

APPENDIX C**PLANNING COMMITTEE****PLANNING ADVICE****Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To improve the quality of development in the Borough in accordance with government advice, by advising people about the merits of their proposals before applications are submitted:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

ENFORCEMENT OF PLANNING CONTROL**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

Protect the quality of the Borough's environment by ensuring the planning control process is effective in promoting the Council's planning policies:-

- To protect those living and working in the Borough from adverse effects of development
- To help protect individual members of the community from inappropriate or unacceptable development
- To benefit the community as a whole
- To maintain the Council's standards by monitoring random development sites

APPEALS**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To defend the Council's decisions and broader policies in the public interest:-

- By putting the Council's case at appeals relating to development within Fareham or adjoining Districts when the Council considers it will have an adverse impact on the Borough;
- Protect those living and working in the Borough from adverse effects of development;
- Protect individual members of the community from inappropriate or unacceptable development;
- Contribute to the achievement of the Council's adopted planning policies.

PROCESSING APPLICATIONS**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To determine applications cost effectively in accordance with statutory requirements and the Council's policies and guidelines:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

LICENSING AND REGULATORY AFFAIRS COMMITTEE

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The vehicle operators and the individual drivers are licensed following a series of checks (which include a criminal records check in the case of drivers). Fees are charged for these licences.

Each vehicle is inspected at the time of licensing. Other checks are made to verify mechanical condition and insurance provision.

The Council Byelaws are enforced and this includes the testing, checking and sealing of the meters installed in the vehicles.

Complaints are investigated usually in co-operation with the local Police and regular enforcement checks are carried out.

The Licensing and Regulatory Affairs Committee sets the level of taxi fares subject to advertisement and consideration of objections.

LICENSING

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The service is provided to ensure public safety and the maintenance of animal welfare through the licensing of relevant activities to ensure that they are undertaken in accordance with their licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced previous licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. The Council deals with applications for premises and personal licences. The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

HEALTH AND SAFETY ENFORCEMENT**Budget Manager - Head of Environmental Health - Ext. 2401****Description of Service**

The Local Authority has a duty under the Health and Safety at Work etc Act 1974 to make adequate arrangements for the enforcement within their area of all relevant health and safety statutory provisions as described by prevailing "enforcing authority" regulations. The provision of this service is to be in accordance with all relevant legal requirements, all guidance notes and codes of practice issued by the Health and Safety Executive and with Council Policy. The service is both pro-active and reactive as circumstances necessitate, meeting the demands of the customer and the Borough Council.

Out of hours inspections are occasionally carried out to assess conditions during actual hours of operation.

Inspections of premises are risk based in accordance with the guidance issued by the Health & Safety Executive.

ELECTIONS SERVICES**Budget Manager – Head of Democratic Services- Ext. 4553****Description of Service**

Elections services include the following:

- (a) Ensuring that every eligible resident is registered to vote by:
 - Undertaking an annual audit and canvass of electors to verify elector details prior to publishing new registers of electors on 1 December or other date as specified by the Secretary of State;
 - Maintaining rolling registration of electors throughout the remainder of the year and maintaining the associated lists required by statute;
- (b) Ensuring that every eligible resident is enabled to participate fully in the democratic process by:
 - Conducting Local Government, Parliamentary and European Parliamentary elections, referendums and other ballots as required.
 - Undertaking a review of polling districts and places every four years to ensure that voting arrangements are convenient and accessible
- (c) Undertaking ballots associated with business improvement districts
- (d) Undertaking periodic reviews of electoral arrangements to achieve or maintain equality of representation and community governance reviews
- (e) Participating in occasional reviews of boundaries of constituencies and the administrative area.

EXECUTIVE
LEISURE & COMMUNITY PORTFOLIO

FAREHAM LEISURE CENTRE

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The operation of the Leisure Centre has been transferred to SLM Ltd, a company which operates many Leisure sites, from 1 May 2005. The Leisure Centre offers an extensive programme of sports activities. The venue has a 25 metre swimming pool, a learner pool, double sports hall, health & fitness suite, squash courts and dance studio.

