

Public Document Pack



SUMMONS

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE HART DISTRICT COUNCIL WILL BE HELD IN COUNCIL CHAMBER ON THURSDAY 16 MAY 2024 AT 7.00 PM

Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council Website.

Please download all papers through the Modern.Gov app before the meeting.

- **At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- **The Chairman will announce that this meeting will be recorded and that anyone remaining at the meeting had provided their consent to any such recording.**

1 ELECTION OF CHAIRMAN

To elect a Chairman from amongst the Councillors of the District.

2 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman from amongst the Councillors of the District.

3 MINUTES OF PREVIOUS MEETING (Pages 5 - 11)

To confirm the Minutes of the Council Meeting held on 25 April 2024.

4 APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members*.

***Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

5 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other interests*.

***Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.

6 CHAIRMAN AND CHIEF EXECUTIVE'S ANNOUNCEMENTS

To receive any announcements from the Chairman and/or Chief Executive.

7 MEMBERSHIP OF CABINET

The Leader of the Council to confirm the composition of Cabinet.

8 MEMBERSHIP OF COMMITTEES

To receive nominations of Members to serve on each Committee.

Committee	Cons	CCH	LD	Ind	To be Allocated
Audit*					7
Licensing					15
Overview and Scrutiny***					11
Crime and Disorder Joint Scrutiny					3
Five Councils Partnership Joint					2
Development Management**					11
Standards					6
Staffing and Appeals					5

Notes:

*No Members of the Cabinet may be Members of the Audit Committee.

**It is Council practice that membership of the Development Management Committee will comprise the maximum of one representative from each Ward, provided this is consistent with the rules on political balance.

***No Members of the Cabinet may be Members of the Overview and Scrutiny Committee.

Standards Committee

To confirm membership of the Standards Committee for the municipal year 2024/25

- i. Six District Councillors (as above)
- ii. Three Parish Members to be appointed by Hart District Association of Parish and Town Councils.

9 ELECTION OF CHAIRMAN OF COMMITTEES

The Chairman of the Council will take nominations for Chairman of each Committee.

*Note:

- i. Standards Committee will elect its own Chairman at its first meeting.
- ii. A councillor may not hold the office of Chairman or Vice Chairman of the Council, or be Chairman of any committee of the Council, for more than three consecutive years without the consent of the Council.
- iii. The Chairman and Vice Chairman of the Council shall not be eligible for election as Chairman of any standing committee but shall be eligible for election as Chairman of an ad-hoc Committee, Working Party or Sub Committee.
- iv. The Committees will subsequently elect their respective Vice-Chairman at their first meeting.

10 OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT 2023/24 (Pages 12 - 17)

To receive the Report of the work completed by the Overview and Scrutiny Committee 2023/24 and to make comments thereon.

11 APPOINTMENT OF INDEPENDENT PERSONS

To advise that the Council is advertising to seek to appoint two Independent Persons for a three year term.

In the meantime, Council to agree that the Monitoring Officer is to be authorised to approach adjoining Authorities with a view to sharing their Independent Persons for an interim period.

Date of Dispatch: Wednesday 8 May 2024

COUNCIL

Date and Time: Thursday 25 April 2024 at 7.00 pm

Place: Council Chamber

Present:

COUNCILLORS -

Wildsmith (Chairman)

Smith	Davies	Oliver
Axam	Delaney	Quarterman
Bailey	Dorn	Radley
Blewett	Farmer	Southern
Butcher	Forster	Thomas
Butler	Hale	Vernon
Clarke	Harward	Woods
Coburn	Kennett	Worlock
Collins	Makepeace-Browne	
Crampton	Neighbour	

Officers Present:

Daryl Phillips - Chief Executive

Emma Evans - Committee and Member Services Officer

Kathy Long – Committee and Member Services Officer

The Chairman announced that a former Chief Executive of HDC Grahame Jelbart had passed away.

The Chairman made a personal statement explaining that he would leave the meeting once the formal business was concluded.

