

Notice of Meeting

Overview & Scrutiny Committee

Date: Tuesday, 13 September 2016

Time: 17:30

Venue: Main Hall, Crosfield Hall (Romsey), Broadwater Road, Romsey,
Hampshire, SO51 8GL

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Legal and Democratic Service

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of Overview & Scrutiny Committee

MEMBER		WARD
Councillor C Lynn	Chairman	Winton
Councillor I Jeffrey	Vice-Chairman	Dun Valley
Councillor N Adams-King		Blackwater
Councillor D Baverstock		Cupernham
Councillor J Cockaday		St Mary's
Councillor D Drew		Harewood
Councillor C Dowden		North Baddesley
Councillor B Few Brown		Amport
Councillor A Finlay		Chilworth, Nursling and Rownhams
Councillor P Hurst		Tadburn
Councillor J Lovell		Winton
Councillor J Neal		Millway
Councillor B Page		Harroway
Councillor T Preston		Alamein
Councillor J Ray		Cupernham
Councillor K Tilling		Valley Park
Vacancy		

Overview & Scrutiny Committee

Tuesday, 13 September 2016

AGENDA

The order of these items may change as a result of members of the public wishing to speak

- 1 Apologies
- 2 Public Participation
- 3 Declarations of Interest
- 4 Urgent Items
- 5 Minutes of the meeting held on 3 August 2016.
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Briefing Note 5 - 11
8.1 Corporate Equality Objectives 2012-2016
- 9 Corporate Action Plan 12 - 13
Councillor Carr will give a presentation reporting on the progress made against the first year of the Corporate Action Plan (20 minutes)
- 10 Update on Romsey Future 14 - 35
Progress on the Romsey Future initiative since the Committee last considered the matter in February 2016 (20 minutes)

ITEM 8.1**Overview and Scrutiny Briefing Note**

Title	Corporate equality objectives 2012-16		
Report of the	Senior Policy Officer		
Author	Sophie Tyldesley	Ext	8123
Report to	Overview and Scrutiny Committee	Date	13th September 2016

Introduction

Under the Equality Act 2010 the Council is required, in the exercise of its functions to give due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

These three requirements are known collectively as the Public Sector Equality Duty.

In 2012, the Council published its two corporate equality objectives, as required by the Equality Act 2010. The number of objectives were deliberately kept to a minimum to ensure that focus would be maintained, and concentrated on supporting better decision making. These objectives are as follows:

- To improve the Council's evidence base in respect of residents and staff.
- To make sure that residents can have involvement in how we develop and deliver our services.

Each objective is accompanied by a number of expected outcomes. This report sets out how we have delivered against each of these objectives and their expected outcomes.

Main focus of the document**Background**

The Council is committed to ensuring equality of opportunity for all. As a service provide and employer we are committed to ensuring fair treatment and equal access to our services, information and employment. This means that everyone can expect

the same standards of treatment, regardless of their gender, disability, race, ethnic or national origin, age, religion or belief, maternity or paternity status, or sexual orientation.

This commitment to equality and diversity is a key component of our Corporate Plan 2015-19: Investing in Test Valley. Our vision is to be an organisation of excellence committed to improving the quality of life of all the people in Test Valley. This vision is underpinned by our values, which include inclusiveness.

Inclusiveness is woven into the fabric of our Corporate Plan, which governs the delivery and development of our services. Through extensive consultation our communities told us what was important to them, and we developed our Plan accordingly, in order to respond to their most pressing concerns whilst ensuring that our plans concentrate on meeting the needs of individuals and groups in our communities.

The Council's ongoing commitment to the principles of equality and diversity is also reflected in the work that has been done to deliver on the two corporate equality objectives. This work is outlined below.

Objective 1: to improve the Council's evidence base in respect of residents and staff

We will improve knowledge of our staff, including ensuring staff are satisfied with the Council as an employer and attracting applications for vacancies from a diverse range of individuals

Current staff

The Council prides itself on being a learning organisation and is proactive in helping staff to develop their skills, knowledge, experience and professional qualifications, either to do their role more effectively or to help them prepare for their next career move. Learning is provided in a variety of ways and starts from a comprehensive induction when staff first join the Council. Each member of staff has their own annual Personal Development Plan and managers and staff work together during the year to ensure this learning takes place.

Learning takes a variety of forms and ranges from simply trying new tasks through to secondments, project work, leading on new initiatives, e-learning, lunch-and-learn sessions, attendance at courses and seminars, and financial and time support for technical and professional achievement of qualifications. Additionally, a range of management and leadership support is available to those who are aspiring to be managers, as well as for more senior staff where strong leadership skills are needed. This is all underpinned by coaching training, as part of the Council's plan to be a coaching organisation. This approach ensures that all staff, regardless of protected characteristics, are supported and encouraged to develop their skills, knowledge and experience, and that managers understand the needs and aspirations of their staff.

As well as supporting staff in their career development, it is recognised that the Council must support members of staff to maintain a positive work/life balance. Therefore, the Council offers flexible working to enable carers to work whilst caring for children and other family members, and will consider all requests for part time work patterns.

Through the childcare vouchers scheme, working parents can opt to exchange part of their salary for childcare vouchers. Exempt from tax and NI contributions, childcare vouchers are used to pay for any form of registered or approved childcare, including nurseries, nannies and before and after school clubs.

In 2015 the new annual staff survey was launched. This includes a set of ten 'barometer' questions that remain the same each year, as well as additional questions on specific areas of interest or pertinent issues. The ten set questions allow trends in staff satisfaction to be monitored from year to year.

The results of the survey are reported for the Council overall, as well as by service. If any areas are highlighted as requiring improvement at a service level, an action plan is drawn up by the relevant Head of Service and Human Resources so that steps can be taken to improve workplace satisfaction.

The staff survey allows overall staff satisfaction to be monitored and provides members of staff an opportunity to anonymously voice concerns. By understanding how staff are feeling at work, the Council can ensure that it responds to the needs of its staff and continues to operate as an inclusive and responsive employer.

2015's staff survey received responses from 58% of staff members, and in 2016 this response rate rose to 62%. Since 2015, the Council has seen an overall improvement in staff satisfaction

Recruitment

The Council recognises that people take many different routes into employment. Therefore, we are looking to expand our apprentice, intern and work experience programme to encourage more younger people to discover the benefits and opportunities that working for local government provides. However, we recognise that it is not only young people who can benefit from this programme, and we welcome applications from all ages.

We want to encourage disabled applicants to apply for our jobs, so we are proud to have been granted the "two ticks" symbol by Jobcentre Plus. This means that we have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.

It is a corporate policy that all job interviews are to be conducted by a panel, with at least one member of staff who does not work in the recruiting service sitting on the panel. This is to ensure that interviews are conducted in a fair manner and that candidates are assessed objectively.

A new recruitment portal has recently been launched with the view to attracting applications from a wider and more diverse range of people.

We will improve knowledge of our residents

A set of 24 ward profiles have been developed with Councillors which contain demographic information about Test Valley's wards and residents. Additionally, a set of parish profiles are being produced to compliment the ward profiles and provide demographic information at parish level, and a borough-wide profile is produced each year which provides a demographic overview of the population of Test Valley.

As well as the ward, parish and borough profiles, a report is published in January each year which provides a statistical overview of equality and diversity in the borough. This document provides information on each of the protected characteristics for residents of the borough, as well as for Council staff, Valley Leisure members and customer of The Lights.

These profiles are updated regularly, and provide Members, officers and members of the public the opportunity to easily access and understand data relating to equality and diversity across the borough.

Our services are accessible and do not discriminate on any unjustifiable grounds

The Council's Customer Charter states that "we will ensure everyone has equal access to our services". The Council recognises that different methods of access may be required for all residents to receive the same level of service.

For customers who wish to speak directly to officers, the Council provides a Minicom service for those who are hard of hearing. Additionally, alterations have been made to the reception areas at Beech Hurst in Andover and the Former Magistrates' Court in Romsey to make it more accessible and user friendly for people with a variety of disabilities.

All public facing documents are available in large print for those who require it, and The Big Word translation services company is used to translate Council publications into foreign languages where necessary.

The Council is creating more opportunities for customers to access Council services online and outside of core working hours. The Digital Transformation Strategy 2016-19 outlines the way in which the Council is redesigning its services to be agile and respond to changes in customer needs and behaviour. By investing in digital transformation we are working to ensure that Test Valley's residents are able to access information and services at a time and place that suits them, and in an easily accessible manner. The introduction of our new digital portal, My Test Valley, has already seen a marked increase in digital transactions, and provides an accessible alternative to face-to-face or over the phone contact with the Council.

Where our standard approach to service delivery does not provide equal access then appropriate methods of service delivery are adopted. For example, Environmental Services offer assisted bin collections to our residents who are not able to present their waste at the kerbside for collection.

We will develop a training package for staff and Councillors

Since 2011, training sessions on the Equality Act 2010 have been hosted for new members of staff joining the Council. In 2014, a new equalities and diversity training session was developed for new staff as part of the corporate induction programme. These training sessions introduce new staff to the importance that the Council places on equality and diversity, and provides them with the knowledge and tools to embed the principles of equality and diversity in their work.

Alongside the officer session, a new equalities and diversity training session has been designed for Councillors as part of the Empowering Communities programme. This training session aids Members by providing an overview of the legislative framework that governs matters of equality and diversity and offering guidance on adopting the Public Sector Equality Duty in their community Councillor role.

Objective 2: to make sure that residents can have involvement in how we develop and deliver our services.

People involved in consultation with the Council broadly reflect the population of the borough, and opportunities to get involved in consultation are made available to the widest possible audience.

We are always looking at ways to ensure that as many people as possible have the opportunity to engage in public consultation, and that residents with protected characteristics are proportionally represented.

As part of the development of the Corporate Plan 2015-19, wide ranging consultations took place with local people during the summer of 2014. Councillors and officers spoke to more than 1,000 people across the borough to ask them what issues were important to them and what the Council should focus on for the next four years. The demographics of respondents were monitored to ensure that the respondents broadly reflected the borough population as a whole.

Test Valley's two largest community planning projects, Romsey Future and Andover Vision, use innovative engagement techniques to ensure that as broad a range of people are involved as possible. Members and officers have spoken to people at a wide range of community events, schools and youth groups and on market days in order to understand residents' views on the future of their towns. Additionally, both Romsey Future and Andover Vision offer many different ways in which to become involved – including by sitting on the Co-ordinating Group and working on individual project areas in Romsey, and attending working groups in Andover – which allows people to commit to as much or as little involvement as they choose. The continued dialogue with members of the community that characterises both Romsey Future and Andover Vision ensures that both partnerships continue to reflect the diverse range of views and aspirations of the towns' residents.

