

Notice of Meeting

Overview and Scrutiny Committee

Date: Monday 23 January 2023

Time: 5.30 pm

Venue: The Annexe, Crosfield Hall, 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 and Scrutiny Committee

MEMBER

WARD

Councillor N Lodge (Chairman)	Andover Downlands
Councillor J Neal (Vice-Chairman)	Andover Millway
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 J Parker	Romsey Tadburn
Councillor R Rowles	Andover Winton
Councillor T Swain	Chilworth, Nursling & Rownhams
Councillor A Warnes	North Baddesley
Councillor C Donnelly	Andover Downlands
Councillor M Maltby	Chilworth, Nursling & Rownhams

Overview and Scrutiny Committee

Monday 23 January 2023

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 14 December 2022**
- 6 Call in Items**
- 7 Urgent decisions taken since last meeting**
- 8 Review of Area Planning Committees 5 - 49**

To review the change in committee structure approved at Council on 10 April 2019 (30 minutes)
- 9 Regeneration (Andover and Romsey) 50 - 69**

A presentation on the progress of south of Romsey Town Centre Masterplan and Andover Masterplan (20 minutes)
- 10 Update on the progress of the development of the Corporate Plan 2023 to 2027 70 - 74**

To consider an update on the actions completed to date and those outstanding since the last report in September 2022 (20 minutes)

2 Background

2.1 In October 2018 the Planning Advisory Service (PAS) carried out a Peer Review of the operation of Planning Committees at Test Valley Borough Council, culminating in their report of 22nd November 2018 – copy at Annex 1.

2.2 The PAS report identified a number of issues regarding the operation of the three committee structure and concluded that it was not an effective or efficient approach to discharging the Council’s planning decision making function. It identified options for changing the structure, all of which included the abolition of the Northern Area and Southern Area Planning Committees and the Planning Control Committee (PCC) as they had existed. It was recommended that the Council adopt alternative arrangements, and one option suggested involved the formation of a Northern Area Planning Committee (NAPC) covering the area to the North of the Mid-Test Ward, and the Southern Area Planning Committee (SAPC) covering the area to the South of and including the Mid-Test Ward. Each Committee would comprise thirteen members. An alternative option in the report was to have a single committee covering the whole borough but it was acknowledged that, if this step was viewed as too radical, two areas committees would be appropriate at least on an interim basis. The Council decided not to pursue the single committee option.

2.3 The new Development Management Committees came in to effect from 9 May 2019.

2.4 The number of Committee meetings that have taken place, are:

	<u>May – Dec 2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
SAPC	8	13	14	15
NAPC	7	5	11	12

3 Corporate Objectives and Priorities

3.1 Facilitating an effective and efficient Development Management Committee system directly contributes to the corporate priorities of investing in Test Valley as a great place to:

- live, where the supply of homes meets local needs and enjoying the natural and built environment;
- work and do business;
- enjoy the natural and built environment; and
- contribute to and be part of a strong community.

4 Consultations/Communications

4.1 A meeting was held with the Planning Portfolio Holder and the Head of Planning and Building to consider the way forward with the review of the revised Committee structure. It was agreed that the views of officers and members involved in the decision making process would be sought to inform the decision that would then be recommended to Council.

- 4.2 A meeting with Planning Officers has taken place to gain an understanding of their experiences of the current structure and to seek their opinions as to how effectively the current system is working.
- 4.3 Members were also invited to contribute their views about the structure in two questionnaires circulated in the summer of 2022.
- 4.4 The first questionnaire was sent to the 26 members who comprise the NAPC and SAPC (copy at Annex 2). The second questionnaire was sent to all 43 Councillors (copy at Annex 3).