75 MINUTES OF PREVIOUS MEETING

Two points of accuracy had been submitted.

Cllr Smith had advised that the Minutes should be amended to reflect the Chairman of the meeting.

Cllr Quarterman had advised that under Minute 68, an announcement had been omitted and that the minute should be amended as follows:

‘The Portfolio Holder for Climate Change and Corporate Services, Councillor Quarterman informed Members that:

The waste vehicle fleet was being converted to run on Hydrogenated Vegetable Oil, which delivered a 96% reduction in fuel carbon emissions. An allocation of £35,000 had been agreed by Cabinet and was contained in the budget papers.

Regarding provision for the conversion of the boilers in the three largest and costliest buildings to heat, the Hart and Frogmore Leisure Centres and the Civic Offices were currently estimated to cost £2.25 million. An application for a grant under the next phase of the Public Sector Decarbonisation Scheme would be made. This would aim to reclaim 75% of the total costs of the projects, and reserves had been earmarked to cover the remaining costs. This included the work currently underway to assess the proposal for solar panels in the leisure centre car park. Council was urged to support the budget in relation to Climate Change.'

The amended Minutes of the meeting of 22 February 2024 were confirmed and signed as a correct record.

76 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Cockarill. Councillors Hale and Woods would be arriving late.

77 DECLARATIONS OF INTEREST

No declarations made.

78 COUNCIL PROCEDURE RULE 12 - QUESTIONS BY THE PUBLIC

No questions received.

79 COUNCIL PROCEDURE RULE 14 - QUESTIONS BY MEMBERS

No questions received.

80 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the following Members, who were standing down from the Council, for their commitment and wished them well:

Councillor Blewitt having served for 35 years.
Councillor Kennett having served for 16 years.
Councillor Butcher having served for 3 years.

The Chairman also thanked Councillor Engström for her time on the Council and wished her well having resigned due to ill health.

Members were advised that there would be an opportunity for all to speak after the formal business had been concluded.

The Chairman announced that the Vice-Chairman had attended the recent North East Hants Civic Day on his behalf.

Post meeting Note:

The Chairman's engagements since the last meeting were:

2 March: Mayor of Basingstoke's Spring Charity Concert

19 April: Visit to Heatherside Junior School with Cllrs Butcher and Davies

81 CABINET MEMBERS' ANNOUNCEMENTS

Councillors Hale and Woods arrived at 19.06.

The Leader of the Council, and Portfolio Holder for Strategic Direction, and Partnerships, Councillor Neighbour announced that 2024 marked the 50th anniversary of Hart District Council creation in 1974. A 50th anniversary stencil has been added to the Civic Office entrance and officers were using a 50th anniversary Teams background.

The Deputy Leader and Portfolio Holder for Finance, Councillor Radley had nothing to report.

The Portfolio Holder for Communities, Councillor Bailey reported that:

- The Domestic Abuse provision has been mobilised. The 'support and navigation service' was jointly grant-funded with Basingstoke and Deane Borough Council. Two team members had started (employed by You Trust), the teams had established referral arrangements, and the specialist workers were already working with some Hart residents. They have also booked in training on specialist topics such as Stalking.
- A member of the Disabled Facilities Grant team had qualified as a Trusted Assessor. This meant that residents applying for less complex adaptations using the disabled facilities grants scheme would receive a speedier response from the in-house team. They could carry out some of the assessments previously requiring a visit from a Hampshire County Council Occupational Therapist. This model would act as a pilot across Hampshire.

The Portfolio Holder for Digital and Communications, Councillor Clarke had nothing to report.

The Portfolio Holder for Planning Policy and Place, Councillor Cockarill had not submitted a report in his absence.

The Portfolio Holder for Regulatory, Councillor Collins had nothing to report.

The Portfolio Holder for Community Safety and Development Management, Councillor Oliver urged Members to read the latest copy of the Community Safety newsletter which featured training on Community-In-Motion. The training was offered to Councillors and community members in how to challenge and act on witnessing domestic abuse or violence in a safe manner. The first training session was planned for 21 May in the Council Offices. Full details were in the newsletter.