As well as working in and with our communities to ensure broad and inclusive consultation, many of our community consultations are also done online. This provides an additional method of interaction with Council consultation, ensuring that communication with our residents is as accessible as possible.

We use customer insight to appropriately target individuals and groups to increase participation in consultation

Customer insight has been used to complement the demographic profiles in order to target service provision across a number of projects, most notably by Environmental Services in their work to increase recycling and reduce the number of bin fires. It has also been used to ensure that consultation responses broadly represent the different communities across Test Valley.

Communities understand the make-up of their own local population and can use this information to develop their own community plans

The Council has been successful in obtaining £30,000 from the Department for Communities and Local Government to fund initial work with parishes to produce Neighbourhood Development Plans. This initial work includes the creation of a Test Valley Toolkit to help parishes decide which method of community planning is most appropriate for their area, as well as practical advice and support. Additionally, the Council have been successful in recruiting a Neighbourhood Planning Officer to support communities through their community planning process. Parish plans have been created in response to the need of communities to understand the make-up of their own local population, and the pathfinder parishes that have been the first to undertake neighbourhood planning have assisted in the creation of these profiles to ensure that they are of use to community groups.

The creation of community plans will in turn help us to deliver on our objective to improve our knowledge of our residents. The planning process requires extensive consultation with residents to be undertaken, as well as the production of a detailed housing analysis. By encouraging empowerment of communities in such a way, we will develop a better understanding of our communities' aspirations and needs to complement our demographic understanding provided by the borough, ward and parish profiles.

Equality impact assessments (EqIAs) are carried out earlier in the project cycle and are actively used by decision makers.

Traditionally EqIAs have been carried out at the point of decision making. However, the recruitment of two new Project Managers and their relocation into the Chief Executive's Service working alongside Policy Officers represents an opportunity to introduce EqIAs into the project initiation phase of the project planning framework, as well into the service planning cycle. This will ensure that matters of equality and diversity are considered at the project development stage.

Conclusion

Over the past four years extensive work has been done to deliver on the Council's corporate equality objectives. This work will continue to be built upon to ensure that Test Valley Borough Council continues to be an inclusive organisation, both in terms of its staff and the communities that it serves.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0		
Author:	Sophie Tyldesley	Ext:	8123
File Ref:			
Report to:	OSCOM	Date:	13 th September

ITEM 9

Corporate Action Plan report

Report of the Leader

Recommended:

That OSCOM endorse the progress made against the Corporate Plan 2015-19's ambitions in year one of the Corporate Action Plan and recommend that the update be published on the Council's website.

SUMMARY:

- This report will be accompanied by a presentation that the Leader of the Council will make to OSCOM. The presentation will review how the Council is delivering on its ambitions as set out in the Corporate Plan 2015-19, *Investing in Test Valley*. This will include a review of the first year of the Corporate Action Plan for 2015-19 and will brief OSCOM on the projects coming forward in year two.

1 Introduction

- 1.1 This report will provide an overview of the projects taken forward in the first year of the Corporate Action Plan. The report will also brief OSCOM on the projects coming forward in year two which were approved by Cabinet in May 2016.
- 1.2 The contents of this report will form the basis of the presentation being made by the Leader of the Council at OSCOM.

2 Background

- 2.1 The Corporate Plan is underpinned by a Corporate Action Plan which runs for the lifetime of the plan and is updated annually. It shows in detail how the Council will make progress against its priority aims.
- 2.2 Each year a review is undertaken to update the Corporate Action Plan to ensure it continues to highlight the significant projects that the Council is taking forward in pursuit of its four corporate aims.
- 2.3 The four year term of the Corporate Action Plan means that all of the projects included in year one of the Plan will remain a corporate focus in year two. The Leader's presentation will provide an update on each of these projects in relation to the Corporate Plan's four ambitions. It will also outline the new projects coming forward that will continue to deliver on the Council's ambitions.

3 Conclusion

- 3.1 The Corporate Action Plan shows in detail how the Council intends to make progress by focusing on the actions it will take forward against each of the priorities of the Corporate Plan. As a result it informs decision making and allocation of resources across the Council.
- 3.2 A review of the first year of the Corporate Action Plan 2015-19 will be published on the Council’s website following the presentation to OSCOM which will brief Councillors on the projects delivered during 2015-16.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0		
Author:	Sophie Tyldesley	Ext:	8123
File Ref:			
Report to:	OSCOM	Date:	13 th September 2016

ITEM 10

Update on Romsey Future

Report of the Deputy Leader

Recommended:

That OSCOM endorses the direction of travel of the Romsey Future process.

SUMMARY:

This report outlines progress on the Romsey Future initiative since the Committee last considered the matter in February 2016.

1 Introduction

- 1.1 At its meeting In February 2016 OSCOM endorsed the proposal that TVBC sign-up to the Romsey Future Vision document.
- 1.2 OSCOM noted at that time that a number of partner organisations were also being asked to sign-up to the document.

2 Background

- 2.1 Romsey Future is a process, established by the Council and its partners, to create a long term vision for the town. In particular, it was agreed that it would be important to have a document that helped deal with the changes that would inevitably come to the town as a consequence of the new Local Plan.
- 2.2 The town has many groups and organisations that are active within the community. It was agreed at the outset that it was important that Romsey Future should be a partnership project made up of the voluntary, business and statutory sectors. Romsey Future is providing a successful vehicle for these groups to work together on a regular basis to agree on shared priorities.
- 2.3 It is also providing an ongoing process that brings people together to help influence and shape the town for many years to come.

3. Progress

- 3.1 Since the OSCOM meeting in February the Council has now formally signed up to the vision document along with a number of other key organisations working in the town. These include a range of statutory and voluntary sector organisations. The vision document itself was launched by the partners in June and is attached as Annex 1 for information.

- 3.2 OSCOM members will recall that Councillor Hatley, TVBC’s lead on Romsey Future, established a Co-ordinating Group in 2014 to help develop the vision and main strategic aims based on community input. The Co-ordinating Group is made of representatives from organisations from across Romsey. Following the development of the vision document, the Co-ordinating Group has taken on the role of Programme Board. In the next phase of work its main role will be to co-ordinate the development of an action plan to underpin the vision document. It will then oversee progress against the action plan.
- 3.3 The areas of the action plan, based on the large scale community involvement exercises within the town, have previously been agreed. The Co-ordinating Group has now appointed an individual as lead for each work stream of the emerging action plan. These are shown at Annex 2. It can be seen that the lead individuals come from across the Romsey Future partnership and represent a diverse range of organisations.
- 3.4 Each lead has been asked to develop an initial feasibility study on the projects identified by the public. Specifically they have been asked to use a ‘logic model’ technique developed by the Department of Local Government and Communities to undertake a rigorous assessment of the project ideas. The model helps identify whether or not the project ideas remain viable and/or whether they will deliver on Romsey Future’s ambitions. Project scoping documents, based on this work, will then be completed and actions plans developed to underpin them. In order to assist in this complex process, Romsey Future now has a project manager allocated to it from TVBC.
- 3.5 The scoping documents will be fully complete for the next public engagement event that will take place on 26th November. This will take the form of a “you said, we did” event. In the meantime each work stream area has been active in developing their area of work and where practical moving issues forward. These are briefly outlined below:

Tourism

Revd Canon Tim Sledge hosted a tourism conference in Romsey Abbey in April 2016. This conference was attended by more than 40 people who shared their ideas for establishing Romsey as a renowned tourist destination. A working group of people from across Romsey’s tourism sector is using the conference outputs to develop an action plan for the tourism work stream. This will be presented to the Co-ordinating Group in September.

Living Well

Anne Meader, the lead for this work stream, hosted a Romsey health conference in June with attendance from a wide range of stakeholders. Outcomes from the conference are now being used for further consultation. A logic model has been agreed and an action plan developed to progress community wellbeing and health initiatives. A meeting of the Romsey Community Network group is being arranged to identify further community development opportunities and volunteering in in Romsey so that they can be progressed.

Environmental Risks

An outline business case is currently being developed by the Environment Agency for proposed flood alleviation works in Romsey. Subject to funding being available a scheme could commence in 2017.

Employment/Business

The logic model is currently being reviewed in light of the Government's new apprenticeship scheme which will be introduced in May 2017.

Town Centre Facilities and Infrastructure

TVBC officers are currently preparing a scoping on the feasibility work for this work stream. A report will be presented to Cabinet and the Romsey Future Members' group, in due course.

Cycling and walking

A logic model has been drafted. A meeting of the 'Getting Around' working group is being arranged to agree the logic model and assign a community lead for the work-stream.

Local Plan/Neighbourhood Plan

A register of aspects to feed into the work of the Romsey Neighbourhood Planning Group is being drafted. Project initiation will begin when a decision is made on the options for addressing planning issues in the area.

Others

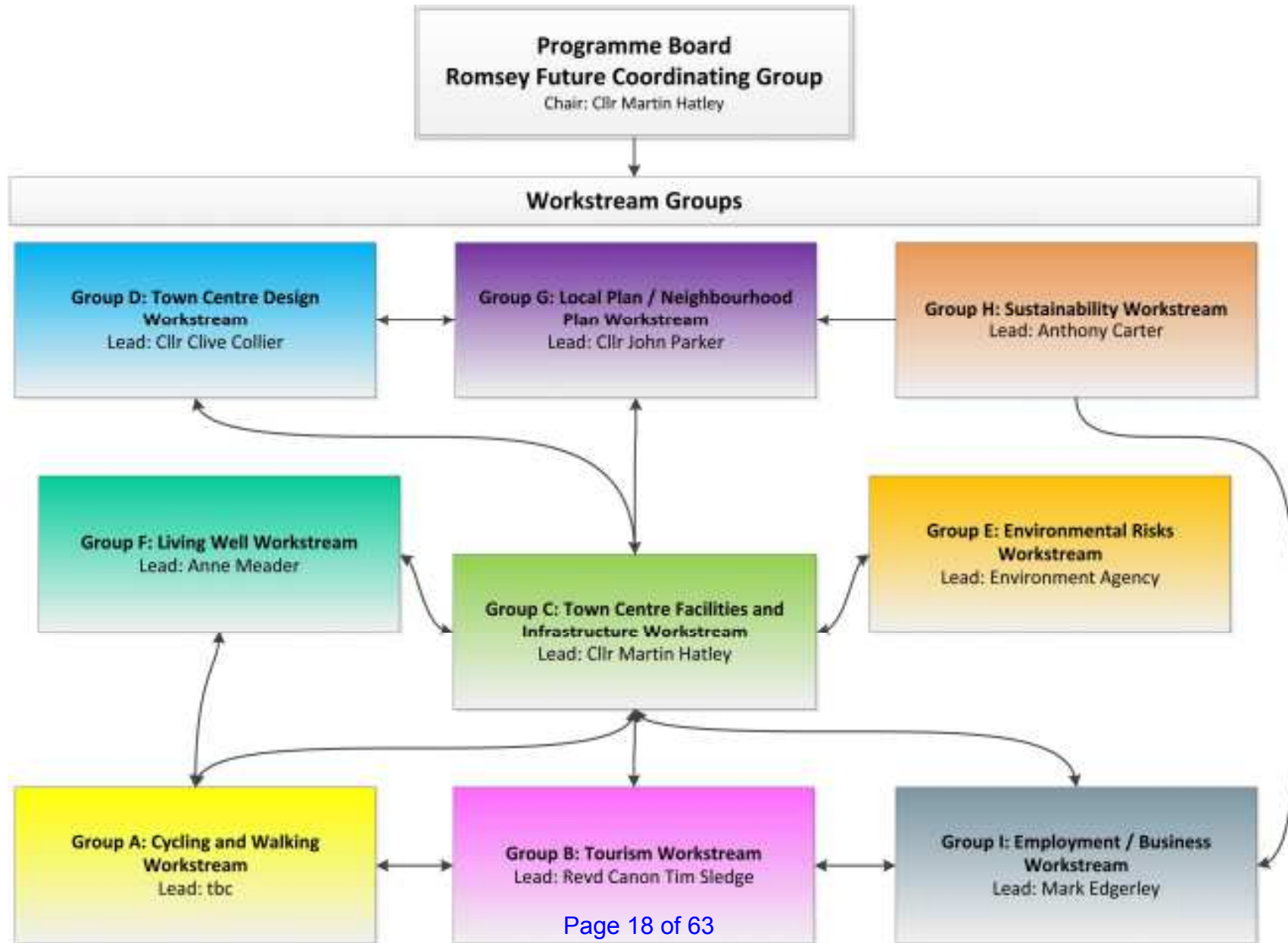
Logic models will be prepared over forthcoming weeks for the *Sustainability and Town Centre design work-streams*.

