

## Notice of Meeting

# Overview and Scrutiny Committee

- Date:** Wednesday 10 August 2022
- Time:** 6.30 pm or following a break at the completion of Special Council, whichever is later.
- Venue:** Main Hall, Crosfield Hall, Broadwater Road, Romsey, Hampshire, SO51 8GL

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

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**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 and Scrutiny Committee**

#### **MEMBER**

#### **WARD**

Councillor N Lodge (Chairman)	Andover Downlands
Councillor N Matthews	Andover Romans
Councillor G Bailey	Blackwater
Councillor D Baverstock	Romsey Cupernham
Councillor C Borg-Neal	Andover Harroway
Councillor Z Brooks	Andover Millway
Councillor T Burley	Andover Harroway
Councillor D Coole	Anna
Councillor Cooper	North Baddesley
Councillor N Gwynne	Romsey Cupernham
Councillor K Hamilton	Andover Harroway
Councillor V Harber	Andover St Mary's
Councillor M Hatley	Ampfield & Braishfield
Councillor J Neal	Andover Millway
Councillor J Parker	Romsey Tadburn
Councillor R Rowles	Andover Winton
Councillor T Swain	Chilworth, Nursling & Rownhams
Councillor A Warnes	North Baddesley

## **Overview and Scrutiny Committee**

Wednesday 10 August 2022

### **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 17 May 2022**

**6 Call in Items**

**7 Urgent decisions taken since last meeting**

**8 Appointment of Vice-Chairman**

To appoint a Vice-Chairman until the first meeting after Annual Council in 2023 (15 minutes)

**9 Corporate Action Plan Annual Review**

**5 - 19**

A presentation by The Leader on the Corporate Action Plan (45 minutes)

**10 Appointment to Budget Panel**

To appoint members to the Budget Panel (10 minutes)

**11 Updates on Panels**

Lead Members to update the Committee on the progress of their Panels (10 minutes)

**12 Feedback from the Away Day and Work Programme**

**20 - 39**

To reflect on the Committee's Away Day and discuss topics for the Work Programme 2022/23 (30 minutes)

## **ITEM 9      Review of the Corporate Action Plan 2021-22 (Year 3)**

Report of the Head of Strategy and Innovation (Portfolio: Leader)

### **Recommended:**

**That the Overview and Scrutiny Committee endorse the progress made through the Corporate Action Plan in year three of the Corporate Plan 2019-2023.**

#### **SUMMARY:**

- This report will be accompanied by a presentation that the Leader of the Council will make to the Overview and Scrutiny Committee. The presentation will review the progress that the Council has made through its Corporate Action Plan over the last year. The Corporate Action Plan is an annual document that details the actions that will be taken to achieve the ambitions set out in the Corporate Plan 2019-23, Growing Our Potential, which was adopted by Council in April 2019.

### **1      Introduction**

- 1.1      This report sets the context for the Leader of the Council's annual presentation to Overview and Scrutiny Committee which reports on the progress of the projects taken forward in the third year of the Corporate Action Plan in relation to the Corporate Plan 2019-23.

### **2      Background**

- 2.1      The Corporate Plan is underpinned by a Corporate Action Plan, which runs for the four-year lifespan of the Corporate Plan and is updated annually. The Corporate Action plan details specific projects that will allow the Council to make progress towards the ambitions set out in the Corporate Plan.
- 2.2      Each year, a review of the Corporate Action Plan is undertaken to assess the progress that has been made, and to ensure that the key projects the Council is taking forward in pursuit of the corporate aims are being highlighted.
- 2.3      In year three (2021-22), the Corporate Action Plan consisted of fifteen projects. The third year of the Corporate Action plan saw the removal of the Town Mills Riverside Park project due to completion, and the addition of a project on the delivery of the Covid-19 Recovery Plan. A list of all fifteen projects that made up the year three Corporate Action Plan can be accessed via the following link:  
<https://testvalley.gov.uk/aboutyourcouncil/corporatedirection/corporate-plan-for-2019-to-2023>

2.4 The Corporate Plan 2019-23 is based around four key priorities:

- (a) Town Centres
- (b) Communities
- (c) People
- (d) Local Environment

The Leader's presentation will review each of the four areas of work, and the projects that fall within these areas.

