

# FAREHAM

## BOROUGH COUNCIL

### **Report to Planning and Development Policy Development and Review Panel**

**Date**                    **1 MARCH 2016**

**Report of:**            **Director of Planning and Regulation**

**Subject:**              **FINAL REVIEW OF WORK PROGRAMME 2015/16 AND DRAFT  
WORK PROGRAMME 2016/17**

#### **SUMMARY**

At the last meeting of the Panel on 12 January 2016, members reviewed the existing work programme for 2015/16 and also considered the draft work programme for 2016/17. The Panel is now invited to further review the work programme for the current year and finalise a draft work programme for 2016/17.

#### **RECOMMENDATION**

The panel is now requested to:-

- (a) review the Panel's work programme for the current year 2015/16;
- (b) agree a proposed work programme for 2016/17; and
- (c) submit the proposed work programme for 2016/17 to the Council for endorsement.

## **INTRODUCTION**

1. At the meeting of the Panel on 12 January 2016, members reviewed the 2015/16 work programme and were invited to consider items and review a proposed programme for the next municipal year. This is the last cycle of meetings for this year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2016/17.

## **THE CURRENT WORK PROGRAMME FOR 2015/16**

2. Appendix A sets out details of the proposed items for consideration for the remainder of 2015/16, arising from earlier discussions.
3. Appendix B attached to this report contains details of the outcomes from the matters considered at Panel Meetings from May 2015 to January 2016, for members' consideration.
4. As members are aware, the Panel's focus is on 'policy development' and it is suggested that smaller working groups might be allocated with officers on specific subjects. The Panel is also likely to consider reports on a specific subject on more than one occasion during the course of the year as the policy is developed and before final recommendations are made to the Executive.
5. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2016/17 programme. Appendix C contains a list of plans and strategies currently contained in the Council's policy framework. The list may however be subject to amendment arising from any future changes to the Constitution.
6. Details of the proposed work programme for 2016/17, which members initially considered at the last Panel meeting, are contained in Appendix D.
7. As members will recall, it was requested that a copy of the Executive Work Programme, showing items rescheduled for 2016/17, be attached to this report to assist members when giving further consideration to the panel's own work programme for the next municipal year. A copy of the Executive Work Programme is therefore attached as Appendix E. It should be noted that this is a 'rolling work programme' and therefore the attached copy shows only those items on the Executive work programme as at the date of dispatch of this agenda 22 February 2016.

## **REVISIONS TO THE CURRENT WORK PROGRAMME**

8. Members are asked to note the following revisions to the work programme;
  - (i). The report titled 'Performance Review: Environmental Sustainability Strategy & Action Plan' has been removed from the current years' work programme and has been added to the 2016/17 work programme;
  - (ii). A report titled 'Performance Review; Conservation Services' has been added to the work programme for this meeting; and
  - (iii). An item titled 'Portchester Shopping Village – Petition' has been added to the current work programme for this meeting.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

10. To summarise, the Panel is now invited to:-
  - (a) review the outcome of the work programme for 2015/16;
  - (b) agree a draft work programme for 2016/17, (having considered the proposed draft set out in Appendix D), which may include any proposed strategy or policy reviews and also any additional items agreed generally by the Panel or put forward by individual members and accepted by the Panel; and
  - (c) submit the work programme for 2016/17 to the Council for approval.

## **APPENDICES**

**Appendix A - Current work programme for 2015/16**

**Appendix B – Work Programme 2015/16 – Outcomes**

**Appendix C – Policy Framework**

**Appendix D – Proposed Work Programme for 2016/17**

**Appendix E – Executive Work Programme (as at 09 February 2016)**

**Background Papers:** None

**Reference Papers:**

Planning and Development Policy Development and Review Panel 12 January 2016.

**Enquiries:**

For further information on this report please contact Richard Jolley (Ext 4388)

**PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND  
REVIEW PANEL - PROGRAMME 2015/16**

<b>MEETING DATES FOR 2015/16</b>	<b>ITEMS</b>
19 May 2015	Fareham Borough Non-Residential Parking Standards: Draft for Consultation  Review of the Work Programme 2015/16
21 July 2015- <b>CANCELLED</b>	Review of the Work Programme 2015/16
14 September 2015	Performance Review: Parking Strategy Service & Strategy Action Plan  Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) – Draft for Consultation  Review of the Work Programme 2015/16
3 November 2015	Performance Review: Planning Strategy service including 2014/15 Local Plan Annual Monitoring Report  Review of the Work Programme 2015/16
12 January 2016	Performance Review: Tree Service & Strategy Action Plan  Preliminary Review of the Work Programme 2015/16 and Draft Work Programme 2016/1
1 March 2016	Performance Review: Conservation Service  Portchester Shopping Village - Petition  Final Review of Work Programme 2015/16 and Draft Work Programme 2016/17

