategic pooled funds will be maintained to diversify risk into different sectors and boost investment income.
12. Under the new IFRS 9 standard, the accounting for certain investments depends on the Council's **business model** for managing them. The Council aims to achieve value from its treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Approved Counterparties

13. The Council may invest its surplus funds with any of the counterparty types in the

table below, subject to the limits shown.

Sector	Time Limit	Counterparty Limit	Sector Limit
UK Government	50 years	Unlimited	n/a
Local authorities and other government entities	25 years	£4m	Unlimited
Secured investments*	25 years	£4m	Unlimited
Banks (unsecured)*	13 months	£2m	Unlimited
Building Societies (unsecured)*	13 months	£2m	£4m
Money market funds*	n/a	£4m	Unlimited
Strategic pooled funds	n/a	£5m	£20m

14. Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published **long-term credit rating is no lower than A-**. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.
15. For entities without published credit ratings, investments may be either (a) where external advice indicates the entity to be of similar credit quality; or (b) to a maximum of £2 million per counterparty as part of a diversified pool.
16. Summary of counterparty types:
 - a) **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.
 - b) **Secured investments:** Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
 - c) **Banks and Building Societies (unsecured):** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

- d) **Money Market Funds:** Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Council will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.
- e) **Strategic Pooled Funds:** Bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
17. The Council may also invest its surplus funds in corporates (loans, bonds and commercial paper issued by companies other than banks), registered providers (loans to, and bonds issued or guaranteed by, registered providers of social housing or registered social landlords, formerly known as housing associations) and real estate investment trusts, subject to meeting the minimum credit rating criteria and time limits recommended by the Council's treasury advisers.

Operational Bank Accounts

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

Risk Assessment and Credit Ratings

19. Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. The credit rating agencies in current use are listed in the Treasury Management Practices document. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
20. Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not

apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments

21. The Council understands that credit ratings are good, but not perfect predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations, in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press and analysis and advice from the Council treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above credit rating criteria.
22. Reputational aspects: The Council is aware that investment with certain counterparties, while considered secure from a purely financial perspective, may leave it open to criticism, valid or otherwise, that may affect its public reputation, and this risk will therefore be taken into account when making investment decisions.
23. When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008, 2020 and 2022, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, or with other local authorities. This will cause investment returns to fall but will protect the principal sum invested.
24. The following **internal measures** are also in place:
 - Investment and borrowing decisions formally recorded and endorsed using a Counterparty Decision Document.
 - Monthly officer reviews of the investment and borrowing portfolio and quarterly reviews with the Chief Executive Officer.

Investment Limits

25. The Council's revenue reserves available to cover investment losses are forecast to be £5 million on 31st March 2024. In order to minimise risk, in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be **£5 million**. A group of entities under the same ownership will be treated as a single organisation for limit purposes.
26. Limits are also placed on fund managers, investments in brokers' nominee accounts and foreign countries as in the table below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

	Cash limit
Any group of pooled funds under the same management	£10m per manager
Negotiable instruments held in a broker's nominee account	£10m per broker
Foreign countries	£4m per country

Liquidity Management

27. The Council uses a purpose-built cash flow forecasting spreadsheet to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium-term financial plan and cash flow forecast.
28. The Council will spread its liquid cash over at least **four providers** (e.g. bank accounts and money market funds) to ensure that access to cash is maintained in the event of operational difficulties at any one provider.

Environmental, Social and Governance Policy

29. Environmental, social and governance (ESG) considerations are increasingly a factor in global investors' decision making, but the framework for evaluating investment opportunities is still developing and therefore the Council's ESG policy does not currently include ESG scoring or other real-time ESG criteria at an individual investment level.
30. The Council will seek to move towards investments that improve the environment, bring wider social benefits, and are with organisations with good governance.
31. The Council will give weight to the environmental, social and governance elements of credit ratings in making investment decisions, provided that the overall risk profile of the investment portfolio (including liquidity risk) is not compromised, and that decisions remain consistent with responsible financial management and stewardship.

BORROWING

Current Portfolio Position

32. The Council's borrowing position at 31 March 2023, with forward projections are summarised below.

£'000	2023/24 Revised	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Debt at 1 April	61,300	74,300	74,300	72,300	70,300
Expected change in debt	13,000	0	(2,000)	(2,000)	(2,000)
Gross Debt at 31 March	74,300	74,300	72,300	70,300	68,300

33. Debt at 31 March 2024 is projected to be higher than originally estimated due to

borrowing short-term externally to fund the capital programme.

Borrowing Strategy

34. The Council's main objective when borrowing money is to strike an appropriately low risk balance between **securing low interest costs** and achieving **certainty of those costs** over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
35. Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.
36. Short-term interest rates are currently at a 15-year high but are expected to fall in the coming years and it is therefore likely to be more cost effective over the medium term to either **use internal resources**, or to **borrow short-term** loans instead.
37. By doing so, the Council can reduce net borrowing costs (despite foregone investment income) and **reduce overall treasury risk**. The benefits of internal borrowing or short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly.
38. Our treasury advisers will assist the Council with this '**cost of carry**' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2024/25 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
39. The Council has previously raised all of its long-term borrowing from the PWLB but will consider long-term loans from other sources including banks, pensions and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding in line with the CIPFA Code.
40. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield.
41. Alternatively, the Council may arrange forward starting loans, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.
42. In addition, the Council may borrow further short-term loans to cover unexpected cash flow shortages.

Sources of Borrowing

43. The approved sources of long-term and short-term borrowing are:
 - HM Treasury's PWLB lending facility (formerly the Public Works Loan Board).
 - UK Infrastructure Bank Ltd

- Any institution approved for investments.
 - Any other bank or building society authorised to operate in the UK.
 - Any other UK public sector body.
 - UK public and private sector pension funds (except the Hampshire County Council Pension Fund).
 - Capital market bond investors.
 - UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues.
44. In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- Leasing
 - Hire purchase
 - Private Finance Initiative
 - Sale and leaseback
 - Similar asset based finance
45. **Municipal Bonds Agency:** UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It issues bonds on the capital markets and lends the proceeds to local authorities. This is a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.
46. **Short-Term and Variable Rate Loans:** These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below.
47. **Debt Rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

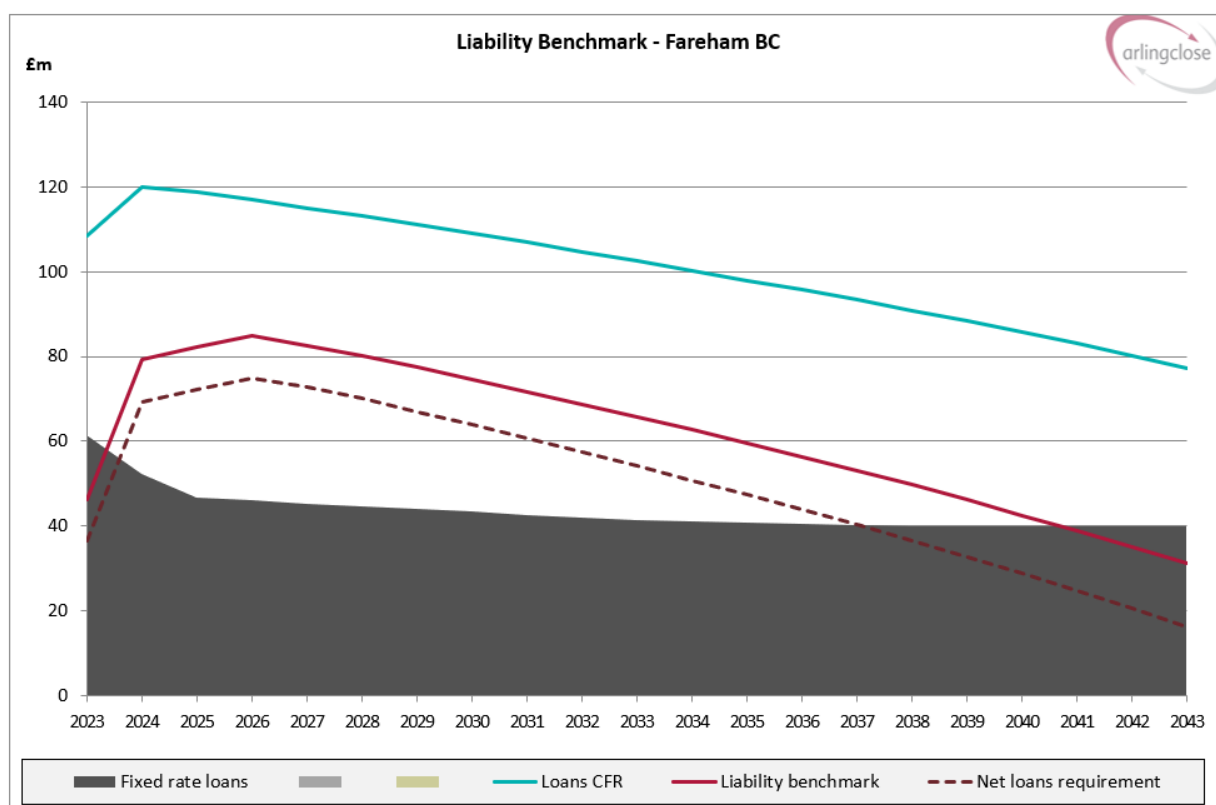
TREASURY MANAGEMENT PRUDENTIAL INDICATORS

48. The Council measures and manages its exposures to treasury management risks using the following three treasury management indicators.
49. *Treasury Management Prudential Indicator 1 – Liability Benchmark:* To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the cash and investment balances are kept to a minimum level of £10m at each year-end to maintain sufficient liquidity but minimise credit risk.
50. The liability benchmark is an important tool to help establish whether the Council

is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. The liability benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.