The Portfolio Holder for Climate Change and Corporate Services, Councillor Quarterman announced the following:

- In July 2023, a motion had been passed to investigate the feasibility of a solar voltaic electricity installation and regenerative waste heat recovery plant packaged as a data centre linked to the swimming pool at the Hart Leisure Centre. This had been inspired by a scheme implemented in Exmouth, Devon which attracted significant national media attention.
- Hart had already engaged a consultancy to explore options for reducing carbon emissions from our Leisure Centres, and these consultants had successfully assisted us in securing a grant of £201,500 from the Sport England Swimming Pool Support Fund to install further solar PV on the roof of the Hart Leisure Centre in Fleet. This was estimated to reduce carbon emissions by approximately 27 tonnes per year.
- The consultants had been in dialogue with the providers of the data centre technology provider responsible for the Exmouth installation. Not surprisingly, they had been overrun with enquiries of interest and were prioritising schemes of more significant value, so progress has been slow. Indicative data suggested that a data centre would require additional electricity to run, but that, when implemented, in conjunction with additional solar panels, an overall saving in carbon emissions was possible. However, implementation would require significant additional investment in the electrical infrastructure and potentially further solar that would need to be funded by the Council. The Council was continuing to meet with the technology providers in order to further explore the long-term commercial and environmental benefits of this scheme, which had required the signing of a Non-Disclosure Agreement between the participating companies and would limit the amount of detailed data that could be placed in the public domain. Therefore, the conclusion was that we should press ahead with the significant gains from the solar panels on the roof, while continuing to explore the options for the data centre concept.
- The consultants' report on this had been circulated to the Members who had proposed the motion and is available on request from the Sustainability and Climate Change Officer.

- In April, Cabinet had agreed some changes to the governance arrangements for Butterwood Homes, which included the replacement of the independent Director with one of the Council's Finance Officers. Councillor Quarterman expressed thanks to the outgoing independent Director John Swinney for his support over the last three years and wished him well.
- Phase 2 of the roll out of kerbside collection of Waste Electrical and Electronical Equipment has been completed. This service had now offered to approximately 50% of households in Hart. There have been few problems or complaints, and in the first 10 weeks, 3.4 tonnes of electrical equipment had been collected. Phase 3 would roll out at the end of May, completing during the summer.
- Following the installation of HVO (Hydrotreated Vegetable Oil) tanks in March, 38 vehicles the combined waste fleet had now been converted to run on this low-carbon fuel, which represented about 30% of the Council's collection vehicles.
- There had been a second instance of a fire on a waste collection vehicle. The principal cause of these types of fires was volatile and inflammable material such as batteries or disposable vapes being placed in regular household waste bins. The Waste client team would be working with the communications team to further reinforce this message. Members were urged to remind residents of the importance of not placing batteries or disposable vapes in their household waste.

82 CHIEF EXECUTIVE'S ANNOUNCEMENTS

The Chief Executive confirmed that on 2 May 2024 all election ballot boxes would be verified on the night. The District Council ballot papers will be counted on Thursday, 2 May. The Police Crime Commissioner (PCC) ballot papers would be placed in safe storage and counted on Friday, 3 May.

A Member asked if parking arrangements had been made for the new polling station at All Saints Church, Fleet. The Portfolio Holder for Community Safety and Development Management confirmed that free parking for electors will be available in Church Road Car Park directly opposite the polling station.

83 MINUTES OF COMMITTEES

The Minutes of the following Committees, which had met on the dates shown, were received by Council.

Meeting	Date
Licensing (draft)	6 February 2024

Planning	14 February 2024
Overview and Scrutiny	20 February 2024
Staffing (draft)	6 March 2024
Cabinet	7 March 2024
Planning	13 March 2024
Overview and Scrutiny	19 March 2024
Audit (draft)	26 March 2024
Cabinet (draft)	4 April 2024
Planning (draft)	10 April 2024

Staffing Committee

Councillor Makepeace-Browne introduced Minute No. 41 the Pay Policy Statement 2024-25.

