

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 01 December 2014

|                             |  |
|-----------------------------|--|
| <b>Portfolio:</b>           | Policy and Resources                     |
| <b>Subject:</b>             | <b>2015/16 Draft Spending Plans</b>      |
| <b>Report of:</b>           | Director of Finance and Resources        |
| <b>Strategy/Policy:</b>     | Finance Strategy 2015/16                 |
| <b>Corporate Objective:</b> | Dynamic, prudent and progressive Council |

#### **Purpose:**

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2014/15 and the proposed fees and charges, and revenue budgets for 2015/16.

#### **Executive summary:**

The capital programme, which has been updated to reflect the slippage in 2013/14 and new schemes that have been added to the programme during the year, now totals £33,176,000 for the years 2014/15 to 2018/19, as set out in Appendix A to this report.

The 2014/15 base revenue budget for Executive and non-Executive services of £13,027,400, was finally approved by the Executive on 10 February 2014.

The revised revenue budget for 2014/15 is £13,009,700, a reduction of £17,700 or 0.1%. The briefing paper contained in the report provides details of the budgets for each of the portfolios, together with an explanation of all of the significant variations in each area.

The Executive reviewed the Council's finance strategy on 6 October 2014, taking account of significant budget issues and the future level of general government support.

Against this background of uncertainty, the Executive approved strict budget guidelines for 2015/16 and these are also set out in the briefing paper. The Finance Strategy also recognised the requirement for action to be taken to reduce service expenditure through a range of actions (for example efficient ways of working, savings through procurement and business transformation/value for money reviews and maximising income generating opportunities).

The base revenue budget for 2015/16 is £11,616,200, a decrease of £1,411,200 or -10.8%. The budgets for the individual services are set out in the briefing paper, together with an explanation of the variations.

The existing fees and charges have been reviewed and the proposed fees and charges for 2015/16 are set out in Appendix D to this report.

**Recommendations:**

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2014/15 and the proposed revenue budget for 2015/16, as set out in Appendix B to the report, be approved;
- (c) That the proposed fees and charges for 2015/16, as set out in Appendix D to the report, be approved;
- (d) That the Executive agrees the use of Section 13A to provide a Council Tax discount to flooded properties in accordance with guidance issued by Government as set out in paragraphs 23 – 29 of the report; and
- (e) That the Executive recommend to Full Council an unchanged Local Council Tax Scheme for 2015/16, as set out in Appendix E.

**Reason:**

The Council has a co-ordinated strategic, service and financial planning process and this report brings together the spending plans for the Council's services for 2015/16.

The overall revenue budget will be presented to the Executive for approval on 5 January 2015 and will form a major element of the council tax for 2015/16 that will be approved at a special meeting of the Council in February 2015.

**Cost of proposals:**

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2014/15 to 2018/19  
**B:** Revenue Budget - Revised 2014/15 and Proposed 2015/16  
**C:** Service Narrative & Responsibilities  
**D:** Executive Portfolio Fees and Charges 2015/16  
**E:** Local Council Tax Support Scheme 2015/16

**Background papers:**

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 01 December 2014

**Subject:** 2015/16 Draft Spending Plans

**Briefing by:** Director of Finance and Resources

**Portfolio:** Policy and Resources

#### INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees & charges for 2015/16, allowing members to consider in detail these plans for the provision of services.
2. This report has five main sections covering:-
  - The finance strategy and budget setting principles for 2015/16 and beyond;
  - The capital programme 2014/15 to 2018/19;
  - The revised revenue budget for 2014/15;
  - The proposed budget for 2015/16; and
  - Fees and charges for 2015/16

#### FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2015/16

3. On 6 October 2014 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2015/16 and later years.
4. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 2.4% (October 2014) and headline RPI was slightly lower at 2.3%.
5. The Government has indicated in previous financial years that it expects councils to freeze council tax. It is likely that this will continue through to the 2015/16 Council Tax Setting and councils that achieve it will be rewarded with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver another council tax freeze such that by the end of 2015/16 the council tax will have remained frozen for seven years.
6. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

7. Against this background, the following budget setting principles have been approved by the Executive for 2015/16:
- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or that the Council is legally obliged to pay;
  - Revenue budgets to be cash-limited to the current level and to be reviewed to ensure that all on-going savings that have accrued in previous years and the current year are reflected in future budgets;
  - Fees and charges to be increased to achieve a 5% increase in income wherever possible and desirable and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers;
  - New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities; and
  - Full weight to be given to the Council's overall position and future council tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

## **CONSULTATION WITH RESIDENTS**

8. When seeking residents' opinions concerning service costs and the council tax in previous years, it has been very clear that the main preference for residents is for the Council to strike a balance between raising service charges and small increases in council tax. This has been taken into account when fees and charges are reviewed and the council tax for 2015/16 is approved next February.
9. The views of the business community will also be sought regarding the Council's Finance Strategy and any comments will be submitted to the Executive before the budget is finalised.

## **CAPITAL PROGRAMME**

10. The capital programme of £34,601,000 approved in February 2014 has now been updated to take account of new schemes, slippage from the 2013/14 programme and the continuation of rolling programmes in 2018/19.
11. The latest programme now totals £33,176,000. The programme takes into account the proposals for funding the Western Wards Leisure Centre report that is elsewhere on this agenda. The programme is summarised in the following table with the details set out in Appendix A:-

|                          | 2014/15       | 2015/16       | 2016/17      | 2017/18      | 2018/19      | Un-allocated | Total         |
|--------------------------|---------------|---------------|--------------|--------------|--------------|--------------|---------------|
|                          | £'000         | £'000         | £'000        | £'000        | £'000        | £'000        | £'000         |
| Public Protection        | 0             | 0             | 0            | 0            | 0            | 429          | 429           |
| Streetscene              | 185           | 135           | 0            | 0            | 0            | 309          | 629           |
| Leisure and Community    | 3,864         | 7,147         | 974          | 0            | 0            | 513          | 12,498        |
| Health and Housing       | 722           | 560           | 480          | 480          | 480          | 60           | 2,782         |
| Planning and Development | 74            | 83            | 15           | 15           | 15           | 720          | 922           |
| Policy and Resources     | 10,817        | 3,303         | 655          | 540          | 540          | 61           | 15,916        |
| <b>TOTAL</b>             | <b>15,662</b> | <b>11,228</b> | <b>2,124</b> | <b>1,035</b> | <b>1,035</b> | <b>2,092</b> | <b>33,176</b> |

12. The programme has identified those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed. In these cases, the budget has been shown as “unallocated” but can be called upon within the programme period as individual schemes are developed.

## REVENUE BUDGET

13. The base budget for 2014/15 was considered by the Executive at its meetings on 2 December 2013 and 6 January 2014. It was finally confirmed by the Executive on 10 February 2014 and by Full Council on 21 February 2014.
14. The base budget for services in 2014/15 amounted to £13,027,400. The breakdown between Committees and Portfolios is shown below and reflects changes made to the portfolios in March 2014:-

|  | <b>Base budget<br/>2014/15<br/>£</b> |
|--|--------------------------------------|
| <b>Committees</b>                          |                                      |
| Planning Committee                         | 793,400                              |
| Licensing and Regulatory Affairs Committee | 503,400                              |
| <b>Executive - Portfolio Budgets</b>       |                                      |
| - Leisure and Community                    | 2,278,700                            |
| - Health and Housing                       | 1,210,300                            |
| - Planning and Development                 | -537,600                             |
| - Policy and Resources                     | 1,950,100                            |
| - Public Protection                        | 2,455,400                            |
| - Streetscene                              | 4,373,700                            |
| <b>SERVICE BUDGETS</b>                     | <b>13,027,400</b>                    |
| Other budgets                              | -3,511,300                           |
| <b>NET BUDGET</b>                          | <b>9,516,100</b>                     |

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc. the approved net budget for 2014/15 was £9,516,100.

## Revised Budget 2014/15 and Proposed budget 2015/16

16. The overall revised service budget for 2014/15 is £13,009,700; an increase of £17,700 or 0.1% from the base budget. The proposed base budget for 2015/16 amounts to £11,616,200, a decrease of £1,411,200 or 10.8% when compared to the base budget in 2014/15.

|                                     | Variation       |                    |                 |                    |                 |
|-------------------------------------|-----------------|--------------------|-----------------|--------------------|-----------------|
|                                     | Base<br>2014/15 | Revised<br>2014/15 | Base<br>2015/16 | Base to<br>Revised | Base<br>to Base |
|                                     | £'000s          | £'000s             | £'000s          | £'000s             | £'000s          |
| <b>Committee</b>                    |                 |                    |                 |                    |                 |
| Planning                            | 793             | 802                | 717             | 9                  | -76             |
| Licensing and Regulatory<br>Affairs | 503             | 497                | 474             | -6                 | -29             |
|                                     |                 |                    |                 |                    |                 |
| <b>Executive Portfolios</b>         |                 |                    |                 |                    |                 |
| Leisure and Community               | 2,279           | 2,234              | 2,049           | -45                | -230            |
| Health and Housing                  | 1,210           | 1,188              | 1,169           | -22                | -41             |
| Planning and<br>Development         | -538            | -429               | -847            | 109                | -309            |
| Policy and Resources                | 1,950           | 1,795              | 1,406           | -155               | -544            |
| Public Protection                   | 2,456           | 2,493              | 2,391           | 37                 | -65             |
| Streetscene                         | 4,374           | 4,430              | 4,257           | 56                 | -117            |
|                                     |                 |                    |                 |                    |                 |
| <b>SERVICE BUDGETS</b>              | <b>13,027</b>   | <b>13,010</b>      | <b>11,616</b>   | <b>-17</b>         | <b>1,411</b>    |

17. A summary of the budgets for the services within each Committee and Executive Portfolio is shown in Appendix B, and the reasons for the budget variations are set out below.

### Efficiency Savings and Budget Changes

18. In preparing the budget there have been a number of changes that reflect efficiency saving opportunities that were identified in the reports to the Executive in March and July 2014. While some of these were service specific others affected support services that feed through to all front line services.
19. Also, in order to streamline some Support Services there have been changes to the way the services have been allocated over frontline services. As a result there will be movement between services that will not affect the overall position of the service budgets.