FERNEHAM HALL

Budget Manager – Head of Leisure & Community - Ext. 4420

Description of Service

Ferneham Hall is a 732 seat multi-purpose arts and entertainments venue offering a varied programme of concerts, shows an annual family pantomime and light entertainment.

The Hall provides a civic venue for ceremonial purposes and elections.

COMMUNITY DEVELOPMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides advice and support to local community groups and associations and is the strategic lead in the Fareham Park Project. The aim of the service is to be responsive to the needs and concerns of local residents, working in partnership with local statutory and voluntary organisations including, Children's & Young Persons Partnership, Community Action Fareham, Citizens Advice Bureau and Relate.

COMMUNITY CENTRES

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 37 community buildings. These include community halls, youth centres and scout buildings that are managed by local groups and Community Associations.

ALLOTMENTS

Budget Manager – Parks & Open Spaces Manager - Ext. 4546

Description of Service

There are three Allotment Associations that administer 11 Council owned allotments located in Fareham, Portchester and the Western Wards. There are two other allotment sites, one at Titchfield and another at Segensworth which are privately managed by the Titchfield Allotment Association.

WESTBURY MANOR MUSEUM**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

Westbury Manor Museum displays, records and stores local artefacts reflecting the history of the local area.

The museum hosts a number of touring exhibitions to offer new items of interest to the local community.

LEISURE PARTNERSHIP**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

The service seeks to maximise the impact of limited resources available to the Council for sport, recreational and community related activities by working in partnership with others. This includes partnerships with voluntary, statutory and commercial organisations as well as relevant government agencies to meet the needs of the local community.

OUTDOOR SPORT & RECREATION**Budget Manager – Head of Leisure & Community - Ext. 4420****Description of Service**

The Council provides and maintains 22 football pitches, 13 cricket tables, 2 rugby pitches.

In addition there are 20 tennis courts, 2 turf and 2 artificial bowling greens.

Changing facilities are provided at most of the recreation sites.

TOURIST INFORMATION CENTRE**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

Located in Westbury Manor Museum the centre provides an information service for local residents and visitors to the Borough, Monday, Tuesday and Thursday to Saturday.

MEALS ON WHEELS AND LUNCHEON CLUBS**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

This service is operated by Hampshire County Council. Fareham Borough Council have agreed to subsidise a one year pilot Meals Support Service for 2013/14.

EXECUTIVE
HEALTH AND HOUSING PORTFOLIO

PRIVATE SECTOR HOUSING RENEWAL

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

- Administration of Disabled Facilities Grants and Home Improvement Loans
- Reactive service to complaints of disrepair and or overcrowding etc in privately owned accommodation
- Use of enforcement action to improve housing conditions in the private sector (owner occupied and or privately rented accommodation)
- To annually inspect all licensed caravan sites and issue new licences where necessary
- To ensure overcrowding in properties does not exceed statutory levels
- Encouraging owners of empty properties to bring them back into use
- Provision of a Handy person and Homecheck Service

HOMELESSNESS

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

- Prepare and implement a Homelessness strategy.
- Provide housing options advice – offering a range of solutions for applicants who are homeless or threatened with homelessness.
- Receive and investigate homelessness applications, issue decisions, and conduct reviews.
- Provide welfare benefits advice
- Secure and provide temporary accommodation.
- Secure and provide suitable settled accommodation.
- Make arrangements for the protection of personal property.
- Investigate harassment and illegal eviction.
- Liaise with Health, Social Services & Voluntary Housing Organisations
- Influence the development and implementation of the Supporting People Strategy
- Maintain a Housing Register
- Publish and maintain Housing Allocations Policy

OTHER COUNCIL PROPERTY

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

Following the successful sale of the 5 caravans at Dibles Park which were used to house homeless households the remainder of this service is to manage other properties which are used for Temporary Accommodation including properties at Coldeast Close and Hartlands Road.

WELFARE SERVICES**Budget Manager – Tenancy Services Manager - Ext. 4540****Description of Service**

This service provides an emergency call system to support vulnerable people living in private sector accommodation, and allows them to stay in their own homes.

The Council has installed a limited number of alarms in non-council owned homes, and is responsible for their maintenance and monitoring via Chichester Community Alarm.