£'000	31/03/23 Actual	31/03/24 Estimate	31/03/25 Estimate	31/03/26 Estimate	31/03/27 Estimate
Capital Financing Requirement	108,246	121,826	120,368	116,684	112,785
Less: Balance sheet resources	(72,000)	(50,900)	(46,500)	(42,000)	(42,400)
Net loans requirement	36,246	70,926	73,868	74,684	70,385
Plus: Liquidity allowance	10,000	10,000	10,000	10,000	10,000
Liability benchmark	46,246	80,926	83,868	84,684	80,385

51. The long-term liability benchmark is shown in the chart below together with the maturity profile of the Council's existing borrowing:



52. If cash flows occur as forecast, the Council's level of existing borrowing remains below the liability benchmark for the next 17-18 years. This indicates a need for further external borrowing over this period, peaking at approximately an additional £39m by 2026 and then reducing over time.
53. *Treasury Management Prudential Indicator 2 – Long-term treasury management investments:* 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 prudential limits on the long-term treasury management investments will be:

£'000	2023/24 Revised	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Limit on principal invested beyond year end	12,000	12,000	12,000	12,000	12,000

54. *Treasury Management Prudential Indicator 3 - Maturity structure of borrowing*: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

Maturity structure of borrowing	Upper Limit %	Lower Limit %
- Loans maturing within 1 year	50	0
- 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	100

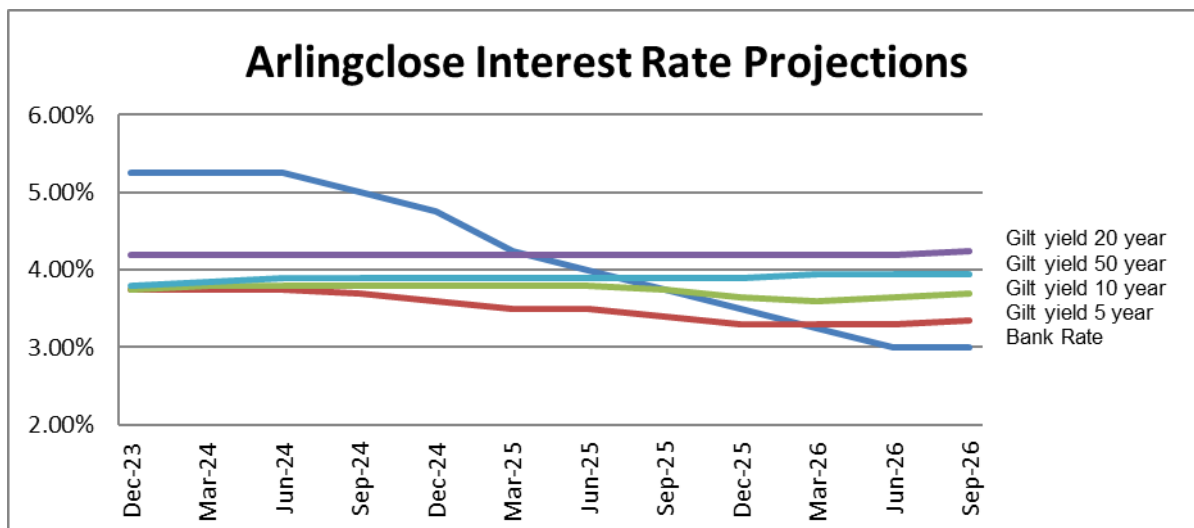
55. Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.
56. *Treasury Management Prudential Indicator 4 - Housing Revenue Account (HRA) ratios*: As a result of the HRA Reforms in 2012, the Council moved from a subsidy system to self-financing and was required to take on **£49.3 million** of debt. The table below shows additional local indicators relating to the HRA in respect of this debt.

	2023/24 Revised	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
HRA debt £'000	49,268	49,268	49,268	49,268	40,000
HRA revenues £'000	14,392	15,286	16,258	17,008	17,452
Number of HRA dwellings	2,410	2,408	2,455	2,443	2,431
Ratio of debt to revenues	3.42:1	3.22:1	3.03:1	2.90:1	2.29:1
Debt per dwelling £	20,445	20,462	20,070	20,169	16,683
Debt repayment fund £'000	6,840	7,382	8,403	9,543	10,683

57. The HRA is due to repay borrowing from the General Fund of £9.268 million in 2027/28.

INTEREST RATE FORECAST

58. The Council's treasury management adviser, Arlingclose, assist the Council to formulate a view on interest rates. The latest detailed economic and interest rate forecast provided by Arlingclose is attached at Annex 1.
59. The following graph and commentary gives the Arlingclose's central view on interest rates.



60. Although UK inflation and wage growth remain elevated, the Authority's treasury management adviser Arlingclose forecasts that Bank Rate has peaked at 5.25%. The Bank of England's Monetary Policy Committee will start reducing rates in 2024 to stimulate the UK economy but will be reluctant to do so until it is sure there will be no lingering second-round effects. Arlingclose sees rate cuts from Q3 2024 to a low of around 3% by early-mid 2026.
61. Arlingclose expects long-term gilt yields to be broadly stable at current levels (amid continued volatility), following the decline in yields towards the end of 2023, which reflects the expected lower medium-term path for Bank Rate. Yields will remain relatively higher than in the past, due to quantitative tightening and significant bond supply. As ever, there will undoubtedly be short-term volatility due to economic and political uncertainty and events.

Other Items

62. The CIPFA Code requires the Council to include the following in its Treasury Management Strategy.
63. **Policy on Apportioning Interest to the HRA:** On 28 March 2012, the Council borrowed £40 million from the Public Works Loan Board (PWLB) to buy itself out of the HRA subsidy System. The monies were borrowed by the General Fund on behalf of the HRA. The interest on these loans is charged to the HRA on a half-yearly basis at the rate charged by PWLB. A further £9.268 million was lent by the General Fund to the HRA to complete the buyout. Interest on this element is charged at the average weighted rate of the PWLB loans.
64. The unfunded HRA capital financing requirement is also charged to the HRA at the average weighted rate of the PWLB loans.
65. The General Fund credits the HRA with interest earned on HRA credit balances calculated on the reserve balances at year end. The rate used is the weighted interest rate on General Fund investments and cash balances.
66. **Markets in Financial Instruments Directive:** The Council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and

small companies. Given the size and range of the Council's treasury management activities, the Chief Financial Officer believes this to be the most appropriate status.

Financial Implications

67. The budget for net interest received in 2024/25 for the General Fund is £468,400 and the budget for net interest paid in 2024/25 for the HRA is £1,650,400. If actual levels of investments and borrowing, and actual interest rates differ from that forecast, performance against budget will be correspondingly different.

Other Options Considered

68. The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain

INVESTMENT STRATEGY

- 69. The Council invests its money for three broad purposes:
 - because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**),
 - to support local public services by lending to or buying shares in other organisations (**service investments**), and
 - to earn investment income (known as **commercial investments** where this is the main purpose).
- 70. This investment strategy meets the requirements of statutory guidance issued by the Government in January 2018 and focuses on the third of these categories.
- 71. The Council does not currently have any service investments.

COMMERCIAL INVESTMENTS

- 72. The Council invests in local and some regional UK commercial property with the intention of making a profit that will be spent on local public services.
- 73. Since the Executive approval of a Commercial Property Investment Acquisition Strategy in January 2013, the Council has purchased commercial investment properties currently valued at **£35.5 million** and expected to generate rental income of £2.3 million during 2023/24.

