

## Notice of Meeting

# Overview & Scrutiny Committee

**Date:** Wednesday, 22 November 2017

**Time:** 17:30

**Venue:** The Annexe, Crosfield Hall, Broadwater Road, Romsey, Hampshire,  
SO51 8GL

**For further information or enquiries please contact:**

Caroline Lovelock - **01264 368014**  
email [clovelock@testvalley.gov.uk](mailto:clovelock@testvalley.gov.uk)

**Legal and Democratic Service**

Test Valley Borough Council,  
Beech Hurst, Weyhill Road,  
Andover, Hampshire,  
SP10 3AJ

[www.testvalley.gov.uk](http://www.testvalley.gov.uk)

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

Councillor C Lynn

Councillor I Jeffrey

Councillor D Baverstock

Councillor P Boulton

Councillor J Cockaday

Councillor C Dowden

Councillor B Few Brown

Councillor A Finlay

Councillor K Hamilton

Councillor I Hibberd

Councillor P Hurst

Councillor J Lovell

Councillor J Neal

Councillor P Mutton

Councillor B Page

Councillor T Preston

Councillor I Richards

Councillor C Thom

Chairman

Vice-Chairman

### WARD

Winton

Dun Valley

Cupernham

Broughton and Stockbridge

St Mary's

North Baddesley

Amport

Chilworth, Nursling and  
Rownhams

Harroway

Romsey Extra

Tadburn

Winton

Millway

Penton Bellinger

Harroway

Alamein

Abbey

Valley Park

# Overview & Scrutiny Committee

Wednesday, 22 November 2017

## 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 25 October 2017
- 6 Call in Items
- 7 Urgent decisions taken since last meeting
- 8 Planning Panel Scoping Template 5 - 7  
To consider the scoping template for the Planning Panel (10 minutes)
- 9 Work Programme Report 8 - 21  
To enable Members to keep the Committee's future work programme under review (10 minutes)

## **10 Briefing Notes - Previously Circulated**

- Electoral Services discussion

Briefing Notes and Update Papers are short papers that quickly and effectively inform the Committee members about an issue or topic, outside of the formal Overview and Scrutiny Committee meeting.

Should the Committee wish to consider any of the matters in more detail they can request for it to be put on a future agenda. These documents are available to the public and can be viewed online at the bottom of the agenda under meeting documents or by contacting the Senior Democratic Services Officer on the front of the agenda.

## ITEM 8 Planning Panel Scoping Template

Report of the Leader Member: (Portfolio: Leader)

**Recommended that the Planning Panel scoping template to be approved.**

**SUMMARY:**

- The Committee is requested to consider the draft scoping template for the Planning Panel Task and Finish Panel and comment thereon.

Background Papers (Local Government Act 1972 Section 100D)

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:	one		
Author:	Councillor Hibberd	Ext:	8014
File Ref:			
Report to:	OSCOM	Date:	22 November 2017

**Test Valley Borough Council Overview & Scrutiny Committee  
Panel and Lead Member Reviews - Scoping Template**

1	<p><b>Corporate Priority/Service Area (may be more than one)</b></p> <p>Enhancing &amp; preserving our built and natural environment</p> <p>Doing things differently...doing things better</p>
2	<p><b>Lead Member(s)/Chairman of Panel</b></p> <p>Cllr I Hibberd</p>
3	<p><b>Portfolio Holder(s)</b></p> <p>Cllr N Adams King</p>
4	<p><b>Topic for Review</b></p> <p>The Role and Operation of the Planning Control Committee and the two area Planning Committees.</p>
-	<p><b>Key Areas of Focus</b></p> <p>The Committee's:</p> <ul style="list-style-type: none"> <li>• Role</li> <li>• Functional operation</li> <li>• Structure and Composition</li> <li>• Effectiveness</li> </ul>
6	<p><b>What will be developed or reviewed?</b></p> <p>Do the three Committees</p> <ul style="list-style-type: none"> <li>• Still have a valid role to play in the Borough Council's planning process in their current form.</li> <li>• Fulfil their function</li> <li>• Have a structure and composition which reflects the knowledge of Planning required?</li> <li>• Produce outcomes which stand up to robust scrutiny?</li> </ul>