Following legislative changes, the Council aims to increase the number of social alarms in the private sector to meet demand

HOUSING ADVICE**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

The Housing Act 1996 makes the delivery of a free to the user, housing advice service a statutory obligation. The service is a preventative one and makes use of an appointment system and a “drop in” service for clients. The service works with a range of statutory, voluntary agencies as well as private landlords and Housing Associations to offer a wide range of housing advice options for anyone in the community with a housing problem. The Housing Department also provides a housing register service which is used to control the allocation of social housing in Fareham.

HOUSING STRATEGY**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- To research housing need
- To research local housing conditions
- To understand the local housing market
- To prepare a strategic housing plan which identifies the priorities for action, the available resources and sets realistic objectives for working towards a balanced housing market.
- To understand and respond to national and sub regional housing priorities.
- The strategy sets the direction for the future of the service and has a direct influence on the Council’s ability to attract external funding for the service and the provision of affordable housing.
- To inform local planning policy and secure the provision of affordable housing.

HOME ENERGY CONSERVATION**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- Promote measures to improve energy efficiency in the domestic sector.
- Promote the benefits of investing in energy efficiency measures.
- Target measures to low income households to reduce fuel poverty
- Target measures to the fuel rich to reduce environmental damage.
- To monitor energy efficiency levels within the domestic sector
- To secure partnership funding to deliver energy efficiency grant programmes locally.

REGISTERED SOCIAL LANDLORD**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- The housing enabling service contributes towards the Council helping to achieve a balanced housing market. It delivers a comprehensive package of initiatives designed to enable the provision of affordable homes throughout the Borough.
- To work with the Homes and Communities Agency to maximise the investment of Government funding into the Borough, including accessing funding for the Council to build new homes

EXECUTIVE
STRATEGIC PLANNING AND ENVIRONMENT PORTFOLIO

PARKING STRATEGIC MANAGEMENT & TRANSPORT LIAISON

Budget Manager – Head of Regeneration - Ext . 4330

Description of Service

- Parking Strategic Management: to provide a strategic basis for the implementation of parking policy, including supply of spaces (on-street and off-street), location of spaces and assignment as long-stay or short-stay, charges and residents parking schemes. Also to ensure that adequate parking is provided and that this supports the town economically.
- Transport Liaison & Initiatives: to represent the Borough's interests on transportation issues, including responses to County Council transportation strategies and major studies and to seek ways of improving public transport by co-ordinating with bus and rail companies, the County Council and user groups.

HIGHWAYS DEVELOPMENT CONTROL

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

- This service is provided under an agency agreement with Hampshire County Council and provides advice on the highway implications and requirements of planning applications and planning proposals. Advice is also provided on the highway implications and requirements of the Borough Council's plans, policies, strategies and development proposals.

PUBLIC TRANSPORT

Support to Operators

Budget Manager – Director of Finance and Resources - Ext. 4620

To fund jointly with the County Council a Dial-a-Ride transport scheme administered by Community Action Fareham.

Shopmobilty

Budget Manager – Director of Finance and Resources - Ext. 4620

To provide a combined Shopmobility and Disability information centre.

COAST PROTECTION & LAND DRAINAGE

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

Coast Protection

To monitor private and public coastal and flood defences to protect the land and buildings from erosion and flooding. Coastline monitoring is carried out to establish changes in condition and minor routine maintenance of coastal defences is carried out. Coastal defence strategies are prepared to inform projects for longer term coast protection work which relies on external funding.

Land Drainage

- To work in partnership with Hampshire County Council (Lead Local Flood Authority) and the Environment Agency in planning local flood risk management.
- To advise communities on their responsibilities in minimising flood risk.
- To carry out flood risk management works on minor watercourses.

LOCAL PLAN**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of Service**

To prepare and maintain an up to date Development Plan for the Borough (excluding Welborne) supported by evidence studies and community engagement.

To prepare and maintain associated planning guidance.

To monitor and report on progress in implementing local plan policies and the community infrastructure levy.