Property Type	Current Value £'000
Retail	21,785
Commercial (Industrial)	11,740
Other (Healthcare)	1,960
Total	35,485

- 74. The Council’s total Commercial property portfolio, shown below, is valued at **£70 million** and includes Faretec and industrial estates at Palmerston Business Park and Newgate Lane. The Council purchased the leasehold of Fareham Shopping Centre at the end of September 2023. The table includes the freehold value only.

Property Type	Current Value £'000
Retail	33,790
Commercial	25,245
Other	4,109
Office	5,370
Leisure	1,492
Total	70,006

75. A fair value assessment of the Council's more recent commercial property purchases has been made within the past twelve months, and the underlying assets provide security for capital investment.
76. The Council assesses the risk of loss before entering into and whilst holding property investments. These risks are managed by ensuring:
- funds available for new purchases are disaggregated to limit the overall impact that any single investment would have on the Council's finances;
 - there is a mix of property types in the portfolio e.g. retail, industrial, etc.;
 - new purchases are only considered with existing tenants of "high quality" and sufficiently long tenancy term;
 - appropriate checks are carried out to ascertain the tenant's reliability;
 - other "due diligence" is undertaken to protect the Council's investment as far as possible such as checks on planning conditions, land contamination issues and planning policy issues.

Proportionality

77. The Council is dependent on profit generating investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives is dependent on achieving the expected net profit from investments over the lifecycle of the Medium-Term Financial Strategy.

£'000	2022/23 Actual	2023/24 Revised	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Gross service expenditure	46,245	51,190	52,945	52,440	52,742	52,893
Investment income	5,688	5,063	5,702	5,705	5,650	5,440
Proportion	12.3%	9.9%	10.8%	10.9%	10.7%	10.3%

INVESTMENT INDICATORS

78. The Council has set the following three investment indicators to assess the Council's total risk exposure as a result of its investment decisions.
79. *Investment Indicator 1 - Total risk exposure:* The first indicator shows the Council's total exposure to potential investment losses.

£'000	2022/23 Actual	2023/24 Estimate	2024/25 Estimate
Treasury Management Investments	24,832	15,000	15,000
Commercial Investments	70,006	82,506	82,506
Total	94,838	97,506	97,506

80. *Investment Indicator 2 - 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.

£'000	2022/23 Actual	2023/24 Estimate	2024/25 Estimate
Treasury Management Investments	0	0	0
Commercial Investments	29,479	41,965	40,951
Total	29,479	41,965	40,951

81. *Investment Indicator 3 - Rate of return received:* This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested.

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate
Treasury Management Investments	4.4%	7.3%	7.3%
Commercial Investments	5.3%	4.6%	4.8%
Total	5.1%	5.1%	5.3%

CAPACITY AND SKILLS

Training

82. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.
83. Treasury management officers regularly attend training courses, seminars and conferences provided by the Council's treasury management advisers and CIPFA.
84. Property services officers also regularly attend training courses, seminars and conferences provided RICS (Royal Institution of Chartered Surveyors) accredited/approved providers.

Use of Treasury Management Consultants

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

ARLINCLOSE ECONOMIC AND INTEREST RATE FORECAST

Economic Background – January 2024

The impact on the UK from higher interest rates and inflation, a weakening economic outlook, an uncertain political climate due to an upcoming general election, together with war in Ukraine and the Middle East, will be major influences on the Authority's treasury management strategy for 2024/25.

The Bank of England (BoE) increased Bank Rate to 5.25% in August 2023, before maintaining this level for the rest of 2023. In December 2023, members of the BoE's Monetary Policy Committee voted 6-3 in favour of keeping Bank Rate at 5.25%. The three dissenters wanted to increase rates by another 0.25%.

The November quarterly Monetary Policy Report (MPR) forecast a prolonged period of weak Gross Domestic Product (GDP) growth with the potential for a mild contraction due to ongoing weak economic activity. The outlook for CPI inflation was deemed to be highly uncertain, with upside risks to CPI falling to the 2% target coming from potential energy price increases, strong domestic wage growth and persistence in price-setting.

Office for National Statistics (ONS) figures showed CPI inflation was 3.9% in November 2023, down from a 4.6% rate in the previous month and, in line with the recent trend, lower than expected. The core CPI inflation rate declined to 5.1% from the previous month's 5.7%, again lower than predictions. Looking ahead, using the interest rate path implied by financial markets the BoE expects CPI inflation to continue falling slowly, but taking until early 2025 to reach the 2% target before dropping below target during the second half 2025 and into 2026.

ONS figures showed the UK economy contracted by 0.1% between July and September 2023. The BoE forecasts GDP will likely stagnate through 2024. The BoE forecasts that higher interest rates will constrain GDP growth, which will remain weak over the entire forecast horizon.

The labour market appears to be loosening, but only very slowly. The unemployment rate rose slightly to 4.2% between June and August 2023, from 4.0% in the previous 3-month period, but the lack of consistency in the data between the two periods made comparisons difficult. Earnings growth has remained strong but has showed some signs of easing; regular pay (excluding bonuses) was up 7.3% over the period and total pay (including bonuses) up 7.2%. Adjusted for inflation, regular pay was 1.4% and total pay 1.3%. Looking forward, the MPR showed the unemployment rate is expected to be around 4.25% in the second half of calendar 2023, but then rising steadily over the forecast horizon to around 5% in late 2025/early 2026.

Having increased its key interest rate to a target range of 5.25-5.50% in August 2023, the US Federal Reserve appears now to have concluded the hiking cycle. It is likely this level represents the peak in US rates following a more dovish meeting outcome in December 2023. US GDP grew at an annualised rate of 4.9% between July and September 2023, ahead of expectations for a 4.3% expansion and the 2.1% reading for Q2. But the impact from higher rates has started to feed into economic activity and growth will weaken in 2024. Annual CPI inflation was 3.1% in November.

Eurozone inflation has declined steadily since the start of 2023, falling to an annual rate of 2.4% in November 2023. Economic growth has been weak, and GDP contracted by 0.1% in the three months to September 2023. In line with other central banks, the European Central Bank has increased rates, taking its deposit facility, fixed rate tender, and marginal lending rates to 3.75%, 4.25% and 4.50% respectively.

Credit outlook:

Credit Default Swap (CDS) prices were volatile during 2023, spiking in March on the back of banking sector contagion concerns following the major events of Silicon Valley Bank becoming insolvent and the takeover of Credit Suisse by UBS. After then falling back in Q2 of calendar 2023, in the second half of the year, higher interest rates and inflation, the ongoing war in Ukraine, and now the Middle East, have led to CDS prices increasing steadily.

On an annual basis, CDS price volatility has so far been lower in 2023 compared to 2022, but this year has seen more of a divergence in prices between ringfenced (retail) and non-ringfenced (investment) banking entities once again.

Moody's revised its outlook on the UK sovereign to stable from negative to reflect its view of restored political predictability following the volatility after the 2022 mini-budget. Moody's also affirmed the Aa3 rating in recognition of the UK's economic resilience and strong institutional framework.

Following its rating action on the UK sovereign, Moody's revised the outlook on five UK banks to stable from negative and then followed this by the same action on five rated local authorities. However, within the same update the long-term ratings of those five local authorities were downgraded.

There remain competing tensions in the banking sector, on one side from higher interest rates boosting net income and profitability against another of a weakening economic outlook and likely recessions that increase the possibility of a deterioration in the quality of banks' assets.

However, the institutions on our adviser Arlingclose's counterparty list remain well-capitalised and their counterparty advice on both recommended institutions and maximum duration remain under constant review and will continue to reflect economic conditions and the credit outlook.

Underlying assumptions:

- UK inflation and wage growth remain elevated but have eased over the past two months fuelling rate cuts expectations. Near-term rate cuts remain unlikely, although downside risks will increase as the UK economy likely slides into recession.
- The MPC's message remains unchanged as the Committee seeks to maintain tighter financial conditions. Monetary policy will remain tight as inflation is expected to moderate to target slowly, although some wage and inflation measures are below the Bank's last forecasts.
- Despite some deterioration in activity data, the UK economy remains resilient in the face of tighter monetary policy. Recent data has been soft but mixed; the

more timely PMI figures suggest that the services sector is recovering from a weak Q3. Tighter policy will however bear down on domestic and external activity as interest rates bite.

