

**Report to  
Strategic Planning and Environment Policy  
Development and Review Panel**

Date: **5 March 2013**

Report of: **Director of Planning and Environment**

Subject: **FINAL REVIEW OF WORK PROGRAMME FOR 2012/13 AND  
DRAFT PROGRAMME FOR 2013/14**

**SUMMARY**

At the last meeting of the Panel on 8 January 2013, members reviewed the existing work programme for 2012/13 and also considered the draft work programme for 2013/14. The Panel is now invited to assess the overall progress for the current year and finalise a draft work Programme for 2013/14

**RECOMMENDATION**

The Panel is now requested to:-

- (a) review the outcomes of the Panel's work programme for 2012/13;
- (b) agree a proposed work programme for 2013/14; and
- (c) submit the proposed work programme for 2013/14 to the Council for endorsement.

## **INTRODUCTION**

1. At the meeting of the Panel on 8 January 2013, members reviewed the 2012/13 work programme and considered a proposed programme for the next municipal year 2013/14. 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 2013/14.

## **REVISION TO CURRENT WORK PROGRAMME FOR 2012/13**

2. The proposed report on Environmental Sustainability Strategy: Action Plan (Annual Update), which was to be considered at this meeting, has been deferred for consideration at a future meeting due to the fact that the Principal Planner (Strategy) who is to present the report is unavailable.
3. Appendix A sets out details of the proposed items for consideration for the remainder of 2012/13, arising from earlier discussions.
4. Appendix B attached to this report contains details of the outcomes from the matters considered at Panel meetings from May 2012 up until January 2013, for members' consideration.
5. As members are aware, the Panel's focus is on 'policy development' and it is suggested that smaller working groups might be allocated to work 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.
6. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2013/14 programme. Appendix C contains a list of the 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.
7. Details of the proposed work programme for 2013/14, which members considered at the last Panel meeting, are contained in Appendix D.
8. As members will recall, it was requested that a copy of the Executive Work Programme, showing items scheduled for 2013/14, 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, 25 February 2013.

## **RISK ASSESSMENT**

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

## 10. CONCLUSION

To summarise, the Panel is now invited to :-

- (a) review the outcome of the work programme for the current year 2012/13; and
- (b) agree a draft work programme for 2013/14,(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 2013/14 to the Council for approval.

### APPENDICES

- Appendix A - Current Work Programme for 2012/13
- Appendix B - Work Programme 2012/13 - Outcomes
- Appendix C - Policy Framework
- Appendix D - Proposed Work Programme for 2013/14
- Appendix E - [Executive Work Programme](#) (as at 25 February 2013)

**Background Papers:** None

#### Reference Papers:

Strategic Planning and Environment Policy Development and Review Panel 8  
January 2013 (Minute 9)

#### Enquiries:

For further information on this report please contact Richard Jolley, Director of Strategic Planning and Environment (4388).

**APPENDIX A**

**STRATEGIC PLANNING AND ENVIRONMENT POLICY DEVELOPMENT AND  
REVIEW PANEL - WORK PROGRAMME 2012/13**

<b><u>MEETING DATES FOR 2012/13</u></b>	<b><u>ITEMS</u></b>
15 May 2012	National Planning Policy Framework; Review of the work programme 2012/13
17 July 2012	Urban Design Projects and Initiatives; Coastal Management Briefing; Review of the work programme 2012/13
4 September 2012	Parking Strategy Review: Current position and data. Review of the work programme 2012/13.
6 November 2012	Fareham Town Centre Access Plan - briefing on final version by Hampshire County Council. Bus Rapid Transit - briefing on Phase 1 performance and plans for later Phases by Hampshire County Council. Fareham Town Centre Parking Strategy (Including Revised Parking Charges) Review of the work programme 2012/13.
8 January 2013	Conservation Area Character Appraisal Progress Report. Tree Strategy Action Plan (Annual Update). Community Infrastructure Levy: Receipt of Examiner's Report Preliminary Overall Review of the work Programme for 2012/13 and draft work programme for 2013/14

5 March 2013	Final review of the work programme for 2012/13 and draft for 2013/14  Titchfield Abbey Conservation Area Character Appraisal

**UNALLOCATED ITEMS :-**

- Coastal Management briefings by Coastal Partnership (Proposed programme to be notified to the Panel in March 2013).  
(Minute 9(i) of 8 January 2013 refers).
- Evaluation of the performance of Wallington flood prevention scheme - a briefing on this matter to be included in the Panel's work programme for 2013/14.  
(Minute 9(ii) of 8 January 2013 refers).

