

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

**Date**                7 January 2014

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

**Subject:**         PRELIMINARY OVERALL REVIEW OF THE PANEL WORK  
PROGRAMME FOR 2013/14 AND DRAFT WORK PROGRAMME  
FOR 2014/15

**SUMMARY**

At the last meeting of the Panel for the 2013/14 municipal year (on 4 March 2014), members will be asked to review the outcome of the work programme for the current year. Also at that meeting, the Panel will be requested to finalise the draft work programme for the next year, 2014/15.

This report contains details of the Panel's existing work programme for the current year, in order to allow for an early assessment of progress.

**RECOMMENDATION**

The Panel is invited to review and approve the Work Programme for the remainder of 2013/14 and give preliminary consideration to the Work Programme for 2014/15.

## **INTRODUCTION**

1. The outcomes from the Work Programme for the current year (2013/14) will be reviewed at the Panel's meeting on 4 March 2014. At the same time, the Panel will be requested to finalise its work programme for the following year (2014/15).
2. In order to assist the process, members are invited to consider both issues at this meeting.

## **WORK PROGRAMME 2013/14**

3. At the last meeting of the Panel on 5 November 2013, members reviewed and agreed the current programme of items for 2013/14. It is proposed that the current work programme for the remainder of 2013/14 as shown in Appendix A to this report, be noted.
4. The progress on actions since the last meeting of the Panel on 5 November 2013 is attached at Appendix B, for members' information

## **WORK PROGRAMME FOR 2014/15**

### Scrutiny Board Responsibilities

5. Members are reminded that the Scrutiny Board is generally responsible for:-
  - maintaining an overview of the discharge of the Council's Executive functions.
  - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive Members) or key decisions made by officers in exercise of their delegated powers.
  - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions.
  - reviewing and/or scrutinising any matters affecting the strategic plans and financial affairs of the Council.
  - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area.

### Role of the Policy Development and Review Panels

6. The Policy Development and Review Panels are responsible for preparing their own work programmes. Those programmes should take account of the role of the Panels to:-
  - assist in the development and formulation of policy.
  - report and advise upon policies and proposals relating to their particular service interest.
  - review the performance of services provided directly or indirectly by the Council.

7. Members will note that as the Annual Council meeting will not take place until late May 2014, there will only be five planned meetings of the Policy Development and Review Panels in the next municipal year. The meeting scheduled for 13 May 2014 therefore falls within the current municipal year.

Planning Next Year's Work Programme

8. Members are invited to consider policy development and formulation items for the work programme for 2014/15. It has previously been suggested that a few items of major significance be chosen.
9. In addition to any other matters which members may wish the Panel to look at, the Executive may decide it wishes the Panel to carry out specific tasks during the next municipal year.
10. At this stage, particular items which are proposed to be coming before the Panel after March 2014 are:-

<u>MEETING DATE FOR YEAR</u> <u>2013/14</u>	
13 May 2014	Review of Fareham Biodiversity Action Plan  Review of the work programme 2013/14
<u>MEETING DATES FOR</u> <u>2014/15</u>	<u>ITEMS</u>
9 July 2014	River Hamble to Portchester Coastal Flood Risk & Management Strategy - update  Parking Strategy & Charges – Annual Review  Review of the work programme 2014/15
2 September 2014	Review of the work programme 2014/15
4 November 2014	Review of the work programme 2014/15
6 January 2015	Review of the work programme 2014/15

3 March 2015	Tree Strategy Action Plan (Annual Update)  Review of the work programme 2014/15 and draft work programme for 2015/16
<b>Items to be programmed:</b> Environmental Sustainability Strategy Action Plan (Annual Update) Conservation Area Appraisal & Management Strategy items	

11. It is open for the Executive Member for Strategic Planning and Environment to suggest any additional items for the Panel to consider at future meetings.
12. Other general items may arise during the year, such as responding to consultation requests by the Government.
13. Statutory strategies and policy framework items will need to be reported to any combination of the Review Panels, the Scrutiny Board, the Executive and the Council, as appropriate.

#### **RISK ASSESSMENT**

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

#### **CONCLUSION**

15. The Panel is now invited to:-
  - (a) approve the programme of items for the remainder of 2013/14, as set out in Appendix A to this report;
  - (b) note the progress on actions since the last Panel meeting, as set out in Appendix B to this report;
  - (c) note the Strategic Planning and Environment Portfolio – Executive Work Programme 2013/14 (as at 18 December 2013);
  - (d) give preliminary consideration to the outcome of the Panel’s work programme for the current year; and
  - (e) prepare a draft work programme for next year, 2014/15, which can be given further consideration at the next Panel meeting on 4 March 2014.