4.0 Conclusion

- 4.1 Since OSCOM last considered the position in respect of Romsey Future, good progress has been made. Activity under each work stream has continued and a sustainable structure to help develop the next phase of work has been established.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	2		
Author:	Andy Ferrier	Ext:	8121
File Ref:			
Report to:	OSCOM	Date:	13 th September 2016

Romsey Future Workstreams





Romsey 
Future
Our town, our future

A vision for Romsey **2015 to 2035**



Romsey

Our town, our future

– a vision for the next 20 years

Over the next 20 years, Romsey will become the place of choice for the residents of small towns and villages in Southern Test Valley to come together.

Romsey will thrive and grow, new communities will emerge and more people will visit the town centre.

The town will retain its character as a relatively compact historic market town closely related to the countryside around it.

Welcome

Romsey's strong community spirit is what makes Romsey special. We are a community which is proud of our town, we are passionate about the future of our town and we are pragmatic and enthusiastic about the part we need to play in shaping its future. In a nutshell, this is about our town, our future.

You may think that this is quite a bold statement to make, but Romsey is changing and will continue to do so over the next 20 years. As a community we have been working together to develop a plan of action to help Romsey manage this change so that the town remains at its heart a vibrant and thriving market town, both for those who live here and for those who come to visit.

It is an exciting time for our town with lots of opportunities coming as a result. However, change also brings challenges and it is therefore important that we have a shared vision for the town so that we can manage the challenges and the opportunities as they emerge.

Our journey so far has been about involving as many local people and organisations as we can to shape the vision. As a result, some really exciting ambitions for the town have been developed with the community. These focus on:



This is just the starting point. Romsey Future has been designed in a way which will mean that we continue to come together. We will work hard to encourage those who make decisions to sign up to our ambitions through our action plan, and as a community we will play our part and be active in taking forward projects that will enhance Romsey.

The Romsey Future Team

December 2015



Romsey Rapids in Romsey Extra ward



Romsey Abbey in Abbey ward

Romsey Future – more than just a plan

Romsey Future sets out a long term vision for Romsey.

The intention is to have in place a plan of action to help Romsey deal with the changes it will face over the next 20 years.

Romsey Future is looking at the whole of Romsey, and by this we mean the wards of Abbey, Cupernham, Romsey Extra and Tadburn.

Our vision for Romsey will be delivered through a set of strategic ambitions. Each ambition has been developed as a result of local organisations and the community coming together to talk about what a successful Romsey will look like in 20 years. The vision has then been grounded by reviewing a strong evidence base of what's needed and why.

However, it's more than just a plan. Romsey Future is an active partnership of many groups and organisations working together to build consensus and deliver on shared ambitions. We will work together to deliver projects, to attract funding, and to guide future policies and strategies at a service and spatial level. From time to time we will lobby government on any barriers that are holding us back in taking forward our vision.

As a result, this document is just the starting point. Taking forward the vision and the strategic ambitions will be an ongoing process that brings people together to help influence and shape the town for many years to come.

Our principles for Romsey Future are to:

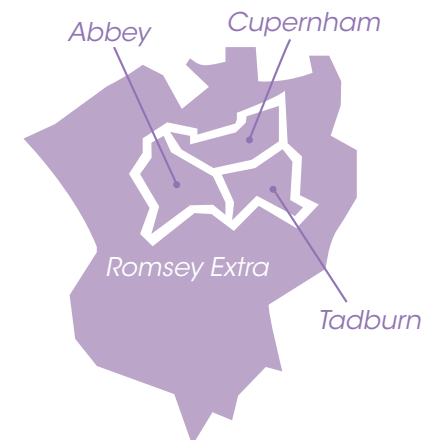
Be *ambitious* when thinking about the future opportunities for Romsey

Be *committed* to working in partnership to move forward our shared ambitions

Be *sustainable* when developing our ideas

Be *inclusive* by bringing together all of our communities within Romsey

Be *proud* of what we achieve for our town



Romsey now and in the future

In developing the plan we have considered the key factors that will need to be addressed when managing the impact of a changing Romsey:

A changing population

More people will live in Romsey over the next 20 years. Currently 19,587 people live in Romsey and by 2021 this figure is predicted to rise to 21,754, an increase of 11%.

People are living longer and by 2021 it is anticipated that around 25% of the population in Romsey will be aged 65 and over. As a result this is likely to mean that the needs of the population and the infrastructure and services people will need to access will begin to change.

At its heart an historic market town steeped in character

The historic, natural and built environment of Romsey sets the town apart from other local town centres and is an important factor in how the town develops over the next 20 years.

Preserving the historical character will continue to be at the heart of future plans, but it will also be important to explore creative ways in which enhancements can be made that add something whilst being compatible with the historic character.

The town is also made up of several established housing developments which have been built over a number of years. Maintaining these areas is going to be important to ensure that they remain in good order and that Romsey's distinctive sense of place remains strong.

A growing town with new development and infrastructure

The projected growth in population also sits alongside the expected increase in the number of new homes to be built within southern Test Valley as set out in the Borough Local Plan. With new homes will come new facilities and infrastructure.

This will provide real opportunities for the town, but a clear plan must be in place which will help Romsey deal with this growth in a way that responds to the emerging needs of the town.

A town with a strong sense of community

Romsey is a vibrant and thriving area. Like most market towns its principal offer is to be a place where people come and meet. However, as the town develops and its population changes, it is necessary to look at what will be needed, not just now but in the future, both in terms of amenities and the future provision of services.

Enabling the community to work alongside organisations to develop joint approaches will be at the heart of Romsey Future.



Houses in Cupernham ward



Tadburn Meadows in Tadburn ward



Mapping exercise - June 2014



Consultation event - June 2014

Ambition 1: Getting around Romsey

Our ambition is to deliver improved access to, from and within Romsey.

Being able to move around Romsey safely, efficiently and reliably forms a key part of the town's quality of life offer to residents, its quality of visit offer to tourists, and its quality of economic development offer to businesses.

The town is served by both a bus and railway station. By road, the town is connected to key destinations such as London, the South Coast and the West Country. Over the years as the town has grown, a number of important walking and cycling routes have been established to encourage easier access to and across the town.

In developing our plan for the next 20 years the following factors have been considered:

- As the town grows through new development and more people visit the town as a destination, issues such as congestion, car parking capacity and highway improvements will need to be addressed.
- As a significant proportion of the population of Romsey grows older, there is likely to be a greater demand for public and community transport as people start to use their cars less.
- As part of the global commitment to reduce carbon emissions, further infrastructure to support sustainable transport such as walking and cycling, as well as utilising new technology, will form a part of our approach.

To make our ambition a reality we will work together to:

- 1 Deliver schemes that emerge as part of the Romsey Town Access Plan and the Test Valley Access Plan.
- 2 Enhance Romsey's walking and cycling infrastructure.
- 3 Provide car parking that meets the needs of the town and the people who visit.
- 4 Improve access to and information about public and community transport.

The key stakeholders who can help deliver our ambition:

- Hampshire County Council
- Test Valley Borough Council
- Romsey Town Council
- Romsey Extra Parish Council
- Romsey & District Society
- Developers
- Community transport providers
- Public transport providers
- Three Rivers Community Rail Partnership
- Transition Town Romsey
- Romsey Ramblers
- Sustrans
- Test Valley Disability Forum
- Cycle user groups
- The communities of Romsey





Ambition 2: Enhancing Romsey

Our ambition is to enhance and maintain all areas of Romsey so that it retains its character and is ever more attractive to residents and visitors.

The historic nature of the town centre, coupled with the attractive environment that surrounds Romsey, is what sets the town apart from other areas. With the Abbey at the heart of the town, an award-winning Memorial Park and the River Test, one of the world's most important and famous chalk streams, Romsey's natural and built environment is one of its most important assets.

In developing our plan for the next 20 years the following factors have been considered:

- New development will bring growth to the town. Therefore, appropriate infrastructure and facilities will need to be developed to manage the impact of this.
- For the town to continue to be a vibrant area it must ensure it is accessible and able to meet the expectations of future residents and visitors.
- As the existing residential areas of Romsey start to age, it is important to make sure that they don't decline whilst other areas benefit from new development. We must ensure that Romsey's sense of place is strengthened as a result.
- A changing climate is likely to bring new challenges in the future. Developing Romsey's resilience to managing the extremes of weather and using its resources carefully will need to form part of our onward approach.