### Other Budget Considerations

20. There are some elements to the budget which are determined by accounting rules and can cause fluctuations to the reported budgets for each service. These are explained below, and it is important to note that changes do not affect the "spending power" of the service.
21. Work programmes carried forward from 2013/14 (£397,900 revised): On 7 July 2014, the Executive approved a number of work programmes to be carried forward into the 2014/15 revised budget. These programmes are fully funded

from the General Fund under spend in 2013/14 so also have no overall effect on the Council's net budget.

22. Local Council Tax Support Scheme: From 1 April 2013 the Government abolished Council Tax Benefit and all billing authorities had to develop their own schemes called Local Council Tax Support Schemes to replace it. For the 2015/16 scheme it is proposed to retain the principles agreed for the 2014/15 scheme. Appendix E details the 2015/16 scheme recommending to Full Council an unchanged scheme.
23. Local Council Tax Discount Scheme:
24. Following the extreme weather conditions which occurred between December 2013 and March 2014, the Prime Minister announced that funding of £4m would be available to support Council Tax discounts for homes that suffered from flooding.
25. The Government asked local authorities to use their powers under section 13A of the Local Government Finance Act 1992, to grant discounts to affected properties. The Government issued advice by way of a Guidance Note which suggested that relief should be granted on an individual basis or for a specific class of Council Tax payer.
26. There were 18 domestic properties affected by flooding and 5 of those remain unoccupied.

| <b>Address</b>      | <b>Number Flooded</b> | <b>Number still empty</b> |
|---------------------|-----------------------|---------------------------|
| Swanwick Shore Road | 7                     | 4                         |
| Hill Head Road      | 8                     |                           |
| The Avenue          | 1                     |                           |
| Hook                | 1                     |                           |
| Meon Shore          | 1                     | 1                         |

27. The total cost of council tax discounts awarded to date is £12,517.82. This sum will be fully reimbursed by the Government via a specific flood compensation scheme grant claim.
28. The Government initially considered that the national budget of £4m would provide for discounts of up to 3 months to properties that have been flooded, but in April 2014, revised guidance stated that the discount should be given to all flood victims, for as long as they were unable to return to their homes.
29. Council Tax Discounts have been granted taking account of the guidance issued.

### **Planning Committee**

30. The detailed budget was considered by the Planning Committee on 19 November 2014, and the main reason for the reduction in net costs for 2015/16 for these services is due to changes in the allocation of Support Services.

## **Licensing and Regulatory Affairs Committee**

31. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 18 November 2014 and the main reason for the reduction in net costs for 2015/16 for these services is due to changes in the allocation of Support Services and in respect of the Environmental Health Partnership.

## **Leisure and Community Portfolio**

32. The major changes for this portfolio are detailed in the following paragraphs.
33. Leisure Centre: (-£32,600 revised, -£103,300 Base 2015/16). The main reduction in respect of this service is an increase in the income due from the contractor after a review of their agreement in light of additional capital works funded by the Council.
34. Ferneham Hall: (+£22,900 revised, +£14,800 Base 2015/16). The main increase in respect of this service is an increase in support services which will show a reduction in other services.
35. Community Grants, Tourist Information and Westbury Manor: The main change in these three services is due to reductions in grant payments which were identified as part of the Efficiency Savings reports approved by the Executive earlier in the year.

## **Health and Housing Portfolio**

36. The major changes for this portfolio are detailed in the following paragraphs.
37. Homelessness: (+£45,100 revised, +£25,900 Base 2015/16). This variation is due to increased demand within the service as a result of changes to the welfare system.
38. Other Housing and Health Services: The variations for other services within this portfolio are due to time allocation changes or changes in support services costs.

## **Planning and Development Portfolio**

39. The major changes for this portfolio are shown below
40. Parking Strategy: (+£59,100 revised, +£51,600 Base 2015/16). The main variation on this service relates to an increase in the support services allocation which has been offset by a reduction in employee costs.
41. Local Plan: (+£75,800 revised, -£317,100 Base 2015/16). The main variation on this service relates to a reduction of staff resources in this service as the Welborne project moves into the next phase. There has also been a reduction in the level of work by consultants. The work to support the Welborne Plan has been funded from external sources, such as Housing and Planning Delivery grant and Capacity Funding in order to limit any impact on the Council Tax.



## **Policy and Resources Portfolio**

36. The major changes for this portfolio are detailed in the following paragraphs.
37. Commercial Estates: (+£307,500 revised, -£72,600 Base 2015/16). The main variation on this service relates to changes in rental income at various sites due to vacant units, and also due to a reduction in the income from the Council's interest in the Fareham shopping centre. These have been offset by additional income that will be received as the £8million Commercial Property Investment Acquisition Strategy is implemented. There have also been changes showing an increase in support services costs.
38. Democratic Representation and Management: (-£81,100 revised, -£98,200 Base 2015/16). The budget reduction in this area is due to changes in employee costs as a result of efficiency changes and also changes to support service costs.
39. Corporate Management: (-£183,400 revised, -£32,800 Base 2015/16). The main change within this heading is due to the reductions in budget as a result of efficiency savings and changes to support service costs.
40. Local Tax Collection: (-£288,800 revised, -£306,400 Base 2015/16). The main change for this service is due to changes to employee and support service costs. There is also a change in a reduction from rate reliefs that are now included as part of the collection fund.

## **Public Protection Portfolio**

41. The main changes in this portfolio are detailed in the following paragraphs.
42. Environmental Health Services: (-£33,800 revised, -£38,900 Base 2015/16). The main change for this service reflect the efficiency savings made as a result of the Environmental Health Partnership with Gosport BC and also changes within support service costs.
43. Off-Street and On-Street Parking: (+£25,800 revised, +£17,800 Base 2015/16). The main changes in this service is due to a reduction in the income due from Penalty Charge Notices which has been partly offset by changes in support service and employee costs.

## **Streetscene Portfolio**

44. The major changes for this portfolio are detailed in the following paragraphs.
45. Community Parks and Open Spaces: (+£15,200 revised, -£22,800 Base 2015/16). The reduction in the budget is due primarily to an increase in income from sponsorship.
46. Street Cleansing: (-£22,600 revised, -£56,300 Base 2015/16). This service has seen a reduction in employee costs mainly relating to agency staff and also a slight reduction in support service costs.
47. Trade Waste: (+£26,200 revised, +£10,400 Base 2015/16). The overall position for this budget shows an increase mainly due to an increase in tipping charges

relating to the service. This has been slightly offset by increased income from new businesses.

## FEES AND CHARGES

48. Each year, the Council reviews the fees and charges levied for the services it provides. The current fees and charges for each Committee and Executive portfolio and the proposed charges for 2015/16 are set out in Appendix D.
49. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least a 5% increase in income with the reasons for major variations from this policy set out below.
50. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
51. Others will have no increase where it is considered that it will not be beneficial to raise these charges mainly due to the current economic climate. One example of this is the market rents where income is currently below the level received for last financial year due to less stall holders using the facility.
52. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy and the charges have not been increased.
53. There are three charges within the cemeteries service that show increase in excess of the recommended 5%. The reason for this increase is reflective of the officer time involved in dealing with these areas.
54. Some of the charges for the Environmental Health Services have been changed in order to streamline charges for the new working arrangements for the partnership with Gosport Borough Council.
55. The Finance Strategy also states that opportunities for new sources of income should be sought where possible. Currently no new streams of income have been included within the 2015/16 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

## SPENDING PRESSURES

56. The Finance Strategy identified a number of spending pressures facing the Council. Where these are deemed "unavoidable" they have been built into the proposed budgets within this report. These include:-

| <b>SPENDING PRESSURES</b>        | <b>2015/16<br/>£</b> |
|----------------------------------|----------------------|
| Tipping Fees                     | 40,000               |
| Homelessness                     | 26,000               |
| Increased pension costs          | 55,000               |
| Loss of car parking income       | 50,000               |
| Loss of Commercial Rental income | 100,000              |
| <b>TOTAL</b>                     | <b>271,000</b>       |

## **RISK ASSESSMENT**

58. The budget reflects the implications of the current economic climate. However, there remains a high degree of uncertainty regarding the speed of the economic recovery of the UK, and the available funding for public services. There are particular risks surrounding the growing costs in certain demand led services, such as housing, homelessness and benefits.
59. The localised Council Tax Support Scheme needs to be highlighted as a risk to council finances. The scheme will impact on a large number of residents and this will continue to be monitored very closely.
60. Finally, fundamental changes to the way in which local government services are funded, effective from April 2013, also transfer risks in the collection of business rates directly to the Council.

## **CONCLUSION**

61. The base budgets for the Council's two committees and six portfolios are detailed in this report. However, there remains uncertainty over the level of funding that will be received from central Government. This will be kept under review and will be incorporated in the reports that will be presented to the Executive in January and February 2015.
62. A number of Council services are partly funded from fees & charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by Council Tax payers:
  - Investment Income;
  - General Government Grant; and
  - The Council's share of business rate income.
63. These sources of income are generally outside of the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that unless it can be matched by increased service income, additional spending on services has to be fully funded by Council Tax payers.
64. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2015/16 are considered.
65. Gross expenditure on services in 2014/15 is £45.4 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.
66. That the Executive agrees to use Section 13A of the Local Government Finance Act (1992) to confirm the award of Council Tax Discounts to flooded properties in Fareham as detailed in paragraphs 23-29. Each discount has been granted based on the individual circumstance and in accordance with relevant guidance issued by Government.