2.5 The Leader's presentation reviews year three, the penultimate year, of the Corporate Action Plan. Cabinet approved year four of the corporate action plan at its meeting on 30 March 2022.

2.6 As the Council comes to the end of the four-year cycle of the current corporate plan, work has begun to prepare the for the new plan including extensive public engagement across the summer months which will support members in being able to consider a wide range of evidence when developing the new plan in 2023.

### 3 Conclusion

3.1 The Corporate Action Plan is the vehicle for delivering the priorities set out in the Corporate Plan. During the last year, the Council has made significant progress through the delivery of the projects set out in the year three Corporate Action Plan. This progress towards the Council's strategic aims will form the basis of the Leader's presentation.

<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:	1		
Author:	Natalie Read-Bone	Ext:	8126
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	10 August 2022

# Test Valley Borough Council's Corporate Plan 2019-2023

## Review of Corporate Action Plan – Year 3

Page 7



**Town Centres**  
to adapt and be attractive, vibrant and prosperous places



**People**  
to be able to live well and fulfil their aspirations



**Communities**  
to be empowered, connected and able to build upon their strengths



**The Local Environment**  
for current and future generations

Cllr Phil North

# Corporate Action Plan review



- The Corporate Action Plan (CAP) is the delivery document for the **Corporate Plan 2019-23: Growing Our Potential** and sets out the Council's key projects for the year.
- It sets direction and **provides a focus for activities and services**. As a result it **informs decision making and allocation of resources** across the Council.
- Each year a review is undertaken by Cabinet to update the CAP to ensure it continues to highlight the significant projects that the Council is taking forward in pursuit of its four corporate aims: **growing the potential of town centres, communities, people and the local environment**.
- This includes consideration of any **new projects**, any **completed projects** to be removed and updating the onward programmes of those **projects that will be retained on the action plan**.



## Town Centres



### Romsey

- Investigation work has commenced for **public realm improvements at Sterling Walk and Holbrook Stream.**
- Consultants have been commissioned to work up plans for the **re-provision of the Crosfield Hall.**
- Looking to the future, **detailed feasibility work will commence** for the bus station site



### Andover

- Prepared an **£18m bid to the Government's Levelling Up Fund** that, if successful, will drive forward the Andover Town Centre Masterplan.
- A **feasibility study has been commissioned on delivering the Masterplan**. This will help inform the phasing, process and cost attached to bringing forward the proposals set out in the Masterplan.
- Work is also underway on **a suite of design guides** that will set out the framework for what the Council will expect our town centre to look like.
- As part of the Andover Town Centre Masterplan, we have commissioned HemingwayDesign and their partners, CTConsults, to create **a new place brand for the town** that will bring to life all of the really positive things that come to mind when we think about Andover and help us to define how we want the town to develop and be perceived.
- **The refurbishment and restoration of the Grade II\* listed Guildhall** has been completed, returning the building to its former glory as it served as the focal point for the borough's Platinum Jubilee celebrations.



- We undertook the **Regulation 18 Stage 1 consultation for the draft Local Plan 2040**. Having closed to submissions in April, work is now underway to analyse the responses received.
- We established a programme of **wrap around onsite support for Afghan families** evacuated through the Afghan Relocations and Assistance Policy (ARAP) scheme and Afghan Citizens Resettlement Scheme (ACRS), following the fall of Kabul. Since September last year we have **supported 60 evacuees through these schemes**.
- We worked with our voluntary and statutory partners to coordinate community-based support for several hundred refugees arriving through the **Homes for Ukraine scheme**, as well as the sponsors hosting them.
- We have undertaken a fundamental **review of the revenue funding** that we provide to charity and voluntary organisations across the borough, paving the way for a more modern, accessible programme which will do more to **support the sustainability and growth of the voluntary sector**. Up to 2025, we will provide £1.2m to support the work of a number of voluntary and charity organisations.
- In 2021/22, **18 awards were made from the Community Asset Funding, totally £284,666**. Organisations across the borough received funding including Freedom Church in Romsey, Vernham Dean Parish Council, The Plough Inn in Longparish, and Andover Trees United.