<b>Date of Meeting</b>	<b>15 May 2012</b>
<b>Subject</b>	<b>National Planning Policy Framework</b>
Type of Item	Presentation
Action by Panel	N/A
Outcome	N./A
Link Officer	Linda Jewell
<b>Subject</b>	<b>Strategic Planning and Environment Policy Development and Review Panel Work Programme for 2012/13 - Initial Endorsement</b>
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment which reviewed the Panel's Work Programme for 2012/13 (copy of report <a href="#">spe-120515-r02-rjo</a> circulated with agenda and appended to signed minutes).</p> <p>It was AGREED that:-</p> <p>(a) the programme of items for 2012/13, as set out in Appendix A to the report, be confirmed;</p> <p>(b) the officers be requested to advise the Hampshire County Council officers who had been invited to attend (a) future meeting(s) of the Panel, to report on the Fareham Town Centre Access Plan and Bus Rapid Transit (currently unallocated items on the work programme), that the Panel had requested that their presentation(s) on the above should include reference to the impact of the new junction arrangements at the A27/Quay Street junction on the highway network; and</p> <p>(c) the progress on actions since the last meeting of the Panel, as set out in Appendix B to the report, be noted.</p>

Outcome	Members' briefing from Hampshire County Council officers to be arranged prior to the Panel meeting on 6 November 2012.
Link Officer	Richard Jolley
<b>Date of Meeting</b>	<b>17 July 2012</b>
<b><u>Subject</u></b>	<b>Coastal Management Briefing</b>
Type of Item	Presentation
Action by Panel	N/A
Outcome	N./A
Link Officer	Linda Jewell
<b><u>Subject</u></b>	<b>Presentation on Urban Design Projects and Initiatives</b>
Type of Item	Presentation
Action by Panel	<p>The Panel received a presentation from the Principal Planner (Strategic Sites and Design) on Urban Design projects and initiatives. The presentation outlined the proposed programme of initiatives, training and guidance to be developed. The anticipated items that would be included in the programme included:-</p> <ul style="list-style-type: none"> <li>• Members' borough critique tour</li> <li>• Design workshops and training</li> <li>• Working with design tools</li> <li>• Setting local standards</li> <li>• Developing Local Design guidance</li> </ul>

	<p>The Director of Planning and Environment explained the importance for an authority of developing locally prepared design guidance/standards as they can provide the supporting evidence for reasons for refusal for planning applications, and would need to be taken into account by Planning Inspectors in considering planning appeals.</p> <p>The Chairman then took questions from members. Referring to the documents mentioned in the presentation e.g. Building for Life, Councillor Forrest enquired about how accessible was this information to members of the public. It was suggested that links to the documents could be provided on the Council's website.</p> <p>It was AGREED that:-</p> <p>(a) the Principal Planner (Strategic Sites and Design) be thanked for his presentation: and</p> <p>(b) that the information on design in relation to new development currently on the Council's website be reviewed and enhanced and updated accordingly.</p>
Outcome	Revisions to the Council's website are being undertaken and the updated sections on design will be available during September.
Link Officer	Dominic Lyster
<b>Subject</b>	<b>Strategic Planning and Environment Policy Development and Review Panel Work Programme for 2012/13 - Initial Endorsement</b>
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment on the Panel's work programme for 2012/13 (report <a href="#">spe-120717-r02-rjo</a>).</p> <p>Members were referred to the briefings, included in the work programme for the meeting on 6 November 2012, relating to Fareham Town Access Plan and the Bus Rapid Transit. It was noted that the briefings will be held prior to the start of the meeting and will be open to all Council members to attend. Further details would be sent to members nearer the time.</p> <p>At the invitation of the Chairman, Councillor Mrs Trott addressed the Panel during consideration of this item.</p> <p>During the course of discussion, items suggested by members were:-</p>



	<p>(i) An evaluation of the performance of Wallington flood prevention scheme; and</p> <p>(ii) Issues relating to community transport</p> <p>It was AGREED that:-</p> <p>(a) the programme of items for 2012/13, as set out in Appendix A of the report, be approved,</p> <p>(b) progress on actions since the last meeting, as set out in Appendix B of the report be noted, and</p> <p>(c) additional items concerning an evaluation of the performance of Wallington flood prevention scheme and issues relating to community transport be considered by the Chairman in discussion with officers for possible inclusion on the Panel's work programme, and that the Panel members be advised accordingly.</p>
Outcome	Officers will continue to monitor the situation at Wallington and report to the Panel if a flood event occurs.
Link Officer	Richard Jolley  Linda Jewell re Coast & Flooding
<b>Date of Meeting</b>	<b>4 September 2012</b>
<b><u>Subject</u></b>	<b>Fareham Town Centre Parking Strategy Review - Update</b>
Type of Item	Policy Development and Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment on the Fareham Town Centre Parking Strategy Review (copy of report <a href="#">spe-120904-r01-rfl</a> circulated with agenda).</p> <p>The report outlined the current level of occupancy within the Fareham Borough Council owned car parks in Fareham town as a result of the introduction of a monitoring regime in October 2011 to gather information to inform the development of the new Fareham Town Centre Parking Strategy.</p>