**Reference Papers:**

Report of the Director of Finance & Resources to the Executive on 6 October 2014  
'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 3 March 2014 'Efficiency Savings'

Report of the Director of Finance & Resources to the Executive on 7 July 2014  
'Efficiency Savings'

## APPENDIX A

## CAPITAL PROGRAMME 2014/15 to 2018/19

|   | 2014/15    | 2015/16    | 2016/17  | 2017/18  | 2018/19  | Un-allocated | Total      |
|---|------------|------------|----------|----------|----------|--------------|------------|
|   | £000s      | £000s      | £000s    | £000s    | £000s    | £000s        | £000s      |
| <b>PUBLIC PROTECTION</b>                                    |            |            |          |          |          |              |            |
| CCTV Refurbishment Programme                                |            |            |          |          |          | 429          | 429        |
| <b>PUBLIC PROTECTION TOTAL</b>                              | <b>0</b>   | <b>0</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>429</b>   | <b>429</b> |
| <b>STREETSCENE</b>  |            |            |          |          |          |              |            |
| Health and Safety in Cemeteries                             |            | 116        |          |          |          |              | 116        |
| Public Convenience Improvement Programme                    |            | 19         |          |          |          |              | 19         |
| Waste Management Glass Recycling Bins and Skips Replacement | 14         |            |          |          |          |              | 14         |
| Play Area Safety Surface Replacement                        | 41         |            |          |          |          | 309          | 350        |
| Street Lighting Maintenance                                 | 130        |            |          |          |          |              | 130        |
| <b>STREETSCENE TOTAL</b>                                    | <b>185</b> | <b>135</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>309</b>   | <b>629</b> |
| <b>LEISURE AND COMMUNITY</b>                                |            |            |          |          |          |              |            |
| <b>Buildings</b>  |            |            |          |          |          |              |            |
| Community Buildings Health & Safety Fund                    | 9          |            |          |          |          |              | 9          |
| Portchester Community Centre                                | 149        |            |          |          |          |              | 149        |
| Ferneham Hall Major Repairs Programme                       | 50         |            |          |          |          | 513          | 563        |
| Community Buildings Review                                  | 50         | 250        | 124      |          |          |              | 424        |
| Fareham Leisure Centre Swimming Pool                        | 1,500      |            |          |          |          |              | 1,500      |
| Western Wards Leisure Centre                                | 463        | 5,694      | 850      |          |          |              | 7,007      |
|   | 2,221      | 5,944      | 974      | 0        | 0        | 513          | 9,652      |
| <b>Play and Parks Schemes</b>                               |            |            |          |          |          |              |            |
| Swanwick Lane Play Area                                     | 8          |            |          |          |          |              | 8          |
| Abshot Road Youth Facility                                  | 80         |            |          |          |          |              | 80         |
| King George V   | 75         |            |          |          |          |              | 75         |
| Park Lane   |            | 50         |          |          |          |              | 50         |
| Hammond Road Youth Facility                                 | 45         |            |          |          |          |              | 45         |
| Birchen Road Youth Facility                                 | 50         |            |          |          |          |              | 50         |
|   | 258        | 50         | 0        | 0        | 0        | 0            | 308        |
| <b>Outdoor Recreation Schemes</b>                           |            |            |          |          |          |              |            |
| Portchester Community Centre Tennis Courts                  | 60         |            |          |          |          |              | 60         |
| Wicor Rec Sports Changing Facilities                        | 110        |            |          |          |          |              | 110        |
| Burridge - Drainage Improvements                            | 8          |            |          |          |          |              | 8          |
| Bath Lane - Replacement Cricket Square                      | 9          |            |          |          |          |              | 9          |
| Relocation of Play Area at Park Lane                        | 80         |            |          |          |          |              | 80         |

|  | 2014/15      | 2015/16      | 2016/17    | 2017/18    | 2018/19    | Un-allocated | Total         |
|--|--------------|--------------|------------|------------|------------|--------------|---------------|
|  | £000s        | £000s        | £000s      | £000s      | £000s      | £000s        | £000s         |
| Bath Lane Cricket Pavilion / GM Store        | 490          |              |            |            |            |              | 490           |
| Park Lane Concrete Skate Park                | 120          |              |            |            |            |              | 120           |
| Park Lane Outdoor Gym                        | 50           |              |            |            |            |              | 50            |
| Stubbington Recreation Ground Outdoor Gym    | 10           |              |            |            |            |              | 10            |
| Hook Recreation Ground Feasibility Study     | 25           |              |            |            |            |              | 25            |
| Seafield Park Changing Accommodation         | 50           |              |            |            |            |              | 50            |
| Burridge Changing Rooms Improvements         | 15           |              |            |            |            |              | 15            |
| Crofton Bowls Club Fencing Improvements      | 15           |              |            |            |            |              | 15            |
| Salisbury Green Cricket Protection           |              | 30           |            |            |            |              | 30            |
| Coldeast Sports Pitch and Facilities         |              | 986          |            |            |            |              | 986           |
| Salisbury Green Pitch Upgrade                |              | 26           |            |            |            |              | 26            |
| Locks Heath Recreation Ground Changing Rooms |              | 30           |            |            |            |              | 30            |
| Stubbington Tennis Courts- Refurbishment     | 30           | 5            |            |            |            |              | 35            |
|  | 1,072        | 1,077        | 0          | 0          | 0          | 0            | 2,149         |
| <b>Grants to Community Groups</b>            |              |              |            |            |            |              |               |
| Holy Rood Church Kitchen Upgrade             | 25           |              |            |            |            |              | 25            |
| Portchester Community School Gym Equipment   | 10           |              |            |            |            |              | 10            |
| Catisfield Memorial Hall                     | 8            |              |            |            |            |              | 8             |
| Fareham School of Gymnastics                 |              | 30           |            |            |            |              | 30            |
|  | 43           | 30           | 0          | 0          | 0          | 0            | 73            |
| <b>Other Community Schemes</b>               |              |              |            |            |            |              |               |
| Footpath Improvements                        |              | 36           |            |            |            |              | 36            |
| Allotment Improvements                       | 17           | 10           |            |            |            |              | 27            |
| Salterns Promenade                           | 253          |              |            |            |            |              | 253           |
|  | 270          | 46           | 0          | 0          | 0          | 0            | 316           |
| <b>LEISURE AND COMMUNITY TOTAL</b>           | <b>3,864</b> | <b>7,147</b> | <b>974</b> | <b>0</b>   | <b>0</b>   | <b>513</b>   | <b>12,498</b> |
| <b>HEALTH AND HOUSING</b>                    |              |              |            |            |            |              |               |
| <b>Private Sector Housing</b>                |              |              |            |            |            |              |               |
| Home Improvement Loans                       | 78           | 60           | 60         | 60         | 60         |              | 318           |
| Disabled Facilities Grants                   | 520          | 500          | 420        | 420        | 420        |              | 2,280         |
| Flood Resilience Grants from DEFRA           | 55           |              |            |            |            |              | 55            |
|  | 653          | 560          | 480        | 480        | 480        | 0            | 2,653         |
| <b>Enabling/Social Housing</b>               |              |              |            |            |            |              |               |
| Feasibility Studies                          | 29           |              |            |            |            |              | 29            |
| Empty Homes Strategy                         | 40           |              |            |            |            | 60           | 100           |
|  | 69           | 0            | 0          | 0          | 0          | 60           | 129           |
| <b>HEALTH AND HOUSING TOTAL</b>              | <b>722</b>   | <b>560</b>   | <b>480</b> | <b>480</b> | <b>480</b> | <b>60</b>    | <b>2,782</b>  |

|  | 2014/15<br>£000s | 2015/16<br>£000s | 2016/17<br>£000s | 2017/18<br>£000s | 2018/19<br>£000s | Un-<br>allocated<br>£000s | Total<br>£000s |
|--|------------------|------------------|------------------|------------------|------------------|---------------------------|----------------|
| <b>PLANNING AND DEVELOPMENT</b>                      |                  |                  |                  |                  |                  |                           |                |
| <b>Environmental Improvements</b>                    |                  |                  |                  |                  |                  |                           |                |
| Future Programme                                     |                  |                  |                  |                  |                  | 300                       | 300            |
|  | 0                | 0                | 0                | 0                | 0                | 300                       | 300            |
| <b>Car Parks</b>                                     |                  |                  |                  |                  |                  |                           |                |
| Car Parks Surface Improvements                       | 60               | 69               |                  |                  |                  | 420                       | 549            |
| Osborn Road 5 Year Programme                         | 14               | 14               | 15               | 15               | 15               |                           | 73             |
|  | 74               | 83               | 15               | 15               | 15               | 420                       | 622            |
| <b>PLANNING AND DEVELOPMENT TOTAL</b>                | <b>74</b>        | <b>83</b>        | <b>15</b>        | <b>15</b>        | <b>15</b>        | <b>720</b>                | <b>922</b>     |
| <b>POLICY AND RESOURCES</b>                          |                  |                  |                  |                  |                  |                           |                |
| <b>Vehicles and Plant</b>                            |                  |                  |                  |                  |                  |                           |                |
| Replacement Programme                                | 109              | 366              | 360              | 360              | 360              |                           | 1,555          |
| <b>ICT</b>   |                  |                  |                  |                  |                  |                           |                |
| Rolling Programme                                    | 278              | 180              | 180              | 180              | 180              |                           | 998            |
| <b>Civic Offices and Depot</b>                       |                  |                  |                  |                  |                  |                           |                |
| Civic Offices 10 Year Improvement Plan               | 148              | 825              | 115              |                  |                  |                           | 1,088          |
| Depot Refurbishment Works                            | 11               | 47               |                  |                  |                  |                           | 58             |
| Depot Boundary Wall and River Bank Repairs           | 87               |                  |                  |                  |                  |                           | 87             |
|  | 246              | 872              | 115              | 0                | 0                | 0                         | 1,233          |
| <b>Daedalus Project</b>                              |                  |                  |                  |                  |                  |                           |                |
| Innovation Centre                                    | 4,576            | 400              |                  |                  |                  |                           | 4,976          |
| Hangar   |                  | 1,485            |                  |                  |                  |                           | 1,485          |
| Runway   | 1,480            |                  |                  |                  |                  |                           | 1,480          |
| Project Administration                               | 4                |                  |                  |                  |                  |                           | 4              |
|  | 6,060            | 1,885            | 0                | 0                | 0                | 0                         | 7,945          |
| <b>Other Schemes</b>                                 |                  |                  |                  |                  |                  |                           |                |
| Countywide Superfast Broadband                       | 14               |                  |                  |                  |                  |                           | 14             |
| Commercial Property Investment Acquisitions Strategy | 4,110            |                  |                  |                  |                  |                           | 4,110          |
|  | 4,124            | 0                | 0                | 0                | 0                | 0                         | 4,124          |
| Matched Funding Balance Available for Allocation     |                  |                  |                  |                  |                  | 61                        | 61             |
| <b>POLICY AND RESOURCES TOTAL</b>                    | <b>10,817</b>    | <b>3,303</b>     | <b>655</b>       | <b>540</b>       | <b>540</b>       | <b>61</b>                 | <b>15,916</b>  |
| <b>GENERAL FUND TOTAL</b>                            | <b>15,662</b>    | <b>11,228</b>    | <b>2,124</b>     | <b>1,035</b>     | <b>1,035</b>     | <b>2,092</b>              | <b>33,176</b>  |

