

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **28 February 2017**

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

**Subject:**              **FINAL REVIEW OF WORK PROGRAMME 2016/17 AND DRAFT  
WORK PROGRAMME 2017/18**

#### **SUMMARY**

At the last meeting of the Panel on 10 January 2017, members reviewed the existing work programme for 2016/17 and also considered the draft work programme for 2017/18. The Panel is now invited to further review the work programme for the current year and finalise a draft work programme for 2017/18.

#### **RECOMMENDATION**

Members are now asked to:-

- (a) review the Panel's work programme for the current year 2016/17;
- (b) agree a proposed work programme for 2017/18; and
- (c) submit the proposed work programme for 2017/18 to the Council for endorsement.

## **INTRODUCTION**

1. At the meeting of the Panel on 10 January 2017, members reviewed the 2016/17 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 municipal year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2017/18.

## **THE CURRENT WORK PROGRAMME FOR 2016/17**

2. Appendix A sets out details of the proposed items for consideration for the remainder of 2016/17, 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 2016 to January 2017, 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 2017/18 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 2017/18, which members initially considered at the last Panel meeting, are contained in Appendix D.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

8. To summarise, the Panel is now invited to:-
  - (a) review the outcome of the work programme for 2016/17;
  - (b) agree a draft work programme for 2017/18, (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 2017/18 to the Council for approval.

## **APPENDICES**

**Appendix A - Current work programme for 2016/17**

**Appendix B – Work Programme 2016/17 – Outcomes**

**Appendix C – Policy Framework**

**Appendix D – Proposed Work Programme for 2017/18**

**Appendix E – Executive Work Programme (as at 16 February 2016)**

**Background Papers:** None

### **Reference Papers:**

Planning and Development Policy Development and Review Panel 10 January 2017 – Minutes

### **Enquiries:**

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

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

| <b><u>MEETING DATES FOR 2016/17</u></b> | <b><u>ITEMS</u></b>  |
|---|--|
| 17 May 2016                             | <ul style="list-style-type: none"> <li>• Presentation on Introduction to Portfolio Services</li> <li>• Conservation Services Casework Presentation</li> <li>• Review of the Work Programme 2016/17</li> </ul>              |
| 19 July 2016                            | <ul style="list-style-type: none"> <li>• Local Development Scheme</li> <li>• Review of the Work Programme 2016/17</li> </ul>   |
| 6 September 2016                        | <ul style="list-style-type: none"> <li>• Fareham Town Centre Parking Survey - Presentation</li> <li>• Portchester District Centre Parking Survey - Presentation</li> <li>• Review of the Work Programme 2016/17</li> </ul> |
| 8 November 2016                         | <ul style="list-style-type: none"> <li>• Statement of Community Involvement: Draft for Consultation</li> <li>• Authority Monitoring Report</li> <li>• Review of the Work Programme 2016/17</li> </ul>                      |
| 10 January 2017                         | <ul style="list-style-type: none"> <li>• Performance Review: Building Control Partnership – Presentation</li> <li>• Preliminary Review of the Work Programme 2016/17 and Draft Work Programme 2017/18</li> </ul>           |
| 28 February 2017                        | <ul style="list-style-type: none"> <li>• Performance Review: Coastal Management - Presentation</li> <li>• Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18</li> </ul>                               |