#### **APPENDICES**

**Appendix A** - Work Programme 2013/14

**Appendix B** - Progress on actions since last meeting on 5 November 2013.

**Appendix C** – Strategic Planning and Environment Portfolio – Executive Work Programme 2013/14 as at 18 December 2013

**Background Papers:** None

**Reference Papers:** Strategic Planning & Environment Policy Development and Review Panel 5 November 2013 (Minute 9)

Report to Council –12 December 2013 –Schedule of Meetings 2014/15

**Enquiries:**

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

APPENDIX A

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

<u>MEETING DATES FOR 2013/14</u>	<u>ITEMS</u>
14 May 2013	River Hamble to Portchester Coastal Flood & Erosion Risk Management Strategy  Evaluation of the performance of Wallington flood prevention scheme  Review of the work programme 2013/14
16 July 2013	Environmental Sustainability Strategy: Action Plan (Annual Update)  Review of the work programme 2013/14
3 September 2013	Review of the work programme 2013/14  Draft Portchester (Castle Street) Conservation Area Appraisal and Management Strategy <i>(Panel meeting to be preceded by member site visit of the conservation area)</i>
5 November 2013	Petition  Presentation/Q& A session by representatives of Highways and Transportation.  Presentation - Parking Update  Review of the work programme 2013/14
7 January 2014	Draft Wallington Conservation Area Appraisal and Management Strategy <i>(Panel meeting to be preceded by member site visit of the conservation area)</i>  Review of the work programme 2013/14

4 March 2014	Tree Strategy Action Plan (Annual Update)  Review of the work programme 2013/14

**Note:** Review of Fareham Biodiversity Action Plan – Programmed for the meeting on 13 May 2014.

**STRATEGIC PLANNING AND ENVIRONMENT POLICY DEVELOPMENT AND REVIEW PANEL PROGRESS ON ACTIONS SINCE LAST MEETING ON 5 NOVEMBER 2013**

<b>Date of Meeting</b>	<b>5 NOVEMBER 2013</b>
<b><u>Subject</u></b>	<b><u>Petition</u></b>
Type of Item	Consultation
Action by Panel	<p>It was AGREED that</p> <ul style="list-style-type: none"> <li>(a) the petition be noted,</li> <li>(b) the petitioners be informed of the current and emerging planning policy in relation to infill developments, and</li> <li>(c) the request be referred to the Development Sites and Policies Plan Member Working Group for consideration alongside other representations and comments made on the Draft Plan, to decide whether a specific policy concerning residential infill development would be a necessary addition to the existing and emerging suite of policies.</li> </ul>
Outcome	Petitions administrator to advise petitioner of the outcome.
Link Officer	Linda Jewell
<b><u>Subject</u></b>	<b><u>Presentation/Question &amp; Answer session with representatives of the Economy, Transport and Environment Directorate of Hampshire County Council</u></b>
Type of Item	Presentation



Action by Panel	It was AGREED that:-  (a) the officers be thanked for their informative and comprehensive presentation; and  (b) arrangements be made for a copy of the presentation slides to be circulated to all members and deputy members of the Panel.
Outcome	To note. Copy of slides circulated electronically to all Panel members.
Link Officer	Richard Jolley
<b><u>Subject</u></b>	<b><u>Presentation – Parking Update</u></b>
Type of Item	Presentation
Action by Panel	It was AGREED that the officers be thanked for their very helpful presentation.
Outcome	To note
Link Officer	Claire Burnett
<b><u>Subject</u></b>	<b><u>Strategic Planning &amp; Environment Policy Development and Review Panel Work Programme 2013/14</u></b>
Type of Item	Review
Action by Panel	It was AGREED that:-  (a) an item regarding the petition submitted by Councillor Forrest be added to the Panel’s work programme for the meeting on 7 January 2014;

	<p>(b) arrangements proceed for an all member briefing to take place at 4.30pm to 5.30pm on Tuesday 7 January 2014, (prior to the next Panel meeting), for representatives of Hampshire County Council to advise members on County education strategy and proposals as they affect Fareham Borough;</p> <p>(c) consideration be given to including matters of policy development in the Panel's future work programme;</p> <p>(d) subject to the addition of the items referred to in (a) above, the programme of items for 2013/14 as set out in Appendix A to the report, be approved; and</p> <p>(e) the progress on actions since the last meeting, as set out in Appendix B, be noted.</p>
Outcome	To note
Link Officer	Richard Jolley