APPENDIX B

**ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16**

|  | <b>Actual</b>     | <b>Base</b>       | <b>Revised</b>    | <b>Base</b>       |
|--|-------------------|-------------------|-------------------|-------------------|
|  | <b>2013/14</b>    | <b>Estimate</b>   | <b>Estimate</b>   | <b>Estimate</b>   |
|  | <b>£</b>          | <b>2014/15</b>    | <b>2014/15</b>    | <b>2015/16</b>    |
|  |                   | <b>£</b>          | <b>£</b>          | <b>£</b>          |
| Committees                                 |                   |                   |                   |                   |
| Planning Committee                         | 622,748           | 793,400           | 801,800           | 716,900           |
| Licensing and Regulatory Affairs Committee | 185,806           | 503,400           | 497,200           | 474,300           |
| Executive - Portfolio Budgets              |                   |                   |                   |                   |
| Leisure and Community                      | 2,261,110         | 2,278,700         | 2,234,400         | 2,048,700         |
| Health and Housing                         | 1,559,031         | 1,210,300         | 1,188,200         | 1,169,000         |
| Planning and Development                   | -279,653          | -537,600          | -428,600          | -847,300          |
| Policy and Resources                       | 2,886,784         | 1,950,100         | 1,794,400         | 1,406,300         |
| Public Protection                          | 2,374,680         | 2,455,400         | 2,492,400         | 2,391,000         |
| Streetscene                                | 4,600,157         | 4,373,700         | 4,429,900         | 4,257,300         |
| <b>NET EXPENDITURE</b>                     | <b>14,210,663</b> | <b>13,027,400</b> | <b>13,009,700</b> | <b>11,616,200</b> |

**SUBJECTIVE ANALYSIS**

|                               | <b>Actual</b>      | <b>Base</b>        | <b>Revised</b>     | <b>Base</b>        |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|
|                               | <b>2013/14</b>     | <b>Estimate</b>    | <b>Estimate</b>    | <b>Estimate</b>    |
|                               | <b>£</b>           | <b>2014/15</b>     | <b>2014/15</b>     | <b>2015/16</b>     |
|                               |                    | <b>£</b>           | <b>£</b>           | <b>£</b>           |
| Employees                     | 10,065,458         | 9,496,800          | 8,945,900          | 8,578,000          |
| Premises-Related Expenditure  | 3,242,188          | 2,677,700          | 2,971,500          | 2,814,500          |
| Transport-Related Expenditure | 861,714            | 834,200            | 856,100            | 823,000            |
| Supplies and Services         | 3,863,045          | 3,524,000          | 4,547,500          | 3,907,400          |
| Third Party Payments          | 385,802            | 402,500            | 1,472,700          | 1,437,100          |
| Transfer Payments             | 18,749,988         | 20,289,600         | 20,004,300         | 20,004,300         |
| Support Services              | 3,811,157          | 3,663,300          | 3,018,800          | 2,985,800          |
| Capital Charges               | 3,244,146          | 2,386,800          | 2,386,800          | 2,386,800          |
| <b>GROSS EXPENDITURE</b>      | <b>44,223,500</b>  | <b>43,274,900</b>  | <b>44,203,600</b>  | <b>42,936,900</b>  |
| Government Grants             | -19,938,260        | -20,671,400        | -20,722,800        | -20,590,000        |
| Other Grants & Reimbursements | -1,640,079         | -1,328,100         | -1,454,200         | -1,447,000         |
| Customer & Client Receipts    | -5,456,445         | -4,914,000         | -5,825,400         | -5,783,500         |
| Rents                         | -2,975,323         | -3,331,000         | -3,188,500         | -3,497,200         |
| Recharges to other Accounts   | -2,728             | -3,000             | -3,000             | -3,000             |
| <b>GROSS INCOME</b>           | <b>-30,012,837</b> | <b>-30,247,500</b> | <b>-31,193,900</b> | <b>-31,320,700</b> |
| <b>NET EXPENDITURE</b>        | <b>14,210,663</b>  | <b>13,027,400</b>  | <b>13,009,700</b>  | <b>11,616,200</b>  |



## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

### PLANNING COMMITTEE

|                                 | <b>Actual</b>  | <b>Base</b>     | <b>Revised</b>  | <b>Base</b>     |
|---------------------------------|----------------|-----------------|-----------------|-----------------|
|                                 | <b>2013/14</b> | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> |
|                                 | <b>£</b>       | <b>2014/15</b>  | <b>2014/15</b>  | <b>2015/16</b>  |
|                                 |                | <b>£</b>        | <b>£</b>        | <b>£</b>        |
| Planning Advice                 | 282,013        | 318,500         | 302,200         | 297,300         |
| Enforcement of Planning Control | 104,757        | 135,100         | 129,400         | 127,300         |
| Appeals                         | 69,424         | 72,100          | 136,600         | 67,500          |
| Processing Applications         | 166,554        | 267,700         | 233,600         | 224,800         |
|                                 | <u>622,748</u> | <u>793,400</u>  | <u>801,800</u>  | <u>716,900</u>  |

### LICENSING AND REGULATORY AFFAIRS COMMITTEE

|  | <b>Actual</b>  | <b>Base</b>     | <b>Revised</b>  | <b>Base</b>     |
|--|----------------|-----------------|-----------------|-----------------|
|  | <b>2013/14</b> | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> |
|  | <b>£</b>       | <b>2014/15</b>  | <b>2014/15</b>  | <b>2015/16</b>  |
|  |                | <b>£</b>        | <b>£</b>        | <b>£</b>        |
| Hackney Carriage and Private Hire Vehicles | -5,603         | -3,900          | -2,300          | -2,900          |
| Licensing                                  | 4,736          | -7,200          | -10,100         | -10,500         |
| Health and Safety                          | 173,149        | 147,600         | 146,200         | 144,400         |
| Election Services                          | 186,673        | 366,900         | 363,400         | 343,300         |
|  | <u>358,955</u> | <u>503,400</u>  | <u>497,200</u>  | <u>474,300</u>  |

## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

### LEISURE AND COMMUNITY

|                              | <b>Actual</b>    | <b>Base</b>      | <b>Revised</b>   | <b>Base</b>      |
|------------------------------|------------------|------------------|------------------|------------------|
|                              | <b>2013/14</b>   | <b>Estimate</b>  | <b>Estimate</b>  | <b>Estimate</b>  |
|                              | <b>£</b>         | <b>£</b>         | <b>£</b>         | <b>£</b>         |
| Community Grants             | 276,742          | 363,700          | 353,600          | 332,400          |
| Tourist Information          | 47,626           | 43,600           | 40,000           | 100              |
| Community Development        | 174,752          | 150,400          | 166,700          | 137,900          |
| Outdoor Sport and Recreation | 610,846          | 485,100          | 482,700          | 473,200          |
| Countryside Management       | 159,248          | 183,500          | 160,000          | 156,200          |
| Ferneham Hall                | 285,555          | 386,900          | 409,800          | 401,700          |
| Fareham Leisure Centre       | 332,389          | 316,000          | 283,400          | 212,700          |
| Community Centres            | 287,973          | 246,900          | 264,700          | 251,500          |
| Westbury Manor Museum        | 85,979           | 102,600          | 73,500           | 83,000           |
|                              | <u>2,261,110</u> | <u>2,278,700</u> | <u>2,234,400</u> | <u>2,048,700</u> |

### HEALTH AND HOUSING

|                                      | <b>Actual</b>    | <b>Base</b>      | <b>Revised</b>   | <b>Base</b>      |
|--------------------------------------|------------------|------------------|------------------|------------------|
|                                      | <b>2013/14</b>   | <b>Estimate</b>  | <b>Estimate</b>  | <b>Estimate</b>  |
|                                      | <b>£</b>         | <b>£</b>         | <b>£</b>         | <b>£</b>         |
| Housing Grants and Home Improvements | 475,711          | 346,900          | 314,700          | 327,700          |
| Housing Options                      | 96,152           | 66,900           | 85,000           | 82,700           |
| Homelessness                         | 398,140          | 311,600          | 356,700          | 337,500          |
| Housing Advice                       | 315,589          | 292,700          | 269,600          | 263,800          |
| Housing Strategy                     | 125,983          | 95,400           | 78,500           | 74,800           |
| Home Energy Conservation             | 19,927           | 22,000           | 22,400           | 22,300           |
| Registered Providers                 | 127,529          | 74,800           | 61,300           | 60,200           |
|                                      | <u>1,559,031</u> | <u>1,210,300</u> | <u>1,188,200</u> | <u>1,169,000</u> |

## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

### PLANNING AND DEVELOPMENT

|                                       | <b>Actual</b>   | <b>Base</b>     | <b>Revised</b>  | <b>Base</b>     |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|
|                                       | <b>2013/14</b>  | <b>Estimate</b> | <b>Estimate</b> | <b>Estimate</b> |
|                                       | <b>£</b>        | <b>£</b>        | <b>£</b>        | <b>£</b>        |
| Parking Strategy                      | -2,395,092      | -2,332,100      | -2,273,000      | -2,280,500      |
| Flooding and Coastal Management       | 132,895         | 123,000         | 131,300         | 120,800         |
| Public Transport                      | 44,218          | 46,800          | 46,200          | 46,200          |
| Transportation Liaison                | -14,734         | -26,500         | -33,600         | -31,200         |
| Building Control                      | 241,940         | 231,500         | 221,200         | 221,100         |
| Environmental Improvement Schemes     | 151,578         | 297,600         | 292,500         | 292,200         |
| Tree Management                       | 54,685          | 45,000          | 41,000          | 40,900          |
| Sustainability                        | 67,733          | 48,300          | 50,800          | 51,000          |
| Conservation & Listed Building Policy | 72,869          | 57,800          | 48,200          | 47,200          |
| Local Plan                            | 1,364,255       | 971,000         | 1,046,800       | 645,000         |
|                                       | <b>-279,653</b> | <b>-537,600</b> | <b>-428,600</b> | <b>-847,300</b> |