**APPENDIX B**

|                        |  |
|------------------------|--|
| <b>Date of Meeting</b> | <b>17 May 2016</b>   |
| <b><u>Subject</u></b>  | <b>INDUCTION TO PORTFOLIO SERVICES - PRESENTATION</b>  |
| <b>Type of Item</b>    | Presentation   |
| <b>Action by Panel</b> | <p>The Panel received a presentation from the Director of Planning and Regulation and the Head of Planning Strategy and Regeneration on an Induction to the Planning and Development Portfolio Services.</p> <p>The presentation gave an overview of the services within the Planning and Development Portfolio, highlighting key areas within those services to the Panel, which included;</p> <ul style="list-style-type: none"> <li>• Planning Strategy – outlined the key objectives to maintain up to date policies through the Local Plan Review ensuring the Council can plan for new housing, employment and business needs.</li> <li>• Regeneration - currently focussing on the Fareham Town and Portchester District Visions, with drafts for both of these intended to be taken to the Executive in Autumn 2016 September.</li> <li>• Parking Strategy/Transport Liaison – including the work to develop the parking strategy, local policy and parking charges, together with liaison work with relevant bodies on local strategic transport issues.</li> <li>• Welborne Delivery – outlined the Vision for Welborne set out in the Local Plan and the key components of the Council’s Welborne Delivery Strategy going forward.</li> <li>• Tree Services – provided an overview of service delivery including the role of the Tree Strategy.</li> <li>• Conservation Services – outlined the role of character area assessments and Article 4 directions progressed for conservation areas, along with work in relation to the scheduling of statutorily and locally listed buildings.</li> <li>• Coastal Management – services provided through the Eastern Solent Coastal Partnership including the key priorities over the next 18 months.</li> <li>• Building Control – services provided through the Building Control Partnership (BCP) which currently includes Fareham, Gosport Borough and Portsmouth City Councils and key priorities going forward.</li> </ul> |

|                        |   |
|------------------------|---|
|                        | <p>At the request of Members, the Chairman asked the Director of Planning and Regulation to circulate more information on the details of the Portchester to River Hamble Coastal Management Strategy to Panel Members.</p> <p>It was AGREED that the Director of Planning and Regulation and the Head of Planning Strategy and Regeneration be thanked for a very informative presentation.</p>   |
| <b>Outcome</b>         | Officers thanked for an informative presentation  |
| <b>Link Officer</b>    | Richard Jolley  |
| <b>Date of Meeting</b> | <b>19 July 2016</b>   |
| <b><u>Subject</u></b>  | <b>Local Development Scheme</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 a review of the Local Development Scheme which sets out a work programme for timetabling the Fareham Borough Council Local Plan Review.</p> <p>Members raised concerns with regards to the wording in table 1 on page 18 and appendix 2 on page 26 of the report which gives dates for the timetable as winter, summer and autumn and requested that more clarity be provided.</p> <p>It was AGREED that the Panel,</p> <p>(a) subject to the amendments being made to add clarity to the dates in the tables on pages 18 and 26 of the report, support the timetables as set out in the Local Plan Review; and</p> <p>approve the Director of Planning and Regulation to make any necessary minor changes to the Local Development Scheme, prior to the document being considered by the Executive in September 2016.</p> |
| <b>Outcome</b>         | Document being considered by the Executive in September 2016.   |

|                        |  |
|------------------------|--|
| <b>Link Officer</b>    | Richard Jolley   |
| <b>Subject</b>         | <b>Review of the 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 Work Programme for 2016/17.</p> <p>The Director of Planning and Regulation asked members to note that, the Annual Monitoring Report in Appendix A and C of the report should in fact read Authority Monitoring Report.</p> <p>It was AGREED that, subject to the Annual Monitoring Report in Appendix A and C being amended to the Authority Monitoring Report, the Panel note the Work Programme for 2016/17.</p>  |
| <b>Outcome</b>         | Reported noted   |
| <b>Link Officer</b>    | Richard Jolley   |
| <b>Date of Meeting</b> | <b>06 September 2016</b>   |
| <b>Subject</b>         | <b>Fareham town centre parking survey - presentation</b>   |
| <b>Type of Item</b>    | Presentation   |
| <b>Action by Panel</b> | <p>The Panel received a presentation from the Transport Planner (Strategy and Regeneration) which provided information on the outcome of a recent survey undertaken on parking provision for the town centre, which will be used to inform the preparation of the Town Centre Regeneration Vision, and sought member's views on the results of the survey.</p> <p>The presentation provided information on:</p> <ul style="list-style-type: none"> <li>• The survey objectives</li> <li>• The current parking provision in the town centre</li> <li>• The methodology used for the survey</li> <li>• The outcome and results summary for the inner stay car parks</li> </ul> |