- Employment demand is easing. Anecdotal evidence suggests slowing recruitment and pay growth, and we expect unemployment to rise further. As unemployment rises and interest rates remain high, consumer sentiment will deteriorate. Household and business spending will therefore be weak.
- Inflation will fall over the next 12 months. The path to the target will not be smooth, with higher energy prices and base effects interrupting the downtrend at times. The MPC's attention will remain on underlying inflation measures and wage data. We believe policy rates will remain at the peak for another 10 months, or until the MPC is comfortable the risk of further 'second-round' effects has diminished.
- Maintaining monetary policy in restrictive territory for so long, when the economy is already struggling, will require significant loosening in the future to boost activity.
- Global bond yields will remain volatile. Markets are currently running with expectations of near-term US rate cuts, fuelled somewhat unexpectedly by US policymakers themselves. Term premia and bond yields have experienced a marked decline. It would not be a surprise to see a reversal if data points do not support the narrative, but the current 10-year yield appears broadly reflective of a lower medium-term level for Bank Rate.
- There is a heightened risk of fiscal policy and/or geo-political events causing substantial volatility in yields.

Forecast:

- The MPC held Bank Rate at 5.25% in December. We believe this is the peak for Bank Rate.
- The MPC will cut rates in the medium term to stimulate the UK economy but will be reluctant to do so until it is sure there will be no lingering second-round effects. We see rate cuts from Q3 2024 to a low of around 3% by early-mid 2026.
- The immediate risks around Bank Rate have become more balanced, due to the weakening UK economy and dampening effects on inflation. This shifts to the downside in the short term as the economy weakens.
- Long-term gilt yields are now substantially lower. Arlingclose expects yields to be flat from here over the short-term reflecting medium term Bank Rate forecasts. Periodic volatility is likely.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 08 January 2024

Portfolio:	Policy and Resources
Subject:	Capital Programme and Capital Strategy 2024/25
Report of:	Assistant Chief Executive Officer
Corporate Priorities:	Responsive, Inclusive and Innovative Council

Purpose:

This report considers the Capital Strategy for 2024/25, prior to its submission to the Council for approval.

Executive summary:

Regulations require the Council to prepare and formally approve a Capital Strategy. The document for 2024/25 is attached as Appendix A to this report for consideration by the Executive before being submitted to Council for approval.

The Capital Strategy gives a high-level overview of how capital expenditure, capital financing, asset management and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future financial sustainability.

The main highlights in the Capital Strategy are:

- i) The level of capital expenditure estimated for 2024/25 is £16.4 million. The current estimate is that £1.3 million of this will be met by new borrowing.
- ii) A new policy of capitalising officer salary costs that are directly attributable to capital schemes will be considered as part of the total project costs.
- iii) A high-level review of future funding requirements has identified a capital funding requirement of £229 million.
- iv) The Council's investment property portfolio has an estimated value of £70 million.

A separate report proposing the Treasury Management Strategy and Investment Strategy for 2023/24 will be presented at the February meeting of the Executive.

Recommendation:

It is recommended that the Executive:

- (a) endorses the draft Capital Strategy for 2024/25, attached as Appendix A to this report;
- (b) approves the capital programme for the period 2023/24 to 2027/28, amounting to £82.3 million as set out in Annex 1 of the Capital Strategy; and
- (c) agrees to submit the Capital Strategy for 2024/25 to Council for approval.

Reason:

To allow the Council to approve the Capital Strategy in accordance with the Prudential Code.

Cost of proposals:

As detailed in the report.

Appendices: **A:** Capital Strategy 2024/25 (including 5-year capital programme as Annex 1)

Background papers: None

Reference papers: CIPFA Prudential Code 2021
 Arlingclose Capital Strategy 2024/25 Template

Enquiries:

For further information on this report please contact Caroline Hancock 01329 824589

FAREHAM

BOROUGH COUNCIL

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Enquiries:

For further information on this report please contact Caroline Hancock 01329 824589

FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT
FINANCIAL YEAR 2024 - 25

1. Purpose

This Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011(“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2024-25, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

2. Definitions

For the purpose of this Pay Statement the following definitions apply:

Pay	includes base salary, charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.
Chief Officers	refers to the following roles within the Council: Statutory Chief Officers: <ul style="list-style-type: none"> • Chief Executive Officer, as Head of Paid Service • Assistant Chief Executive Officer, as Monitoring Officer • Assistant Director (Finance and ICT), as Section 151 Officer Non-Statutory Chief Officers: <ul style="list-style-type: none"> • Director of Planning and Regulation • Director of Housing • Director of Neighbourhoods • Assistant Director (Democracy)
Deputy Chief Officers	Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.
Lowest paid employees	Refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.
Employee who is not a Chief Officer	Refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

3. Pay Framework and Remuneration Levels

3.1 General approach

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium or similar mechanism will be approved by the Assistant Chief Executive Officer and endorsed by the Chief Executive Officer.

The Chief Executive Officer, as Head of Paid Service, has delegated power to update the pay policy in line with establishment changes.

3.2 Responsibility for decisions on pay structures

The outcome of reviews into the local pay and grading structures covering all jobs are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established in 2008 having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Relevant labour market and comparative remuneration data was considered. This was reviewed in 2013.

3.3 Pay scales and grading framework

The **mainstream pay structure** for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme. The pay structure from 1 April 2023 consists of a pay spine of 44 points, comprising 11 grades containing 5 spinal column points with the exception of grade 1. Grade 1 is the lowest grade and 11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role.

The **Chief Executive's** pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for **Chief Officers and Heads of Service** was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay grade for Chief Officers and three pay grades for Heads of Service with all grades containing 5 points (with 4 additional points relating to responsibility for statutory posts).

The National Minimum Wage applies to those under 21 (with effect from 1 April 2024) but Fareham's pay scales are not aged biased.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2023 is appended to this Statement (at [Annex A](#)).

3.4 Pay Awards and National Pay Awards

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. The pay award for April 2023 was settled in November 2023 with a cash sum of £1,925 applied to each scale point subject to a minimum increase of 3.88%. This resulted in a pay award of between 3.88% and 9.50% on the mainstream grades. The pay award with effect from April 2024 will be negotiated between the employers and the Unions.

The pay award for the Chief Executive and Chief Officers was agreed at 3.50%.

If there is an occasion where the Council believes that the National Pay Settlement would distort the local pay structures alternative proposals will be developed, discussed with the trade unions and brought to Elected Members for formal approval.

4. Remuneration – level and element

4.1 Salaries of Chief Officers and Deputy Chief Officers

“**Chief Officers**” are identified at 2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £125,716 to £145,192.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £79,308 to £102,823 (£106,480 to £118,252 for statutory posts).

“**Deputy Chief Officers**” who are Heads of Service are all paid within the Council's pay structures and will be paid a salary within grade ranges £60,132 to £79,308.

Typically, Chief Officers and Heads of Service have received the same percentage pay award as for all other employees.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

4.2 “Lowest paid employees”

Each lowest paid employee will be paid a salary within the pay scales for Grade 1 mindful of the need to meet the National Living Wage requirements.

A very detailed review of pay and grading was undertaken on this topic along with other parts of the grading structure and the review and recommendations were reported to Full Council in December 2014.

4.3 Bonuses and Performance related pay

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Member of the Senior Leadership Team).

4.4 Other pay elements – Statutory Officers

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

4.5 Charges, fees or allowances

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Chief Officer, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

Expenses: The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council’s collective agreement and subsequent amendments to it.

Elections: The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Assistant Director(Democracy) as his Deputy Returning Officer. For performing elections duties the Returning Officer and Deputy receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972.

Professional Subscriptions: The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

4.6 Benefits in kind

Benefits in kind are benefits which employees receive from their employer during their employment which are not included as part of their salary. Fareham has a technology scheme and car leasing scheme that employees have a choice to sign up for in lieu of salary. These benefits are reportable to HMRC and taxed accordingly.

4.7 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme (LGPS).

4.8 Severance payments

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

Redundancy payments are calculated using the statutory weekly pay calculator which gives the following entitlements:

0.5 week's pay for each full year worked when you are under 22

1.0 week's pay for each full year worked when you are between 22 and 41

1.5 week's pay for each full year worked when you are 41 or older

The council will apply weekly pay to the number of entitled weeks and has a local multiplier of 2.2 which is applied to the overall calculation.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

4.9 New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be demonstrated by the

applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with HR Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the median earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The median average pay has been calculated on all taxable earnings for the financial year 2023-24, including base salary, allowances, etc.