Questionnaire 1

18 Councillors (comprising 69% of Committee members) engaged with the questionnaire. In summary, there was a wide range of views expressed, some of which were contradictory in relation to how well the committee structure operates in its revised form with a number favouring a return to the former arrangements or at least having more members on committee. However, overall a significant majority were supportive of the present arrangements (c70% considered it was working well) and size of membership (c70%). Furthermore, 75% thought that the Ward Advocacy role is effective and assists in the quality of decision making. A number of comments were made regarding further improvements which could be made to the committee process and these can be considered by officers to see which can be taken forward.

Questionnaire 2

23 Councillors (comprising 53% of all Councillors) engaged with the questionnaire. As with survey 1 there were a very broad range of comments made and Members clearly held different views regarding how well the current system operates. However, a substantial majority (c91%) thought the arrangements were working with the smaller committees. 64% of non-committee members considered the role of ward advocacy role worked well. A number of comments and suggestions were submitted regarding the operation of the committees and how they could be changed/improved.

- 4.5 The Full report of comments and results arising from both questionnaires are appended to this report.

5 Options

5.1 Option A

That the recommendation set out in this report be approved and the current arrangements of having a Northern Area Planning Committee and Southern Area Committee comprising 13 members each remain in place.

5.2 Option B

Revert back to the previous arrangements.

5.3 Option C

Adopt some other arrangements for discharge of the function.

6 Option Appraisal

6.1 **Option A- Adopting the recommendations of this Report.**

The advantages of the structure adopted by the Council in April 2019, based upon the PAS report, were as set out below.

- (a) This option provides the opportunity for non-Committee Ward Members to attend and speak at Planning Committee meetings as advocates for their Wards and to fully develop their role as Ward advocates.
- (b) The removal of Planning Control Committee is likely to foster robust and well informed decision-making at Planning Committees with increased accountability.
- (c) The removal of Planning Control Committee would simplify the planning decision-making process for members of the public and Councillors; resulting in a more straightforward, transparent and accountable system where the decision of the Planning Committee is the final decision.
- (d) This option provides the opportunity for better trained, specialised Members sitting on Planning Committees. However, it is envisaged that training will be available for all Members, irrespective of Committee Membership.
- (e) A reduced number of Committee Members would make site visits more effective and manageable.
- (f) The experience of Test Valley Borough Council Planning Committees by the public and customers of the Planning Service will be enhanced.
- (g) The Council will be proactively adopting and implementing the recommendations of its independent professional reviewers.

6.2 **Disadvantages**

- (a) Not all Members will have the opportunity to be a decision maker on planning applications and may consider themselves disenfranchised.
- (b) Planning Control Committee is often viewed as a safeguard so some might view its removal as a disadvantage.

6.3 **Option B – Retaining the existing Committee structure.**

Advantages

- (a) Retains the ability of all Councillors to take part in decision-making on Planning matters.
- (b) The existence of Planning Control Committee provides a safeguard against rogue decisions.

6.4 **Disadvantages**

- (a) The ability of Members to act as advocates for their Ward is curtailed by the Council's Code of Conduct, Local Code for Members and Officers dealing with Planning Matters and the rules on bias and predetermination.
- (b) The Council may be perceived as continuing with a decision-making system which an independent specialist review has identified as ineffective.