To make our ambition a reality we will work together to:

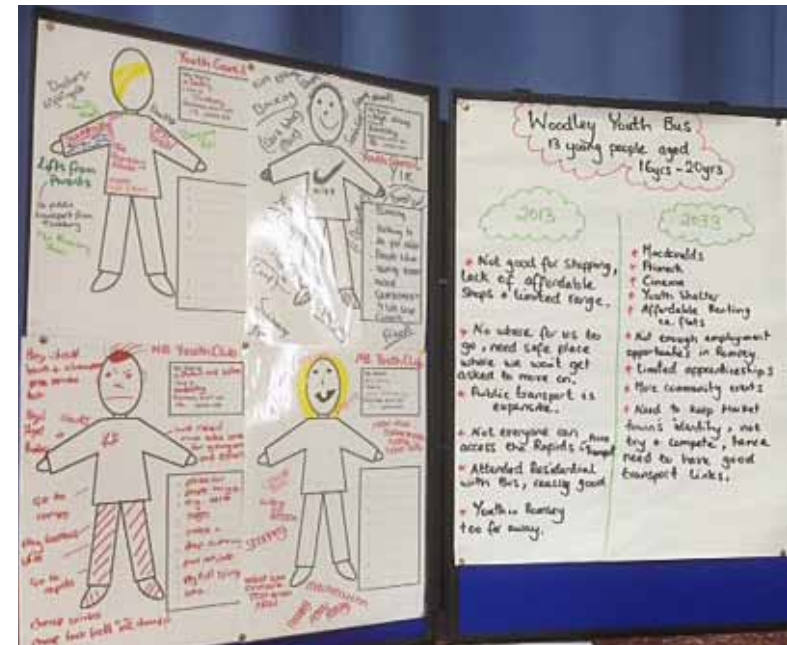
- 1 Work with infrastructure providers to help meet future need identified through the Local Plan and Neighbourhood Plan process.
- 2 Develop a strategic design brief for the town centre to ensure consistency across schemes.
- 3 Deliver environmental enhancements to established housing developments across all of the town and in Romsey Extra.
- 4 Develop a strategic vision for the redevelopment of the south side of the town centre.
- 5 Deliver shared space enhancements to appropriate areas of the town centre which are compatible with the historic character and which make the town more accessible and attractive.
- 6 Address potential environmental risks such as flooding, as well as ensuring sensitive and proper management of our waterways, wildlife and heritage across Romsey.

The key stakeholders who can help deliver our ambition:

- Hampshire County Council
- Test Valley Borough Council
- Romsey & District Society
- Romsey Town Council
- Romsey Extra Parish Council
- Developers
- Environment Agency
- Natural England
- Aster Communities and other Registered Providers
- Friends of Romsey Memorial Park
- Transition Town Romsey
- Romsey and District Buildings and Preservation Trust
- The communities of Romsey



Romsey Market Place – July 2015



Feedback from a range of youth groups - 2014



Beggars Fair – July 2015



Romsey Town Hall consultation – December 2015

Ambition 3: *Enjoying Romsey*

Our ambition is to establish Romsey as a renowned place to visit and spend time in.

Improving the number, offer, availability and awareness of a range of facilities and activities for residents and visitors is vitally important to Romsey's future economic development and the development of its communities.

Market towns are traditionally places where local people want to spend time, both to meet up with friends and family and to undertake more day-to-day activities such as shopping. Romsey's historic nature, coupled with its location at the gateway to the New Forest, means it is also a place that people want to visit.

In developing our plan for the next 20 years the following factors have been considered:

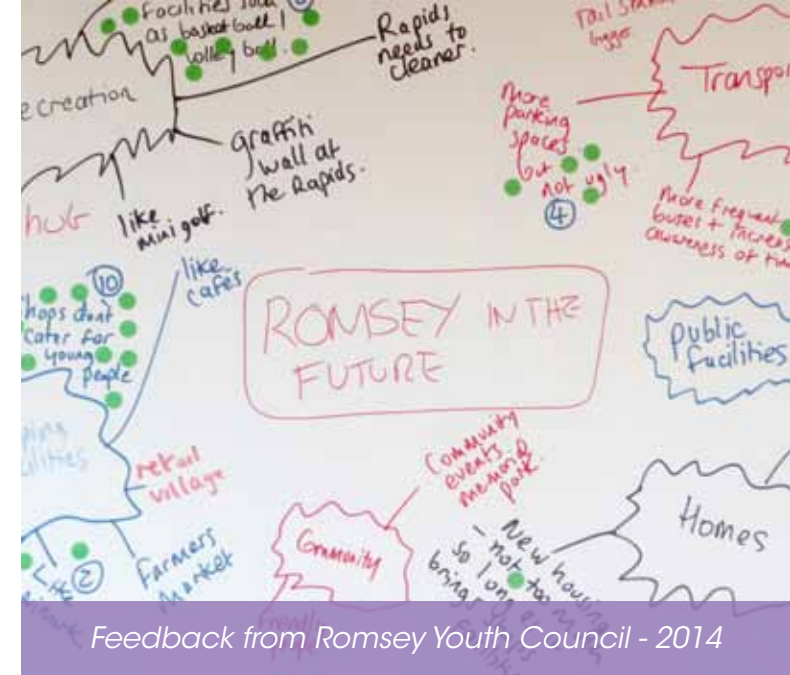
- New development will bring opportunities to develop new facilities that meet the needs of residents and visitors. Planning for this, and designing what's needed and why, is going to be an important area of work so that the right facilities are provided
- Tourism is an increasingly valuable part of the local economy, and as a result can bring new jobs and help existing businesses thrive. With over a million visits to local attractions such as the Rapids and nearby Mottisfont, Romsey's tourism offer needs to be developed, and future infrastructure requirements to support this identified.
- Romsey's population is changing. Over the next 20 years it will continue to grow and there will also be a significant proportion of people who are aged 65 and over. This means that people will need different things from the town, and facilities and services will need to evolve as the town grows and changes.

To make our ambition a reality we will work together to:

- 1 Establish Romsey as a renowned tourist destination through the development and delivery of a comprehensive Tourism Strategy.
- 2 Deliver new recreational spaces.
- 3 Update and deliver new community facilities and services that meet the future needs of the town.
- 4 Develop and sensitively manage open spaces for the benefit of people and the environment.
- 5 Use the Local Plan and Neighbourhood Plan processes to protect Romsey and its surrounding countryside.

The key stakeholders who can help deliver our ambition:

- Hampshire County Council
- Test Valley Borough Council
- Romsey Town Council
- Romsey Extra Parish Council
- Romsey & District Society
- Developers
- Environment Agency
- Valley Leisure
- Tourist Information Centre
- Test Valley Community Service
- Tourism South East
- Aster Communities and other Registered Providers
- The communities of Romsey





Woodley Close Community Picnic – August 2014



Abbotswood Summer BBQ – September 2014

Ambition 4: Living well in Romsey

Our ambition is to develop homes and communities that meet the future needs of the town.

As the town grows it is important that there is a good mix of homes in terms of type, size and cost that addresses the aspirations of all parts of Romsey's population. Alongside this, there will be a need to continue to invest in the community of Romsey so that social action is nurtured and community spirit is further developed.

In developing our plan for the next 20 years the following factors have been considered:

- The Borough Local Plan identifies that Romsey is going to grow with new homes being built over the next 20 years.
- The gap between house prices and income is a key issue that affects Romsey. Based on income, around 40% of the people in Romsey cannot afford to buy a home in the town.
- The population in Romsey is changing, with the biggest change being an ageing population. As people grow older their needs will change and it's important that community facilities, access to services and access to a range of homes are in place to ensure future needs are met.

To make our ambition a reality we will work together to:

- 1 Develop a shared evidence base and approach to inform and lead the future provision of homes that reflects local needs.
- 2 Develop a strategic approach to securing the resources that support the integration of new and existing communities within Romsey as the town develops.
- 3 Take a lead in lobbying government to change legislation and encouraging developers to deliver low-energy homes and reduce CO2 emissions.
- 4 Build upon the strong sense of community action in Romsey so that local people and local community organisations can work together to meet the future needs of the community.
- 5 Increase wellbeing within the community to enable people to live well for as long as possible by ensuring there is good access to the right support and services within the community.

The key stakeholders who can help deliver our ambition:

- Hampshire County Council
- Test Valley Borough Council
- Romsey Town Council
- Romsey Extra Parish Council
- Aster Communities and other Registered Providers
- Developers
- West Hampshire CCG
- Age Concern
- Carers Together
- Test Valley Community Services
- Youth in Romsey
- The communities of Romsey





A little bag of happiness!



Abbotswood Summer BBQ – September 2014

Ambition 5: *Developing the economy in Romsey*

Our ambition is to develop Romsey's offer as a sustainable and vibrant place where footfall increases and employment and business opportunities thrive.

Further developing the economy of Romsey is important both for the town's ongoing vitality and the contribution it will make to the wider sub-regional economy.

In developing our plan for the next twenty years the following issues have been considered:

- Romsey is a successful market town. The town centre economy is buoyant with very few vacant units and a high number of independent retailers which draw people into the town. Looking forward, it will be important to further understand the role that Romsey can play as a place for niche businesses. Retaining a good retail and service mix, coupled with parking that keeps up with need, will be essential for profitable levels of footfall to be maintained.
- Unemployment in Romsey is very low. Alongside employment within the town centre there is a good mix of businesses operating locally across three industrial estates. A large number of people work outside of the town which is why there are higher levels of out commuting. As the town grows it will be important to cater for the opportunities and face the challenges that a more diverse workforce will bring.
- Romsey is a place that people come to visit. It has good leisure facilities to offer both within the town and in close proximity.
- Tourism is an increasingly important part of Romsey's economic development and this emerging opportunity is one that needs to be developed further and fully embraced.

To make our ambition a reality we will work together to:

- 1 Commission a study to examine what southern Test Valley has to offer 'niche' businesses.
- 2 Lobby the Solent Local Enterprise Partnership as to the benefits of a greater focus on Romsey.
- 3 Secure a range of opportunities that will provide different routes into employment for young people in Romsey.
- 4 Establish Romsey as a renowned tourist destination through the development and delivery of a comprehensive Tourism Strategy and investment in attractions and facilities.
- 5 Work and engage with existing and emerging businesses to shape our approach.
- 6 Use the Local Plan and Neighbourhood Plan processes to shape and influence the future retail offer in the town to ensure it supports Romsey's sustainability as a market town.

The key stakeholders who can help deliver our ambition:

- Hampshire County Council
- Test Valley Borough Council
- Romsey Town Council
- Romsey Extra Parish Council
- Solent LEP
- Tourist Information Centre
- Romsey's tourist attractions
- Chamber of Commerce
- Education and training providers
- The communities of Romsey



Beggars Fair – July 2015



Consultation event – June 2014

What happens next?

Romsey Future is driven by the enthusiasm and commitment of local people and local organisations working together to ensure a bright future for our town. The vision and ambitions will provide the focus for what we do next.

We will review the vision and ambitions every five years to make sure our focus is clear and that we can respond to an ever changing environment.

An initial action plan has been drawn up from the suggestions for actions and projects that have been made over the course of the Romsey Future project. This will enable us to begin to take forward and work with partners to deliver against our ambitions.