## Communities



- A new **adventure golf** course at Charlton Leisure Centre was opened, an investment of £350k by the Council, and the **Charlton athletics track was totally refurbished** at a cost of £250k.
- We've installed the **Newt Route, an interactive public art trail around Abbotswood that consists of 14 unique way markers and 2 sculptures**. Celebrating the area's natural environment and heritage, the art was designed in collaboration with the local community.
- The Council continued to support the work of the borough's two community partnerships, **Andover Vision** and **Romsey Future**.
- In Romsey, the Council worked with other stakeholders as the partnership launched its **refreshed Vision document** that will guide its work for the years ahead.
- Meanwhile in Andover, the partnership saw the completion and **opening of the Town Mills Riverside Park**. In addition, significant work is taking place with health and voluntary and community sector partners through the Vision to **support better health** through the healthy communities project.
- There has been significant work undertaken to prepare for the **opening of Ganger Farm** to the public. This work has allowed a provisional opening date for the site to be set in September.



## People



- The Council exceeded its affordable housing target for the eighth year in a row. **408** units of affordable housing were delivered in 2021/22 exceeding target by just over **100%**.
- In 2021/22, **27 Business Incentive grants** were paid out to the value of **£20,250** and **16 Independent Retailer grants** were paid out to the value of **£7,500**. The number and amount of Business Incentive grants has remained constant throughout the pandemic.
- The Council has adopted an updated Private Sector Housing Renewal Policy which allows us to be more flexible in spending allocated funding **to help more disabled people to live at home safely and independently**.
- Building on the *Everyone In* initiative, and in conjunction with Aster and Vivid, the Council was awarded **nearly £1m** as part of the Rough Sleeper Accommodation Programme to **purchase 10 one-bedroom properties** to increase the supply of affordable accommodation to those high risk of, or currently experiencing, rough sleeping.



## People



- The delivery of new communities project has continued to deliver against the action plan, carrying out **extensive work with Parish Councils** through the climate change agenda and community resilience amongst others.
- In January 2022, using Rough Sleeping Initiative funding from government, the Council has appointed a **Prevention Support Officer**, dedicated to working with people on the verge of losing their social housing tenancy and becoming homeless. Since that time, their work has **prevented 19 households from becoming homeless**.
- In partnership with Eastleigh Borough Council, Winchester City Council and New Forest District Council, we launched the **Youth Employment Hub** which is supporting young people into work and training. Based both in Romsey and Andover, the Hub will to develop skills, find training opportunities and seek advice on employment.
- Development at the Walworth Business Park has continued. In partnership with Kier, the Council has built **two units with a combined size in excess of 60,000 square feet**.



## People



- Provision of our **Shepherds Spring Lane Car Park** for NHS Test and Trace to use as **a symptomatic Covid-19 test centre**.
- Over 70% of the borough's population has received 3 doses, or a booster, of Covid-19 vaccine. To support this effort, the Council continued to enable the local NHS to use Council facilities for Covid-19 vaccination, with over **140,000 doses of vaccine delivered at TVBC owned and operated sites so far**.
- In Andover, **over 106,000 doses** of vaccine were administered, first at The Lights and then the Chantry Centre. In Romsey, around **36,000 doses of vaccine** were given at the Crosfield Hall.
- Delivered **£9.65m of grants to local business** in response to Covid-19 as well as **£220,000 in Test and Trace support payments** to those self-isolating.



- The Council is one of 4 Hampshire districts participating in **Low Carbon Across the South East** (LoCASE) which is enabling businesses to reduce their carbon footprint through a combination of support and grants.
- As part of our modernisation agenda, we are continuing to progress to **smarter and more agile working**, with the climate emergency as a strategic influence.
- We commissioned APSE to support climate emergency work on our carbon footprint. **The outcome of this work is due end of next month.**
- We planted over **19,000 trees** in the 2021/22 planting season, including over 10,000 trees supporting the Hampshire and Isle of Wight Dormouse Group. This exceeded our target for the year of 10,000 trees.