6.5 **Option C- Adopt some other arrangement.**

6.6 Advantages – none apparent

- 6.7 Disadvantages – Recommended Option A has been arrived at following analysis of the current system which was entered into following an independent and evidence based review (PAS). No alternative or more effective proposition presents itself so Option C is not recommended.
- 6.8 Review of the current committee structure and recommendation
- 6.9 It is the experience of planning officers, and conclusions that can be drawn from the members survey responses received, that overall the revised committee arrangements are working effectively and efficiently and are conducive to sound planning decision making. The advantages of the present system identified by the PAS report, as summarised above, are largely being realised whilst acknowledging that some members would still favour different arrangements. It is considered that having two area committees of 13 members each strikes an appropriate balance between committees that are of a sufficient size to provide democratic representation for their areas, with non-committee members being able to participate in the process via their role as Ward Advocates, whilst being manageable and able to make robust and well informed decisions. This is therefore beneficial to all parties that take part in the committee decision-making process including developers, agents, parish councils and the public.
- 6.10 The alternative would be to revert back to the former three committee system. However, it is considered that the issues identified by the PAS review would very likely surface again, if the Council reverts to this arrangement, which would not therefore be consistent with maximising the efficient and effective operation of the committee decision-making process. It has been shown over the last two years or so that having a streamlined committee arrangement can work well and so retaining the system in its current form is considered to be the best option and delivers benefits when compared to the previous more complex structure as set out above.
- 6.11 The questionnaires identified a number of suggestions that could, reasonably, help to further develop the efficiency, effectiveness and professionalism of the Area Committees and ensure appropriate support by Officers is provided. For example, additional training (both in-house and external); greater awareness of the 'Ward advocate' role; a commitment to regularly review decisions/case studies; greater dialogue between Councillors and Officers in advance of Committee meetings; the importance of site visits, viewing panels and Officer photographs to the decision making process. Officers can consider this useful feedback and decide how best to take these points forward.
- 6.12 For these reasons, adopting the proposals of this report set out in Option A is therefore recommended.

7 Risk Management

- 7.1 A risk assessment has been carried out and an evaluation of the risks indicate that the existing controls in place mean that no significant risks have been identified at this time.

8 Resource Implications

8.1 No resource implications are identified.

9 Legal Implications

9.1 Amending or agreeing the powers and duties for Committees, deciding on their composition and making appointments to them is a function of Full Council.

10 Equality Issues

10.1 This report does not identify any issues relating to equality.

11 Conclusion and reasons for recommendation

11.1 In 2018 an independent Peer Review identified significant obstacles to efficient decision making in the Council's Planning Committee structure. In response to the issues identified the Council adopted a revised Committee structure, based upon one of the report's recommendations, for simplifying and streamlining the decision making arrangements with a commitment for the performance of the new Committee structure to be reviewed prior to Annual Council 2020 (this period of time was then extended because of the impact of nitrate pollution on planning decision making).

11.2 It is considered that many of the benefits of the revised structure, as set out in the PAS review and highlighted above have been delivered and planning decision making has been enhanced as a result.

11.3 This report therefore recommends permanent adoption of the current planning committee structure put in place following the PAS review, as agreed by Council originally on 10th April 2019.

Background Papers (Local Government Act 1972 Section 100D)

Planning Advisory Service Peer review of the operation of the Planning Committees
Test Valley Borough Council 22 November 2018 – Annex 1

Full results of two Member questionnaires (Summer 2022) – Annexes 2 and 3

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	File Ref:	N/A
Officer:	Jason Owen	Ext:	8173
Report to:	Overview and Scrutiny Committee	Date:	23 January 2023

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Test Valley Borough Council Planning Advisory Service (PAS) Peer Review of the operation of the Planning Committees

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5. Decisions- Delegation and Call – In

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7. Quality Information, Reports and Training

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Appendix 1: Interview Timetables

Appendix 2: Planning Panel's Final Report- Overview and Scrutiny Report - 19 September 2018

Appendix 3: Task and Finish panel Review: The Member's Role in Planning- Overview and Scrutiny – 26 March 2014

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1. INTRODUCTION

- 1.1 Test Valley Borough Council, Head of Planning and Building Control, Paul Jackson invited the Planning Advisory Service (PAS) to undertake a peer review of the operation of its Planning Committees, in October 2018.

PAS Peer Review Team

- 1.2 The Planning Advisory Service invited Peer Reviewers Councillor Stephen Parker (Opposition Leader at Hart District Council and previously cabinet member for planning policy) and Gilian Macinnes (Planning Consultant and previously Head of Planning Sevenoaks District Councils and Development Control Manager Sevenoaks District, Maidstone Borough and Royal Borough of Windsor and Maidenhead), to undertake the review. This was agreed by the Head of Planning and Building Control, Test Valley Borough Council.