|                     |  |
|---------------------|--|
|                     | <ul style="list-style-type: none"> <li>• The outcome and results summary for the outer stay car parks</li> </ul> <p>Members commented on the lack of signage and visibility of both the Shopping Centre Multi Storey car park and Lysses car park, and suggested that this is likely to be a significant reason as to why these car parks are underutilized.</p> <p>It was also suggested that the loss of the Osborn Road Multi Storey car park would have a significant loss to the attractiveness of the town centre, as it is one of the most visible car parks in the town. However it was also noted that this car park is in need of modernisation, with better sized parking bays and a more attractive appearance.</p> <p>Lastly it was noted that a behaviour survey is planned to be undertaken in order to gain an better understanding as to why people choose to use one car park over another.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) the Transport Planner (Strategy and Regeneration) be thanked for his informative presentation; and</li> <li>(b) Officer’s note Member’s comments when preparing the Town Centre Regeneration Vision.</li> </ul> |
| <b>Outcome</b>      | Members comments noted by Officers   |
| <b>Link Officer</b> | Claire Burnett   |



|                        |  |
|------------------------|--|
|                        |  |
| <b><u>Subject</u></b>  | <b>Portchester district centre parking survey - presentation</b>   |
| <b>Type of Item</b>    | Presentation   |
| <b>Action by Panel</b> | <p>The Panel received a presentation from the Transport Planner (Strategy and Regeneration) which provided information on the outcome of a recent survey undertaken on parking provision for the Portchester District Centre, which will be used to inform the preparation of the Portchester District Centre Regeneration Vision, and sought member's views on the results of the survey.</p> <p>The Survey provided the following information:</p> <ul style="list-style-type: none"> <li>• The methodology used for the survey</li> <li>• The dates of when the survey took place</li> <li>• Analysis of the occupation levels of the short stay car parks</li> <li>• Analysis of the occupation levels of the long stay car parks</li> </ul> <p>The Panel enquired as to whether there was any data collected on the misuse of the car parks in respect of cars parking for longer periods than is permitted. The Transport Planner informed the Panel that he did not currently have this information but that he would speak to the enforcement officers and would report back to members on this.</p> <p>The Portchester Ward Councillor's informed the Panel that all of the car parks within the District Centre were well used especially on a Wednesday which is the Portchester Market Day, and that this often results from complaints from the public who have difficulty in finding available spaces.</p> <p>It was AGREED that:-</p> <ol style="list-style-type: none"> <li>(a) the Panel thank the Transport Planner (Strategy and Regeneration) for his informative presentation; and</li> <li>(b) that Officers note Members comments on the results of the survey when preparing the Portchester District Centre Regeneration Vision.</li> </ol> |

|                        |  |
|------------------------|--|
| <b>Outcome</b>         | Members comments noted by Officers   |
| <b>Link Officer</b>    | Claire Burnett   |
|                        |  |
| <b><u>Subject</u></b>  | <b>Planning and Development Policy and Development Review Panel Work Programme</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 invited members to review the Panel's work programme for 2016/17.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> <li>(a) agree the proposed Work Programme for 2016/17, as set out in Appendix A to the report;</li> <li>(b) noted the outcomes from matters considered at the Panel meeting on 19 July 2016, as set out in Appendix B to the report; and</li> <li>(c) noted the Planning and Development Executive Portfolio work programme for 2016/17, as set out in Appendix C to the report.</li> </ul> |
| <b>Outcome</b>         | Contents of report noted   |
| <b>Link Officer</b>    | Richard Jolley   |
| <b>Date of Meeting</b> | <b>08 November 2016</b>  |
| <b><u>Subject</u></b>  | <b>Statement of Community Involvement</b>  |
| <b>Type of Item</b>    | Report   |