Highest paid employee	£135,455
Median earnings for remainder of workforce	£29,296
Ratio	4.62

ANNEX A (to the Pay Policy Statement)**Fareham Borough Council - Pay Scales as at 01/04/2023**

Chief Executive Grades & Salary		Directors Grades & Salary	
Spinal Column Point	Annual Salary	Spinal Column Point	Annual Salary
1	£125,716	1	£89,782
2	£130,586	2	£92,600
3	£135,455	3	£95,888
4	£140,324	4	£99,292
5	£145,192	5	£102,823

Senior Management Grades & Salary scales								
Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary
	1	£79,308		1	£69,039		1	£60,132
	2	£82,015		2	£71,470		2	£62,242
1	3	£84,814	2	3	£73,990	3	3	£64,427
	4	£87,272		4	£76,301		4	£66,629
	5	£89,781		5	£79,308		5	£69,039

Local Pay Scales					
GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2023)	GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2023)
1	3	£22,183			
	4	£22,366			
	5	£22,737			
2	5	£22,737	7	26	£37,170
	6	£23,114		27	£38,172
	7	£23,500		28	£39,028
	8	£23,893		29	£40,272
	9	£24,294		30	£41,358
3	9	£24,294	8	30	£41,358
	10	£24,702		31	£42,487
	11	£25,119		32	£43,639
	12	£25,545		33	£44,837
	13	£25,979		34	£45,964
4	13	£25,979	9	34	£45,964
	14	£26,873		35	£47,127
	15	£27,803		36	£48,309
	16	£28,770		37	£49,534
	17	£29,269		38	£50,658
5	18	£30,296	10	38	£50,658
	19	£30,825		39	£51,858
	20	£31,693		40	£53,107
	21	£32,603		41	£54,378
	22	£33,461		42	£55,025
6	22	£33,461	11	42	£55,025
	23	£34,352		43	£56,226
	24	£35,266		44	£57,443
	25	£36,210		45	£58,688
	26	£37,170		46	£59,968

FAREHAM

BOROUGH COUNCIL

Report to Council

23 February 2024

Subject: **COUNCIL TAX LONG TERM EMPTY AND SECOND HOMES PREMIUM CHARGES**

Report of: **Chief Executive Officer**

SUMMARY

This report recommends the adoption of discretionary changes to Council Tax premiums on Long Term Empty Properties and Second Homes. It also seeks approval of the changes to the Council Tax Discounts and Exemptions Policy (Appendix A).

These changes are driven by The Levelling Up and Regeneration Act 2023, a wide-ranging bill which also gives Councils the power to levy a Council Tax Premium of up to 100% on these types of properties. The main objective of these powers is to help with the housing shortage and provide incentives for all properties to become occupied.

Billing authorities intending to adopt these changes are required to declare their intentions at least 12 months prior to the financial year in which the changes come into force. So, the Council is required to notify those property owners affected by any change, in advance of 01 April 2024.

RECOMMENDATION

It is recommended that the Council agrees:

- (a) a new 100% premium on second homes and restricted second homes after 12 months, from 1 April 2025;
- (b) an earlier 100% premium for Long Term Empty Properties which have been empty and unfurnished for a period between 1 and 5 years (previously a period between 2 and 5 years);
- (c) the Council's Section 151 Officer be granted delegated power to waive these premiums or alter the policy in exceptional circumstances after consultation with the Executive portfolio holder with responsibility for Local Tax Collection; and
- (d) an update to the Council Tax Discounts, Exemption and Premiums Policy, (Appendix A to this report).

INTRODUCTION

1. Fareham Borough Council is a designated Billing Authority and responsible for the collection of Council Tax and distributing it to the precepting bodies. Council Tax is a local contribution to the many services provided in the borough by Fareham Borough Council, Hampshire County Council, Hampshire Police & Crime Commissioner and Hampshire Fire and Rescue Service.
2. Some properties or households are eligible for discounts, reliefs, or exemption from Council Tax, or have premiums added where the property has been empty for more than 2 years. Most of these adjustments are mandatory reductions and contained in Legislation, other adjustments are discretionary and can be set locally by the Council. A full summary of all current Council Tax reductions is attached in the Council Tax Discounts, Exemption and Premiums Policy (Appendix A).
3. This report seeks approval for some proposed changes to Council Tax Premiums in relation to Long Term Empty Properties and Second Homes.

BACKGROUND

4. The Levelling Up and Regeneration Act 2023 (Regulation 79 and 80) empowers Councils to apply a premium on properties left empty for more than 1 year. The legislation recognises the impact that high levels of second home ownerships can have in some areas and seeks to encourage owners to bring empty properties back into use sooner.
5. Whilst the introduction of this premium is at the discretion of local Councils, Fareham has a shortage of affordable residential accommodation and there are currently 592 people on the housing waiting list.
6. Premiums can be charged currently where properties are left unoccupied and unfurnished for periods exceeding two years. This new legislation allows Billing Authorities to:
 - Reduce the minimum period for the implementation of a Council Tax premium for Long Term Empty properties from two years to one year; and
 - Introduce a Council Tax premium of up to 100 per cent in respect of second homes.
7. Previously when implementing Premiums, we have seen some owners avoiding the charge by furnishing the empty property, because premiums were not payable on furnished unoccupied properties. This change in Legislation will also close that avenue of avoidance.
8. Billing authorities wishing to adopt these changes specifically for Second Homes, are required to make a Council resolution confirming their requirements at least 12 months prior to the financial year in which the changes will come into effect. This means that to implement the changes from 1 April 2025, the resolution must be made before 1 April 2024.

Current Premiums Charged

9. Currently there are premiums on Long Term Empty properties after 2 years. This

decision to implement premiums was originally implemented from 2013 and changed to represent what we see below in 2019 and 2020.

10. Additional premiums still come into force after the property has been empty for more than 5 years (200%) or more than 10 years (300%). Currently we have 140 premiums chargeable levied as detailed below:

CT Bands	A	B	C	D	E	F	G	H	Total
100% Premium After 2 years	12	7	21	54	12	3	13	1	123
200% Premium After 5 years	1	3	3			2			9
300% Premium After 10 years	3	1	1			2	1		8
Total	16	11	25	54	12	7	14	1	140

Long Term Empty Property

11. A long-term empty property is an unoccupied and unfurnished dwelling.
12. We currently have 629 Long-Term Empty properties and 81 of these have been unoccupied for more than 12 months but not more than 24 months:

Period	< 6 Months	6 months to 1 Year	1 to 2 Years	Total
Number of Properties	432	116	81	629

13. This change would result in adding a premium of 100% to those 81 Councils Taxpayers, which will in effect double their Council Tax bill after the first 12 months. The duration of each Council Tax charge and period may rise and fall during the financial year. However, the table below is an estimate of the value of adding the new premium levy to Long-Term Empty properties after 12 months. The additional income is detailed below:

CT Band	A	B	C	D	E	F	G	H	Total
Number	9	13	24	13	9	7	5	1	81
£ Annual Council Tax	1,315.07	1,534.25	1,753.42	1,972.60	2,410.95	2,849.31	3,287.67	3,945.20	
£ Total Premium Levy	11,835.63	19,945.25	42,082.08	25,643.80	21,698.55	19,945.17	16,438.35	3,945.20	161,534.03
Additional Premium Share									
Fire	536.20	813.28	1,715.76	1,045.59	884.70	813.26	670.25	160.86	6,639.90
Fareham	1,203.10	1,824.68	3,849.84	2,345.98	1,985.04	1,824.62	1,503.85	360.92	14,898.03
Police	1,676.40	2,542.54	5,364.48	3,268.98	2,766.06	2,542.54	2,095.50	502.92	20,759.42
HCC	9,735.00	14,764.75	31,152.00	18,983.25	16,062.75	14,764.75	12,168.75	2,920.50	120,551.75

Second Homes

14. Second Homes are furnished properties which are not a person's sole or main

residence. This therefore excludes second homes owned by someone who lets it out to another party as their sole or main residence. Currently there are no premiums on Second Homes. Discounts were discontinued in 2020 so owners currently pay the full rate of Council Tax.