### POLICY AND RESOURCES

|  | <b>Actual</b>    | <b>Base</b>      | <b>Revised</b>   | <b>Base</b>      |
|--|------------------|------------------|------------------|------------------|
|  | <b>2013/14</b>   | <b>Estimate</b>  | <b>Estimate</b>  | <b>Estimate</b>  |
|  | <b>£</b>         | <b>£</b>         | <b>£</b>         | <b>£</b>         |
| Housing Benefit Payments                 | -400,269         | 0                | 0                | 0                |
| Housing Benefit Administration           | 467,135          | 421,600          | 409,300          | 418,000          |
| Democratic Representation and Management | 1,256,039        | 1,161,000        | 1,079,900        | 1,062,800        |
| Commercial Estates                       | -766,073         | -2,438,300       | -2,130,800       | -2,510,900       |
| Henry Cort                               | 86,597           | 137,200          | 120,200          | 119,800          |
| Neighbourhood Working                    | 134,481          | 140,300          | 122,800          | 120,800          |
| Public Relations and Consultation        | 238,127          | 229,200          | 266,300          | 251,400          |
| Unapportionable Central Overheads        | 8,786            | 177,600          | 177,600          | 177,600          |
| Corporate Management                     | 1,011,655        | 930,100          | 746,700          | 897,300          |
| Economic Development                     | 339,436          | 190,500          | 299,200          | 184,600          |
| Local Land Charges                       | -202,097         | -162,000         | -170,900         | -171,600         |
| Local Tax Collection                     | 712,967          | 1,162,900        | 874,100          | 856,500          |
|  | <b>2,886,784</b> | <b>1,950,100</b> | <b>1,794,400</b> | <b>1,406,300</b> |

## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2015/16

### PUBLIC PROTECTION

|                           | <b>Actual</b>    | <b>Base</b>      | <b>Revised</b>   | <b>Base</b>      |
|---------------------------|------------------|------------------|------------------|------------------|
|                           | <b>2013/14</b>   | <b>Estimate</b>  | <b>Estimate</b>  | <b>Estimate</b>  |
|                           | <b>£</b>         | <b>£</b>         | <b>£</b>         | <b>£</b>         |
| Pest Control              | 38,759           | 39,350           | 54,300           | 53,500           |
| Dog Control               | 36,131           | 36,650           | 27,800           | 27,400           |
| Food Safety               | 135,318          | 136,700          | 139,700          | 138,200          |
| Air Quality and Pollution | 272,941          | 245,900          | 203,000          | 200,600          |
| Community Safety          | 361,846          | 438,400          | 499,000          | 427,700          |
| Emergency Planning        | 88,678           | 59,900           | 50,400           | 50,400           |
| Clean Borough Enforcement | 100,224          | 105,200          | 106,700          | 89,400           |
| On-Street Parking         | 24,979           | 46,600           | 66,300           | 62,400           |
| Off-Street Parking        | 1,058,245        | 1,258,900        | 1,265,000        | 1,260,900        |
| Traffic Management        | 84,410           | 87,800           | 80,200           | 80,500           |
|                           | <u>2,201,531</u> | <u>2,455,400</u> | <u>2,492,400</u> | <u>2,391,000</u> |

### STREETSCENE

|                                 | <b>Actual</b>     | <b>Base</b>       | <b>Revised</b>    | <b>Base</b>       |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | <b>2013/14</b>    | <b>Estimate</b>   | <b>Estimate</b>   | <b>Estimate</b>   |
|                                 | <b>£</b>          | <b>£</b>          | <b>£</b>          | <b>£</b>          |
| Cemeteries & Closed Churchyards | 196,007           | 211,800           | 219,200           | 211,000           |
| Community Parks and Open Spaces | 1,155,914         | 1,086,500         | 1,101,700         | 1,063,700         |
| Allotments                      | 23,470            | 22,500            | 22,100            | 22,200            |
| Street Cleansing                | 961,865           | 970,300           | 947,700           | 914,000           |
| Public Conveniences             | 220,608           | 223,200           | 223,500           | 219,200           |
| Household Waste Collection      | 963,292           | 942,900           | 949,000           | 924,300           |
| Trade Refuse                    | -6,584            | -68,600           | -42,400           | -58,200           |
| Recycling                       | 612,185           | 593,200           | 597,400           | 578,400           |
| Garden Waste Collection         | 377,413           | 327,900           | 320,100           | 319,900           |
| Street Furniture                | 95,987            | 64,000            | 91,600            | 62,800            |
|                                 | <u>4,600,157</u>  | <u>4,373,700</u>  | <u>4,429,900</u>  | <u>4,257,300</u>  |
| TOTAL                           | <u>14,210,663</u> | <u>13,027,400</u> | <u>13,009,700</u> | <u>11,616,200</u> |

**PLANNING COMMITTEE**

**PLANNING ADVICE**

**Budget Manager – Head of Development Management – 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 – 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 – 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 – 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**

### **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 AND COMMUNITY PORTFOLIO**

#### **COMMUNITY GRANTS**

**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 Community Action Fareham via Service Level Agreements
- Management and coordination of matched funding awards

#### **TOURIST INFORMATION**

**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, Tuesday to Saturday.

#### **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 Gateway 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.

#### **OUTDOOR SPORT & RECREATION**

**Budget Manager – Head of Leisure and 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.

## **COUNTRYSIDE 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.

## **FERNEHAM HALL**

**Budget Manager – Ferneham Hall Manager - Ext. 4868**

### **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.

## **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.

## **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.

## **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.

## EXECUTIVE

### HOUSING AND HEALTH PORTFOLIO

#### HOUSING GRANTS AND HOME IMPROVEMENTS

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

##### **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

#### HOUSING OPTIONS

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

**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

#### HOMELESSNESS

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

##### **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

## **HOUSING ADVICE**

**Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645**

### **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 Housing, Revenues and Benefits – Ext. 4645**

### **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 Housing, Revenues and Benefits – Ext. 4645**

### **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 PROVIDERS**

**Budget Manager – Head of Housing, Revenues and Benefits – Ext. 4645**

### **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

### PLANNING AND DEVELOPMENT PORTFOLIO

#### PARKING STRATEGIC MANAGEMENT & TRANSPORT LIAISON

**Budget Manager – Head of Planning Strategy and 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.

#### FLOODING AND COASTAL MANAGEMENT

**Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330**

##### **Description of Service**

- 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
- To minimise flooding as a result of land drainage problems and provide an advisory service to the public.

#### 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.

##### **Shopmobility**

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

To provide a combined Shopmobility and Disability information centre.

#### TRANSPORT LIAISON

**Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330**

##### **Description of Service**

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

## **BUILDING CONTROL**

**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.
- 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
- It 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, 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.

## **ENVIRONMENTAL IMPROVEMENT SCHEMES**

**Budget Manager – Head of Planning Strategy and 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

## **TREE MANAGEMENT**

**Budget Manager – Head of Development Management - 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.

## **SUSTAINABLE DEVELOPMENT STRATEGIES**

**Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330**

### **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 adequate data is available to the Council in its role as Local Planning Authority
- developing policy and projects and engaging in partnerships to enable the Council to meet its Corporate Aims and Objectives

## **CONSERVATION AREAS & LISTED BUILDING POLICY**

**Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330**

### **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

## **LOCAL PLAN**

**Budget Manager – Head of Planning Strategy and Regeneration - Ext. 4330**

### **Description of Service**

To prepare and maintain an up to date Development Plan to ensure that: development is guided to appropriate sites, is well designed and provides the necessary infrastructure; and locations and environments of acknowledged importance are protected from inappropriate development.



## **EXECUTIVE**

### **POLICY AND RESOURCES PORTFOLIO**

#### **HOUSING BENEFITS PAYMENTS & ADMINISTRATION**

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

##### **Description of Service**

The Housing Benefit Service administers 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
- Beach Huts
- Other land and property.

## **HENRY CORT**

**Budget Manager – Head of Planning Strategy and 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.

## **PUBLIC RELATIONS AND CONSULTATION**

**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.

## **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.
- Interest is received from car loans which may be provided where a vehicle is essential to the proper performance of an officer's duties.
- 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;

- Youth Training Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

## **ECONOMIC DEVELOPMENT**

**Budget Manager – Head of Planning Strategy and 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 Housing, 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 Hampshire Police (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 received for Council Tax Benefit according to the national scheme. This national scheme will be replaced by a local scheme from April 2013. 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.

## **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.

#### **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.

#### **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.

## **AIR QUALITY AND POLLUTION**

**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).

## **COMMUNITY SAFETY**

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

### **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 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 Parking 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.

## **EMERGENCY PLANNING**

**Budget Manager – Head of Parking and Enforcement - Ext. 4359**

### **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 BOROUGH ENFORCEMENT**

**Budget Manager - Head of Parking 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.

## **ON STREET PARKING**

**Budget Manager – Head of Parking 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.

## **OFF STREET PARKING**

**Budget Manager – Head of Parking 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.

## **TRAFFIC MANAGEMENT**

**Budget Manager – Head of Parking 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



## **EXECUTIVE**

### **STREETSCENE PORTFOLIO**

#### **CEMETERIES AND CLOSED CHURCHYARDS**

**Budget Manager – Director of Environmental 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

#### **COMMUNITY PARKS AND OPEN SPACES**

**Budget Manager – Director of Environmental 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.

#### **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.

#### **STREET CLEANSING**

**Budget Manager – Director of Environmental 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 Environmental 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  | Lockswood Centre      | Salterns Car Park, Hill Head |

## **HOUSEHOLD WASTE COLLECTION**

**Budget Manager – Director of Environmental 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 Environmental Services - Ext. 4572**

### **Description of Service**

A chargeable service for the collection of trade waste.