- We now have **11 electric vehicles in our fleet**, which represents about 11%, and are continuing to move towards electrically operated equipment when existing kit needs to be replaced.
- We achieved a recycling rate of **37.6%**. In October 2021, we approved the **Joint Municipal Waste Management Strategy**. Delivered in partnership with all other districts in Hampshire, as well as the county council. This paves the way for the introduction of an improved recycling system.
- We have continued to work with Solent University to drive forward evidence led **behaviour change** in response to the opportunities and changes to waste collection, brought about by the Environment Act, that will be occurring in 2024.



- A public consultation on the use of, and future improvements to, **Vigo Recreation Ground** received over 600 responses and will lead to the development of a management plan for the site.
- We piloted changing the mowing regimes of approximately **7 hectares** of open space as part of the **urban meadows project** – the area managed in this way will be increased in 2022.
- We worked alongside partners through Andover Vision to support the **Andover Climate Day of Action**, as well as facilitating discussions about the climate emergency with the Test Valley Partnership and Test Valley Association of Parish and Town Councils.

# Looking to the future



The Year 4 CAP was adopted by Cabinet in March 2022. There were no new additional projects for this upcoming year.

**WE WANT YOU TO HAVE YOUR SAY ON OUR NEXT CORPORATE PLAN!**

THE CORPORATE PLAN IS THE CENTRAL DOCUMENT THAT SHAPES WHAT TEST VALLEY BOROUGH COUNCIL DOES FOR THE NEXT FOUR YEARS.

WE NEED YOUR VIEWS ON WHAT'S MOST IMPORTANT.

GOT A FEW MINUTES? CLICK HERE TO CHECK OUT OUR SURVEY.

Test Valley Borough Council [WWW.TESTVALLEY.GOV.UK/CORPORATEPLAN2023](http://WWW.TESTVALLEY.GOV.UK/CORPORATEPLAN2023)

- The current Corporate Plan, *Growing Our Potential*, runs through to April 2023.
- The consultation is currently open for the next Corporate Plan (2023-2027, this runs through to 21 August).
- Once this has closed, work will begin to analyse this feedback and draft the next Corporate Plan

## 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. Discuss the topics raised at the Away Day with relevant officers to consider the way forward.**
- 2. Approve the future work programme.**

#### **SUMMARY:**

- The purpose of this report is for members to consider the topics raised at the recent Away Day and to keep the Committee's future work programme and recommendations update under review.

#### **1. Background**

- 1.1 Following the Away Day on 16 July 2022 members came together to review the topics raised and further refine the focus of each one. The next step will be to discuss these with the relevant Heads of Service to consider the way forward.
- 1.2 Annex 1 tracks the recommendations to Cabinet and Council.
- 1.3 The OSCOM Task and Finish Panels update is presented at Annex 2 for the Committee's review and comments.
- 1.4 The OSCOM Work Programme is presented at Annex 3 for review and approval. The updated work programme now includes the topics that the committee has prioritised as a result of the recent Away Day. In order to fully update the work programme the annex also lists those topics not prioritised at the Away Day and the recent round table and should therefore be removed from the work programme.
- 1.5 The Cabinet Work Programme is attached at Annex 4 for the Committee to consider.
- 1.6 Action tracking is attached at Annex 5.

- 1.7 A list of the proposed topics raised at the Away Day for inclusion onto the work programme is presented at Annex 6. Also listed are the items currently on the work programme. These have been categorised into two groups; ongoing items that form part of a four year cycle and those items that require a decision from the committee.

<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:	6		
Author:	Caroline Lovelock	Ext:	8014
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	10 August 2022