The action plan is a rolling plan which will be managed by a Co-ordinating Group, which is made up of representatives of the community. The action plan will be updated each year at an annual stakeholder conference where partners and the community will prioritise the projects that Romsey Future should be actively working on.

Strong and sustained partnership working is key to driving the work forward. Following the adoption of the action plan, programme groups will be established who will be responsible for developing the projects, sourcing funding, negotiating with service providers and developing opportunities for inward investment.

Each year we will reflect on the progress made at our annual conference to renew our focus and agree the new and ongoing projects to deliver on our ambitions.

To find out more please contact us at romseyfuture@testvalley.gov.uk



The following organisations have signed up to this Romsey Future vision document:

- *Hampshire County Council*
- *Test Valley Borough Council*
- *Romsey Town Council*
- *Romsey Extra Parish Council*
- *Hampshire Fire and Rescue Service*
- *Hampshire Constabulary*
- *Aster Communities*
- *Romsey & District Society*
- *Romsey Chamber of Commerce*
- *Test Valley Community Service*
- *Test Valley Disability Forum*
- *Age Concern Romsey and District*
- *Carers Together*
- *Romsey and District Carers Forum*
- *Sparsholt College*
- *The Mountbatten School*
- *Valley Leisure*
- *Romsey Abbey*
- *New Life Church*
- *Romsey Women's Institute*
- *Romsey Ramblers*
- *Romsey District Neighbourhood Watch Association*
- *Citizens Advice Bureau*
- *Three Rivers Community Rail Partnership*

ITEM 11 Covering Report for the OSCOM Planning Review Panel

Responses from Officers to the Panel's Report

This covering report is prepared by officers and should be read in conjunction with the Panel's report to inform the Committee's view in determining how it wishes to proceed.

SUMMARY:

The OSCOM Task and Finish panel engaged to review TVBC's Plans and Planning Process has examined the role of the Plans Panel, the Area Planning Committees and the Planning Control Committee. The Panel's members are making a range of recommendations for consideration by OSCOM. This report contains officer comments on those recommendations.

1 Background

- 1.1 OSCOM established a Task and Finish panel to review TVBC's Plans and Planning Process in September 2015.
- 1.2 The Panel has made a series of recommendations which are contained in paragraphs 2 and 3 of the attached report. This report contains officers' comments on those recommendations where issues of principle are under consideration.

2 Recommendations related to the Plans Panel

Structure and Function

- 2.1 The membership and composition of the Plans Panel is a matter for Members and as such there is no officer commentary in this regard. However, it is worth noting that at its meetings, in April and June 2016, Cabinet has already made a series of decisions about the structure and function of the Plans Panel. In summary, these are as follows:
 - Cabinet recognised that a more structured approach to member involvement in the forming of policy would be of benefit.
 - Cabinet decided that at the key stages of the preparation of the future planning policy documents there would be a series of workshops for all Members to raise and discuss the relevant planning issues under a series of themes reflecting those contained in the Corporate Plan.
 - To assist the drafting and review of planning policy documents Cabinet agreed to retain an informal planning policy panel of Members which will meet more regularly to monitor progress and receive technical reports. It was agreed that the composition of the informal panel would comprise of:

- Portfolio Holder for Community and Leisure; Economic, Environmental;
- Housing & Environmental Health; Planning & Building; and Planning Policy & Transport (as chair)
- Chairman of the Overview & Scrutiny Committee
- Chairmen and Vice Chairmen of Planning Control, Northern Area and Southern Area planning committees
- A representative proportion of the minority group

The composition was based on those Members which have an involvement with land use planning in their portfolio or are involved in the application of policy. The Chairman of Overview and Scrutiny Committee and a representative proportion of the minority group were also included. Whilst this would form the standing membership of the informal panel all other Members would have the opportunity to attend.

- To help all members to be aware of the points of discussion and what matters were arising from the themed groups and informal panel it was agreed to circulate the Plans Panel minutes, in future. In addition, to provide greater involvement, it was agreed to publish biannually a forward plan of future items for discussion. This would allow for those Members who are not on the informal panel to attend and be involved in those items where they have an interest. The forward plan would highlight if there were specific wards affected by the item. Whilst these actions would benefit Member involvement it would be necessary to have flexibility to allow for additional urgent items to be added. It would also be necessary to timetable the groups and informal panels so that they have sufficient opportunity to engage with the formulation of policy. This would be incorporated into the next version of the Council's Local Development Scheme.

2.2 Officers are concerned that any proposals to “formalise” the Plans Panel further will add a layer of bureaucracy to its administration due to the requirements of legislation governing local authority meetings. For example if the Panel becomes a formal committee of the Council Agendas will need to be published inviting members of the public and Press to attend its meetings. Additionally and as is acknowledged, the vast majority of the business of the Plans Panel is confidential so that members of the press and public will in effect be immediately asked to withdraw at the outset of the meeting.

2.3 Cabinet has already agreed that all TVBC members will receive minutes and agendas from the Panel so it is difficult to see what will be gain by making the Panel a formal committee of the Council.

3 Recommendations Related to the Area Planning Committee

Operational Issues

3.1 The Panel is recommending improvements to the operation of the Area Planning Committees as follows:

- (a) *“An alteration to the Scheme of Delegation such that where there is an officer or member interest in an application this is only brought to the Area Committee when there has been objection or comment from a consultee or third party”.*

The proposal would be seen to have some benefit in saving committees time and enable those applications to be dealt with more expeditiously. Against that, however, the change would give rise to a not insignificant public perception transparency issue in allowing such applications to be determined outside the public spot light of committee decision making.

- (b) *“An alteration to the Scheme of Delegation such that where a minor application is out of policy this is only brought to the Area Committee when there has been objection or comment from a consultee or third party.”*

Officers have no objection to this proposal in principle. Some thought, and definition, to what would constitute a “minor” application would be required, otherwise there would be the potential for claims that decisions had been taken without authority, and therefore unlawfully.

- c) *“ If a member has identified an application as one that should be called to committee upon it being initially advertised, the member should be contacted to ask if they still wish it to be heard once an officer recommendation has been agreed. (For example, where an application has been called to committee within its first 14 days of being advertised, the member may choose not to place it before the committee if the officer recommendation is for refusal).”*

Officers have no objection to this proposal. A minor alteration to the scheme of delegation would be required to give effect to this change.

- d) *“When the Area Committee votes to refuse an application, the meeting should be adjourned for 10 minutes after the vote, to enable officers to confer with members and assist in ensuring appropriate reasons for refusal are included in a new motion.”*

Officers have concerns about this proposal because it would appear that decisions are being made behind closed doors and there could be a challenge to the transparency of any subsequent decision. This type of discussion already takes place in public and works reasonably well but could be improved with proactive discussion between officers and Members. There could be other options available that might meet the aims of the Panel and I would suggest that those options are explored before any decision is reached on this issue.

4. Conclusions

- 4.1 OSCOM is asked to consider these officer views in coming to a conclusion about the recommendations of the Planning Process Panel.

OSCOM Plans and Planning Process Panel

Report of Cllr Adams King, Chairman of the Planning Process Panel

Recommended:

That OSCOM considers the recommendations of the Plans and Planning Process Panel contained in paragraphs 2 to 3.

SUMMARY:

The OSCOM Task and Finish panel engaged to review TVBC's Plans and Planning Process has examined the role of the Plans Panel, the Area Planning Committees and the Planning Control Committee. The Panel's members are making a range of recommendations for consideration by OSCOM. Additionally, the Panel is seeking OSCOM's approval to seek its work on the Area Planning Committee's for a further six months. This would enable the Panel, subject to Cabinet endorsement, to commission the Planning Advisory Service to undertake a review of the various options for how the Area Planning Committees might operate in future. Further, it would provide an opportunity to engage the various stakeholders on their experiences of the Area Planning Committees.

1 Background

- 1.1 OSCOM established a Task and Finish panel to review TVBC's Plans and Planning Process in September 2015. Originally established to examine the role of the Plans Panel and the Area Planning Committees it merged in December 2015 with the Task and Finish Panel established to review the Planning Control Committee Process. The Panel comprised of 8 members (but has had a core membership of 5) and has engaged with an additional 10 members during its meetings. The panel has met on 12 occasions (twice each as separate panels and 8 times jointly). These meetings have included a question and answer session with the Planning Advisory Service, a 'Select Committee' style afternoon where the Panel questioned the Chairs of the Northern and Southern Area Planning Committees, the Chair of the Planning Control Committee, Portfolio holders for Planning Policy and Planning and Building and the Head of Planning.
- 1.2 The Panel has surveyed neighbouring and similar authorities, asking a number of questions about the function of their Strategic Planning and Local Planning Committees and attendant processes. The spreadsheet detailing the questions asked, the Councils approached and the responses received is at Appendix A of this report.
- 1.3 Officers have been informed of the Panel's discussions and their recommendations as they have progressed.

- 1.4 The Panel has made a series of recommendations which are contained in paragraphs 2 to 3 below. Each recommendation is supported by the Panel's rationale for making the proposal.

2 Recommendations related to the Plans Panel

Structure and Function

- 2.1 It is recommended that the Plans Panel which is currently responsible for advising on the development of the Plans Panel should become a formal committee of the Council. The reason for this is to ensure that it meets standards of transparency, openness and democratic scrutiny. In all but one of the neighbouring and similar authorities surveyed committees undertaking the same or similar functions were formally established.
- 2.2 It is suggested that the membership of the Plans Panel should therefore comprise members distributed between groups using the usual formula reflecting the structure of the Council. A spread of expertise and geographical representation would be expected. This would ensure appropriate representation across the borough.
- 2.3 Owing to the confidential nature of much of what may be discussed, the Plans Panel's business should be conducted "below the line" and therefore meetings will not be open to press and public. Meetings will, however, be open to any member who wished to attend and observe. Most neighbouring and similar authorities operated their equivalent committees in this way. By doing so commercial confidentiality is maintained, particularly of issues that could be potentially highly controversial. While at the same time a greater degree of democratic scrutiny and openness to all members is established.
- 2.4 Meetings should feature on the corporate calendar and agendas and minutes (marked CONFIDENTIAL) should be circulated to all members.

Governance

- 2.5 The Plans Panel should report to OSCOM according to an agreed schedule but at least annually.

3 Recommendations Related to the Area Planning Committees

- 3.1 We would recommend improvements to the operation of the Area Planning Committees as follows:
- 'An alteration to the Scheme of Delegation such that where there is an officer or member interest in an application this is only brought to the Area Committee when there has been objection or comment from a consultee or third party.
 - An alteration to the Scheme of Delegation such that where a minor application is out of policy this is only brought to the Area Committee when there has been objection or comment from a consultee or third party.