## **RECYCLING**

**Budget Manager – Director of Environmental 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 Environmental Services - Ext. 4572**

### **Description of Service**

Fortnightly kerbside collection of garden waste materials from domestic properties

## **FBC STREET FURNITURE**

**Budget Manager – Director of Environmental Services - Ext. 4572**

### **Description of Service**

#### **Community Lighting**

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**

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

#### **Bus Shelters**

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

**FEES AND CHARGES****EXECUTIVE PORTFOLIO****HEALTH & HOUSING SERVICES****DISCRETIONARY CHARGES****OTHER HOUSING****Storage of furniture for the homeless**

Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.

**Bed & Breakfast Charges for the Homeless**

100% cost recovery from the homeless of Hotel/Bed & Breakfast charges made straight to the Council.

| <b>Other Housing</b>  | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>%<br/>increase</b> |
|---|--------------------------|---------------------------|-----------------------|
| <b>Housing Advances</b><br>Second mortgage enquiry forms (Note 1)                   | 60.00                    | 63.00                     | 5.0                   |
| <b>Care Line Service</b><br>Telephone link for assistance (private sector) (Note 2) |                          |                           |                       |

**Notes**

1. Fee inclusive of VAT at the prevailing rate.
2. Tariff available on application to Sheltered Housing Manager

## EXECUTIVE PORTFOLIO

### PLANNING AND DEVELOPMENT

#### PARKING CHARGES

|  |   |
|--|---|
| <b>Multi-Storey Shopping Centre Car Parks</b><br>This includes the following car parks:<br>Osborn Road and Fareham Shopping Centre   | <b>Current Fee £</b>                                  |
| <b>Monday - Saturday</b><br>Standard hourly rates apply between 8am and 6pm  | £1.00 per hour to a maximum of 10 hours               |
| <b>Sunday &amp; Bank Holiday</b><br>Standard hourly rates apply between 10.30am and 4pm  | £1.00 per hour to a maximum of 6 hours                |
| <b>Inner Shopping Centre Car Parks</b><br>This includes the following car parks:<br>Ferneham Hall; Civic Way North & South; Palmerston Avenue;<br>Civic Offices (Sat/Sun Only)                             | <b>Current Fee £</b>                                  |
| <b>Monday - Saturday</b><br>Standard hourly rates apply between 8am and 6pm  | £1.00 per hour to a maximum of 10 hours               |
| <b>Sunday &amp; Bank Holiday</b><br>Standard hourly rates apply between 10.30am and 4pm  | £1.00 per hour to a maximum of 6 hours                |
| <b>Market Quay</b>   | <b>Current Fee £</b>                                  |
| <b>Monday - Saturday</b><br>Standard hourly rates apply between 8am and 6pm  | £1.50 per hour to a maximum of 10 hours               |
| <b>Sunday &amp; Bank Holiday</b><br>Standard hourly rates apply between 10.30am and 4pm  | £1.50 per hour to a maximum of 6 hours                |
| <b>Outer Shopping Centre Car Parks</b><br>This includes the following car parks:<br>Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses;<br>Holy Trinity Church, Malthouse Lane, Trinity Street | <b>Current Fee £</b>                                  |
| <b>Monday to Saturday</b><br>Standard hourly rates apply between 8am and 6pm   | £0.70 per hour with a maximum charge of £3.50 per day |
| <b>Sunday &amp; Bank Holiday</b>   | No Charge   |
| <b><u>SEASON TICKETS -</u></b>   |   |
| Quarterly  | 170.00  |
| Annual   | 520.00  |

| <b>Flexible Season Tickets for use in any outer shopping centre car park</b> | <b>1 Day<br/>£</b> | <b>2 Days<br/>£</b> | <b>3 Days<br/>£</b> | <b>4 Days<br/>£</b> | <b>Weekly<br/>£</b> |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Full Day</b>  |                    |                     |                     |                     |                     |
| One Month  | 13.00              | 30.00               | 50.00               | 60.00               | 70.00               |
| Quarterly  | 35.00              | 80.00               | 110.00              | 150.00              | 170.00              |
| Half Yearly  | 65.00              | 140.00              | 200.00              | 270.00              | 300.00              |
| Annual   | 110.00             | 230.00              | 340.00              | 470.00              | 520.00              |

| <b>Flexible Season Tickets for use in any outer shopping centre car park</b> | <b>1 Day<br/>£</b> | <b>2 Days<br/>£</b> | <b>3 Days<br/>£</b> | <b>4 Days<br/>£</b> | <b>Weekly<br/>£</b> |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Half Day (up to 5 hours)</b>  |                    |                     |                     |                     |                     |
| One Month  | 10.00              | 20.00               | 30.00               | 40.00               | 45.00               |
| Quarterly  | 20.00              | 50.00               | 70.00               | 90.00               | 100.00              |
| Half Yearly  | 40.00              | 80.00               | 120.00              | 160.00              | 180.00              |
| Annual   | 70.00              | 140.00              | 200.00              | 280.00              | 310.00              |

| <b>Penalty Charge Notices</b>        | <b>Current Fee £</b> |
|--------------------------------------|----------------------|
| Higher Level Charge - (Note 1 and 3) | 70.00                |
| Lower Level Charge - (Note 2 and 3)  | 50.00                |

**Notes**

- Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
- Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off street location without displaying a valid pay and display ticket / permit.
- The charges are reduced by 50% to provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner

**HIGHWAYS**

**Damage to Street Furniture**

Offender charged at cost plus a 10% administration charge

## EXECUTIVE PORTFOLIO

### POLICY AND RESOURCES

#### LAND CHARGES

|  | <b>Current Fee<br/>£</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|--|--------------------------|---------------------------|-------------------|
| <b><u>DISCRETIONARY CHARGES</u></b>        |                          |                           |                   |
| <b>Search Fees</b> (Not subject to VAT)    |                          |                           |                   |
| <b>Official Certificate of Search</b>      |                          |                           |                   |
| In the whole or any part of the register   |                          |                           |                   |
| First parcel of land – paper search        | 32.00                    | 32.00                     | 0.00              |
| First parcel of land – electronic search   | 32.00                    | 32.00                     | 0.00              |
| Each additional parcel                     | 10.50                    | 10.50                     | 0.00              |
| <b>Other Local Land Charges Fees</b>       |                          |                           |                   |
| Registration of a light obstruction notice | 70.00                    | 70.00                     | 0.00              |
| Filing Lands Tribunal certificate          | 2.50                     | 2.50                      | 0.00              |
| Filing light obstruction judgement etc     | 7.00                     | 7.00                      | 0.00              |
| Inspection of rule 10 documents            | 2.50                     | 2.50                      | 0.00              |
| Office copy register entry                 | 1.50                     | 1.50                      | 0.00              |
| Office copy plan or document               | Discretionary            | Discretionary             |                   |
| <b>Official Enquiries – Part I</b>         |                          |                           |                   |
| First parcel of land                       | 132.00                   | 132.00                    | 0.00              |
| Each additional parcel                     | 30.50                    | 30.50                     | 0.00              |
| <b>Official Enquiries – Part II</b>        |                          |                           |                   |
| First parcel of land                       | 23.00                    | 23.00                     | 0.00              |
| Each additional parcel                     | 41.00                    | 41.00                     | 0.00              |
| Common Registration Searches               | 23.00                    | 23.00                     | 0.00              |

## **PRINTING & COPYING**

Charges are available on application to the Head of Personnel and ICT.

## **LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS**

| <b>Lettings - (Notes 1 - 4)(Not subject to VAT)</b> | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|---|----------------------|-----------------------|-------------------|
| Collingwood Room – per hour                         | 55.00                | 58.00                 | 5.45              |
| Pulheim Room – per hour                             | 21.00                | 22.00                 | 4.76              |
| Vannes Room – per hour                              | 21.00                | 22.00                 | 4.76              |
| Council Chamber – per hour                          | 90.30                | 95.00                 | 5.20              |

Notes

1. Commercial Organisations only
2. The above charges apply when the building is already in use for Council business.
3. Additional charges may be levied to recover the cost of preparing rooms, moving furniture etc.
4. The following additional charges, to be added when the building is not being used for Council business. After 6.30 pm - per hour £70.00

## **MARKET PITCH RENTS**

| <b>Fareham (including VAT)</b> | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--------------------------------|----------------------|-----------------------|-------------------|
| Regular                        |                      |                       |                   |
| 10ft                           | 30.00                | 30.00                 | 0.00              |
| 20ft                           | 60.00                | 60.00                 | 0.00              |
| 30ft                           | 83.00                | 83.00                 | 0.00              |
| 40ft                           | 105.00               | 105.00                | 0.00              |
| Casual                         |                      |                       |                   |
| 10ft                           | 35.00                | 35.00                 | 0.00              |
| 20ft                           | 70.00                | 70.00                 | 0.00              |

| <b>Portchester (Non-Vatable)</b> | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|----------------------------------|----------------------|-----------------------|-------------------|
| Regular                          |                      |                       |                   |
| 10ft                             | 21.00                | 21.00                 | 0.00              |
| 20ft                             | 42.00                | 42.00                 | 0.00              |
| Casual                           |                      |                       |                   |
| 10ft                             | 26.00                | 26.00                 | 0.00              |
| 20ft                             | 52.00                | 52.00                 | 0.00              |



## EXECUTIVE PORTFOLIO

### PUBLIC PROTECTION

#### DOG CONTROL

|   | <b>Current Fee</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|---|--------------------|-----------------------|-------------------|
| Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period) | 25.00              | 25.00                 | 0.00              |
| <b>Statutory</b><br>Dog Kennelling - For first 24 hours or part thereof   | 65.00              | 65.00                 | 0.00              |
| Dog Kennelling - For any subsequent 24 hours or part thereof  | 35.00              | 35.00                 | 0.00              |
| Micro-chipping of dogs - Note 1   | 14.00              | 10.00                 | -28.57            |
| Private home check visit - Note 1   | 30.00              | 30.00                 | 0.00              |
| <u>Notes:</u><br>1. Fee inclusive of VAT at the prevailing rate.  |                    |                       |                   |