Part 5 – Action Tracking

Climate Emergency						
	Agreed			Start Date	Action	Progress Update
Recommendation	OSCOM 18.3.20	Cabinet	Council 10.06.20			
<p><b><u>Recommended to Council:</u></b></p> <p>That the draft Climate Emergency Action Plan annexed to the report be agreed.</p>	√		√		<p><b><u>Resolved at Council</u></b></p> <ol style="list-style-type: none"> <li>1. That the Climate Emergency Action Plan (Annex 1 to the report) be approved.</li> <li>2. That the Head of Planning Policy and Economic Development, in consultation with the Environment Portfolio Holder, be authorised to make changes of a minor nature to improve the presentation of the Climate Emergency Action Plan and correct typographical errors prior to publication.</li> </ol>	<p>A panel was set up by the Overview and Scrutiny Committee on 21 April 2021</p> <p>Overview and Scrutiny considered the panel’s report on 3 November 2021 and supported the findings in the report including a published version of the Climate Emergency Action Plan by spring 2022.</p> <p>The Climate Emergency Action Plan sets out that the Overview &amp; Scrutiny Committee will receive 6-monthly reports to aid with monitoring. The most recent report was presented in October 2021. The next report is programmed for April 2022.</p> <p>The Council’s greenhouse gas emissions reporting for 2020/21 was shared, which indicated the influence of the COVID-19 pandemic. Updates were provided on action delivery, this included; implementing changes to the mowing regime on some of the Council’s green spaces, adding electric vehicles to the fleet (replacing diesel vehicles), and supporting the delivery of the Andover Climate Day of Action</p>

Panel	Lead Member	Progress Update	Report back to OSCOM
Budget Panel	Councillor Matthews	<p>The panel had met on 28 June and considered the Outturn Report and discussed the revenue position for 2020/21 including the impacts faced by the Council as a result of the pandemic. The next meeting will be held on 4 October 2021.</p> <p>The panel had considered the draft budget and fees and charges for 2021/22 and 22/23. This was considered by Overview and Scrutiny as a separate item on 6 October 2021.</p> <p>The next meeting will be held on 27 June 2022.</p>	
Enforcement Panel	Councillor Burley	<p>Councillor Burley had met with the Head of Innovation and Strategy and the Head of Planning and Building to discuss how to take the review forward with the resources available. He anticipates having a first meeting with the panel in July to consider how to undertake the review within the provisions of the scope with the review starting formally in September. Members currently are Councillors Brooks, C Dowden, Parker and Warnes.</p> <p>Councillor Burley had emailed an update to the Chairman. The panel has met to look at how to take the review forward and had agreed a programme. The next meeting will look at the legislative framework for enforcement</p> <p>The Head of Planning and Building had given an interesting and in-depth presentation to the panel. The next meeting will be in November.</p> <p>The panel recently met and the focus was to explore the performance of the planning enforcement function. There has been a lot of information and advice on how the Council has to work within legislation and this needs to be explained to residents</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
		<p>The meeting due to be held on 17 January 2022 was cancelled due to covid restrictions and will be rescheduled.</p> <p>The Enforcement Panel met on 6 April 2022 where they learnt of the challenges faced by the Enforcement Team. The Panel worked through useful scenarios of cases dealt with. The Lead Member, Councillor Burley, will meet with officers to see if there is any further information required. The next meeting will be held mid May.</p> <p>This panel has not met since the last Overview and Scrutiny Committee meeting.</p>	
Communications Panel	Councillor Brooks	<p>The panel has received a presentation from the Community Manager to look at the role of members as community Councillors and how they communicate with their residents and communities. They also discussed how members and officers communicate with each other.</p> <p>The next panel meeting will be on 11 November to continue the discussion on members/officer communication, Member's area of the website and Member's bulletin, internal communications, website visioning and planning for a focus group.</p> <p>The panel met on 11 November where they discussed IT and the website. Hope to get a new website in the spring. Lots of discussed communication between officers and members and residents. The next meeting will be held on 19 January 2022.</p> <p>The panel met on 19 January 2022 where they discussed template letters from across the Council that are sent out to residents. The next meeting will be held on 9 February 2022.</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
		<p>The Lead Member, Councillor Brooks reported that the Panel met on 22 February and the discussion focused on the website and the planned communications focus group. The Panel will send round a briefing note on their progress so far and ideas for the future.</p> <p>The Communications Panel have circulated a briefing note to all members to update them on what the Panel has discussed and the next steps. Focus Groups will be held in Romsey on 7 May and in Andover on 14 May 2022.</p> <p>The Focus Groups scheduled to take place in May were cancelled due to lack of interest. The Lead Member will meet with Councillor Baverstock, the Communications Manager and Head of Strategy and Innovation to discuss the next steps.</p>	
S106/CIL Panel	Councillor Hamilton	<p>Councillor Hamilton will meet with the Head of Planning and Building and the Head of Planning Policy and Economic Development to consider the way forward.</p> <p>The panel has been deferred to early 2022. In the meantime Councillor Hamilton will finalise the scoping document to come back to the committee for a final agreement.</p> <p>The Lead Member has met with the Head of Planning and Building, Head of Planning Policy and Economic Development and the Head of Community and Leisure who will put some information and then the panel can move forward. If anyone is interested in joining the panel then to let Councillor Hamilton know.</p> <p>The Lead Member, Councillor Hamilton explained that she had met with officers and updated the scope document. This will be presented to the next meeting of the Committee.</p> <p>The first meeting of the panel will take place on 6 June 2022.</p>	