- If a member has identified an application as one that should be called to committee upon it being initially advertised, the member should be contacted to ask if they still wish it to be heard once an officer recommendation has been agreed. (For example, where an application has been called to committee within its first 14 days of being advertised, the member may choose not to place it before the committee if the officer recommendation is for refusal).
- The reason for these recommendations being that they encapsulate best practice, bringing the Borough's Scheme of Delegation more into line with those elsewhere as identified by the survey of neighbouring and similar authorities.
- The Task and Finish Panel also spent some time discussing the current scheme of delegation with the Head of Planning. He commented that the Scheme of Delegation required applications with a member or officer involvement, where there had been no objection or comment from the public or consultees, to be brought before area committees, expending time and resources
- When the Area Committee votes to refuse an application, the meeting should be adjourned for 10 minutes after the vote, to enable officers to confer with members and assist in ensuring appropriate reasons for refusal are included in a new motion.
- The reason for this is the Panel's view that such a change would create would improve a sense of professionalism and better governance, particularly in situations where members of the public may well be present.

Governance

- 3.2 The Peer Review of Planning Committees offered by the Planning Advisory Service should go ahead.

Further Actions

- 3.3 The Panel requests confirmation from OSCOM that the Task and Finish Group should continue its work on Area Planning Committees for a further six months. This would include:
- Assessment of the Planning Advisory Service Peer Review.
 - Completion of review of the Scheme of Delegation to the Planning Control Committee, its Procedures and Membership.
 - Further Survey of Members once PAS Peer Review is complete and results known.

4 Corporate Objectives and Priorities

- 4.1 The Planning process contributes to the success of all of the Council's corporate priorities.

5 Consultations/Communications

- 5.1 In addition to input from panel members input has been sought from other members and officers through a formal scrutiny hearing. Information from a number of other authorities about the way in which they involve members in the development of their Local Plan, is attached as an Annex to this report.

6 Options

- 6.1 To endorse, modify or reject the Panel’s recommendations as identified in this report.

7 Risk Management

- 7.1 At this stage the Council’s Risk management process has not as yet been applied. A full risk assessment will be completed if all / any of the proposals are recommended to Cabinet.

8 Resource Implications

- 8.1 None at this stage

9 Legal Implications

- 9.1 Where applicable, these are covered in the officers’ covering report.

10 Conclusions

- 10.1 OSCOM is asked to consider the recommendations of the Planning Process Panel.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	One		
Author:	Councillor Adams King	Ext:	
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	13 September 2016

		Page 1	
		2	3
Authority	Officer	What member involvement is there in the production of the Local Plan?	Is there a group of members that meet to review the development of the Local Plan and other strategic planning issues?
Winchester City Council	David Blakemore	<p>Cabinet (Local Plan) Committee - comprises the relevant Cabinet PFH, plus two other Cabinet who are invited to attend and offer views at meetings of the Committee:</p> <p>(a) Chairman of the Planning Committee (plus four other back benchers)</p> <p>(b) Ward Councillors, where appropriate.</p> <p>(c) Representative from the South Downs National Park Authority.</p> <p>Terms of Ref: Cabinet (Local Plan) Committee (a) To determine all matters in the following stages of the production of the Local Plan:</p> <p>(i) Preparation Stage – the evidence base and arrangements for community involvement; publication of preparatory draft documents and associated public consultation</p> <p>(b) To advise and make recommendations to Cabinet and Council upon the following stages of production of the Local Plan:</p> <p>(i) approval of any full Local Plan document for initial consultation;</p> <p>(ii) approval of any Proposed Submission Local Plan Document prior to submission to the Secretary of State.</p> <p>(iii) Adoption of Local Plan Documents following the Inspector's report and recommended modifications after the Examination.</p> <p>(c) Insofar as Neighbourhood Planning documents and the CIL charging schedule:</p> <p>(i) To determine all matters as relevant in the preparation, production, publication of Neighbourhood Planning documents and to advise Council as to the subsequent adoption of:-</p> <ul style="list-style-type: none"> • Neighbourhood Planning documents as covered by the Neighbourhood Planning Regulations 2012 (Neighbourhood Areas; • Neighbourhood Forums; • Community Right to Build Organisations; • Neighbourhood Development Plans; • Neighbourhood development orders; and • Community right to build orders; <p>(ii) to advise and make recommendations to Cabinet in respect of the preparation, consultation and production of the CIL charging schedule (or any modification thereof) including submission for examination and subsequent adoption.</p> <p>(d) To consider and agree the adoption of Supplementary Planning Documents.</p> <p>(e) To determine matters upon related projects and studies to the Local Plan or to make recommendations to Cabinet.</p> <p>(f) To consider and comment on behalf of the Council in respect of the Regional Strategy, Local Development Frameworks, Neighbourhood Planning documents and other relevant plans or consultation exercises by Government, local authorities or other relevant bodies.</p>	Yes
West Berkshire Council	Moir Fraser	The Portfolio Holder is closely involved in the production of the Plan. We also have a Planning Advisory (Cross party Group) that are consulted on various aspects of the Plan. Workshops have also been held to keep Ward Members involved.	Yes
Huntingdonshire District Council	Tony Roberts	There is a Development Plan Policy Advisory Group comprising 7 Members appointed by the Cabinet. They make recommendations of the contents of the Local Plan. These are considered by the Development Management Panel before they are submitted to the Cabinet.	Yes
Colchester Borough Council	Amanda Chidgey	Colchester has a Local Plan Committee which deals with the Council's Local Plan responsibilities	Yes
Aylesbury Vale District Council	Craig Saunders	Local Plan production is overseen by the relevant Cabinet Member (for Growth Strategy). The Council has also established a scrutiny committee with terms of reference to scrutinise issues associated with the development of the Local Plan.	Yes
Maidstone Borough Council	Caroline Matthews	All Members have been consulted throughout and the Cabinet made decisions relating to the allocation of new sites at its meeting in February 2015. Since then the Strategic Planning, Sustainability and Transport Committee have met to discuss those sites that have come back for various reasons under Regulation 18 or 19. All Members have an opportunity to attend as Visiting Members to put forward any objection or support.	Yes

Local
Nearest neighbour'

	Page 2: The Local Plan							
	4	5	6	7	Further explanation	8	9	Further explanation
Authority	Who sits on the group of members that meet to review the development of the Local Plan and other strategic planning issues? How many members does the group have?	How are the members chosen? Is group membership open to all elected members?	Who chairs the group?	Other than political representation, do you have any criteria for balance of membership (e.g. on an area basis)?		To whom are these members accountable?	How does the group meet?	
Winchester City Council	The relevant Cabinet PFH, plus two other Cabinet who	Not open to all members. See answer to q.2; voting	Portfolio Holder for				Formally, but with business	
West Berkshire Council	9 Members on a proportional basis	Each group selects their reps	chaired by the Portfolio Holder for Planning	No	We do try and ensure there are reps from across the district	To the Group and ultimately to Council	Other (please specify)	The Group meet as a Task Group in Part II so that full and frank discussions can take place
Huntingdonshire District Council	7 representatives of all groups - including the Chairman of the DMP and the Portfolio holder.	Appointed by the Cabinet.	Chairman of the DMP.	No		The electorate?	Informally	
Colchester Borough Council	Membership is currently nine with representation from all (four) political groups	Members are chosen by their Groups in accordance with the agreed composition of the Committee (whilst reflects the political make up of the Council as a whole) . Membership is open to all except Cabinet members	A member of the Liberal Democrat Group (which forms a joint administration with Labour and Independents)	No		Not sure what this is referring to ..	In public	
Aylesbury Vale District Council	The Vale of Aylesbury Local Plan (VALP) Scrutiny Committee comprises 7 Members. Seats are apportioned according to the makeup of the Council - 5 Conservative, 1 Lib Dem, 1 Independent	Appointments to Committees is done by Group Leaders.	The VALP is chaired by one of the Conservative Members on it.	No		The scrutiny committee comments/recommendations will be reported to Cabinet for consideration before any final recommendations on the Local Plan are submitted to full Council	In public	
Maidstone Borough Council								

Local
Nearest neighbour'

	10	a	11	a	12	a	13	14	
Authority	Does the group have a formal agenda?	If so, who sets this agenda, and to whom is it circulated?	Is this group minuted?	If so, to whom as these minutes circulated?	Does the group meet in conjunction with any other body?	If so, what body?	Are there any areas of this group that you would consider best practice with regards to members?	Do you offer continual professional development to group members?	If so, what development?
Winchester City Council	Yes	officers in conjunction with Portfolio Holder	Yes	They are publicly available and received by Cabinet	No		No	No	
West Berkshire Council	Yes	Set by the Planning Policy Team in consultation with the Chairman. Agendas circulated electronically (all Members are issued with tablets)	Yes	Minutes circulated to members of the Task Group.	No	We also have a Transport Group who are involved with producing the Transport Plan and clearly from time to time the two issues overlap		No	
Huntingdonshire District Council	Yes	Planning Policy Officers. Members of the Advisory Group.	Yes	Democratic Services.	No		It operates as an ordinary Advisory Group.	Yes	Training on planning practise and developments.
Colchester Borough Council	Yes	Agenda set by the Place Strategy Manager, the officer with lead responsibility for the Local Plan. The agenda is published and available to councillors, public and the press, in accordance with the Council's access to information rules	Yes	Meetings are minuted and these are published and made available to councillors, public and press, in accordance with the Council's access to information rules.	No		No	Yes	Councillors are invited to relevant training courses in order to inform their knowledge and assist them in decision making. three sessions were arranged over the summer months. Another session is taking place this month.
Aylesbury Vale District Council	Yes	Set by Officers, after consultation with the Scrutiny Committee Chairman and the Cabinet Member on emerging issues	Yes	It is a Committee of Council, public minutes are on the Council's website.	No		I believe the development of a Local Plan is an important enough issue (particularly as Aylesbury Vale is a growth area building 1,500 new houses p.a.), to warrant establishing a separate scrutiny committee to scrutinise the Local Plan	No	
Maidstone Borough Council									

Local
Nearest neighbour'