**APPENDIX B**

<b>Date of Meeting</b>	<b>19 May 2015</b>
<b><u>Subject</u></b>	<b>Fareham Borough Non-Residential Parking Standards: Draft for Consultation</b>
<b>Type of Item</b>	Consultation
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Development on Fareham Borough Non-Residential Parking Standards revised document which has been drafted in preparation for consultation.</p> <p>The report was presented by the Transport Planner (Planning Strategy &amp; Regeneration) who explained to the Panel the rationale for the production of a new revised Non-Residential Parking Standards Supplementary Planning Document, who then took questions from members on the proposed strategy.</p> <p>At the invitation of the Chairman, Councillor Evans Executive Member for Planning and Development addressed the panel on this item.</p> <p>Councillor Englefield enquired as to whether the document provided provision for mobility scooters. The Director of Planning and Development addressed the Panel and stated whilst this is not currently covered within the proposed parking standards it is something the Council could consider in relation to Fareham Borough Council public car parks.</p> <p>Councillor Trott suggested that, in addition to being advertised on the Council's website, the consultation also be advertised on the Council's public notice boards throughout the Borough. The Director of Planning and Development advised the Panel that this could be arranged, and that additionally a press release will be issued regarding the consultation.</p> <p>Several members raised questions regarding the parking standards set out in Part B – Table 2 of the draft SPD for several of the listed use classes. The Director of Planning and Development proposed that Tables 1 and Tables 2 of the draft SPD be integrated in order to provide greater clarity of the proposed parking standards, enabling the document to be easier to understand and use; this was supported by the Panel.</p>

	RESOLVED that the Panel approves the content of Appendix A to the report “Non-Residential Parking Standards Supplementary Planning Document (SPD) (Draft for Consultation)”, subject to the amendments above, in order to issue for consultation.
<b>Outcome</b>	Notices regarding the consultation were displayed on the 42 notice boards around the Borough during the consultation periods 15/06/15 and 03/08/15. The Fareham Borough Non-Residents Parking Standards for Adoption is going to the Executive on the 07 September for approval.
<b>Link Officer</b>	Robert Burton
<b><u>Subject</u></b>	<b>Review of the Work Programme 2015/16</b>
<b>Type of Item</b>	Programming
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Development which reviewed the work programme for 2015/16.</p> <p>Councillor Trott enquired if an item could be included onto the agenda for a review of the Residential Parking Standards (Supplementary Planning Document) as these have not reviewed since 2009, and was concerned that not all of the standards are now appropriate for the developments taking place throughout the Borough. In particular, a concern was raised as to the accommodation of visitor parking off-street at evenings and weekends.</p> <p>The Director of Planning and Development stated that whilst it has been several years since they were adopted no wider concerns had been expressed in relation to the appropriateness of the current Residential Parking Standards. The Panel was advised that the forthcoming Fareham Borough Design Guide (excluding Welborne) SPD will address issues such as parking layouts and arrangements in new residential schemes, and that the forthcoming presentation of this document to the next meeting of the Panel will therefore provide the opportunity for Members to consider these matters further.</p> <p>Councillor Trott also enquired as to whether the current Residential Parking Standards also apply to the Welborne development. The Director of Planning and Development confirmed that the current parking standards would also apply to Welborne, in accordance with the emerging Welborne Plan. However, the Panel was also advised that the emerging</p>

	<p>Welborne Design SPD will also address issues such as parking layouts and arrangements within the new community.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> <li>(a) notes the proposed work programme for 2015/16;</li> <li>(b) reviewed the outcomes from matters considered at the last Panel meeting on 5 March 2015; and</li> <li>(c) notes the Planning and Development Executive Work Programme for 2015/16.</li> </ul>
<b>Outcome</b>	Report Noted
<b>Link Officer</b>	Richard Jolley
<b>Date of Meeting</b>	<b>21 July 2015 – Cancelled</b>
<b>Date of Meeting</b>	<b>14 September 2015</b>
<b><u>Subject</u></b>	<b>Performance Review: Parking Strategy Service &amp; Strategy Action Plan</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Development on a performance review of the Parking Strategy Service and the Strategy Action Plan.</p> <p>Councillor Trott enquired as to why residents parking schemes are not viable outside of the town centre. Officers explained to the Panel that the town centre scheme has been put in place to balance the needs of Fareham town centre as the Borough's principal retail centre with traffic management considerations. A full review of the Fareham Town Centre Residents Parking Scheme was undertaken following its introduction, and a number of changes to the scheme were subsequently introduced. Members were also advised that to enforce schemes in the wider Borough outside of Fareham town centre would be difficult to manage and very costly.</p> <p>The Chairman referred to paragraph 27 of the report which was concerning the provision of parent and child spaces on the 4<sup>th</sup> floor of the Osborn Road multi storey car park. The suggestion was made that the spaces may be better suited if they were located on the first floor. Officers explained that there was an opportunity and intent to engage further with</p>