7	<p><b>Rationale – Why now/why at all?</b></p> <p>The Planning committees have received complaints about their operation by some Members on them, and from some Members not on them, and by members of the public who have complained about their <i>modus operandi</i>.</p>
8	<p><b>Anticipated Benefits</b></p> <p>A better understanding of how the Planning Committees are operating, will produce recommendations for their future role, structure and composition.</p>
9	<p><b>Resource Implications</b></p> <p>No officers are required to attend Panel meetings but their views will be sought in consultation.</p> <p>Some public and Member consultations may also be undertaken but the Panel members will initiate these and collate the information.</p>
10	<p><b>Are there any Partner Organisations involved in the Project?</b></p> <p>The panel members will attend adjacent District Council’s planning meetings to compare modes of operation and structure.</p>
11	<p><b>Does the Project require Public Involvement?</b></p> <p>Yes</p>
12	<p><b>Expected Outcomes: In 3 months (Progress or Full Report)</b></p> <p>Full report</p>
13	<p><b>How will the Project assist the achievement of a Corporate Priority or Priorities?</b></p> <p>It will help to underpin the rationale for the way in which planning decisions are made in future, thus supporting the objective of “Enhancing and preserving our Built and Natural environment.”</p> <p>It may also recommend “doing things differently”. It hopes to achieve the final result of “of doing things better”.</p>
14	<p><b>What do you want OSCOM to do now?</b></p> <p>Endorse this proposed way forward.</p>

**ITEM 9**

**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 Task and Finish Panels 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.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<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:	3		
Author:	Caroline Lovelock	Ext:	8014
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	22 November 2017



**OVERVIEW & SCRUTINY WORK PROGRAMME 2017/18**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2017</b>				
<b>22 NOVEMBER (ROMSEY)</b>				
Round table discussion Web Strategy	2	Committee	Look at the TVBC Web site and look at the strategy that is being applied to the site, decide if the web site is up to date and if it is fit for purpose and consider any other ideas that could be incorporated within the Web site_( <b>Head of Communications</b> )	Check the Web Site is fit for purpose, is offering the public a meaningful method of accessing the information required and look at the various other ideas that could come forward to help enhance the web site.
Planning Panel Scoping	2		To consider the Planning Panel Task and Finish Panel's Scoping document ( <b>Cllr Hibberd</b> )	
<b>20 DECEMBER (ROMSEY)</b>				
Round table discussion on the Corporate Plan	4	Committee	To consider the appropriate level of Councillor involvement in the development of the next Corporate Plan and the annual review of the Corporate Action Plan and renewal of the Corporate Indicator Set ( <b>Corporate Director</b> )	
Public Involvement Panel	2		Report back on the Public Involvement Panel review ( <b>Cllr Baverstock</b> )	
Waste Strategy	3	Committee	A general update on waste and recycling in the Borough, ( <b>Head of Environmental Services</b> )	To consider performance and initiatives and ask questions and make comments.
Update on the Council Tax Support Scheme	3	Committee	To receive an update on the Council Tax Support Scheme ( <b>Acting Head of Revenues, Benefits and Customer Services</b> ) (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 – 22 November 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>2018</b>				
<b>22 JANUARY (ROMSEY)</b>				
Development of the Economic Development Action Plan	4	Committee	To look at the Economic Development Action Plan and make suggestions in the formulation of the Action Plan ( <b>Economic Development Officer</b> )	To review/consider the Economic Development Action Plan
Budget Strategy Update	1	Committee	To check the results of the Budget Panel chaired by the Vice Chairman and make sure all is satisfactory ( <b>Vice-Chairman</b> ) (20 mins)	Make sure the budget is fit for purpose and no large increases unless justified
<b>21 FEBRUARY (ANDOVER)</b>				
Round table discussion on future plans for the Andover Magistrates Court	1	Committee	To look at the ideas for the use of the Magistrate's Court in Andover and how far the process has progressed ( <b>Corporate Director</b> )	Find a suitable use for the magistrates court building with the best outcome for both Test Valley, Andover and the Public.
Planning Panel	2		Report back on the Planning Panel (Cllr Hibberd)	
<b>21 MARCH (ROMSEY)</b>				
Round table discussion Romsey Future update				
Presentation on Local Policing	5	Committee	Chief Inspector to attend to discuss progress with local policing in Test Valley.	Look at figures for crime and disorder within Test Valley and look for any change in percentages and if so why.
<b>25 APRIL (ANDOVER)</b>				
Chairman's Draft Annual Briefing	2	Committee	To consider the Chairman's draft Annual Briefing prior to being submitted to Council ( <b>Cllr Lynn</b> ) (15 mins)	Check the draft letter from the Chairman is detailing the actions of the Committee and the outcomes.
<b>23 MAY (ANDOVER)</b>				
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children ( <b>Head of Community and Leisure</b> ) (20 mins)	Check on the progress that the policy is having in the borough and look at any shortfalls etc.
Chairman's Final Annual Briefing	2	Committee	To consider the Chairman's final Annual Briefing prior to being submitted to Council. ( <b>Cllr Lynn</b> ) (15 mins)	Finalise and agree the Chairman's Annual Briefing.