	Page 3: Development Control								
	15	16	a	17	18	19	20	Further explanation	21
Authority	Could you please describe your planning committee/board structure? (e.g: how many members does the planning committee have? Do you have more than one committee? Do you have committees with a geographic focus?)	Are committee members required to undergo specific training?	If so, what training?	Do you pay Special Responsibility Allowance to committee members?	What are the criteria for bringing applications to the committee? Do you have any locally determined criteria?	How does your Councillor call in process work?	Do you have a threshold for objections over which applications must be called to committee?		How do you deal with planning applications where a member has an interest?
Winchester City Council									
West Berkshire Council	We have two Planning Committees (each with a geographic focus) there are 12 members on each Committee. These Committees report to a District wide Committee (items can be referenced up by the Committee or the Development Control Manager)	Yes	All Members of Planning Committees are required to undergo training before they can sit on a Planning Committee (even those re-elected), additional training is provided on an ad hoc basis to update Members on new developments.	No	Major Plan Apps Those with 10 or more letters of support or objection Ward member can ask for item to be called in -	Members complete a proforma setting out their reasons for wanting to call the item in. Chairman determines if it can be.	Yes (please specify)	10	All applications from Members go to Committee. Members are deemed to have a DPI and therefore can attend to speak as the applicant but must not take in the debate etc and leave the debating chamber after presenting.
Huntingdonshire District Council	One Panel comprising 16 Members.	Yes	Specific training on planning.	Yes	There is a scheme of delegation. anything outside the delegation is referred to the DMP. see Advice Note here http://www.huntingdonshire.gov.uk/media/1059/advice-note-6-determining-a-planning-application.pdf .	Not sure what you mean by process work, Members can refer an application to the DMP for determination.	No		If the application is by the Member, it is automatically referred to the DMP. otherwise, Members declare interests / withdraw in the usual way.
Colchester Borough Council	One Planning Committee only covering the whole Borough. Currently membership is 12	Yes	Members of the Planning Committee and those acting as substitute members are required to undertake training in planning practices prior to their membership starting and this must be repeated at least every other year.	Yes	The Council has a delegation scheme to officers which 'filters' those applications which are required to go to Committee for determination and there is a councillor call in procedure	Councillors have an opportunity to request applications to be considered by the Committee. They are prompted to only do so if they are able to identify a relevant material consideration for doing so	No		Planning applications which are submitted by a Councillor or a Councillor's immediate family are referred to committee for determination. If the Councillor is a Committee member they would need to declare a disclosable pecuniary interest and leave the meeting during its discussion. Members with disclosable pecuniary interests are permitted to make representations to the Committee before leaving the meeting.
Aylesbury Vale District Council	We have a Development Management Committee (11 Members + Cabinet Member (ex-officio) and a Strategic Development Management Committee for larger applications (thresholds defined in the Constitution) comprising 9 Members + the Cabinet Member (ex-officio). The Committee's ToR both cover the whole of the District.	Yes	Committee Members (and substitutes) are required to attend 2 training sessions provided by the Planning Division before they can sit on the DMCs. Annual 'top up' training is also run and is compulsory	No	Sorry, there are obviously criteria but I'm not familiar with them. I don't deal with or attend planning meetings or agenda/minute production for these meetings	Councillors can call-in an application in their Ward. However, this is usually done sparingly	No		This is the same as for any other Committee. Members who believe they have an interest are advised to contact Officers and Legal in advance of the meeting so that they can be given proper advice.
Maidstone Borough Council									

Local Nearest neighbour'

	22	23	24	25
Authority	How do you deal with planning applications where an officer has an interest?	Please describe the process followed in presenting an application at your planning committee meetings (e.g. when do officers speak? When and how is public participation allowed? What role do members have in questioning officer and any debate?)?	How do you manage public participation in the committee meeting?	How do you ensure public awareness and participation in the planning process?
Winchester City Council				
West Berkshire Council	if its a development control officer it goes to committee. Teams are separated into two groups based on the Committees they support and a member of the opposite team deals with the officer's application. They go to Committee. Other officers are dealt with as normal.	The following procedure is applied in respect of each item where any of the aforementioned persons are present: • Introduction of item by Officers; • Representations by Parish/Town Council representative(s); • Members' questions to Parish/Town Council representative(s); • Representations by Adjoining Parish/Town Council representative(s) (when formally consulted or as agreed by the Chairman and Development Control Manager (or his representative) in advance of the meeting); • Members' questions to Adjoining Parish/Town Council representative(s) • Representations by objector(s); • Members' questions to objector(s); • Representations by supporter(s); • Members' questions to supporter(s); • Representations by applicant or agent. • Members' questions to applicant or agent; • Representation by Adjoining Ward Member(s) • Members' questions to Adjoining Ward Member(s) • Representation by Ward Member(s) • Members' questions to Ward Member(s) • Members' questions to Officers • Consideration of application by Members. [Note 1: Questions raised as part of the above process may only be asked to clarify a statement made and not to introduce new business.] [Note 2: For the avoidance of doubt and in accordance with the Council's custom and practice, should the Committee consider an application affecting more than one Ward, the Chairman, with the agreement of the Committee, may allow additional speakers from the relevant Ward.] Each group of speakers	If they register to speak by 4pm the day before the meeting they are able to	applications on website as are agendas...letters sent to all objectors and supporters, applicants etc...
Huntingdonshire District Council	If the application is by the Officer, it is automatically referred to the DMP.	An officer introduces the item. Speaking by interested parties followed by questions of clarification to speakers. N.B. Law of meetings prevents Members of the public from participating, once the debate proper has started. Members' questions of clarification to Officers. Debate by Members. Decision.	There is a formal scheme for speaking at DMP. http://www.huntingdonshire.gov.uk/media/1125/9-_public_speaking_and_giving_evidence.pdf .	There is a scheme for notifying interested parties about applications, which exceeds the national minimum.
Colchester Borough Council	If a planning application is submitted by an officer or an immediate family member of an officer, the application is referred to Committee for determination.	Public participation provides for one speaker for each application and one speaker against, with up to 3 minutes each to speak. no material is permitted to be circulated. Councillors not members of the Committee are allowed to speak for up to 5 minutes each. Process for presentation: Officer presentation, speaker against, speaker for, visiting councillor, committee debate. Committee members have full discretion to question officers at length without restriction in terms of time prior to coming to a conclusion.	As above	Information on the website and included in letters to applicant and objectors when item is scheduled for a Committee
Aylesbury Vale District Council	We would always err on the side of caution and Officers who had an interest would not be involved in dealing with a particular planning application	(a) Officers present the salient points of the report and report any late items. (b) The local Member(s) speak (c) Any other Member who is not a Member of the Committee speaks (d) Local Council (i.e. Town/Parish) (5 mins max) (e) Objector(s) speak (5 mins max total) (f) Applicant/agent and supporters speak (5 mins max total) (g) Members ask technical questions of Officers arising from the speakers presentations (h) General discussion and/or motions (l) Officers respond to matters raised in debate (j) A decision is made	Local Councils, applicants/agents and those who have made representations and wish to speak must register this with Planning by 4.30pm on the day preceding the meeting	- each local Council is informed via email of any planning applications relating to sites in their Town/Parish (can also search on the website) - Each applicant or his/her agent is sent a copy of the report on any application submitted by them - Any person who has made written representation (for / against) a proposal is notified of the Committee meeting.
Maidstone Borough Council				

Local Nearest neighbour'

	26	a	b	c	27	28	Further explanation
Authority	When an application comes to the committee, what role does the ward Councillor have:	When they are a member of the planning committee?	When they are Chair/Vice Chair of the planning committee?	When they are not a member of the planning committee?	What happens when the committee disagrees with the officers' recommendation?	Are votes recorded?	
Winchester City Council							
West Berkshire Council		they are able to speak for 5 mins on the application and have a dedicated slot but can then participate in the debate and vote on the matter	we usually encourage the Chairman to stand down for that item.	they have a speaking slot but cant take part in the debate or vote on the item	if its contrary to policy it would be referenced up to the District Planning Committee. Each application determined on own merit and Members entitled to disagree with officer recommendation	Sometimes (please explain)	nly if so requested by a Member
Huntingdonshire District Council		They can choose whether to withdraw from the Panel and address it as Ward Member or remain and a Member of the Panel. They cannot do both.	They tend to remain part of the Panel.	They have a right to address the Panel through the scheme of speaking.	They have to give reasons before the vote takes place.	Sometimes (please explain)	The Constitution requires there to be a vote on having a recorded vote. One third of the Panel has to vote for having a recorded vote. Alternatively, individuals Members can request that their vote is recorded in the Minutes.
Colchester Borough Council		Ward councillors who are members of the Committee are permitted to speak on items in their so long as they have not pre determined the application (ie formed a prior opinion)	As above	May speak for up to 5 minutes	There is a procedure to provide for the 'reference back' of an item if there is a proposal against a recommendation and officers have indicated that the risks of taking such a decision are high. This enables more information to be presented to the Committee prior to them actually voting on the proposal. If risks are deemed to be low then the Committee can move to the vote, if it wishes.	Sometimes (please explain)	The numbers voting for against and abstaining are minuted. 'Recorded' votes, indicating the identity of councillors the way in which they voted are minuted if at least two Committee members request it.
Aylesbury Vale District Council		Ward Councillors can speak at (b) in question 23, or wait until general discussion	Same rules apply as at question 23	see (c) in section 23, providing that Member has notified the Chairman in advance of the meeting that they wish to speak	Councillors are asked to provide details of the material planning considerations/matters that they have depended upon to support their decision.	Sometimes (please explain)	Voting is usually done via a show of hands. If the vote is close then they votes will be counted but not recorded in the minutes. If 5 Members request a recorded vote (before the vote is taken) (as per the Council's Constitution) then this will be done and recorded in
Maidstone Borough Council							

Local
Nearest neighbour'

	29	30	31	32	a	b
Authority	Do you have a committee or process that enables decisions taken by a planning committee or planning subcommittee to be reviewed if there are concerns about the decision made?	Do elected members have a role when your Council defends a planning appeal? (e.g. when they have moved a vote for refusal, or when the appeal is in their ward).	How often does your Council claim costs against applicants when an appeal is refused?	If possible, please provided details of the ratio of appeals to applications (and proportion upheld and overturned) where:	Permission refused under delegated powers.	Permission refused at committee.
Winchester City Council						
West Berkshire Council	Yes	Yes	I am not aware			
Huntingdonshire District Council	Yes	No	When awarded by the Inspector.		Reports do not distinguish. There are few appeals.	Reports do not distinguish. There are few appeals.
Colchester Borough Council	No	Yes	I presume the answer to this is always			
Aylesbury Vale District Council		No	Not sure, I would have to ask Planning			
Maidstone Borough Council						

Local
Nearest neighbour'

ITEM 12

**Programme of Work for the
Overview & Scrutiny Committee**

Report of Head of Legal and Democratic Services

Recommended:

The Committee is requested to:

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

SUMMARY:

The purpose of this report is to enable members to keep the Committee’s future work programme and recommendations update under review.