15. We currently have 224 properties classed as Second Homes.

Period	< 6 Months	6 months to 1 Year	1 to 5 Years	5 to 10 years	10 Years plus	Total
Number of Properties	40	23	71	45	45	224

16. The duration of each charge may rise and fall during the financial year; the table below is therefore an estimate of the value of adding a premium levy on second homes. In a full year, an added premium could give rise to additional income as detailed below:

CT Band	A	B	C	D	E	F	G	H	Total
Number	21	56	62	45	35	17	11	4	251
£ Annual Council Tax	1,315.07	1,534.25	1,753.42	1,972.60	2,410.95	2,849.31	3,287.67	3,945.20	
£ Total Additional Levy	27,616.47	85,918.00	108,712.04	88,767.00	84,383.25	48,438.27	36,164.37	15,780.80	495,780.20
Additional Premium Share									
Fire	1,126.02	3,503.36	4,432.38	3,619.35	3,440.50	1,975.06	1,474.55	643.44	20,214.66
Fareham	2,526.51	7,860.16	9,945.42	8,120.70	7,719.60	4,431.22	3,308.47	1,443.68	45,355.76
Police	3,520.44	10,952.48	13,858.24	11,315.70	10,756.90	6,174.74	4,610.10	2,011.68	63,200.28
HCC	20,443.50	63,602.00	80,476.00	65,711.25	62,466.25	35,857.25	26,771.25	11,682.00	367,009.50

17. It is proposed that after 1 April 2025, second homes premiums will only be levied after 12 months has elapsed from the property being considered as second home. This time delay mirrors the delay on Long Term Empty Properties.

Second Homes (Restricted)

18. These types of Second Homes are furnished properties which are not a person's sole or main residence, which have a planning condition controlling periods of occupancy. Currently there are no premiums on this type of Second Home.

19. We have 47 Second Homes (Restricted) of all which have been classed as such for some time. These properties are caravans and chalets at Solent Breezes that have the planning restrictions controlling occupancy.

20. The Table below is an estimate of the value of adding a premium levy on Second Homes (Restricted). The duration of each charge may rise and fall during the

financial year. In a full year, an added premium could give rise to additional income as detailed below:

CT Band	A	B	C	Total
Number	1	1	45	47
£ Full Charge	1,315.07	1,534.25	1,753.42	
£ Total Additional Levy	1,315.07	1,534.25	78,903.90	81,753.22
Assume reduction for Restricted Occupation	1,008.82	1,176.96	60,529.02	62,714.80
Additional Premium Share				
Fire	41.13	47.99	2,467.87	2,557.00
Fareham	92.29	107.67	5,537.44	5,737.41
Police	128.60	150.03	7,716.03	7,994.67
HCC	746.79	871.26	44,807.67	46,425.73

21. It is proposed that after 1 April 2025, second homes premiums will only be levied after 12 months has elapsed from the property being considered as second home. This time delay mirrors the delay on Long Term Empty Properties.

Exceptions from the premiums (Long Term Empty homes and Second Homes Premiums)

22. The government issued a consultation paper “Consultation on proposals to exempt categories of dwellings from the Council Tax premiums in England”. The consultation (which has now ended), sought views on possible categories of dwellings which should be dealt with as exceptions to the Council Tax premiums. It covers the empty homes premium, and second homes premium, provisions which are included within the Levelling-up and Regeneration Act 2023.

23. The consultation proposed that there were circumstances where either premiums would not apply, or be deferred for a defined period of time. These were listed as follows:

- **Properties undergoing probate (Deceased’s Estate)** - these properties should be exceptions to both the Long-Term Empty and Second Homes premiums. The exception would start once probate or letters of administration is granted.
- **Properties that are being actively marketed for sale or rent** - this exception would apply for up to a maximum of 6 months from the date that active marketing commenced, or until the property has been sold or rented, whichever is the sooner.
- **Empty properties undergoing major repairs** - - empty properties undergoing major repair works or structural alternations should be an exception to the premium for up to 6 months once the exception has been applied or when the work has been completed, whichever is the sooner.
- **Annexes forming part of, or being treated as, part of the main dwelling** - these types of annexes should be an exception to the Council Tax premium on second homes.
- **Job related dwellings** - currently, there is a Council Tax discount of up to 50% for properties which are unoccupied because the owner is required to live elsewhere for

employment purposes. The discount applies where the dwelling is provided for the better performance of the duties of the employment, and it is one of the kinds of employment in the case of which it is customary for employers to provide dwellings for employees. It is proposed by Government that the dwelling should also be an exception to the second homes premium.

- **Occupied caravan pitches and houseboat moorings** - the Government proposes that such caravans and boats should be an exception to the Council Tax premium on second homes.
- **Seasonal homes where year-round or permanent occupation is prohibited or has been specified for use as holiday accommodation or prevents occupancy as a person's sole or main residence** - properties that have restrictions or conditions preventing occupancy for a continuous period of at least 28 days in any 12-month period, or specifies its use as a holiday let, or prevents occupancy as a person's sole or main residence, should be an exception to the second homes premium.

24. In accordance with the Levelling Up and Regeneration Bill, in exercising their functions under this section, Councils must have regard to any guidance issued by the Secretary of State. This guidance has not been issued yet, so it is recommended that the Council's Section 151 Officer is granted delegated powers to amend the Council's policy on Council Tax premiums if appropriate, to be in line with Government requirements, once known.

25. In applying the current empty property premiums, there have been some appeals from householders expressing exceptional circumstances, such as ill-health preventing them bringing the property to the market. As part of these proposals, it is therefore recommended that an appeals process is formalised, as being at the Section 151 Officer's discretion in consultation with the Executive portfolio holder for local tax collection.

RISK ASSESSMENT

26. An Equality Impact Assessment was carried out by the Government to support the introduction of this new legislation and the Council is satisfied that, having regard to the exemptions provided within its scheme as mitigation, no further detailed impact assessment is required. There are no significant risk considerations in relation to this report.

27. There is a risk of inconsistency in the treatment of long-term properties and second homes in neighbouring Councils.

CONCLUSION

To agree the latest discretionary reductions and premiums set out in Section 9.4 of Appendix A to this report.

Appendices: Appendix A, Current Council Tax Discount and Exemption Policy.

Background Papers: None

Reference Papers: [Levelling-up and Regeneration Act 2023 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

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Council Tax

Discounts, Reliefs, Exemptions and Premiums



Version 1 – December 2019 (draft)

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Introduction

Council Tax is collected as a local contribution to the many services provided in the borough by Fareham Borough Council, Hampshire County Council, Hampshire Police & Crime Commissioner and Hampshire Fire and Rescue Service.

Council Tax is charged on domestic properties, which are grouped into valuation bands (A to G), based on domestic property valuations as at 1 April 1991; these bands determine the level of tax charged.

The Fareham Borough Council element of the tax rate for band D properties is set by the Council each February, considering spending needs, local Council Tax priorities and central government thresholds on the level of Council Tax increases that can be made before a local referendum is held. These are then added to the band D rates set by the other 3 precepting authorities. There is a standard formula for the calculation of the other bands relative to Band D.

Some properties or households are eligible for discounts, reliefs or exemption from Council Tax reducing their Council Tax bill. Most of these are MANDATORY and contained in Legislation, other adjustments are DISCRETIONARY and can be set locally by the Council.

In addition, we can also levy a DISCRETIONARY Premium for Long Term Empty Properties, increasing the Council Tax bill.

This document summarises the different Mandatory and Discretionary discounts, reliefs, exemptions and premiums that are available or automatically applied in this borough.

MANDATORY DISCOUNTS, RELIEFS AND EXEMPTIONS

1: Annexes

Value: 50% discount

Where an annexe is lived in by a family member, providing that they are related to the person liable to pay Council Tax for the main dwelling.

A discount also applies for people living in dwellings with annexes which are unoccupied, provided they are using those annexes as part of their main dwelling.

See also 5.13 Unoccupied Annexe and 6.8 Occupied Annexe Exemption

2: Job Related Dwellings

Value: 50% discount

Properties which are classed as second homes and are occupied as job-related dwellings or retained because the Council Tax Payer lives in a property classed as a job-related dwelling.

The discount may be awarded if at least one of the following criteria is met:

The employee needs to live at the property to carry out the duties of their employment and,

- The employment is of the type where it is customary for employers to provide accommodation and the accommodation is required for better performance of the duties of that person's employment.
- The employee is required under the contract to live at that property and they live there for the proper performance of the duties of their employment

3: Single Resident Discount

Value: 25% discount

Where there is only one adult resident and the property is that person's main home.

4: Disregarded Occupiers

When looking at the number of adult residents in a property, we may be able to disregard occupiers in the following categories, which could allow a discount of 25%, 50% or 100%:

4.1 Young People

Under 18s and young people who are still in receipt of Child Benefit.

School leavers aged 18 or 19 and have left school or college between 30 April and 1 November in the year that the bill is due.

4.2 Students

4.2.1 To be considered as a **full-time student**:

- The student must be studying at an educational establishment providing higher or further education
- They must be required to study, receive tuition or undertake work experience for at least 21 hours per week on average
- They must be registered on a course that lasts for at least a calendar year or an academic year of at least 24 weeks.
- Any period of work experience undertaken must not exceed 50% of the whole time spent on your course (unless they are a trainee teacher).