Review Timetable & Outputs

- 1.3 As part of the Peer Review, the Test Valley Planning website, committee agendas for October 2018 were assessed, other relevant reports and statistical information including reports to Overview and Scrutiny Committee (2014 & 2018). The Peer Reviewers interviewed officers and members including the chair and vice chair of the planning committees and the head of Planning and Building Control (see appendix 1); they visited the Southern Area Planning committee on the 6th October 2018 and the planning control committee on the 16th October 2018. An 'Initial Thoughts' feedback session took place with chairs and vice chairs, the portfolio holder, lead opposition councillor and Head of Planning and Building Control on the 16th October 2018, after the Planning Control Committee. The final draft report was sent through to Paul Jackson, Test Valley on the 19 November 2018 and the Final report was sent through on the 22nd November 2018.
- 1.4 **The Peer Reviewers would like to put on record their thanks to Test Valley Borough Council for the cooperation of members and officers during this Review process.**

Test Valley Key Planning Issues

- 1.5 The Peer Reviewers asked interviewees what they considered were the key town planning issues. Responses included: the delivery of housing (with Infrastructure) and affordable housing, the protection of the countryside and heritage issues. Many of the interviewees focused on controversial issues such as development in the villages.

Peer Review Assessment

- 1.6 The Peer Review has reviewed issues under the following headings:

Trust – Roles and Conduct of Officers and Members

- Code of Conduct
- Local planning Code of Conduct and Planning Practice Guidance
- Roles and Conduct of Officers and Members - Findings

Decisions -Delegation and Call-In

- Delegated Decisions to Officers
- Planning Board "Call In" Procedures

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Pre-Application Discussions

- Pre-Application process options

Quality Information, Reports and Training

- Member Training
- Planning Report Values and Essentials
- Planning Report Contents

Committee Management

- Overview - Committee/Board size
- Executive Members
- Southern Area Planning Committee
- Northern Area Planning Committee
- Planning Control Committee
- Site Viewing Panel
- Pre Meeting/Briefings

SHOP WINDOW

- Shop Window on the Council

2. CONCLUSIONS & RECOMMENDATIONS

2.1 Overall Conclusion

Test valley has good performance in terms of Government speed of throughput for major planning applications and has exceeded Government performance targets on non-majors, and the quality of decision making performance indicator. The authority have a good code of conduct and local code of conduct in relation to planning. The planning officer reports are generally clear, covering all the relevant development plan policies and issues. Therefore, Test Valley are doing well in relation to many elements of the planning service. However, the current committee structure is not an effective or efficient approach to discharging the Council's planning decision making function. The overall scale of the committees can, and does, adversely affect the ability of the committee to operate in a clear and efficient manner and can provide a poor experience of Test Valley for the public and customers of the planning service.

There has been reference over many years to the issues facing the planning committees including the scale, need for training, approach of councillors and their relationship with officers and it would appear that there is now an appetite, by some, for change. The recommendations are focused on restructuring the committees and creating a more professional, focused and dedicated decision making in the public interest, and enabling ward members to attend the committee as an advocate for their wards.

2.2 Conclusions and Recommendations

TRUST – ROLES & CONDUCT OF OFFICERS AND MEMBERS

Conclusions

- All Councillors sit on one of the area planning committees and the scale of the committee

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contributes to issues such as insufficient training for all committee Members, the lack of 'professionalism' and clarity in proceedings referred to by interviewees. Test Valley BC's codes and guidance regarding the standards required of the planning committees are clear. Most of the main probity issues are well understood by Members but there are still actions which could be perceived as bias or predetermination; the area committees do not always demonstrate their commitment to making decisions on the basis of the "whole community"; and it is not always apparent that all the Members understand "material planning considerations". A number of the concerns are particularly related to the SAPC, for example, a lack of trust and officers feeling intimidated by the confrontational approach of some Members. Although it has been noted that the relationship between Members and officers at the SAPC has improved over the last 18 months. Planning Control is thought by many to be a safety net but can be perceived as an officer threat.