PLANNING FOR WELBORNE**Budget Manager – Head of Planning for Welborne - Ext 2679****Description of Service**

- To prepare an Area Action Plan to provide a framework for developing a new settlement and its related infrastructure including a transport strategy, together with a supporting concept masterplan.
- To develop an Infrastructure Delivery Plan for the new community to ensure the timely provision of infrastructure and facilities, in association with infrastructure funding activity.
- Engaging with external partners to promote the delivery of Welborne
- To support the Strategic Board for the new community in progressing the delivery of the new community.
- To provide a means for the community and other interested parties to participate in developing the proposal through extensive engagement and governance arrangements such as the Standing Conference for the new community.

INDIVIDUAL ENVIRONMENTAL PROJECTS**Budget Manager – Head of Regeneration - Ext 4330****Description of Service**

This service aims to protect and enhance the environment within the Borough by:

- Enhancing the built environment of our towns and villages by developing proposals, consulting the public and carrying out improvement schemes and by tree planting
- Developing proposals, consulting the public and carrying out improvement schemes within Conservation Areas in accordance with the duty on Local Planning Authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990
- Continuing partnership working and where possible securing other sources of funding
- Fostering an interest in the regeneration of older urban areas. Preparing and advising on schemes to preserve and enhance Conservation Areas, in consultation with local residents and businesses

PROTECTION OF TREES**Budget Manager – Head of Development Management and Trees - Ext. 4427****Description of service**

This service aims to protect and enhance the environment within the Borough by:

- Advising the Council on the protection and retention of trees that are the subject of Tree Preservation Orders, within Conservation Areas or affected by development.
- Maintaining up-to-date GIS based records of trees that are the subject of Tree Preservation Orders and advising on the making of new Tree Preservation Orders.
- Managing trees on Council owned land in the public interest and meeting current risk management protocols.

COUNTRYSIDE RECREATION AND MANAGEMENT**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces.

- The Council manages 134 hectares of land for nature conservation. This is divided into 18 varied sites which are spread across the Borough.
- It is the role of the Council's Countryside Service to maintain, manage and develop these sites for public recreation and nature conservation;
- develop opportunities for active participation by all members of the community;
- offer specialist advice to any organisation, group or individual who is interested in the well being and future of Fareham's countryside. Advice includes habitat management, landscape enhancement, arboriculture and practical conservation skills.
- The service creates opportunities for and undertakes educational and interpretation activities to enable people to gain a greater understanding of the countryside and the issues affecting it.

CONSERVATION AREAS & LISTED BUILDINGS**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of service**

The service aims to maintain and enhance the historic environment of the Borough by:

- advising the Council on proposed works for the alteration or extension of listed buildings;
- maintaining up-to-date records of statutorily and locally listed buildings and advising the Council on potential additions to the lists;
- offering advice to owners of listed buildings on appropriate repairs or alterations,
- reviewing the Conservation Area Character Appraisals for each of the 13 Conservation Areas, preparing management strategies, making Article 4 directions where agreed and consulting the public on the documents.

SUSTAINABLE DEVELOPMENT STRATEGIES**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of service**

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces by:

- advising the Council on the nature conservation implications of development in the context of national and international wildlife legislation, including the Council's own activities.
- ensuring that biodiversity information is available to the Council in its role as Local Planning Authority;
- developing sustainability and green infrastructure strategies and action plans and engaging in partnerships.

EXECUTIVE

POLICY AND RESOURCES PORTFOLIO

HOUSING BENEFITS PAYMENTS & ADMINISTRATION

Budget Manager – Head of Revenues and Benefits - Ext. 4645

Description of Service

The Housing Benefit Service administers of the assessment and payment of Housing Benefit to assist claimants on low incomes with their housing costs.

- Housing Revenue Account Housing Benefit
- Private Sector Housing Benefit

The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

DEMOCRATIC REPRESENTATION & MANAGEMENT

Budget Manager – Head of Democratic Services - Ext. 4553

Description of Service

Democratic Core

Services consist of:

- Support for the Council's committees, facilitating the formal decision-making process to ensure that decisions are made in accordance with the law and the Council's Constitution.
- Support for elected and co-opted members of the council, ensuring that they are informed and supported in their decision-making and scrutiny roles; that they have access to the training and development they need and that they are supported in carrying out their community leadership and other roles. Allowances paid to members are included in this budget.
- Support to the Executive Leader, Mayor and Deputy Mayor.