Proposed: Makepeace-Browne
Seconded: Butler

Decision Minute No. 41

Council unanimously agreed the Pay Policy Statement 2024-25

Planning (10 April)

A Member raised a question about the Minutes. He asked that consideration be given to preparing a Supplementary Planning Document on fire safety in relation to battery storage facilities.

It was agreed that a written response would be provided to Members as this was a matter of public interest.

Cabinet (4 April)

A Member requested the Cabinet Minutes be amended to reflect the attendance of Councillors Butler and Smith.

84 OUTSIDE BODIES - FEEDBACK FROM MEMBERS

Councillor Wildsmith informed Members that the Basingstoke Canal Joint Management Committee had been disbanded. Levy-paying authorities will be invited to one meeting a year but will have no voting rights.

Councillor Dorn explained that he had written to Members reflecting the concerns of the Overview and Scrutiny Committee, encouraging them to submit reports on the work undertaken with Outside Bodies this year for inclusion in a report to Cabinet.

Councillor Dorn stated that the application for Silver Status for the Military Covenant had been submitted, and an announcement was expected in June.

The meeting closed at 7.22 pm

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 16 APRIL 2024

TITLE OF REPORT: REVIEW OF THE WORK OF OVERVIEW AND
SCRUTINY COMMITTEE MUNICIPAL YEAR 2023/24

Report of: Chairman of the Overview & Scrutiny Committee

1. PURPOSE OF REPORT

To review the work of Overview and Scrutiny Committee over the past year 2023/24.

2. CHAIRMAN'S RECOMMENDATION

That the Committee endorses the report prepared by the chairman on its behalf and recommends that the report's recommendations for the Committee's future work programme be accepted by full council.

3. EXECUTIVE SUMMARY

2023-24 has been another very busy year for the Overview and Scrutiny Committee of Hart District Council. Following training from an outside body specialising in O&S, early in the municipal year, greater use has been made of Task and Finish Groups (T&FGs) to examine issues in more detail and make more targeted recommendations to Cabinet.

The Committee has been extremely diligent in reviewing key papers prior to them being considered by Cabinet and has often provided detailed and significant comments to help improve the inherent quality of policy before adoption.

This year, we have welcomed presentations from Hart's core grant holders to help the Committee better understand the impact that Hart's funding is making to the vibrant voluntary sector.

In addition to the regular reports, Section 6 highlights 16 core areas that the committee has focussed on through the year. Some issues have been reviewed multiple times, as issues and details continue to emerge, and the clarity of scrutiny is needed.

Members are thanked for their positive and generally collaborative approach, even when disagreeing.

4. WHAT IS OVERVIEW AND SCRUTINY?

Every local authority operating a Cabinet and Scrutiny model has a Cabinet made up of the Leader of the Council and up to nine other members. All executive decisions (i.e., those needed to implement the Policy Framework and Budget approved by the Council) are taken by the Cabinet.

Overview and Scrutiny bodies are not "decision making" bodies but are bodies which monitor and influence those that are. The Overview and Scrutiny role, carried out by non-Cabinet members, is designed to support the work of the Council in the following ways:

- Reviewing and scrutinising decisions taken by the Cabinet (acting as a "critical friend")
- Considering aspects of the Council's performance
- Assisting in research, policy review and development

- Involving itself with external organisations operating in the district to ensure that the interests of local people are enhanced by collaborative working
- Providing a means of involving the communities in the Council's work.

The Committee also reviews and scrutinises decisions made, or actions proposed in connection with the Council functions, including that of budget monitoring and service delivery.