Recommendations:

- Review the committee structure to create a more effective and efficient decision making body where the proceedings can be more clearly understood, where all the members are trained to effectively execute the planning decision making function of the Borough and make decisions in the public interest of the whole Borough, in accordance with the Development plan, unless material planning considerations indicate otherwise.
 - Create one smaller Borough wide committee (no larger than the Planning Control Committee) to make decisions for the whole Borough.
 - Alternatively, if the single committee is considered too radical at this time, create two small area committees to make decisions in the interests of the whole Borough.
- Training - material considerations, probity (predeterminations, pre-disposition and bias)
- Relationship building between officers and members e.g. workshops, joint training

2.3 DECISIONS – DELEGATION AND CALL-IN

Conclusions

- The Test Valley BC delegation level is reasonably high but delegation procedure can give rise to all types of application being called to committee and it is not always clear why they have been brought before the committee. The Planning Control Committee doesn't run very often but is seen by many as saving the Council money and reducing appeals.

Recommendations

- Test Valley BC amend the delegation agreement to introduce a requirement that Members wishing to call an application to committee state a planning reason for bringing the application to committee and this is reported as part of the Case officers report.

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- Amend the delegation agreement/standing orders to abolishing the area committees and PPC and restructure to a single Borough-wide committee (akin to the PCC committee).

2.4 PRE-APPLICATION PROCESS

Conclusions

The pre-application page of the web site provides relevant pre-application advice in PDF form but this could be expanded to increase its usefulness, to include links to relevant documents, the role of Councillors at pre application stage and the use of Planning Performance Agreements (PPA), particularly for major schemes. Several Supplementary Documents are old and require review.

Recommendations:

- The planning pre application advice page could be usefully expanded to include other useful information, planning performance agreements, Members role in pre- application engagement and links to the relevant plans and supplementary planning documents
- Further advice on effective pre-application Member engagement should be produced to ensure that all engagement is in line with the Codes of Conduct.
- All Supplementary Documents should be reviewed to ensure they are up to date with current development plan policies and the National Planning Policy Framework

2.5 QUALITY INFORMATION, REPORTS & TRAINING

Conclusions

- The quality of the information, reports, plans and agenda notes are clear and cover the key issues although the NPPF policies need updating and some minor changes should be considered to further improve clarity of reports. All members require additional training and an ongoing training programme for planning decision makers should be devised and an annual review of decision making and developments should be undertaken as a learning opportunity for Members. Chairmen and vice chairmen should be provided with specialist chairmanship training. Members should be further encouraged to ask questions of the officers in advance of committee which would result in speedier more informed decision making. To improve the understanding of the committee, the information provided for the public on the agenda should also be on the website and publicised on relevant correspondence.

Recommendations:

- Training: All Members undertake a programme of planning and probity training, including, decision making (defensible, robust, lawful decision making focusing on material planning consideration and public interest) and members that sit on planning committee undertake a more detailed training programme including: Government policy/guidance e.g. NPPF; technical training e.g. design and training on probity.

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- Training: All Planning chairs and vice-chairs undertake planning chairmanship training.
- At least annually, all planning committee decision makers undertake a review of a selection of decisions and visit developments in the Borough.
- Committee reports: Include comparison or summary tables where relevant
- Committee reports: Collate the same consultees responses together -- to understand the development of views.
- Further encouragement for any Member with questions of the application/report approach officers in advance of the committee.
- Agenda/website- Include Information notes on the website and include links in correspondence to inform the public and users of the Planning Service in advance of the committee, to aid greater public understanding of the planning application committee processes.