**WORK PROGRAMME AUGUST 2022**

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>10 AUGUST 2022</u></b>			
Corporate Action Plan Annual Review			A presentation by The Leader on the Corporate Action Plan (30 minutes).
Feedback from Away Day and Work Programme 2022/23			To reflect on the Committee's Away Day and discuss topics for the Work Programme 2022/23 (30 minutes)
<b><u>21 SEPTEMBER 2022</u></b>			
Portfolio Holder Presentation	1		To receive a presentation from the Democracy and Governance Portfolio Holder on IT Service, cyber security, IT infrastructure and business continuity. <b>(Councillor Jeffrey) (45 minutes)</b>
Budget Panel Report draft Budget and Draft Fees and Charges			To consider the Budget Panel's report on the draft budget and draft fees and charges <b>(Councillor Matthews, Lead Member) (20 minutes)</b>
Work of the Community Safety Management Group			To be updated on the work of the Community Safety Management Group <b>(Community Development Manager) (30 minutes)</b>
<b><u>2 NOVEMBER 2022</u></b>			
Revised Climate Emergency Action Plan			To consider the Climate Emergency Action Plan <b>(Head of Planning Policy and Economic Development) (20 minutes)</b>

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<b><u>14 DECEMBER 2022</u></b>			
Authority's Monitory Report			To consider the findings from this year's annual Authority's Monitoring Report 2021/22 <b>(Head of Planning Policy and Economic Development (20 minutes))</b>

# Cabinet Work Programme

July 2022

## 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 £75,000 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 Work Programme on any matter where a decision is to be made.

**ANNEX 4**

Date of Decision	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
3 Aug 2022 Romsey	Statement of Community Involvement	Yes	Cabinet	Open	Report of the Planning	Head of Planning Policy and Economic Development	15 Jun 2022
14 Sep 2022 Andover	Corporate Financial Monitoring (4 months)	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	18 Feb 2022
14 Sep 2022 Andover	Infrastructure and Developer Contributions SPD	Yes	Cabinet	Open	Report of the Planning	Head of Planning Policy and Economic Development	15 Jun 2022
26 Oct 2022 Andover	Medium Term Financial Strategy	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	18 Feb 2022
26 Oct 2022 Andover	Corporate Financial Monitoring (6 months)	Yes	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	18 Feb 2022
26 Oct 2022 Andover	Fees and Charges	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	18 Feb 2022
7 Dec 2022 Romsey	Asset Management Plan Update	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	18 Feb 2022

**ANNEX 4**

7 Dec 2022 Romsey	Capital Programme Update	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	18 Feb 2022
18 Jan 2023 Romsey	Budget Forecast Update	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	24 Jun 2022

Agenda item title	Action type	Action	Owner	Comments
<a href="#">Safeguarding Children and Vulnerable Adults</a>	Follow-up from Meeting	<a href="#">Figures for cases of referrals across Hampshire</a>	Louisa Rice	<p>Children &amp; Young People: There were 2,320 referrals progressed to Test Valley district from the MASH ( Multi- Agency Safeguarding Hub) for the period 01-Jan-2021 to 31-Dec-2021. These are referrals made by both agencies and members of the public. They would be assessed and either progressed to either Childrens Services or the Early Help Hub or be classed as NFA.</p> <p>Adults: There were 1188 referrals made into Test Valley district Adult Services team in 20/21 and a slight increase of 11% to 1321 in 21/22. These are referrals made by both agencies and members of the public. They would be assessed and either picked up as a Section 42 safeguarding concern or advice and guidance provided.</p>