5. REVIEW OF 2023/24 AND THE ACTIONS TAKEN

5.1. Regular Reports

The Committee received quarterly or bi-annual monitoring reports and raised comments on the following:-

- Service performance relative to Service Plan and Key Performance Indicators on a quarterly basis (once the Service Panels had been formalised).
- The lack of staffing resources, leading to and exacerbating performance output issues within the Place service were noted with concern by O&S during the year via the feedback from the Service Panels.
- Outturn Position, Medium Term Financial Strategy (MTFS) along with Capital Strategy, Treasury Management Strategy Statement and Asset Management Plan Budget monitoring to ensure that the Council in on track to meet and stay within Council agreed budget parameters
- Hart Flood Forum – twice a year (including details of Parish Flood Forum)
- Corporate Risk Register update – bi-annually, Members review the Corporate Risk Register which is also reviewed by Hart management on a regular basis to provide assurance that appropriate arrangements are in place to mitigate identified risks. Specific comments made as necessary.
- Analysis of complaints received by the Council (reduced from quarterly to bi-annual due to the success and confidence in its operation).
- Cabinet Work Programme and O&S Work Programme are reviewed each month with updates and changes to the O&S work programme agreed by the committee.

5.2. Regular Annual One-Off Reports

The Committee also received and commented (or “noted” – as appropriate) on:-

- Prior to consideration by Cabinet the draft Treasury Management Strategy
- Draft Budget
- Draft Service Plans
- Local Government Ombudsman Annual Review Letter was noted
- Crime and Disorder Joint Committee update was noted

5.3. Service Managers and Executive Directors

Service Managers and Executive Directors attended relevant meetings and answered questions about their Service Plans.

5.4. Presentation by Core Grant Recipients

This year, O&S had presentations from the recipients of core grants to highlight how Hart's contributions to various organisations was being used and the difference it was making to the organisations. This included: Fleet Pheonix, Citizens Advice Hart, Hart Voluntary Action (HVA), Inclusion Education.

6. INDIVIDUAL ITEMS OF NOTE

6.1. Climate Change

June: Members reviewed the Climate Change Action Plan and provided comments to Cabinet. While the overall intent was supported and the improvement from a previous version was noted, work was requested in the correct use of terminology.

December: Members received an update on projects. Several questions were raised about: de-carbonisation projects, EV charging point costs, Solar Power costs, delays to the roll-out of the thermal camera loan project.

6.2. CCTV Issues

6.2.1. Feedback from Visit to CCTV Centre (June)

The visit was a great success. The feedback highlighted many positive aspects of the new centre, however there were some concerns with the arrangements and these points were highlighted.

6.2.2. Portfolio Holder Update (July)

At the Committee's request the Portfolio holder gave an update on the CCTV service since the transition to the new provider. Several issues were raised and from that discussion a T&FG was proposed to look at these in more detail.

6.2.3. CCTV T&FG

Terms of Reference (ToRs) agreed in August, the T&FG reported in December. The report made several recommendations to Cabinet to improve the use, coverage and process surrounding the CCTV system. Concerns were noted about the serviceability and performance of the previous system.

6.3. Conservation Area Approach T&FG

June: The Task and Finish Group (T&FG) was formed to examine the various experiences of Parish Councils in updating their Conservation Area documents. 16 specific recommendations were made to improve the process going forward.

October: The progress against the recommendations was reviewed and concerns raised about progress on some items. A further recommendation was to re-review in early 2024.

February: The committee further reviewed progress on the T&FG recommendations. The committee agreed that the recommendations had been addressed but concerns remained about the timescales for processing and the "them & us" approach.

6.4. Review of Reserves (including SANGS) (July)

An initial review of reserves had been conducted and reported to O&S. Several specific points were noted and passed to Cabinet.

6.5. Update on Flood Alleviation Schemes (August)

Provided an update on the progress (or lack of) on 3 major schemes across the District. The O&S committee expressed concerns to Cabinet about the timing of the review of the project, communications with residents, timelines and KPIs for the retained projects. Concerns were also raised about the lack of alternative plans or work schemes for high-risk communities.