2.6 PLANNING COMMITTEE MANAGEMENT

Conclusions:

- The overall scale of the committees can, and does, give rise to issues that affect the efficiency and effectiveness of the decision making and provide a poor experience for the public and customers of the planning service.
- There appears to be a view that the process could be improved and a will by some, but not all, to change the current committee structures. Restructuring the committees and creating a more focused and dedicated decision making body focused on: enabling ward members to attend the committee as an advocate for their wards and decision makers to concentrate on making decision in the wider public interest. The smaller committee would also release the executive members to focus on their portfolio and avoid any potential conflict of interest or perception of a conflict. The smaller committee will also improve the focus of the planning site visit panel

Recommendations:

- Restructure the planning committee into 1 Borough -wide committee and no planning control committee, with a membership of circa 13 members or similar to facilitate balance. OR
- If the single committee is too radical a proposal at this time, introduce an interim step of creating two small area committees and remove the Planning Control Committee.
- The creation of a single, or two smaller committee, should not include executive members enabling them to focus on their cabinet role and avoid any potential conflict of interest, or perception of a conflict.

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Note: these changes will also require changes to the constitution to facilitate ward representation; and training for Members on the role of ward advocate and Planning committee decision maker ensuring that planning committee decisions are robust and defensible, taking over this role from the PCC.

- Award of Costs workshop: case studies, from other authorities, of the circumstances and cost award to develop an understanding of unreasonable behaviour.

2.7 PLANNING COMMITTEE SHOP WINDOW

Conclusion

- The planning committee/s are one of the main 'shop windows' for any council, there are people that will only ever come into direct contact with how the council operate through planning applications. The current committees have good clear reports and visual aids, reasonable formality between officers and members, but difficult confusing layouts and are so large that is it difficult to follow proceedings which are extremely lengthy. The scale of the committee; the lack of training; confusion of ward advocate/committee decision maker roles; lack of preparation by some members; culture, in the SAPC, that members want to be seen to speak and are repetitive leading to very lengthy periods on each application (in excess of an hour)- do not result in the appearance of a 'professional' decision making body that represents the community. As set out above, the reduction in the size of the committees, to one single committee with ongoing training will result in a committee that can make planning decisions in a more effective and efficient manner for the whole of Test Valley Borough.

3. TEST VALLEY BOROUGH COUNCIL & TOWN PLANNING CONTEXT

Geography and Politics

- 3.1 Test Valley is located in Hampshire, North of Southampton and the New Forest, East of Wiltshire, and West of Basingstoke & Deane and Winchester. It is a long borough with two urban centres Andover and Romsey and a sizeable rural area populated by many villages.
- 3.2 In the 2015 Local Elections 48 councillors were elected: 37 conservative councillors, 9 Liberal democrat councillors and 2 Independent councillors. The council has full election, for all seats in May 2019.

Key Planning Issues and Documents

- 3.3 Test Valley Borough's overall town planning policy context and strategic policies is set out in the Test Valley Borough Revised Local Plan DPD - 2011 - 2029 which contains policies for determining planning applications and identifying strategic allocations for housing, employment and other uses. This Local Plan was adopted by the Council on 27 January 2016.
- 3.4 Those interviewed in the review consider the key planning issue to be the delivery of housing growth and the protection of the countryside in the Borough.
- 3.5 Test Valley has a history of delivering housing, most recently 891 units in 2016/17, above that required by the local plan. The 2016/17 level was slightly down on 2015/16. The historic rates of delivery were: 1004 units in 2015/16, 880 units in 2014/15 and 542 units in 2013/14. As at 1st April 2018, the Housing Land Supply position for Northern Test Valley was 7.65 years, and for Southern Test Valley was 7.97 years. These figures are assessed against a target of 5.00 years.