4.2.2 **Students on qualifying courses** are also disregarded if:

- They are under the age of 20
- Spending at least 12 hours a week on the relevant activities of the course
- Attending a course which must be at least 3 months long
- Where tuition must be undertaken between the hours of 8.00am and 5.30pm
- The course must not be a correspondence course
- The course must have no connection to any job that they do.

- 4.2.3 **Foreign language assistants** are treated as students if they are:
- Registered with the Central Bureau for Educational Visits and Exchanges
 - Appointed as an assistant at a school or other educational institution in Great Britain
- 4.2.4 **Student Nurses, Midwives and Health Visitors:** Student nurses, or nurses studying to become a midwife or health visitor will be treated as a full-time student.
- 4.2.5 **Spouses and dependants of students from abroad:** Spouses or a dependant of a student from another country may be treated as a full-time student. The terms of the visa allowing them to live in this country must state that they are not entitled to work or have access to public funds.

4.3 Apprentices and Trainees

- 4.3.1 A resident is an **apprentice**, regardless of age, if:
- They are employed for the purposes of learning a trade or profession;
 - Are working towards a qualification accredited by the Qualification and Curriculum Development Agency;
 - Earn substantially less than the rate of pay a qualified person would receive; and
 - Earn no more than £195 per week.
- 4.3.2 A **youth training trainee** is:
- Aged under 25; and
 - Undergoing training through arrangements made under the Employment Training Act 1973 which is funded by the Secretary of State under section 14 of the Education Act 2002.

4.4 Health Related

- 4.4.1 **Severely Mentally Impaired:** A person has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent and:
- The person obtains a certificate duly signed to that effect by a registered medical practitioner and
 - The person is entitled to a qualifying benefit

4.4.2 **People Providing or Receiving Care:** Some carers may be entitled to a range of different reductions depending on their circumstances.

In all cases, the care that is being given or received must be for:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness.

If a carer lives in someone else's house and provides care, he or she will not be counted when adding up the number of adults who live in the property.

4.5 Resident Elsewhere

4.5.1 **People in Detention:** A person is in detention if they are:

- In prison;
- On remand;
- Awaiting deportation
- Held under the Mental Health Act.

It does not include periods where someone is in police custody and is waiting to be remanded in custody by a Court. Neither does it apply to people who are in custody for non-payment of their Council Tax or a fine.

4.5.2 **Hospital Patients:** A person with their sole or main residence in a National Health Hospital (where the hospital is a dwelling/home)

4.5.3 **Patients in Homes:** A person who is resident in a care home or independent hospital and receiving care or treatment.

4.5.4 **Residents of Hostels for the Homeless or Night Shelters:** Anyone who is resident for the time being in accommodation for the homeless is disregarded.

4.6 Special Occupations or Status

4.6.1 **Members of International Headquarters and Defence Organisations** and their dependants.

4.6.2 **Members of religious communities** where the principle occupation is prayer, contemplation, education and the relief of suffering.

4.6.3 **Members of visiting forces** who lease or own a property in which they live. Dependants living with them may also be disregarded if not a British Citizen or permanently resident in the United Kingdom.

4.6.4 **Persons with Diplomatic Immunity or Privilege** conferred by reference to various prescribed Legislation. The person must not be a British subject or citizen.

5: Empty Property (mandatory exemptions)

5.1 Property Owned by a Charity (Class B)

Value: 100% exemption

Duration: 6 months

An unoccupied property previously used for charitable purposes.

5.2 Owner in Detention (Class D)

Value: 100% exemption

Duration: Period of confirmed detention

An unoccupied property where the Council Tax payer is in detention providing they are:

- In prison;
- On remand;
- Awaiting deportation
- Held under the Mental Health Act.

It does not include periods where someone is in police custody and is waiting to be remanded in custody by a court. Neither does it apply to people who are in custody for non-payment of their Council Tax or a fine.

5.3 Owner Living in Care (Class E)

<p>Value: 100% exemption</p> <p>Duration: No Maximum Period</p>

People receiving care outside of the home for one of the following reasons may be entitled to claim an exemption providing that their previous home remains unoccupied:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness.

5.4 Owner Deceased (Class F)

<p>Value: 100% exemption</p> <p>Duration: Until Probate & for 6 Months afterwards</p>

The former home of someone who has died is exempt from Council Tax providing they were either the owner or a tenant (where the trustee or administrator of the estate still pays the rent). The property must be unoccupied.

The exemption ceases if:

- The property is sold;
- The property is handed back to a landlord;
- The property is handed over to a beneficiary;
- The property is reoccupied
- 6 months has expired since either probate or letters of administration have been granted.

5.5 Occupation Prohibited by Law (Class G)

<p>Value: 100% exemption</p> <p>Duration: Period of prohibition</p>

An unoccupied property which is subject to a legally recognised "prohibition from occupation" order.

5.6 Dwelling Held for a Minister of Religion (Class H)

<p>Value: 100% exemption</p> <p>Duration: Period while unoccupied</p>

An unoccupied property waiting to be occupied by a Minister of Religion as a residence from which he/she will perform the duties of their office.

5.7 Person Living Elsewhere to Receive Personal Care (Class I)

<p>Value: 100% exemption</p> <p>Duration: Period while unoccupied</p>

An unoccupied property where the previous resident is receiving care outside of their home for one of the following reasons:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness

5.8 Person Living Elsewhere to Provide Personal Care (Class J)

<p>Value: 100% exemption</p> <p>Duration: Period while unoccupied</p>

An unoccupied property where the previous resident is providing care outside of their home for one of the following reasons:

- Old age
- Physical or mental disability
- Past or present alcohol dependency
- Past or present drug dependency
- Past or present mental illness

5.9 Dwelling Left Empty by a Student (Class K)

<p>Value: 100% exemption</p> <p>Duration: Period while unoccupied/Course Ending</p>

Full time students who have left a property they own unoccupied, in order to study, providing:

- It was their main residence immediately before they became a full-time student
- They vacated it less than six weeks before starting their course
- The property has remained vacant since the student left.

5.10 Mortgagee in possession (Class L)

<p>Value: 100% exemption</p> <p>Duration: Period of Repossession</p>
--

An unoccupied property repossessed by the mortgagee (usually a mortgage lender, bank or building society).

5.11 Property left empty by Bankrupt Person (Class Q)

<p>Value: 100% exemption</p> <p>Duration: Period held by bankruptcy trustee</p>

An unoccupied property where the previous occupier is bankrupt, the trustee will not have to pay any Council Tax. The property will be exempt even if the person who is bankrupt was jointly liable with someone else who is not bankrupt.

5.12 Unoccupied Caravan Pitch or Boat Mooring (Class R)

<p>Value: 100% exemption</p> <p>Duration: Period while unoccupied</p>

A caravan pitch or boat mooring which is not in use

5.13 Unoccupied Annexe (Class T)

<p>Value: 100% exemption</p> <p>Duration: Period while unoccupied</p>

A property that is a self-contained annexe with its own Council Tax band and owing to planning constraints is unable to be let separately. The exemption applies even if the main property is also unoccupied

See also 1. Occupied Annexe Discount and 6.8 Occupied Annexe Exemption

6: Occupied Property (mandatory exemptions)

6.1 Students Hall of Residence (Class M)

<p>Value: 100% exemption</p> <p>Duration: Period used as such</p>

A hall of residence predominantly occupied by full time students and owned or run by a college, a university or a charitable institution.

6.2 Property Wholly Occupied by Students (Class N)

<p>Value: 100% exemption</p> <p>Duration: Period occupied by students</p>

Properties wholly occupied by a full-time student(s)

6.3 UK Armed Forces Accommodation (Class O)

<p>Value: 100% exemption</p> <p>Duration: Period used as accommodation</p>
--

Living accommodation for UK armed forces personnel which is owned by the Ministry of Defence, this includes barracks and other accommodation on military bases, together with married quarters (whether on bases or not).

6.4 Visiting Forces Accommodation (Class P)

<p>Value: 100% exemption</p> <p>Duration: Period used as accommodation</p>
--

Where a member of a visiting force leases or owns a property in which they live. Any dependants living with the member of the visiting force must not be a British Citizen or permanently resident in the United Kingdom.

6.5 Property Wholly Occupied by Persons Under 18 Years of Age (Class S)

<p>Value: 100% exemption</p> <p>Duration: Period used/until occupier becomes 18</p>

A property occupied by one or more people who are all aged under 18.