ACTIONS FROM LAST MEETING

**ANNEX 5**

Safeguarding Children and Vulnerable Adults Follow-up from Meeting

Check if the public can be informed if someone chooses to remain homeless

Louisa Rice We are unable to disclose personal details or information about individual people however Test Valley Borough Council are committed to ending Rough Sleeping, no one will have to sleep outside without first receiving support, including an offer of accommodation. However, some individuals may not always wish to, or not be in apposition to accept or engage with the help available at the time. There are dedicated officers within Test Valley who will continue to work with those without accommodation, and therefore rough sleeping, to meet their needs and identify the right housing solution for them. Anyone who is aware of or concerned about a rough sleeper can share these concerns via street link [https://www.streetlink.org.uk/StreetLink\\_HomePage](https://www.streetlink.org.uk/StreetLink_HomePage)

ACTIONS FROM LAST MEETING

**ANNEX 5**

[Safeguarding Children and Vulnerable Adults](#) Follow-up from Meeting

[Details of the work that the Council undertake with the Andover Crisis Centre](#)

Louisa Rice Test Valley Borough Council were key in the setup of the Crisis Centre and continue to provide ongoing support in multiple ways. We provide an annual grant to support with the their costs, we sit on their management and performance board and we have member support, Cllr Tasker. We will also look at wider support such as facilities, locations and resources.

## OSCOM work programme proposals following the away day and evaluation (2022/23)

### 1: Proposed topics for inclusion on the work programme

Topic	Focus	Links to corporate priorities
HCC Highways projects within local communities	<ul style="list-style-type: none"> <li>Developing an understanding of how HCC Highways prioritises projects and funding for schemes within local communities, and how this could link to the wider context of TVBC's place-based approach.</li> </ul>	Local Communities
IT	<ul style="list-style-type: none"> <li>An understanding of the council's current and future IT strategy and how this links with the wider new ways of working approach.</li> </ul>	
Green Economy	<ul style="list-style-type: none"> <li>How do we capitalise on the opportunities of the green economy and what are the opportunities to promote Test Valley within this context. This topic will build upon the initial roundtable held last year.</li> </ul>	Local environment People Local Communities
Regeneration (Andover & Romsey)	<ul style="list-style-type: none"> <li>Progress of south of Romsey town centre Masterplan. In addition to understand if there has been any impacts resulting from COVID.</li> <li>Progress of Andover Masterplan</li> <li>The funding environment for delivering regeneration</li> </ul>	Town Centres
Tourism	<ul style="list-style-type: none"> <li>An understanding of the progress of the Tourism Strategy and the work undertaken so far as a result. Also an opportunity to explore within the context of the council's place-based partnerships such as Romsey Future who have been leading on work locally and their experiences to date.</li> <li>To explore the opportunities for the borough of culture work and the legacy from the Southampton city of culture bid.</li> </ul>	Town Centres Local communities

Topic	Focus	Links to corporate priorities
Business Parks & Industrial estates	<ul style="list-style-type: none"> <li>• An overview of the current position of the business parks and the impact they have on economic development within the borough (both those owned by the council and those not owned by the council).</li> <li>• To receive a progress update on the partnership with Kier relating to Walworth Business Park.</li> <li>• Developing an understanding of the diversity of businesses on the parks and estates, employment needs and support being provided to businesses to upscale within the business parks.</li> </ul>	People Town Centres
Waste and recycling	<ul style="list-style-type: none"> <li>• Supporting the transition to the new waste and recycling system from 2024 and associated policy development.</li> <li>• Exploring opportunities for how we can encourage people / businesses to reduce waste (behaviour change etc.)</li> </ul>	Local Environment
Leisure Provider	<ul style="list-style-type: none"> <li>• Service recovery, following restrictions being lifted in July 2021.</li> </ul>	Communities
Cost of Living	<ul style="list-style-type: none"> <li>• What are the issues and what can be done to support people most impacted. What are other council's doing and what do the statistics show in terms of impact on local communities. To also hear back on the outcomes of the Test Valley partnership meeting.</li> </ul>	Communities
Medium Term Financial Strategy	<ul style="list-style-type: none"> <li>• In addition to the normal work of the budget panel, this would be a focus on how the MTFs has in place plans for dealing with issues such as business rates re-sets.</li> </ul>	Regeneration