	<p>parking customers to understand their parking needs and their view of existing parking facilities, and this would include a review of current dedicated parent and child provision in due course.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> <li>(a) note the content of the Performance Review of the Fareham Town Centre car park;</li> <li>(b) note that all activities with outstanding actions in the implementation Plan as referred to in the Performance Review have now been completed; and</li> <li>(c) recommend to the Executive that consideration be given to enabling a future review of the Fareham Town Centre parking Strategy 2012-2017, in conjunction with the implementation of the future development strategy for Fareham Town Centre.</li> </ul>
<b>Outcome</b>	Yet to be considered by the Executive
<b>Link Officer</b>	Claire Burnett
<b><u>Subject</u></b>	<b>Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) - Draft for Consultation</b>
<b>Type of Item</b>	Consultation
<b>Action by Panel</b>	<p>The panel considered a report by the Director of Planning and Development on the Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) which has been drafted for consultation.</p> <p>The Panel also received a short presentation on the document, which highlighted the key points of the document. These included:</p> <ul style="list-style-type: none"> <li>• The purpose of the document</li> <li>• The document structure</li> <li>• Page structure</li> <li>• An example of a page section of the document</li> <li>• The next steps that are to be taken</li> </ul> <p>Members noted that the consultation periods would last 4 weeks from 21 September 2015 to 19 October 2015.</p>



	<p>The Chairman thanked Councillors Walker, Mrs Trott and Ford along with all of the officers involved with the working group, for all of their hard work and efforts in producing the document.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> <li>(a) approves that the draft Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) as set out in Appendix A of the report, be published for a four-week public consultation to run from 21 September 2015 to 19 October 2015.</li> <li>(b) approves that the Director of Planning and Development, be authorised to make any necessary minor changes to the Design Guidance, prior to publication, providing that these do not change the overall direction, shape or emphasis of the document, and do not raise any significant new issues; and</li> <li>(c) approves that the Draft Fareham Borough Design Guidance Supplementary Planning Document (excluding Welborne) be endorsed as an interim guidance to be afforded due weight in the determination of planning applications.</li> </ul>
<b>Outcome</b>	
<b>Link Officer</b>	Richard Jolley
<b><u>Subject</u></b>	<b>Review of the Work Programme 2015/16</b>
<b>Type of Item</b>	Programming
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Development which reviewed the Panel's work programme for 2015/16.</p> <p>It was AGREED that the Panel approves the work programme 2015/16, as set out in Appendix A to the report.</p>
<b>Outcome</b>	Content of report noted
<b>Link Officer</b>	Richard Jolley

<b>Date of Meeting</b>	<b>03 November 2015</b>
<b>Subject</b>	<b>Planning Strategy service including 2014/15 Local Plan Annual Monitoring Report Update</b>
<b>Type of Item</b>	Review
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Regulation on a Performance Review of Planning Strategy Service including the Local Plan Authority Report 2014/15.</p> <p>The Panel received a presentation from the Principal Planner (Strategy and Regeneration) which gave a brief overview of the Authority Monitoring report 2014/15.</p> <p>At the invitation of the Chairman Councillor Evans Executive Member for Planning and Development addressed the Panel on this item.</p> <p>Several Members requested that additional clarification be provided when the report is published on the Council's website clearly explaining that the report does not represent new planning 'policy' but is a 'monitoring' report which includes information on performance against <u>existing</u> Local Plan targets including those relating the housing delivery.</p> <p>It was AGREED that, subject to the inclusion of the additional clarification of the document as above, the Panel approves:-</p> <ul style="list-style-type: none"> <li>(a) that the Authority Report 2014/15; as set out in Appendix A, be published on the Council's website; and</li> <li>(b) that the Director of Planning and Regulation: be authorised to make any necessary minor changes to the Authority Monitoring Report 2014/15, prior to publication, providing that these do not change overall direction, shape or emphasis of the document, and do not raise any significant issues.</li> </ul>
<b>Outcome</b>	Report Noted
<b>Link Officer</b>	Claire Burnett

<b><u>Subject</u></b>	<b>Review of the Work Programme 2015/16</b>
<b>Type of Item</b>	Review
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Regulation which reviewed the Panel's work programme for 2015/16</p> <p>The Chairman reminded members of the panel's working group meeting Design Guidance SPD which was held on 05 November 2015.</p> <p>It was AGREED that the Panel approve the work programme for 2015/16.</p>
<b>Outcome</b>	Report Noted
<b>Link Officer</b>	Richard Jolley
<b>Date of Meeting</b>	<b>12 January 2016</b>
<b><u>Subject</u></b>	<b>Performance Review: Tree Service &amp; Strategy Action Plan</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Regulation on an annual update of the Tree Strategy Action Plan and received a presentation on the key issues within the report by the Principal Tree Officer.</p> <p>The presentation outlined the various work and responsibilities that is undertaken by the tree team:</p> <ul style="list-style-type: none"> <li>• Tree Safety Inspections</li> <li>• Survey of Housing trees, including the proactive planting of trees on housing land</li> <li>• Tree Planting and Maintenance, including resilience planting for the future</li> </ul>