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Test Valley Borough Council – Overview and Scrutiny Committee – 22 November 2017

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
Andover Vision	3	Committee	Look at the Andover Vision and how far it has developed. <b>(Chief Executive) (20 mins)</b>	What impact will the Vision have on Andover and it's economy and finances and how will it affect the public of the town.

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)	Expected Outcome
<b>DATE TO BE AGREED</b>				
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 <b>(Head of Housing and Environmental Health) (20 mins)</b>	To comment and make recommendations
Briefing on Devolution (full report)	5	Committee	Presentation on Devolution <b>(20 mins)</b>	To comment and make recommendations

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**BRIEFING NOTES**

<b>2016</b>		<b>Date Circulated</b>
<b>12 October</b>	Outcomes of the Hampshire Safeguarding Children Board Audit (Community Engagement Manager)	22 September 2016
<b>8 November</b>	Cemetery Rules and Regulations Review (Head of Community and Leisure) Andover Levy (Accountancy Manager)	24 October 2016 27 October 2016
<b>2017</b>		
	The use of the Rendezvous in Andover (Head of Estates)	6 April 2017
<b>March</b>	Car Park Management (Engineering and Transport Manager) Affordable Housing Update (Head of Housing)	18 May 2017 3 March 2017
<b>April</b>	Ways in which the vibrancy of the Town Centre can be measured (Economic Development Manager)	31 March 2017
<b>June</b>	Risk Management (Principal Auditor) Equalities Scheme (Corporate Director) Art Strategy including Public Art Commissions (Head of Community and Leisure)	12 June 2017 25 July 2017
<b>July</b>	Community Toilet Scheme (Corporate Director) The role of Licensing in Test Valley (Licensing Manager)	25 July 2017
<b>August</b>	Supporting families update (Community Manager) Crime and Disorder update (Community Engagement Manager – Community Safety)	12 June 2017 13 June 2017
<b>October</b>	Shared Services Update (Corporate Director)	
<b>November</b>	Elections discussion Parking discussion (confidential)	8 November 2017 8 November 2017
<b>2018</b>		
<b>January</b>	Accommodation Review (Corporate Director) Recycling (Head of Environmental Services)	

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Test Valley Borough Council – Overview and Scrutiny Committee – 22 November 2017

<b>February</b>	New Neighbourhoods Review (Community Engagement Manager/Head of Planning and Building and Head of Planning Policy)	
<b>March</b>	Affordable Housing Update (Head of Housing and Environmental Health)	
<b>April</b>	Glass Recycling (Head of Environmental Services)	
<b>June</b>	Test Valley Partnership Annual Review Risk Management (Principal Auditor)	
<b>July</b>	Complaints Handling (Complaints and Improvements Officer)	
<b>Date to be agreed</b>		
	Hampshire County Waste Strategy	