|                               |  |
|-------------------------------|--|
| <p><b>Action by Panel</b></p> | <p>The Panel considered a report by the Director of Planning and Development on the Statement of Community Involvement, which has been drafted ready for consultation.</p> <p>The Panel referred to Appendix B of the report which contained a list of general and specific consultees and enquired as to whether it is appropriate to have this list as it does not contain information regarding all local business, groups etc that maybe consulted upon. The Head of Planning Strategy and Regeneration suggested to the Panel that the list could be simplified to contain just the statutory consultees, and that a separate list be maintained by officers containing the other consultees, as this list will need to be updated regularly as businesses and groups change. The Panel agreed this would be a more suitable option.</p> <p>The Panel also suggested that the following amendments be made:</p> <ul style="list-style-type: none"> <li>(i). On page 24 at 9.2, the wording be amended to read 'Fareham Borough Council is a member of the Partnership for Urban South Hampshire (PUSH), which is a partnership that covers the 12 whole or part Council areas in South Hampshire and the Isle of Wight.; and</li> <li>(ii). On page 18 at 3.2, the wording be amended to read 'The Council will only consult on issues that have yet to be decided.'</li> </ul> <p>It was AGREED that the Panel notes:-</p> <ul style="list-style-type: none"> <li>(a) that subject to the amendments above at (i) and (ii), the draft Statement of Community Involvement 2016, as set out in Appendix A, be made available for a six week period of consultation;</li> <li>(b) that the Director of Planning and Development, be authorised to make any necessary minor changes to the draft Statement of Community Involvement, prior to publication, providing that these do not change the overall direction, shape or emphasis of the document, and do not raise any significant issues; and</li> <li>(c) that following consultation, the document will be revised as appropriate before being considered for adoption by the Fareham Borough Executive.</li> </ul> |
| <p><b>Outcome</b></p>         | <p>Subject to amendments document is made available for six week consultation and then once revised considered for adoption by the Executive.</p>  |
| <p><b>Link Officer</b></p>    | <p>Richard Jolley</p>  |

|                        |  |
|------------------------|--|
|                        |  |
| <b><u>Subject</u></b>  | <b>Authority Monitoring Report</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 the Authority Monitoring Report for the period 1 April 2015 to 31 March 2016.</p> <p>The Panel requested that additional information be placed into the report on pg 62, under the Affordable Housing Provision, which gives a brief explanation on how changes to National Policy with regards to developers being able to not comply with the affordable housing provision requirement due to viability reports.</p> <p>It was AGREED that the Panel:-</p> <p>(a) reviews the Authority Monitoring Report for 2015/16, as set out in Appendix A;</p> <p>(b) gives authorisation to the Director of Planning and Regulation to make any necessary changes, including the addition of information under Affordable Housing Provision and changes to National Policy as discussed above, to the Authority Monitoring Report 2015/16, prior to publication, providing that these do not change the overall direction, shape or emphasis of the document, and do not raise any significant issues; and</p> <p>(d) supports the publication of the Authority Monitoring Report 2015/16 on the Council's website.</p> <p>(e)</p> |
| <b>Outcome</b>         | All complete   |
| <b>Link Officer</b>    | Claire Burnett   |
|                        |  |
| <b><u>Subject</u></b>  | <b>Planning and Development Policy Development Review Panel work Programme</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 reviews the Panel's work programme for 2016/17.</p> <p>It was AGREED that the Panel:-</p> <p>(a) approve the proposed Work Programme for 2016/17;</p> <p>(b) noted the outcomes from matters considered at the Panel meeting on 6 September 2016; and</p> <p>(c) Noted the content of the Planning and Development Executive Portfolio Work Programme for 2016/17.</p>   |
| <b>Outcome</b>         | All complete   |
| <b>Link Officer</b>    | Richard Jolley   |
| <b>Date of Meeting</b> | <b>10 January 2017</b>   |
| <b><u>Subject</u></b>  | <b>Performance Review: Building Control Partnership</b>  |
| <b>Type of Item</b>    | Presentation   |
| <b>Action by Panel</b> | <p>The Panel received a presentation by the Head of Building Control on the Building Control Partnership (BCP) which is currently made up of three authorities; Fareham Borough Council, Gosport Borough Council and Portsmouth City Council. The presentation also gave a thorough overview of all the services that the BCP provide, including:-</p> <ul style="list-style-type: none"> <li>• Building Regulations</li> <li>• Enforcement</li> <li>• Inspections</li> <li>• Dangerous Structures</li> <li>• Advice</li> <li>• Regularisation Service - works carried out without prior approval</li> <li>• Emergency Planning - assistance due to specialist knowledge on fire and structure safety.</li> </ul> <p>The Head of Building Control also explained to members about how the Partnership is run, how the finances, legal agreements and shared services such as ICT and printing are managed and how this is a very successful relationship, transpiring into an excellent service with a great reputation.</p> <p>Members enquired about the income for the partnership and how this is used. The Head of Building Services explained that any surplus funds are invested into the service which has led to the BCP becoming a paperless office due to the purchase of the latest ICT equipment.</p> |