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4. TRUST – CODES OF CONDUCT - THE ROLES OF THE PLANNING COMMITTEE MEMBERS AND OFFICERS IN DECISION MAKING

4.1 Trust –Code of conduct:

Test Valley Borough Council has a Constitution and Code of Conduct that clearly sets out the need to comply with the 7 Standards of Public Life, (Selflessness; Integrity; Honesty; Objectivity; Accountability; Openness and Leadership). The code sets out pecuniary and personal interests and the general obligations for Members includes:

Part 2: General obligations for members

2.1 When acting in your role as a Member of the Council:

- (a) Do treat others with respect.*
- (b) Do ensure that you are aware of and comply with the requirements which the Bribery Act 2010 places on you in your role as a Member and on the Council as a whole.*
- (c) Do ensure that you behave in accordance with all the Council's legal obligations, policies, protocols and procedures as they relate to your conduct.*
- (d) Do not do anything which may cause your Council to breach any of the equality enactments (as defined in Section 33 of the Equality Act 2006(a)).*
- (e) Do not bully any person (bullying is offensive, intimidating, malicious, insulting or humiliating behaviour that is directed at someone over whom you have some actual or potential influence).*
- (f) Do not intimidate, or try to intimidate, anyone who has complained about you or who may be involved with a complaint about you.*
- (g) Do not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your Council.*
- (h) Do not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:*
 - you have the consent of a person authorised to give it;*
 - you are required by law to do so;*
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or*
 - the disclosure is:*
 - (a) reasonable and in the public interest; and*
 - (b) made in good faith and in compliance with the reasonable requirements of the Council.*
- (i) Do not prevent another person from gaining access to information to which that person is entitled by law.*
- (j) Do not use or try to use your position improperly to obtain an advantage or disadvantage for yourself or any other person or body.*

2.2 When making decisions on behalf of or as part of the Council:

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- (a) *Do exercise independent judgement and do not compromise your position by placing yourself under any obligations to outside individuals or organisations who might seek to influence your decision"*
- (b) *Do have regard to any relevant advice provided to you by the Council's Chief Financial Officer and Monitoring Officer where such advice is offered pursuant to his or her statutory duties.*
- (c) *Do give reasons for the decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.*

4.2 Trust - Local planning code and planning practice guidance

In line with good practice the Council also has a local code of conduct for planning matters which clearly sets out the approach to determining planning applications. The local code of conduct, in relation to determining planning applications states:

"1.2 Determining a planning application is a formal administrative process involving rules of procedure, rights of appeal, and an expectation that people will act reasonably and fairly. Those involved should always be alert to the possibility that an aggrieved party may:

- (a) seek judicial review of the way the decision was arrived at; and/or*
- (b) complain to the Local Government Ombudsman on grounds of maladministration; and/or*
- (c) complain to the General Purposes Employment Appeals & Ethics Sub-Committee that a Member has breached the Code of Conduct.*

1.3 Decisions on planning involve considering private development proposals against the wider public interest. Much is often at stake, particularly the financial value of landholdings and the quality of their settings, and opposing views are often strongly held by those involved. It is important, therefore, that planning decisions affecting these interests are made openly, impartially, with sound judgements and for justifiable reasons. While Members should take account of various views expressed they should not favour any person, company, group or locality, nor put themselves in a position where they appear to do so. The process should leave no grounds for suggesting that a decision has been partial, biased or not well-founded in any way. The members' code of conduct requirement that a Member should act solely in terms of the public interest is also relevant in this context.

Officers

1.4 Officers must always act impartially

1.5 Officers are required to disclose to the council their direct and indirect pecuniary interest under section 117 of the Local Government Act 1972. Officers involved in processing and determining planning matters must also observe the guidance set out in the officers code of conduct concerning gifts and hospitality and with the relevant section of the Royal Town Planning Institute's Code of Professional Conduct."

The code of conduct is in line with the requirements of the Planning Practice Guidance :

"How must elected councillors and other members of the local authority consider planning applications?"