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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 Panel	Councillor Hibberd	Scoping document to be agreed. Report back	22 November 2017 21 February 2018
Public Involvement Panel	Councillor Baverstock	Scoping document agreed by OSCOM on 20 September 2017 Report back	20 December 2017
Review of Call In Process	Councillor C Dowden	Recommendations to Cabinet on 19 April 2017 and Council agreed recommendations on 6 September 2017.	
Communications and Procurement Panel	Councillor J Cockaday	Considered on 25 October 2017 recommendations to Cabinet on 18 November 2017	



# 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](mailto: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. Whilst the majority of the Cabinet's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, this is formal notice under the above regulations that part of the Cabinet meetings listed in this Work Programme 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.
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](#)

## **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 cash flow, investments and borrowings.   | NO THRESHOLD  | NOT KEY DECISION |
| c. Decisions for spending or savings outside the budget, or included in the annual budget with reservations. | SPENDING EXCESS OF £50,000 PER ITEM IS A KEY DECISION |                  |

### **Arrangements for making representations to the cabinet regarding decisions contained within the work programme**

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.



Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
15 Nov 17 (R)	Asset Management Update	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	14 August 2017
15 Nov 17 (R)	Capital Programme Update	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	14 August 2017
15 Nov 17 (R)	Medium Term Financial Strategy	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	14 August 2017
15 Nov 17 (R)	Property Matters	No	Cabinet	Yes	Report of the Finance Portfolio Holder	Head of Estates and Economic Development	24 October 2017
15 Nov 17 (R)	HECA Update	No	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	14 August 2017

Test Valley Borough Council – Overview and Scrutiny Committee – 22 November 2017

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
15 Nov 17 (R)	Sustainability Framework	No	Cabinet	No	Report of the Environmental Portfolio Holder	Head of Planning Policy	14 August 2017
13 Dec 17 (R)	Council Tax Support Scheme 2018/19	Yes	Council	No	Report of the Finance Portfolio Holder	Acting Head of Revenues (Benefits & Customer Services)	18 September 2017
13 Dec 17 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017
17 Jan 18 (R)	Budget Forecast Update	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017
17 Jan 18 (R)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
14 Feb 18 (A)	Revenue Grants Review	Yes	Council	Yes	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	18 September 2017
14 Feb 18 (A)	Treasury Management Strategy	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017
14 Feb 18 (A)	Capital Programme Update	No	Council	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017
14 Feb 18 (A)	Revenue Budget and Council Tax Proposals	No	Cabinet	No	Report of the Finance Portfolio Holder	Head of Finance	16 October 2017
14 Feb 18 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
14 Feb 18 (A)	Housing Strategy Annual Progress Report	No	Council	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	16 October 2017
14 Feb 18 (A)	Homelessness Reduction Act	Yes	Cabinet	No	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing & Environmental Health	16 October 2017
14 Mar 18 (A)	Public Art – Adanac Park, Nursling	No	Cabinet	No	Report of the Community and Leisure Portfolio Holder	Head of Community and Leisure	13 November 2017
14 Mar 18 (A)	Write off of Uncollectable Debts	No	Cabinet	No	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017

Date of Decision (Location)	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be Submitted for Consideration	Head of Service	Notice of proposed decision first published
14 Mar 18 (A)	Valley Housing Matters	Yes	Cabinet	Yes	Report of the Finance Portfolio Holder	Acting Head of Revenues (Local Taxation and Project Enterprise)	13 November 2017

\* 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.

#### DELAYED/DELETED ITEMS

Original Date Of Decision	Item	Delayed/Deleted	Reason For Delay/Deletion	Informed By	Date Informed
18 Oct 17 (A)	HECA Update	Delayed to 15 November 2017	To coincide with Sustainability Framework going to Cabinet on 15 November 2017	Head of Housing & Environmental Health	27 September 2017
15 Nov 17 (R)	Amendments to Officer Scheme of Delegations	Delayed to future meeting	To be incorporated in to later report	Head of Legal and Democratic Services	16 October 2017