|                        |   |
|------------------------|---|
|                        | <p>The Panel were informed that two other authorities; East Hants District Council and Havant Borough Council have both formally requested to join the partnership and discussions are currently taking place with the relevant parties.</p> <p>It was AGREED that, the Head of Building Control be thanked for his informative presentation.</p>   |
| <b>Outcome</b>         | Noted   |
| <b>Link Officer</b>    | Richard Jolley  |
|                        |   |
| <b><u>Subject</u></b>  | <b>Planning and Development Policy and Development Review Panel Work Programme 2016/17 and Draft Work Programme 2017/18</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 reviews the Panel's work programme for 2016/17 and gave initial consideration to the work programme for the next municipal year 2017/18.</p> <p>The Chairman invited members to put ideas forward for next year's Work Programme. The following suggestions were proposed:-</p> <ul style="list-style-type: none"> <li>• an presentation by Hampshire County Council on the South Hampshire Road Traffic Model and it's use in relation to advising on planning applications; and</li> <li>• a briefing on the Housing White Paper explaining its potential impact to the current planning processes.</li> </ul> <p>The Director of Planning and Regulation agreed that both items would be added to the draft work programme for next year, that the Panel will consider at the next meeting on the 28 February 2017.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> <li>• approve the programme of items for the remainder of 2016/17, as set out in Appendix A to the report;</li> <li>• note the progress on actions since the last panel meeting, as set out in Appendix B to this report;</li> <li>• note the Planning and Development Portfolio – Executive Work Programme 2016/17;</li> </ul> |

|                     |   |
|---------------------|---|
|                     | <ul style="list-style-type: none"><li>• give preliminary consideration to the outcome of the Panel's work programme for the current year; and</li><li>• note the draft work programme for next year, 2017/18, with the inclusion of items on the South Hampshire Traffic Model and the Housing White Paper, which can be given further consideration at the next Panel meeting on 28 February 2017.</li></ul> |
| <b>Outcome</b>      | Noted and consideration to 2017/18 Work Programme given   |
| <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 2017/18**

| <b><u>MEETING DATES<br/>FOR 2017/18</u></b> | <b><u>ITEMS</u></b>   |
|---|---|
| 16 May 2017                                 | <ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• Implications of Housing White Paper</li> </ul>   |
| 18 July 2017                                | <ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• South Hampshire Road Transport Model and the planning process</li> </ul>                                 |
| 05 September 2017                           | <ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> </ul>  |
| 07 November 2017                            | <ul style="list-style-type: none"> <li>• Review of the Work Programme 2017/18</li> <li>• Annual Monitoring Report</li> </ul>  |
| 09 January 2018                             | <ul style="list-style-type: none"> <li>• Preliminary Review of the Work Programme 2017/18 and Draft Work Programme 2018/19</li> <li>• Performance Review: Building Control Partnership</li> </ul> |
| 13 March 2018                               | <ul style="list-style-type: none"> <li>• Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19</li> <li>• Performance Review: Coastal Management Partnership</li> </ul>         |