6.6 Property Occupied by Severely Mentally Impaired persons (Class U)

<p>Value: 100% exemption</p> <p>Duration: Period used as accommodation</p>
--

Where the occupier has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent and:

- The person obtains a certificate signed to the effect by a registered medical practitioner and
- The person would be entitled to a qualifying benefit

6.7 Property Occupied by a Person with Diplomatic Immunity (Class V)

<p>Value: 100% exemption</p> <p>Duration: Period used as accommodation</p>
--

A property occupied by a foreign diplomat who leases or owns the property in which they live. The occupier must not be permanently resident in the United Kingdom and the property concerned must not be their second home.

6.8 Occupied Annexe (Class W)

Value: 100% exemption

Duration: Period used as accommodation

Where an elderly or disabled dependant relative lives in an adjoining property (an annexe). The dependant relative must be:

- 65 years old or more; or
- Severely mentally impaired
- A person who is substantially and permanently disabled.

A relative for this purpose is defined as a:

- Spouse
- Parent
- Child
- Grandparent
- Grandchild
- Brother or sister
- Aunt or uncle
- Nephew or niece
- Great (or great-great) grandparent
- Great (or great-great) grandchild
- Great (or great-great) uncle or a great aunt
- Great (or great-great) nephew or a great niece

See also 1. Occupied Annexe Discount and 5.13 Unoccupied Annexe

7. Disabled Persons Relief

If the Council Tax payer is disabled, or if a disabled person lives with them, they may be able to claim a reduction in their Council Tax bill (the disabled person may be a child).

The reduction will be equivalent to having to pay Council Tax at the next Council Tax Band down from the one designated for the property (e.g. if the house is currently valued in Band D, the reduction will mean that the Council Tax payer will pay Council Tax at the Band C level).

If the property is already in the lowest band (Band A), the reduction is 16.5% off the Council Tax bill.

Disabled Relief applies if one of the following features is required for meeting the needs of the disabled person and is of major importance to their well-being:

- A room other than the main bathroom, kitchen or lavatory which is used predominantly by the disabled person
- A second bathroom or kitchen
- Extra space inside the property to allow for the use of a wheelchair and a wheelchair is used.

DISCRETIONARY DISCOUNTS, EXEMPTIONS AND PREMIUMS

8. Council Tax Support

Since 1 April 2013, all billing authorities have been responsible for developing their own means-tested Council Tax Support schemes, to assist working-age people on low incomes pay their Council Tax. The Government has continued to prescribe in Legislation the support to be provided to pensioner-age claimants.

The support can be applied for if a resident of a property is paying Council Tax and lives on a low income (even if they are in full-time work or self-employed).

The amount or type of help they will receive depends on who else lives at the property, the amount of money they have coming in to the household, and any other benefits and savings they have.

Households who receive help with their Council Tax because they are on low income pay at least 20% towards their Council Tax, unless they are in one of the protected groups such as a war pensioner or severely disabled. Anyone living in a Band D property or above also have their Council Tax Support restricted to 80% of the Council Tax liability for a Band C property.

The Council has agreed and implemented a scheme based on the following principles:

- Every working-age claimant should pay something towards their Council Tax
- The amount of Council Tax Support to be capped to a Band C for those claimants living in larger properties
- All non-dependents (such as adult sons or daughters living in the claimant's property) should pay something towards the household's Council Tax bill
- Provide additional financial support to the most vulnerable claimants (such as those receiving a War Pension or who are severely disabled)

The full details of the Council Tax support scheme are set out in a separate policy document which can be found from paragraph 29 in the [2019 Finance Strategy, Capital Programme, Revenue Budget and Council Tax Report](#)

9. Empty Properties and Second Homes (discretionary discounts)

9.1 Unoccupied and Unfurnished Dwellings (Class C)

Value: 100% discount
Duration: 1 month or until next occupied, if sooner

An unoccupied and substantially unfurnished property will automatically receive a 100% discount for the first month from the date it was last occupied/furniture removed.

9.2 Unoccupied and Unfurnished properties undergoing alterations (Class D)

Value: 50% discount
Duration: Maximum period 12 Months or until next occupied

An unoccupied & unfurnished property that requires or is undergoing major works or structural alteration to render it habitable will receive a discount. This discount will apply for either 12 months or 6 months from the date those works are complete, providing the whole period of discount does not exceed a total period of 12 months and the property remains unoccupied and unfurnished throughout the duration.

9.3 Long-Term Empty Premium

Properties which have been unoccupied and unfurnished in excess of two years, are required to pay a premium increase on their Council Tax as follows:

Date unoccupied	Period of non-occupancy	Premium
1 st April 2019 to 31 st March 2020	the property has been empty over 2 years	100%
1 st April 2020 to 31 st March 2021	the property has been empty between 2 to 5 years	100%
1 st April 2020 to 31 st March 2021	the property has been empty over 5 years	200%
From 1 st April 2021	the property has been empty between 2 to 5 years	100%
From 1 st April 2021	the property has been empty between 5 to 10 years	200%
From 1 st April 2021	the property has been empty over 10 years	300%

9.4 Second Homes

Value: 0% discount

Any property which is substantially furnished and is not anyone's sole or main residence, is considered as a second home. The full Council Tax is payable on all second homes.

10. Care Leavers Under 25

Care leavers are among the most vulnerable groups in our society and by Fareham Borough Council considering the Council Tax as irrecoverable in full or in part for a Care leaver, we will be providing practical help and financial assistance to this group of residents whilst they are developing independent lives and their individual life skills. The cost of the policy will be borne by the Collection Fund.

10.1 Definition

A 'care leaver' is defined in The Children (Care Leavers) Act 2000 and refers to "eligible", "relevant" and "former relevant" children:

- Eligible children are those young people aged 16-17 who are still in care and have been 'looked after' for a total of 13 weeks from the age of 14, including their 16th birthday;
- Relevant children are those young people aged 16 and 17 who have already left care, and who were 'looked after' for at least 13 weeks from the age of 14 and have been 'looked after' at some time while they were 16 or 17;
- Former relevant children are those young people aged 18, 19 or 20 who have been eligible and/or relevant.

Care leavers can also be classified as a 'qualifying' care leaver. This category applies to young people who:

- Left care after 1st October 2001, after they had turned 16, but who are not 'eligible' or 'relevant' because they did not fulfil the 13-week criteria
- Were accommodated, but in residential education, mental/health provision private fostering or Special Guardianship

10.2 Entitlement

Care leavers aged between 18 and 25 and where a local authority in England has acted previously as a corporate parent, will be entitled to their Council Tax being irrecoverable in full or in part, if they pay Council Tax or live with someone who pays Council Tax in Fareham since 1 April 2019.

To qualify for this reduction the Care Leaver must:

- Be aged 25 years and under
- Have their main residence in the borough of Fareham
- Be liable for Council Tax (Solely or jointly) or
- Move into a household and cause an increase in Council Tax liability (e.g. the loss of single resident discount)
- Be able to provide evidence of their care leaver status

The reduction in Council Tax will be granted after any entitlement to other appropriate Legislative discounts or exemptions have been awarded (this may include Council Tax Support, single resident Discount or relevant disregards).

10.3 Exclusions

Houses in Multiple Occupation (HIMOs) are accommodation set up commercially where the residents do not constitute a single household and the property owner is liable for Council Tax, not the residents. Houses in Multiple Occupation are where occupants:

- Do not constitute a single household
- Have a licence or tenancy to occupy only part of the dwelling
- Share the living space
- Are not the liable party to pay Council Tax.

10.4 Changes to Bills

The following reductions will be applied to the Council Tax bills:

Care leaver circumstances	Irrecoverable Reduction
Care leavers who live alone and are the liable person to pay Council Tax	100%
Where a property is occupied only by care leavers	100%
Care leavers who are jointly liable with one or more residents in the property, who are a not care leavers	50%
Where the care leaver lives in a household and the Council Tax would be subject to either a discount or exemption, if the care leaver did not reside there	The bill will be reduced to the sum payable before the care leaver resided in the property (so there is no Council Tax increase due the care leaver living in the property)

10.5 Administration

Evidence of the care status of the applicant, will need to be confirmed with the relevant Local Council (if the applicant cannot confirm the position)

The care leaver (or his/her appointee or a recognised third party acting on his/her behalf) or the liable person where relevant (i.e. the liable person at the property in which the care leaver resides) must advise of any change of circumstances which may impact the Council Tax charge within 21 days.

Any excess reduction given will be reclaimed through the relevant Council Tax account and collected and recovered under the Council Tax (Administration and Enforcement) Regulations 1992.