Civic Ceremonials

Services consist of:

- Town twinning with twin towns of Vannes in France and Pulheim in Germany
- Civic ceremonials including corporate events
- Support to the Mayor and Deputy Mayor

COMMERCIAL ESTATES

Budget Manager – Head of Estates - Ext. 4320

Description of Service

The management of the Council's commercial property portfolio:

- Shopping centre and redevelopment area
- Industrial and commercial estates
- Market Quay development
- Other land and property.

HENRY CORT**Budget Manager – Head of Regeneration - Ext 4330****Description of Service**

To maintain the Council's prestigious Millennium project.

NEIGHBOURHOOD WORKING**Budget Manager – Head of Corporate Services - Ext. 4567****Description of Service**

The service widens the involvement of local people, neighbourhoods and community groups in shaping services.

It also includes the area of consultation providing both advice and support for key consultation exercises internally and externally in various forms, including the preparation of consultation plans.

PUBLICITY AND PROMOTION**Budget Manager – Head of Corporate Services - Ext. 4567****Description of Service**

The service includes the production of "Fareham Today" and other publicity material to promote the Borough and the Council's various activities. Measures used include the Council's website, maps, guides, leaflets, press releases, exhibitions and displays. There are also activities to publicise specific projects or events.

The service also provides advice and guidance regarding publicity to other services and assists with the compilation of publicity plans.

GRANTS AND CONTRIBUTIONS**Budget Manager – Head of Corporate Services - Ext. 4567****Budget Manager - Head of Leisure and Community - Ext 4420****Description of Service**

The financial support to voluntary organisations to include:

- General grants to community groups via applications for community funding
- Grants to Fareham Citizens Advice Bureau and Fareham Community Action via Service Level Agreements
- Management and coordination of matched funding awards

UNAPPORTIONABLE CENTRAL OVERHEADS**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

The budget includes costs associated with the following activity:

- Where staff are permitted to retire early when it is in the interests of the efficient exercise of the Council's functions for them to do so, the costs associated with the Pensions Increase Act are reported under this budget.
- The Hampshire Pension Fund is periodically valued by an actuary to ensure that there are sufficient funds to meet its future commitments. These valuations determine the level of employers' contributions to be paid. Back funding arises if part of the contribution goes towards the cost of increases in the pensions earned by past service. In order to avoid a charge to current trading accounts, any back funding contributions will be charged to this service heading.

CORPORATE MANAGEMENT**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

There are some costs which are incurred, because of the multi-purpose nature of the Council. Rather than spread the costs of these activities to individual services, they are reported separately in the Council's accounts. Services included within this heading are;

- Apprenticeship Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

ECONOMIC DEVELOPMENT**Budget Manager – Head of Regeneration - Ext 4330****Description of Service**

The Economic Development service implements the strategy and programmes set out in the annual Economic Development Strategy Statement which responds to needs and seeks to identify and exploit opportunities as they arise. The activities of the service are concerned with the promotion, marketing and development of the Borough and seek to improve the operation of the economy and to encourage employment opportunities for residents. There is a substantial commitment in terms of subscriptions, employee time and working budget to collaborative projects, which fulfil the objectives of the strategy.

Also included within this heading are the services of Town Centre Management and Market Management for both Fareham and Portchester markets.

LOCAL LAND CHARGES**Budget Manager - Head of Leisure and Community - Ext. 4420****Description of Service**

The Local Land Charges service comprises three main elements described as follows:-

- (1) Maintenance of the Statutory Register - To register and maintain local land charges in a register in statutory form, the purpose being to ensure that intending purchasers of property are not caught unawares by obligations enforceable against successive owners.
- (2) Searches of the Statutory Register - A service is provided, as required by statute, to enable purchasers of property to search the register, either personally or by written requisition.
- (3) Enquiries of Local Authorities - An additional service is provided, by agreement between the local authority associations and the Law Society to provide, in standard form, responses to enquiries from intending purchasers about particular parcels of land.

LOCAL TAX COLLECTION**Budget Manager – Head of Revenues and Benefits - Ext. 4645****Description of Service**

The Borough Council is responsible for all aspects of the collection of local taxes including the determination of liability, collecting payments and taking recovery action relating to arrears.