	<p>It was noted that, at its meeting on 3 September 2012, the Executive had considered a report on Maintaining the Vibrancy of Fareham Town Centre, which had included car parking considerations.</p> <p>It was AGREED that the information set out in the report be noted.</p>
Outcome	Report to meeting on 6 November 2012.
Link Officer	Rose Fletcher
<b>Subject</b>	<b>Strategic Planning and Environment Policy Development and Review Panel Work Programme for 2012/13</b>
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment on the Panel's work programme for 2012/13 (copy of report <a href="#">spe-120904-r02-rjo</a> circulated with agenda).</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the revision to the work programme referred to in paragraphs 2, 3 &amp; 4 of the report be endorsed;</li> <li>(b) the programme of items for 2012/13, as set out in Appendix A of the report, be approved; and</li> <li>(c) the progress on actions since the last meeting, as set out in Appendix B of the report, be noted.</li> </ul>
Outcome	Complete.
Link Officer	Richard Jolley

<b>Date of Meeting</b>	<b>6 November 2012</b>
<b><u>Subject</u></b>	<b>Fareham Town Centre Parking Strategy (Including Revised Parking Charges)</b>
Type of Item	Policy Development and Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment on the Fareham Town Centre Parking Strategy, including revised parking charges (copy of report <a href="#">spe-121106-r03-rfl</a> circulated with agenda).</p> <p>It was noted that the Strategy and proposed car parking fees for April 2013 as detailed in the report would be submitted to the December 2012 meeting of the Executive for approval.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the proposed re-designation of the car parks from short and long-stay to inner and outer, as detailed in paragraphs 22 - 27 of the report and Appendix 4 of the Strategy (Appendix A to the report) be commended to the Executive for approval;</li> <li>(b) the proposals concerning season tickets, as referred to in paragraphs 28 and 29 of the report, be commended to the Executive for approval.;</li> <li>(c) the proposal concerning feasibility work in connection with disabled parking, as referred to in paragraphs 30 - 32 of the report, be commended to the Executive for approval;</li> <li>(d) the proposals concerning the future updating of parking charges, as shown in paragraphs 33 and 34 of the report, be commended to the Executive for approval;</li> <li>(e) the proposals concerning the long-term parking supply within Fareham Town Centre, as shown in paragraphs 35 - 41 of the report, be commended to the Executive for approval;</li> <li>(f) the proposal not to pursue the introduction of evening parking charges, as detailed in paragraph 42 of the report, be commended to the Executive for approval; and</li> </ul>

<b>Date of Meeting</b>	<b>6 November 2012</b>
	(g) the proposed parking charges to take effect from 1 April 2013, as shown in Appendix 5 of the Strategy (Appendix A to the report), be commended to the Executive for approval.
Outcome	At its meeting on 3 December 2012, the Executive RESOLVED that the Executive: <ul style="list-style-type: none"> <li>(a) approves the Fareham Town Centre Parking Strategy as set out in Appendix A of the report (<a href="#">xpt-121203-r07-rfl Appendix A</a> refers);</li> <li>(b) approves the new parking tariffs as set out in Appendix 5 of the Strategy for introduction on 1 April 2013;</li> <li>(c) requested that new waiting restrictions for the Broadcut car park in Fareham be investigated and progressed; and</li> <li>(d) approves the suspension of parking charges for all Fareham town centre car parks on Christmas Day and Easter Sunday.</li> </ul>
Link Officer	Rose Fletcher
<b>Subject</b>	<b>Strategic Planning and Environment Policy Development and Review Panel Work Programme 2012/13</b>
Type of Item	Review
Action by Panel	The Panel considered a report by the Director of Planning and Environment on the Panel's work programme for 2012/13 (copy of report <a href="#">spe-121106-r02-rjo</a> circulated with agenda). <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the programme of items for 2012/13, as shown in Appendix A to the report, be approved;</li> <li>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted; and</li> <li>(c) the officers be requested to include in the Tree Strategy Action Plan (Annual Update) item for the next meeting of the Panel details of the current situation with regard to Ash trees.</li> </ul>