Topic	Focus	Links to corporate priorities
Village sustainability	<ul style="list-style-type: none"> <li>• An opportunity to understand and explore how the council has been working in partnership with local communities to support village sustainability. A focus on:</li> <li>• Broughton example (securing affordable housing)</li> <li>• Rural issues</li> <li>• Neighbourhood / community plans</li> <li>• Local plan role</li> <li>• Local services</li> </ul>	Communities
Affordable Housing	An understanding of how the council is working to secure all types of affordable housing and how this is delivered across the borough.	Communities People
OSCOM Handbook and raising awareness of OSCOM	Update the OSCOM handbook and to consider ways in which the committee can raise awareness amongst members and the public of its work. This will have regard to the outcomes of the communications panel.	
Accessibility within the borough	Explore how issues of accessibility are considered and planned for in regards to public spaces / public realm which could include undertaking street audits.	Town centres Local environment
Wildlife corridors	Learn from current projects such as urban meadows and explore future opportunities for ongoing work across the borough.	Local environment / climate emergency action plan
New ways of working	Update on the approach being taken as part of the council's new ways of working programme and what this could mean in terms of modernising the council works and how people access services.	
Flexibility of planning call ins	Understanding the legislation and the constitution in regards this subject.	

## ANNEX 6

### Ongoing OSCOM resource commitments and items already on work programme:

Topic	Focus	Lead members / officer	Comments
<b>Information Gathering</b>			
Romsey Future			RTD every 2 years in due March 2024
Andover Vision		Head of Strategy and Innovation	RTD every 2 years in July
<b>Monitoring</b>			
Climate Emergency Action Plan	To review the latest stage of the Climate Emergency Action Plan.	Councillor Gwynne/Graham Smith	6 monthly updates
<b>Review</b>			
Corporate Action Plan Annual Review	Presentation by the Leader on the Corporate Action Plan.	Councillor P North	Annually (expected June)
Test Valley Partnership		Head of Strategy and Innovation	BN/Presentation every 2 years in July
Portfolio Holder Reviews	To review specific areas of Portfolio Holder's portfolios.		4 per year January, June, July and December 2022-23 cycle to be determined
Safeguarding Children and Vulnerable Adults	To review the policy of safeguarding adults and children.	Louisa Rice	Every 2 years due in May 2024
<b>Updates</b>			
Local Policing	To receive a presentation on local policing.		Presentation every 2 years due in March 2024
Work of the Community Safety Management Group	To be updated on the work of the Community Safety Management Group.	Andy Pilley	Due September 2022
New Neighbourhoods		Communities	Member workshop planned for 2022

## ANNEX 6

Decision needed from Committee			
Budget Panel	To receive updates and contribute to budget setting process including fees and charges.	Cllr Matthews	Built into the annual work programme
Communications Panel		Councillor Brooks	Ongoing due to report late 2022
Planning Enforcement Panel	To understand and review the legislative and policy framework and performance.	Councillor Burley	Ongoing – Report timeline TBC
S106/CIL Panel	Review of the projects that S106 and CIL funds have been utilised for during 2016-2022.	Councillor Hamilton	OSCOM away day made reference to “Timely delivery of assets” which could feature within the existing scope of this review.
Authority’s Monitoring Report	To consider the findings from this year’s annual Authority’s Monitoring Report 2021/22.	David Bibby	Annual report in December
Chairman’s Annual Report	To inform Council of the work undertaken by OSCOM in the preceding 12 months.	Councillor Lodge	Annual report to Council in June
Draft Budget Fees and Charges	To consider the Budget Panel’s report on the draft budget and draft fees and charges.	Councillor Matthews/Head of Finance	Annual report in October