The Council Tax

The Council Tax collected by this Council provides essential revenue for its own services and those of Hampshire County Council, Hampshire Fire and Rescue Authority and Police and Crime Commissioner for Hampshire (non-constabulary costs).

Non-Domestic (or Business) Rates

Non-Domestic Rates are determined nationally. From April 2013, these rates will be partly retained by the Borough Council, and partly distributed to Central Government, Hampshire County Council and Hampshire Fire and Rescue Authority.

Benefits

The Council administers all applications from working age claimants in accordance with the locally approved Council Tax Support scheme. All applications from pension age claimants are administered by the Council in accordance with the national scheme.

EXECUTIVE

PUBLIC PROTECTION PORTFOLIO

PEST CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

A free service is provided for the treatment of rats in domestic premises and a chargeable service is also available to carry and control treatments for insect infestations and mice. Discounts to the charges are currently given for persons in receipt of certain benefits (income based) (100%). A chargeable service is provided for treatments undertaken in commercial premises.

FOOD SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council as a food authority is charged with the responsibility of enforcing the provisions of legislation relating to food hygiene, microbiological and other contamination of food, food which is unfit for human consumption, inspection of premises where food is prepared, stored or sold, training of food handlers and sampling of food. The Government has and is continuing to issue Codes of Practices to guide food authorities in their enforcement work. Authorities must have regard to these Codes and comply with the directions of Ministers on how they should be enforced.

Inspections of premises are risk based in accordance with guidance issued by the Food Standards Agency (FSA).

Other work allocated to this service includes water supply monitoring, infectious disease investigations with the Consultant in Communicable Disease Control, building regulation consultations, licensing consultations, shellfish and flavourings certification for EEC export, unsound food condemnation, food sampling (in conjunction with S.W. Hampshire Local Authorities and also in the EU regional programme), microwave testing in commercial premises, investigation of food hygiene and workplace complaints and allegations and investigation of food complaints.

DOG CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council has introduced Byelaws in many recreational areas requiring dog owners to clear mess, keep their dogs on leads (3 areas only) and banning dogs from a section of Hill Head beach during the summer months. The service includes the collection of stray dogs, enforcement of the byelaws, investigation of complaints and the promotion of responsible pet ownership. Stray dogs are kennelled locally and effort made to find their owners or to find new owners. No dogs are destroyed unless it is on veterinary advice to avoid unnecessary suffering. A traffic order requiring all dogs to be on leads alongside roads has been made. Bins for the disposal of dog faeces are provided in recreational areas. The bins are emptied according to need.

POLLUTION REDUCTION**Budget Manager - Head of Environmental Health - Ext. 2401****Description of Service**

Neighbour and industrial nuisance complaints are investigated. Industrial processes emitting discharges to air have to apply for authorisation and permitting. Some monitoring is carried out to record radiation, nitrogen dioxide, water quality and occasionally benzene toluene ozone and carbon monoxide.

An out of hours service is in operation. Fifteen authorisations / permits under the Environmental Protection Act 1990 have been issued. The authorisations / permits are subject to programmed upgrade and annual subsistence reviewing compliance and achievement of best available technology not entailing excessive cost (BATNEEC).

EMERGENCY PLANNING**Budget Manager — Director of Regulatory and Democratic Services - Ext. 4395****Description of Service**

The Civil Contingencies Act requires the Council to have arrangements in place in order for it to be prepared to deal effectively with emergency situations. The Council would play a supporting and co-ordinating role working with the emergency services and other key agencies in responding to an emergency and would take more of a leading role in any recovery phase of an emergency. To this end the officers who would be involved, are trained for the purpose, so that all the necessary arrangements can be made promptly should the need arise.

CLEAN & TIDY BOROUGH**Budget Manager - Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

The Enforcement Officers deal with the enforcement of issues relating to litter, dog fouling, fly tipping, graffiti and abandoned vehicles. Enforcement action is taken under the appropriate legislation which includes issuing Fixed Penalty Notices, cautions and where necessary compiling reports for prosecution. The Enforcement Officers patrol the borough concentrating on high profile areas, shopping precincts, open space areas and district centres. This will be in addition to the hot spots that have been identified as problem areas where a more targeted approach is adopted.