### POLLUTION REDUCTION

Environmental Protection Act 1990 - Charges available on application to the Director of Regulatory and Democratic Services

|  | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| Pollution Technical Advice charge per hour                 | 45.00                | 45.00                 | 0.00              |
| Out of hours service charges based on cost to the council. |                      |                       |                   |

## **POLLUTION & PRIVATE SECTOR HOUSING**

|  | <b>Current Fee £</b>  | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|---|-----------------------|-------------------|
| Immigration requests (VAT to be added)   | 92.50   | 92.50                 | 0.00              |
| Private Sector Housing - Immigration Visit                                     | Charge to be actual cost to the Council                                       |                       |                   |
| Private Sector Housing - Housing Act 2004 Enforcement Notices                  | Charge to be actual cost to the Council up to and including service of Notice |                       |                   |
| Inspection and / or sampling of private water supplies / distribution networks | Charge to be actual cost to the Council                                       |                       |                   |
| Out of Hours Service   | Charge to be actual cost to the Council                                       |                       |                   |

## **ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978**

| <b>Abandoned Vehicles</b>                            | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| Removal of vehicle from motorway - Statutory Charge  | 150.00               | 150.00                | 0.00              |
| Removal of vehicle from elsewhere - Statutory Charge | 150.00               | 150.00                | 0.00              |
| Storage (per 24 hours or part)                       | 23.00                | 24.00                 | 4.35              |
| Disposal   | 56.00                | 59.00                 | 5.36              |

## **CLEAN BOROUGH ENFORCEMENT**

| <b>Litter and Fouling</b>           | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|-------------------------------------|----------------------|-----------------------|-------------------|
| Dropped litter – fixed penalty      | 75.00                | 75.00                 | 0.00              |
| Fouling of land act – fixed penalty | 75.00                | 75.00                 | 0.00              |

## **FOOD SAFETY**

Charges for training courses available on application to the Head of Environmental Health.

|   | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|---|--------------------------|---------------------------|-------------------|
| Export Health Certificates  | 74.00                    | 74.00                     | 0.00              |
| Issue of Certificate for Unsound Food - (Notes 2)   | 188.00                   | 188.00                    | 0.00              |
| Transportation of Unsound Food:   |                          |                           |                   |
| - First hour (min 1 hour) - (Notes 1 & 3)   | 138.00                   | 138.00                    | 0.00              |
| - Subsequent whole hours - (Notes 1 & 3)  | 70.00                    | 70.00                     | 0.00              |
| - Transport and disposal - (Note 4)   |                          |                           |                   |
| Food Safety technical advice for businesses charge per hour   | 45.00                    | 45.00                     | 0.00              |
| <b>Notes:</b>   |                          |                           |                   |
| 1. Fee inclusive of VAT at the prevailing rate.   |                          |                           |                   |
| 2. Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable. |                          |                           |                   |
| 3. Plus disposal of unsound food.   |                          |                           |                   |
| 4. Charged at cost to Council   |                          |                           |                   |

## **RODENT AND PEST CONTROL**

|   | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b>                 | <b>% increase</b> |
|---|--------------------------|---|-------------------|
| All premises: Charge per hour (min of 1 hour) plus materials - (Notes 1 & 2)  | 68.00                    | See change as per domestic premises below |                   |
| Treatment of Mice in Domestic Premises - (Notes 1 & 2)                        | 34.00                    |   |                   |
| Treatment of Rats in Domestic Premises  | FREE                     |   |                   |
| Missed appointment  | 34.00                    |   |                   |
| Pest Control Advice Visits to commercial premises charge per hour (Note 1)    | 45.00                    |   |                   |
| <b><u>Change of charge structure for Environmental Health Partnership</u></b> |                          |   |                   |
| <b><u>DOMESTIC PREMISES (Notes 1 &amp; 2)</u></b>                             |                          |   |                   |
| Fleas, Carpet Beetles and Carpet Moths  |                          |   |                   |
| 1, 2 or 3-bedroomed property  |                          | 64.00                                     |                   |
| 4-bedroomed property  |                          | 70.00                                     |                   |
| 5-bedroomed property  |                          | 80.00                                     |                   |
| over 5 bedrooms   |                          | On request                                |                   |
| Bedbugs - All properties  |                          | 109.00                                    |                   |
| All other insects (including wasps)   |                          | 64.00                                     |                   |

|   |  |           |  |
|---|--|-----------|--|
| Rodent control treatment and advice   |  | No charge |  |
| Missed appointment fee (applies when customer is not present for a prearranged appointment but does not cancel in advance). |  | 11.50     |  |
| <b><u>PEST CONTROL: COMMERCIAL PREMISES</u></b>   |  |           |  |
| <b><u>(Note 1)</u></b>  |  |           |  |
| Rodents and insects for up to the first 15 minutes  |  | 70.00     |  |
| Charge for each additional 15 minutes or part thereof   |  | 15.00     |  |
| <u>Notes</u>  |  |           |  |
| 1. Fee inclusive of VAT at the prevailing rate.   |  |           |  |
| 2. Persons in receipt of certain benefits - Free.   |  |           |  |

### **COMMUNITY SAFETY - CCTV**

|  | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| Access to CCTV Footage (VAT Inclusive) | 64.00                | 67.00                 | 4.69              |

### **GENERAL CHARGES**

| <b>Other items</b>   | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| Responding to solicitors/consultants enquiries (per question)          | 64.00                | 67.00                 | 4.69              |
| Responding to other detailed enquiries - (Note 1)                      |                      |                       |                   |
| Copies of statutory register   | 64.00                | 67.00                 | 4.69              |
| Attendance at court as a witness – Charge based on cost to the Council |                      |                       |                   |

#### Notes

1. At the discretion of the Director of Community

## EXECUTIVE PORTFOLIO

### STREETSCENE SERVICES

#### DISCRETIONARY SERVICES

#### STREET CLEANSING

|                             | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|-----------------------------|--------------------------|---------------------------|-------------------|
| Shopping trolley collection | 75.00                    | 79.00                     | 5.33              |

#### REFUSE COLLECTION

| <b>Domestic Bulk Waste</b>     | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|--------------------------------|--------------------------|---------------------------|-------------------|
| Single Item                    | 29.50                    | 31.00                     | 5.08              |
| Half Load                      | 67.00                    | 70.00                     | 4.48              |
| Full Load                      | 118.00                   | 124.00                    | 5.08              |
| Collection of fridges/freezers | 15.00                    | 16.00                     | 6.67              |

#### TRADE WASTE

Trade waste charges for both residual and recycling are available on application to the Refuse and Recycling Manager.

#### REFUSE AND RECYCLING SERVICES

|  | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|--|--------------------------|---------------------------|-------------------|
| Fixed Penalty Notice - Enforcement Policy<br>Charge discounted to £40 if paid within 14 days | 75.00                    | 75.00                     | 0.00              |

#### GARDEN WASTE COLLECTION

| <b>Domestic Garden Waste</b>                   | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|--|--------------------------|---------------------------|-------------------|
| First Sack                                     |                          |                           |                   |
| Subsequent sacks - Roll of 25 single use sacks | 22.50                    | 23.50                     | 4.44              |
| Subsequent sacks - Roll of 5 single use sacks  | 5.50                     | 5.75                      | 4.55              |

## **CEMETERIES AND BURIAL GROUNDS**

Charges stated exclusive of VAT unless stated

| <b>Cremated Remains in Garden of Remembrance</b>               | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| Interment in a plot (max 2 interments)                         | 150.00               | 160.00                | 6.67              |
| Grant of Exclusive Right of Burial: plot selected by Council   | 165.00               | 175.00                | 6.06              |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 245.00               | 260.00                | 6.12              |
| Right to place flat memorial tablet                            | 40.00                | 42.00                 | 5.00              |
| Permit for additional inscription on tablets                   | 27.00                | 29.00                 | 7.41              |

| <b>Interment in Graves</b>   | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| <b><i>Interment of a person whose age at the time of death exceeded 16 years and interment of cremated remains</i></b> |                      |                       |                   |
| Interment in a new grave (max 2 interments)  | 643.00               | 675.00                | 4.98              |
| Re-open existing grave for second burial   | 490.00               | 515.00                | 5.10              |
| Re-open existing grave for cremated remains interment – at cremation depth   | 150.00               | 160.00                | 6.67              |
| Re-open existing grave for cremated remains interment – at burial depth  | -                    | 300.00                | New Charge        |
| Grant of Exclusive Right of Burial: plot selected by Council   | 490.00               | 515.00                | 5.10              |
| Grant of Exclusive Right of Burial: plot selected by Purchaser   | 685.00               | 720.00                | 5.11              |
| <b><i>Interment of a child whose age at the time of death did not exceed 16 years</i></b>                              |                      |                       |                   |
| Interment in a grave   | No charge            |                       |                   |
| Grant of Exclusive Right of Burial, grave selected by Council  | 237.00               | 245.00                | 3.38              |
| <b><i>Fees for memorials</i></b>   |                      |                       |                   |
| Right to erect and to replace headstone (including licence for 10 years)   | 138.00               | 145.00                | 5.07              |
| Right to erect and to replace headstone in children section (including licence for 10 years)                           | 138.00               | 145.00                | 5.07              |

|  |        |        |      |
|--|--------|--------|------|
| Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding period of Exclusive Right of Burial) | 26.00  | 27.00  | 3.85 |
| Permit for additional inscription on headstone and re-erection   | 105.00 | 110.00 | 4.76 |
| Permit to place vase in memorial border  | 40.00  | 42.00  | 5.00 |
| Permit for additional inscription on vases   | 27.00  | 29.00  | 7.41 |

| <b>Miscellaneous Fees</b>  | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| Hire of chapel at Wickham Road Cemetery  | 85.00                | 90.00                 | 5.88              |
| Exhumation – Charge at cost to the Council   |                      |                       |                   |
| Right to scatter cremated remains of any person  | 45.00                | 55.00                 | 22.22             |
| Administration Fee for arrangements made directly with the Council                                   | 55.00                | 55.00                 | 0.00              |
| Funeral arrangements under the Public Health Act administration Fee                                  | 220.00               | 350.00                | 59.09             |
| Transferring of Exclusive Rights of Burial Ownership   | 50.00                | 55.00                 | 10.00             |
| Burial out of hours – Charge at cost to the Council  |                      |                       |                   |
| Donating bench including supply of evergreen seat, commemorative plaque characters and installation. | 1,215.00             | 1275.00               | 4.94              |