<b>Date of Meeting</b>	<b>6 November 2012</b>
Outcome	Complete.
Link Officer	Richard Jolley
<b>Date of Meeting</b>	<b>13 January 2013</b>
<b><u>Subject</u></b>	<b>Conservation Area Character Appraisal Progress Report</b>
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment on progress of the Conservation Area Character Appraisal programme (copy of report <a href="#">spe-130108-r03-mfr</a> circulated with agenda).</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the contents of the report are noted;</li> <li>(b) the revised order for re-appraisal of the conservation area character assessments, shown in paragraph 16 of the report, be approved;</li> <li>(c) in future, the comments of the Panel be sought on the draft conservation area appraisals, prior to their public consultation; and</li> <li>(d) as part of the review process, arrangements be made for Panel members and officers to undertake an informal visit to the relevant conservation area before the Panel considers the draft appraisal document.</li> </ul>

<b>Date of Meeting</b>	<b>13 January 2013</b>
Outcome	Officers to consult with the Chairman and other Panel members to arrange a visit to Titchfield Abbey Conservation Area before the next Panel meeting on 5 March 2013.
Link Officer	Mike Franklin

<b>Date of Meeting</b>	<b>13 January 2013</b>
<b><u>Subject</u></b>	<b>Tree Strategy Action Plan (Annual Update)</b>
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment on the Tree Strategy Action Plan (copy of report <a href="#">spe-130108--r01-pjo</a> circulated with agenda). Copies of the Council's <a href="#">Tree Strategy</a> 2012-2017 (adopted March 2012), referred to in the report and which contained details of the Action Plan, were made available to members at the meeting</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the Principal Tree Officer be thanked for his informative report and presentation; and</li> <li>(b) the Panel endorsed the Tree Strategy Action Plan, contained in the Council's Tree Strategy 2012-2017 document referred to above.</li> </ul>
Outcome	Tree Strategy Action Plan approved
Link Officer	Paul Johnston

<b>Date of Meeting</b>	<b>13 January 2013</b>
<b><u>Subject</u></b>	<b>Community Infrastructure Levy: Receipt of Examiner's Report</b>
Type of Item	Information
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment regarding the Examiner's Report on the Draft Charging Schedule for the Community Infrastructure Levy (copy of report <a href="#">spe-130108-r04-lje</a> circulated with agenda).</p> <p>It was AGREED that the conclusions of the Examiner to the effect that the Fareham Borough Council Community Infrastructure Levy Charging Schedule satisfies the requirements of Section 212 of the 2008 Act and meets the criteria for viability in the 2010 Regulations (as amended 2011) and should therefore be approved, be noted.</p>
Outcome	To be reported to the Executive at the meeting in April 2013.
Link Officer	Linda Jewel

<b><u>Subject</u></b>	<b>Preliminary Overall Review of the work programme for 2012/13 and draft Work Programme for 2013/14</b>
Type of Item	Review
Action by Panel	<p>The Panel considered a report by the Director of Planning and Environment which reviewed the Panel's existing work programme for the current year and gave preliminary consideration to a draft Work Programme for 2013/14 (copy of report <a href="#">spe-130108-r02-rjo</a>- circulated with agenda).</p> <p>It was AGREED that :-</p>

	<p>(a) subject to the addition of a report on the Titchfield Abbey Conservation Area Character Appraisal to the work programme for the meeting on 5 March 2013, the items for the remainder of 2012/13, as set out in Appendix A to this report be approved;</p> <p>(b) a copy of the Executive work programme showing items scheduled for 2013/14 be attached to the Panel's next work programme report to assist members in giving further consideration to the draft programme for 2013/14; and</p> <p>(c) progress on actions since the last Panel meeting, as set out in Appendix B to the report; be noted.</p>
Outcome	Current work programme for 2012/13 to be amended.
Link Officer	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.

**APPENDIX D**

**STRATEGIC PLANNING AND ENVIRONMENT POLICY DEVELOPMENT AND REVIEW PANEL - PROPOSED WORK PROGRAMME FOR 2013/14**

<b><u>MEETING DATES FOR 2013/14</u></b>	<b><u>ITEMS</u></b>
14 May 2013	River Hamble to Portchester Coastal Flood & Erosion Risk Management Strategy (including evaluation of the performance of Wallington flood prevention scheme)  Environmental Sustainability Strategy: Action Plan (Annual Update)  Review of the work programme 2013/14
16 July 2013	Draft Portchester (Castle Street) Conservation Area Appraisal and Management Strategy  Review of the work programme 2013/14
3 September 2013	Review of the work programme 2013/14
5 November 2013	Parking Update  Review of the work programme 2013/14
7 January 2014	Draft Wallington Conservation Area Appraisal and Management Strategy  Tree Strategy Action Plan (Annual Update)  Review of the work programme 2013/14
4 March 2014	Environmental Sustainability Strategy: Action Plan (Annual Update)  Review of the work programme 2013/14