1. Background

- 1.1 The OSCOM Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Recommendations Update is presented at Annex 2 for the Committee’s review and comments.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:

3

Author:

Caroline Lovelock

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny
Committee

Date:

13 September 2016

OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
2016				
13 SEPTEMBER (ROMSEY)				
Annual Review of the Corporate Action Plan	2	Committee	To receive an update on the Key Performance Indicators (Performance Manager)	To consider and make recommendations as appropriate
Planning Panel	3	Committee	To receive an interim report (20 mins) (Councillor Adams King)	To consider and make recommendations as appropriate
Romsey Future	3	Committee	A vision for Romsey 2015-2035 Action Plan (20 mins) (Policy Manager)	To comment and make recommendations
12 OCTOBER (ANDOVER)				
Safeguarding Children and Vulnerable Adults	1	Committee	To receive a briefing on the outcomes of the Hampshire Safeguarding Children Board Audit. (Community Engagement Manager)	To consider
Update by Andover Town Centre Manager	5	Committee	Update on the last 12 months (Andover Town Centre Manager) (30 mins)	To comment on the presentation
Annual Audit Report	2	Committee	To receive the report (Head of Finance/Auditor Manager) (20 mins)	To comment and make recommendations as appropriate
Draft Budget Fees and Charges	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
8 NOVEMBER (ANDOVER)				
Police and Crime Commissioner	5	Committee	To receive a presentation on the work of the Police and Crime Commissioner (30 mins)	To comment on the presentation
Valley Leisure Limited Annual Report	1	Committee	To receive the report (Head of Community and Leisure) (20 mins)	To comment and make recommendations

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 13 September 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Budget Panel Report Draft Budget	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)	Comment and make recommendations as appropriate.
7 DECEMBER (ROMSEY)				
Round table discussion Web Strategy	2	Committee	To discuss and consider the web strategy (Head of Communications)	To consider the web strategy
Update on the Council Tax Support Scheme	3	Committee	To receive an update on the Council Tax Support Scheme (Acting Head of Revenues, Benefits and Customer Services) (20 mins)	To comment and make recommendations
Andover Economy	2	Committee	To receive an update on the Andover Economy (Economic Development Officer) (20 mins)	To comment and make recommendations
2017				
24 JANUARY (ROMSEY)				
22 FEBRUARY (ANDOVER)				
Romsey Future Update (round table discussion)	4	Committee	To receive an update on progress (Corporate Director)	To consider progress to date
22 MARCH (ROMSEY)				
OSCOM Annual draft Briefing	2	Committee	To consider the OSCOM Annual Briefing (Chairman) (10 mins)	To consider and make recommendations as appropriate
26 APRIL (ANDOVER)				
OSCOM Annual Briefing	2	Committee	Report of the Chairman (Chairman) (10 mins)	To comment on the draft report

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Test Valley Borough Council – Overview and Scrutiny Committee – 13 September 2016

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
DATE TO BE AGREED				
Round table discussion on Tourism	3	Committee	To explore opportunities and ideas for increasing tourism	To consider ideas and opportunities
Housing Strategy (including Homelessness Strategy and Homes Energy Conservation Act Action Plan (full report)	4	Committee	To present the position of these three Housing strategies (Head of Housing and Environmental Health) (20 mins)	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution (20 mins)	To comment and make recommendations
Review of Council Tax Support Scheme	3	Committee	To receive an update on progress (Head of Revenues) (20 mins)	To comment and make recommendations as appropriate.

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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BRIEFING NOTES

2016	
13 September (Romsey)	Equalities Scheme (Corporate Director)
8 November (Andover)	Cemetery Rules and Regulations Review (Head of Community and Leisure) Andover Levy Accountancy Manager)
7 December (Romsey)	Community Safety (Head of Community and Leisure)
2017	
24 January (Romsey)	Planning Enforcement (Planning Enforcement Officer)
22 February (Andover)	Community Engagement (Community Engagement Manager)
22 March (Romsey)	Car Park Strategy and Management (Planning Policy Manager) Affordable Housing Update (Head of Housing)
26 April (Andover)	Performance management Arrangements (Policy Manager)
26 June (Andover)	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director)
Date to be agreed	Protocol on how to engage internal audit resources for Scrutiny purposes Hampshire County Waste Strategy Community Infrastructure Levy

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Review Area	Title	Lead Member	Progress Update	Report back to OSCOM
Economy	A Competitive Local Economy	Councillor Hamilton	As part of phase 2 of the review consideration will be given to the schemes we already provide to support business projects and initiatives in the community. All members are asked to provide information about schemes that work well in other areas that could be considered.	Review Completed
Environment	Members Role in Planning (part 2)	Councillor Tilling	The key issues raised will be picked up by the two newly established OSCOM Planning Panels.	Review Completed
Environment	Animal Welfare pilot project	Councillor Tilling	Borough Council led workshops being held in September for Parish Councils to promote the approach developed by Councillor Tilling and endorsed by OSCOM.	Review Completed
Housing	Affordable Housing update briefing note	Councillor Page	Matter only recently reviewed at OSCOM meeting in April 2015	Update given on 16 March 2016

Panel	Lead Member	Progress Update	Report back to OSCOM
Community Safety Panel	Councillor Baverstock	Phase 1 complete Phase 2 final report in July	3 August 2016
Planning Advisory, Process and Planning Control Panel	Councillor Adams-King	Report on PAP and PCC	3 August 2016
Public Involvement Panel	Councillor Drew	Scoping Template	

Item	Meeting Date	Officer Owner	Recommendation	Estimated Progress	Progress Update
<p>OSCOM Corporate Priority Review (2011-15): A Competitive Local Economy</p>	<p>2 December 2015</p>	<p>David Gleave</p>	<p>Recommended to Cabinet:</p> <ol style="list-style-type: none"> 1. To consider the inclusion of the ideas derived through the OSCOM review, including those raised at the round table discussion and additional forms of Member Communications, and that these ideas are taken forward through the formulation of the economic development strategy. 2. To work closer with schools and employers. 3. To review the training fund to achieve a more sustainable way of funding apprentices. 4. To review the Business Incentive Fund budget and the amount of individual grants. 	<p>50%</p>	<p>Reported to Cabinet on 16 December 2015</p> <p>Development of Strategy now underway. Final Strategy expected to be submitted to Cabinet in November 2016.</p>
<p>2016/17 Budget Update</p>	<p>20 January 2016</p>	<p>Will Fullbrook</p>	<p>Recommended to Cabinet:</p> <p>That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.</p>		<p>Reported to Cabinet on 10 February 2015</p> <p>Resolved:</p> <p>That Cabinet be advised that the Panel were open minded with regards to the two proposals to increase the Council Tax on a Band D property subject to further information becoming available.</p>



Cabinet Work Programme

Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at admin@testvalley.gov.uk.
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:
[Cabinet Members](#)

Whilst the majority of the Cabinet's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

If you have any questions, would like further information or wish to make representations in relation to part of a meeting being held in private, please email the Democratic Services Manager at admin@testvalley.gov.uk or visit them at Beech Hurst, Weyhill Road, Andover SP10 3AJ

KEY DECISIONS

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

a.	Decisions on spending which are within the annual budgets approved by the Council	NO THRESHOLD	NOT KEY DECISION
b.	Decisions on spending above £50,000 included, with reservations, in the annual budget.		ALL KEY DECISIONS
c.	Decisions on cash flow, investments and borrowings.	NO THRESHOLD	NOT KEY DECISION
d.	Decisions for spending beyond any approved budget.	SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION	

CABINET WORK PROGRAMME

Date of Decision Date Location	Item	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
7 Sept 16 (R)	Corporate Financial Monitoring - compares actual revenue income and expenditure against profiled budget for the first four months of the financial year with explanations of significant variances.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
7 Sept 16 (R)	East Anton Public Art Commission	Yes	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure
7 Sept 16 (R)	Amendments to Delegations to Head of Planning and Building, and Head of Planning Policy and Transport	No	Council	No	Report of the Planning and Building Portfolio Holder	Head of Planning and Building
5 Oct 16 (A)	Test Valley Borough Council Efficiency Plan 2016-2020	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
5 Oct 16 (A)	Project Enterprise Outturn 2015/16	No	Cabinet	Yes	Report of the Economic Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)
5 Oct 16 (A)	Digital Transformation Strategy	No	Cabinet	No	Report of the Corporate Portfolio Holder	Corporate Director
5 Oct 16 (A)	Amendments to Officer Scheme of Delegations	No	Council	No	Report of the Corporate Portfolio Holder	Head of Legal and Democratic

Test Valley Borough Council – Overview and Scrutiny Committee – 13 September 2013

Date of Decision Date Location	Item	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
5 Oct 16 (A)	Council's Parking Enforcement and Appeals Policy	No	Cabinet	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director
5 Oct 16 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Corporate Director
2 Nov 16 (R)	Community Infrastructure Levy – Revised Reg 123 list adoption	Yes	Council	No	Report of the Planning Policy & Transport Portfolio Holder	Corporate Director
2 Nov 16 (R)	Budget Strategy - includes an update of the Medium Term Financial Strategy and considers initial budget proposals for the next financial year and the process and timetable for the preparation of the Estimates.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Fees and Charges – to consider the annual changes to fees and charges for the next financial year.	No	Cabinet	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Second Quarter Corporate Financial Monitoring - compares actual revenue income and expenditure against profiled budget for the year to date with explanations of significant variances.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
2 Nov 16 (R)	Appointment of Preferred Bidder for Leisure Centre Contract	No	Cabinet	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure

Test Valley Borough Council – Overview and Scrutiny Committee – 13 September 2013

Date of Decision Date Location	Item	Key Decision	Decision-maker and title if any	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service
2 Nov 16 (R)	Housing Strategy	Yes	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health
2 Nov 16 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Corporate Director
30 Nov 16 (R)	Asset Management Plan Update - to review progress of the current year's projects and recommend the works to be included in the Asset Management Plan for the following financial year.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
30 Nov 16 (R)	Capital Programme update – to consider the current position of existing capital projects and new bids.	No	Council	No	Report of the Economic Portfolio Holder	Head of Finance
30 Nov 16 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Economic Portfolio Holder	Corporate Director
tbc	Devolution for the People of Hampshire and Isle of Wight	No	Cabinet	No	Leader	Chief Executive

* Members of the public will be excluded from the discussion during the consideration of these reports in the event that they contain information which is not to be made public in accordance with the relevant legal provisions.

MOVED/DELETED ITEMS

Original Date Of Decision	Item	Moved/Deleted	Reason For Move/Deletion	Informed By	Date Informed
1 Jun 16	East Anton Public Art – Next Stage	Moved to 27 Jul 16	Awaiting further information	Head of Community and Leisure	17 May 2016
7 Sept 16 (R)	Tree Management Contract	Deleted	Approval has previously been agreed as part of the budget setting process	Head of Community and Leisure	17 August 2016

ARRANGEMENTS FOR MAKING REPRESENTATIONS TO THE CABINET REGARDING DECISIONS CONTAINED WITHIN THE WORK PROGRAMME

PUBLIC: A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the last column of the Work Programme on any matter where a decision is to be made.