The officers work closely with other departments of the Council as well as external agencies in order to achieve a clean and tidy borough.

Officers investigate reports of motor vehicles unlawfully abandoned on any land in the open air or on any other land forming part of the highway, where vehicles have been abandoned the appropriate Notice shall be served, arrange for the removal of the vehicles as necessary to a secure place or a scrap yard, notify the appropriate Authorities of the vehicle and to seek information as to all parties who may have an interest in the vehicle and to contact as appropriate. If the vehicle is not claimed by the registered keeper, it may be scrapped or sold.

COMMUNITY SAFETY**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

Fareham's Community Safety Partnership was established in 1998 in response to the Crime and Disorder Act 1998. The Partnership is made up of a number of agencies and organisations that work in partnership to tackle crime across the Borough of Fareham by undertaking a strategic assessment in relation to crime and disorder, identifying key local priorities and developing strategies to effectively reduce crimes, anti-social behaviour and criminal damage that have been highlighted.

CCTV**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

Over the years considerable work has been undertaken to develop a programme of CCTV installation. This has involved partnership working with Gosport Borough Council. A Fareham and Gosport CCTV strategy has been developed to ensure the best use of the system it also looks at improvements that can be made to the existing system. Other promotional and enabling work is undertaken with other agencies especially the police and provision is made for other complimentary work to achieve the benefits of CCTV as part of an overall crime reduction strategy.

BUILDING REGULATIONS SERVICES**Budget Manager – Head of Building Control- Ext. 4450****Description of Service**

This service ensures that all new and altered buildings and structures meet the procedural and technical requirements of the Building Regulations and The Building Act 1984. The Building Regulations impose minimum construction standards that have to be achieved in areas such as structural stability, fire safety, access in and about buildings and the energy efficiency of structures.

REGULATION ENFORCEMENT AND PROCESSING**Budget Manager - Head of Building Control- Ext. 4450****Description of Service**

This service ensures that contravention of the building regulations and unauthorised work are the subject of appropriate action including investigation, recording, prosecution, removal and/or alteration and advice in respect of Land charge entries and regularisation

OTHER BUILDING CONTROL WORK**Budget Manager - Head of Building Control- Ext. 4450****Description of Service**

This service covers various statutory and discretionary tasks. The former include the Council's duties in respect of fee exempt applications, dangerous structures, demolition work and regulating the insulation of cavity walls Postal naming and numbering, Approved inspectors and competent person's schemes. Discretionary work includes advice on building and construction and the work of the Access Officer.

The latter keeps in touch with groups representing disabled people, carries out access audits, promotes awareness of Disability legislation, advises on access issues and legislation for development and highway proposals and considers and co-ordinates access improvements.

TRAFFIC MANAGEMENT

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

This service is provided under an agency agreement with the County Council and involves the preparation of traffic regulation orders and traffic investigations. The service also extends to representing the Borough's interests on traffic management issues and the provision of highway advice to the Fareham Road Safety Council

OFF STREET PARKING

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

Fareham Borough Council provides for the benefit of the general public, surface and multi-storey car parks within the Borough. This also includes patrolling the car parks by Civil Enforcement Officers to give assistance and some security to users. The service also includes the management and maintenance of the condition of the Council's off street car parks.

Regular patrols are undertaken to enforce the Borough's "Off Street parking Places" order and to serve vehicles with Penalty Charge Notices for infringement of the Order. This also extends to the management of enquiries, complaints, appeals and the recovery of non-payment of Penalty Charge Notices.

ON STREET PARKING

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

To undertake on-street parking enforcement to ensure traffic flows as freely as possible whilst ensuring highway and pedestrian safety and access for emergency services.

Carry out regular patrols of on street areas within the Borough of Fareham where there are parking restrictions in place in accordance with the relevant Traffic Regulation Order in place at the time and to serve Penalty Charge Notices to vehicles which are contravening any Traffic Regulation Order which is in place at the time.

The management of enquiries, complaints, appeals and non payment of Penalty Charge Notices.