- Tree Preservation Order Schedule
- Tree Service Requests
- Ancient Line Pollards
- Wickham Road Cemetery
- Customer Service Improvements following the Vanguard Intervention in Planning
- Coldeast Trees and Woodland
- Tree Wardens
- Tree Health – Pests and Diseases

Members raised concerns regarding the significant adoption of trees and woodland at the former Coldeast Hospital site and enquired whether there were sufficient resources available within the Tree Service (and other relevant Council services) to be able to maintain the current level of service with the consistent increase in the number of trees that they are responsible for. The Principal Tree Officer addressed the Panel and confirmed that he is confident that it is still manageable for the Tree Service and he felt that it was in the interest of Fareham residents that public trees and woodland are adopted by the Council. The Panel asked for clarification on the current procurement of contractors used to fell Fareham Borough Council trees and whether it was viable to bring this in-house. The Principal Tree Officer confirmed that there had recently been a change in the procurement process for tree work, with a Hampshire wide procurement scheme being used with very competitive rates and specialist skills. He also informed the Panel that from an insurance perspective it would be costly to the Council to insure and train their own in-house tree surgeons. The presentation outlined plans for the Council to adopt a Tree Warden scheme, to use local volunteers to assist the Tree and Conservation Officers. The Panel agreed that this was an excellent idea that would need to be closely monitored. The Principal Tree Officer informed members that they would initially set up a small pilot scheme and report back to the Panel on the progress next year.

It was AGREED that:-

- (a) the Principal Tree Officer be thanked for his presentation; and
- (b) the Panel supports the Tree Strategy Action Plan; and
- (c) that an update for members on the Tree Warden Scheme

**Outcome**

Report Noted

<b>Link Officer</b>	Richard Jolley
<b><u>Subject</u></b>	<b>Preliminary Review of Work Programme 2015/16 and draft Work Programme 2016/17</b>
<b>Type of Item</b>	Report
<b>Action by Panel</b>	<p>The Panel considered a report by the Director of Planning and Regulation which reviewed the Panel's work programme for 2015/16 and gave initial consideration to the work programme for 2016/17. The Director of Planning and Regulation addressed the Panel and invited members to put forward suggestions for the work programme for 2016/17. Members suggested that an item on the forthcoming Fareham Town Centre Regeneration strategy be added to next year's work programme as this is planned to go out for consultation in the summer. The Director of Planning and Regulation suggested that that he meets with the Chairman and Executive Member for Planning and Development to discuss and agree on which parts of the regeneration project it may be appropriate for the Panel to be involved with. It was also noted that the wording on page 7 of the report be amended in paragraph 12 to say 'Executive Member for Planning and Development' not 'Executive Member of Planning and Regulation'.</p> <p>It was AGREED that:-</p> <p>(a) subject to the amendments to the wording on page 7, that the Panel approve the work programme for 2015/16; and</p> <p>(b) members consider items to be included in the 2016/17 work programme which will be discussed at the 1 March 2016 meeting.</p>
<b>Outcome</b>	Report Noted
<b>Link Officer</b>	Richard Jolley

**FAREHAM BOROUGH COUNCIL  
POLICY FRAMEWORK**

Under the constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Plans and Alterations comprising the Development Plan;
- (f) Development Plan Documents;
- (g) Community Safety Strategy;
- (h) Corporate Vision, Values, Objectives and Priority Actions.

**PROPOSED PLANNING AND DEVELOPMENT POLICY DEVELOPMENT AND  
REVIEW PANEL - WORK PROGRAMME 2016/17**

<u>MEETING DATES FOR 2016/17</u>	<u>ITEMS</u>
17 May 2016	Presentation on Introduction to Portfolio Services  Review of the Work Programme 2016/17
19 July 2016	Statement of Community Involvement  Review of the Work Programme 2016/17
6 September 2016	Local Development Scheme  Review of the Work Programme 2016/17
8 November 2016	Annual Monitoring Report  Review of the Work Programme 2016/17
10 January 2017	Performance Review: Building Control Partnership  Preliminary Review of the Work Programme 2016/17 and Draft Work Programme 2017/18
28 February 2017	Performance Review: Tree Service and Strategy Action Plan  Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18

TO BE ALLOCATED –

Performance Review: Environmental Sustainability Strategy & Action Plan