#### Notes

- (a) The **Charge for Interment** will be doubled in all cases in which the person to be interred was not an inhabitant of the Borough of Fareham at the date of death with the exception of (1) persons residing in Old People's Homes, Nursing Homes and Hospitals outside the Borough who were, prior to their removal thereto, inhabitants of the Borough of Fareham and children under the age of 16 years.
- (b) Subject to the exception set out in (a)(1) above, the **Charge for Exclusive Right of Burial** will be doubled in all cases where:-
- (i) the person acquiring the Exclusive Right of Burial as a result of an application made prior to the death of the person to be interred, is not an inhabitant of the Borough of Fareham at the time application is made, and
  - (ii) the Exclusive Right of Burial is applied for after the date of death of the person to be interred, and the deceased person was not an inhabitant of the Borough of Fareham at the date of death.
- (c) The interment of cremated remains in grave spaces will take place at full burial depth when burial space is available in the grave.
- (d) Only memorial vases will be allowed on common grave spaces where the Exclusive Right of Burial has not been purchased.
- (e) A grave space or cremated remains plot may not be re-opened unless the Exclusive Right of Burial has been granted.

#### **Sponsorship of Roundabouts**

Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.

**FORESHORE**

| <b>Beach Huts - (Including VAT)</b> | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>% increase</b> |
|-------------------------------------|--------------------------|---------------------------|-------------------|
| Residents                           | 379.00                   | 411.00                    | 8.4               |
| Non-residents                       | 758.00                   | 822.00                    | 8.4               |



## EXECUTIVE PORTFOLIO

### COMMUNITY & LEISURE

#### SPORTS PITCHES, FACILITIES, RECREATION GROUNDS AND OPEN SPACES – no increases proposed

| <b>Football, Rugby &amp; Hockey -<br/>(Notes 1, 2, 3, 4 &amp; 5)</b> | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>%<br/>increase</b> |
|--|--------------------------|---------------------------|-----------------------|
| Casual games: per match  |                          |                           |                       |
| - Senior   | 66.00                    | 69.00                     | 4.55                  |
| - Junior (under 18)  | 27.50                    | 29.00                     | 5.45                  |
| - Mini Soccer per match  | 17.50                    | 18.50                     | 5.71                  |
| - Mini Soccer per half day per pitch                                 | 36.00                    | 38.00                     | 5.56                  |
| Training Sessions  |                          |                           |                       |
| - 2 hours (juniors - half charge)                                    | 38.00                    | 40.00                     | 5.26                  |
| Seasonal charges (note 5)  |                          |                           |                       |
| Senior   | 1,485.00                 | 1,555.00                  | 4.71                  |
| - Junior (under 18)  | 660.00                   | 690.00                    | 4.55                  |
| - Mini soccer per match  | 430.00                   | 450.00                    | 4.65                  |

#### Notes

1. Fee inclusive of VAT at the prevailing rate.
2. If changing facilities are not available the above prices will be decreased by 10%
3. Clubs not resident in Borough pay double casual rate.
4. For VAT Exemption see General Notes on page 1.
5. Based on 30 games (3 \* 10 block bookings) and discounted

| <b>Cricket (Notes 1 &amp; 2)</b> | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>%<br/>increase</b> |
|----------------------------------|--------------------------|---------------------------|-----------------------|
| Casual games: per match          |                          |                           |                       |
| - Senior                         | 70.00                    | 73.50                     | 5.00                  |
| - Junior (under 18)              | 26.50                    | 28.00                     | 5.66                  |
| - Evening games: Senior          | 56.50                    | 59.50                     | 5.31                  |
| - Evening games: Junior          | 24.50                    | 25.50                     | 4.08                  |

#### Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Clubs not resident in Borough pay double casual rate.

| <b>Tennis (Notes 1 &amp; 2)</b>   | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|---|----------------------|-----------------------|-------------------|
| Courts – per court per hour   |                      |                       |                   |
| - Senior  | 7.90                 | 8.30                  | 5.06              |
| - Junior (under 18)   | 3.65                 | 3.80                  | 4.11              |
| Seasonal charges<br>Stubbington, Sarisbury & Locks Heath courts   | 1,544.00             | 1,621.00              | 4.99              |
| <u>Notes</u>  |                      |                       |                   |
| 1. Fee inclusive of VAT at the prevailing rate.   |                      |                       |                   |
| 2. Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs. |                      |                       |                   |

| <b>Bowls</b>   | <b>Current Fee £</b> | <b>Proposed Fee £</b> | <b>% increase</b> |
|--|----------------------|-----------------------|-------------------|
| <b>Seasonal Charges - (Note 1)</b>                           |                      |                       |                   |
| Fareham Bowling Club (6 rinks & clubhouse)                   | 5,270.00             | 5,530.00              | 4.93              |
| Crofton Community Association (6 rinks)                      | 5,270.00             | 5,530.00              | 4.93              |
| <b>Fees - (Note 2)</b>                                       |                      |                       |                   |
| Green Fees   | 4.20                 | 4.40                  | 4.76              |
| Hire of Woods  | 1.50                 | 1.60                  | 6.67              |
| Hire of shoes (not applicable at Portchester or Priory Park) | 1.50                 | 1.60                  | 6.67              |
| <u>Notes</u>   |                      |                       |                   |
| 1. Public to have use of at least one rink at each green     |                      |                       |                   |
| 2. Retained by clubs. Max charge per player per hour         |                      |                       |                   |

| <b>Miscellaneous</b>   | <b>Current<br/>Fee £</b> | <b>Proposed<br/>Fee £</b> | <b>%<br/>increase</b> |
|--|--------------------------|---------------------------|-----------------------|
| <b>Releasing of pigeons - (Note 1)</b>                                   | 37.00                    | 39.00                     | 5.41                  |
| <b>Use of recreation grounds by Schools</b>                              |                          |                           |                       |
| Hampshire County Council Schools – per match - (Note 1)                  | 51.50                    | 54.00                     | 4.85                  |
| Meoncross School – per match - (Note 1)                                  | 51.50                    | 54.00                     | 4.85                  |
| Wykeham House – per annum - (Notes 1 & 2)                                | 11,040.00                | 11,600.00                 | 5.07                  |
| <b>Hire of open space of land for local shows etc - (Note 3)</b>         |                          |                           |                       |
| <b>Hire of recreation grounds for local shows etc – (Note 1 &amp; 3)</b> |                          |                           |                       |
| Commercial hiring - (Note 4)   |                          |                           |                       |
| Charitable hiring - (Note 5)   | 73.00                    | 77.00                     | 5.48                  |
| <b>Use of changing facilities - (Note 1)</b>                             | 37.50                    | 39.50                     | 5.33                  |
| <b>Rounders</b>  |                          |                           |                       |
| Bath Lane Recreation Ground - (Note 1)                                   | 64.50                    | 68.00                     | 5.43                  |
| Stubbington Recreation Ground - (Note 1)                                 | 64.50                    | 68.00                     | 5.43                  |

#### Notes

1. Fee inclusive of VAT at the prevailing rate, unless exemption conditions as set out on page 1 are met
2. 12 x 30 min sessions per week. Additional sessions to be charged at casual rate
3. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring
4. At a rate to be determined by the Director of Community on an individual basis proportionate to the estimated income derived from the event.
5. Charge can be waived at the discretion of the Director of Community

## APPENDIX E

From 1 April 2013 the Government abolished Council Tax Benefit and all billing authorities had to develop their own schemes, called Local Council Tax Support Schemes, to replace it.

For 2013-14 Fareham Borough Council agreed, following public consultation, the following principles:

- Every Working Age claimant should pay something towards their Council Tax – maximum support was reduced from 100% to 91.5%
- The scheme should protect the most vulnerable claimants therefore providing the same level of assistance as the previous Council Tax Benefit Scheme
- Make work pay by increasing the amount of income that working age customers can earn before it affects their level of Council Tax Support
- Provide extra financial support to those suffering genuine hardship as a result of the changes
- Provide funding to Fareham Citizens Advice Bureau to employ a Budgeting Advisor for a period of 3 years to assist claimants affected by the changes

For 2014-15 the Council agreed, following public consultation, the following principles:

- Every Working Age claimant should continue to pay something towards their Council Tax – maximum support was reduced from 91.5% to 80%
- The amount of Council Tax Support to be capped to a Band C for those claimants living in larger properties
- All non-dependents (such as adult sons or daughters) should pay something towards the household's Council Tax bill
- Continue to incentivise work by keeping the amount of income that working age customers can earn before it affects their Council Tax Support at the levels agreed for 2013/14
- The scheme should continue to protect the most vulnerable claimants therefore providing the same level of assistance as the previous Council Tax Benefit Scheme
- Continue to provide extra financial support to those suffering genuine hardship as a result of the changes

For 2015-16 it is proposed to retain the principles agreed in the 2014-15 scheme. A public consultation exercise ran from 22 September 2014 to 19 October 2014 seeking views on these proposals. A total of 101 responses were received and the results indicate that the proposed scheme is supported by the majority of respondents. 82% of respondents agreed that the current scheme is fair and 91% agreed that those with severe disabilities or in receipt of war pensions should continue to receive full council tax support. An impact assessment has been carried out and it confirms that we continue to comply with requirements.

The proposed scheme for 2015-16 will provide the same level of assistance & protections as in the previously agreed Council Tax Support Scheme (with some increases in the components of the calculation to allow for rises in the cost of living in line with the Government's annual increases to other welfare benefits). This will enable the Council to contain the cost within available resources.

Members are invited to consider this proposal and recommend to Full Council an unchanged Local Council Tax Support Scheme for 2015-16.