To manage and administer the residents parking scheme and to assist motorists and members of the public where required.

EXECUTIVE**STREETSCENE PORTFOLIO****CEMETERIES AND CLOSED CHURCHYARDS****Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

Local Authorities are required to provide this service under the Local Government Act 1972, Section 214, Schedule 26, Part II. There are eight cemeteries and a number of churchyards that are the responsibility of the Council together with the provision of a sympathetic and efficient burial service. Cemeteries include:

- Fareham Cemetery - Crofton Cemetery and Churchyard
- Roman Grove Cemetery -Titchfield Cemetery
- Titchfield Churchyard (cremated remains only)
- St Paul's Churchyard and Cemetery - St John's Cemetery
- Holly Hill Cemetery

PUBLIC CLOCKS AND WAR MEMORIALS**Budget Manager – Head of Estates - Ext. 4320****Description of Service**

Repair and maintenance of public clocks and war memorials especially prior to Remembrance Sunday.

Public Clocks

Town Centre Fareham
Portchester Precinct (also a Memorial)

War Memorials

Portchester Clock
West Street Fareham
Village Hall/Library Titchfield
Sarisbury Green Church
Village Hall Warsash
The Hard Warsash
Stubbington Green

FBC STREET FURNITURE**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service****Community Lighting****Budget Manager – Director of Streetscene Services - Ext. 4572**

This service provides lighting in dark or poorly lit streets and footpaths where the Highways Authority (Hampshire County Council) does not have the responsibility to meet those demands.

Street Name Plates**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359**

This service is provided for the conveniences of businesses, visitors and residents.

ENHANCED GRASS CUTTING**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The Council funds additional cuts over and above the basic level funded by the County Council, in the interests of cleanliness and tidiness.

BUS SHELTERS**Budget Manager - Director of Streetscene Services - Ext 4572****Description of Service**

The maintenance, repair and provision of Bus Shelters owned by FBC. (Please note that not all Bus Shelters are owned or maintained by FBC).

STREET CLEANSING**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

All pavements and roads are cleansed to a schedule intended to keep all parts of the Borough in a clean and tidy condition. Street litterbins are emptied regularly.

The service also provides for the cleansing of coastal foreshores, car parks, recycling sites and the clearance of fly tipping.

PUBLIC CONVENIENCES**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The service broadly comprises the opening and closing of the public conveniences, cleaning of all installations and facilities, the clearing of blockages, stocking up of consumables including toilet paper, minor repair work and replacement of broken fittings.

Public toilets are provided, cleaned and maintained as follows:-

| | | |
|-------------------------|-----------------------|------------------------------|
| Portchester Castle | Holly Hill, Sarisbury | Monks Hill, Hill Head |
| Trinity Street, Fareham | Stubbington Green | Castle Street, Portchester |
| Cliff Road, Hill Head | Meon Shore | Fareham Cemetery |
| Barry's Meadow | Warsash Road | Passage Lane, Warsash |
| Middle Road, Park Gate | Lockwood Centre | Salterns Car Park, Hill Head |

HOUSEHOLD WASTE COLLECTION**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The service provides wheeled refuse bins for all domestic properties, which are emptied fortnightly. Clinical waste is collected free of charge from domestic properties.

All waste is transported to a recognised disposal points provided by Hampshire County Council's waste disposal contractor Hampshire Waste Services.

A chargeable service for the collection of bulky household items is also provided.

TRADE REFUSE

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

A chargeable service for the collection of trade waste.

RECYCLING

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of recyclable materials from domestic properties.

The provision of 35 recycling banks throughout the Borough.

To continue the promotion of minimising waste and maximising recycling.

GARDEN WASTE COLLECTION

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of garden waste materials from domestic properties

COMMUNITY PARKS AND OPEN SPACES

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

The Council provides and maintains 45 equipped play areas on open space located throughout the borough.

This service covers the ongoing maintenance of public parks, gardens and open spaces.

This includes grass cutting, shrub bed maintenance, landscaping, tree planting.

The 'Fareham in Bloom' initiative.

FORESHORE

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

The Council is responsible for the maintenance of open space that is situated next to the beach.

This includes the beach hut rental and responsibility of the public slipways.