6.6. UK Shared Prosperity Fund (UKSPF) Resources and Programme Update

September: an update was presented on the progress of the fund.

January: members reviewed the outcome of the recent proposal marking activity to allocate the funds. Many Members of the committee had concerns about the scoring criteria, the way it had been applied, the rejection of matched funding in the marking scheme and therefore the outcomes of the process. Additionally, significant concerns were voiced about the shift in the financial boundary between the two work streams after the marking process was concluded. The committee was unable to recommend the paper to Cabinet.

6.7. Review Progress on the Shapley Heath Actions (September)

The actions followed on from previous investigations into Shapley Heath and the various external reports that had been drawn together by Audit Committee into a coherent set of actions. Several issues and concerns were highlighted to Cabinet and Audit Committee.

6.8. Fly Tipping T&FG

The Fly Tipping T&FG was proposed in July, ToRs agreed in September and reported in February. The T&FG made a wide-ranging series of suggestions and recommended that the report should be updated and then passed to Cabinet with a proposal that they carry out a review and options appraisal for the service.

6.9. Viability Appraisals for New Development Supplementary Planning Document (October)

This was well-received by O&S, with some additional recommendations and suggestion provided to strengthen the documents prior to consideration by Cabinet.

6.10. Parking Enforcement and Machines

October: Concerns were raised to Hampshire County Council about the effectiveness of parking enforcement following the transfer of the service. HCC were invited to attend O&S to answer questions but decline to do so, some information was provided, but was not what the committee wanted. HCC Officers were most helpful in providing guidance for District Cllrs to focus enforcement services where and when needed.

November: the review of the trial of a new parking payment machine (within Hart's car parks) was positively received. However, some concerns were expressed about the need for an equalities assessment to include suitability for the visually impaired.

6.11. SPD Cycle and Car Parking in New Developments (November)

The draft documents were well received and some comments provided prior to them going to Cabinet.

6.12. Annual Planning Policy Monitoring Report

The report shows how Hart is progressing against its Local Plan targets, which was generally seen to be positive.

6.13. Local Cycling and Walking Infrastructure Plans (LCWIP)

November: Overview & Scrutiny Committee had concerns about the detailed design sections of LCWIP report in version presented to the meeting and encouraged a significant review of the document in conjunction with feedback, prior to it going to Cabinet.

Cabinet agreed, that as a result of discussion at O&S, members could revisit with officers the proposals outlined in the document on a ward basis. This was taken up by some councillors in January and suggestions/discussions were noted by officers into a revised version, along with revised inputs from HCC officers.

6.14. Butterwood homes (Hart Housing Company) update by scrutiny panel

The sub-committee providing oversight of Butterwood homes provided feedback to O&S. The Panel had issues obtaining the expected details for review around October. More directed requests yielded the necessary information that showed the company was solvent, but a revised corporate structure was also supported at the March meeting.

6.15. Gypsy Traveller Temporary Pitches T&FG

January: Following a briefing from the CEO on the issues, a new T&FG was proposed for the following municipal year and an initial set of ToRs agreed in February.

6.16. Local Enforcement Plan (February)

Members reviewed the Local Enforcement Plan and were broadly supportive. Several comments were raised to be considered before submission to Cabinet.

7. Recommendations

The new O&S committee will be appointed following the elections and while this committee cannot define future O&S work, it is recommended that next municipal year the work programme should include:-

1. Closely monitor the development, performance and use of the CCTV system.
2. Monitor the delivery of the UKSPF for value, quality and timeliness.
3. Encourage improved actions to reduce fly tipping.
4. Monitor the efficacy of parking enforcement.
5. Develop and run the Gypsy Traveller Temporary Pitches T&FG
6. Continue the Multi Agency Flood Forum and further develop the Parish Flood Forum.
7. Encourage and scrutinise the Local Plan assessment

In addition to the standing items that the committee has outlined in the future work programme.

Contact Details: Councillor Chris Dorn