Local authority members are involved in planning matters to represent the interests of the whole community and must maintain an open mind when considering planning applications. Where members take decisions on planning applications they must do so in accordance with the development plan unless material considerations indicate otherwise. Members must only take into account material planning considerations, which can include public views where they relate to relevant planning matters. Local

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opposition or support for a proposal is not in itself a ground for refusing or granting planning permission, unless it is founded upon valid material planning reasons."

Paragraph: 016 Reference ID: 21b-016-20140306 -Revision date: 06 03 2014

4.3 Trust – Roles and Conduct of Officers and Members -Findings

- Test Valley BC is clear in its codes and guidance regarding the standards required of the planning committees. However, the area committees do not always demonstrated their commitment to making decisions on the basis of the "whole community".
- Member and Officer Applications: Planning applications by Members and officers are reported to the committee for decision. And there is clear guidance on the disclosure of pecuniary interests – both in general and with particular regard to town planning matters.
- At present all councillors are expected to sit on one of the area planning committees including executive (cabinet) members. The presence of the cabinet members can result in or give the perception of a conflict of interest.(see section 8)
- At the committees it is not always apparent that all the Members understand "material planning considerations". It is necessary for the officers to step in to identify when a councillor has strayed away from material planning considerations.
- The Northern Area Planning Committee (NAPC) demonstrate respect for the officers and their role. However, at the Southern Area Planning Committee (SAPC) there have been issues between Members and officers. The poor relationship between Councillors and officers led to a local press headline of: *"Planning officers accused of being disrespectful over proposal for 40 homes"* Some councillors approach to officers has been described by some as intimidation, aggression and adversarial questioning. The Council's code of conduct requires that members treat others with respect, do not intimidate, bully or do anything that would compromise the impartiality of the officers. These issues were identified the 2014 Overview and Scrutiny report . And more recently (18 months ago) these concerns were tackled by officers and senior Councillors and since that time there has been a significant improvement.
- It appears that there has been, and continue to be, a lack of trust between officers and some councillors, not all councillors appreciate or support the role of the officers as advisors to the Council. Therefore, further relationship building, particularly between officers and the SAPC is required.
- Predisposition and Predetermination – Managing Bias: There is guidance on predetermination in Test Valley BC's Planning code of conduct (paragraphs 4.4 - 4.9). Most of the main probity issues are well understood by Members but there are still actions which could be perceived as bias or predetermination e.g. leaving the chamber immediately after an item to talk to the supporter or objector, representing the views of applicant or objector, blurring the line between ward representation and public interest decision maker. Therefore, from observing the planning committee and undertaking the review interviews this is an area that would merit further training for Members and potentially clearer guidance. This is a complicated and delicate matter and is a subject that needs to be constantly addressed.

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- The use of the Planning Control Committee (PCC) is seen by some as a scare tactic by officers but most consider it to be a safety net. The PCC "safety net" has a different purpose, at different times. To some the PCC enables them to make popular decisions at area committees and be rescued from the consequences by PCC or to maintain the integrity of the policy or to maintain quality of the decision making (Government indicator) or save the council money in terms of appeal decisions or legal challenge.

Trust – Conclusion and Recommendation

Conclusions: All Members sit on one of the area planning committees and the scale of the committee contributes to issues such the difficulty in sufficiently training all committee Members, the lack of 'professionalism' and clarity in proceedings referred to by interviewees. Test Valley BC's codes and guidance regarding the standards required of the planning committees are clear. Most of the main probity issues are well understood by Members but there are still actions which could be perceived as bias or predetermination; the area committees do not always demonstrate their commitment to making decisions on the basis of the "whole community"; and it is not always apparent that all the Members understand material planning considerations. A number of the concerns are particularly related to the SAPC, for example, a lack of trust and officers feeling intimidated by the confrontational approach of some Members. Although it has been noted that the relationship between Members and officers at the SAPC has improved over the last 18 months. Planning Control is thought by many to be a safety net but can be perceived as an officer threat.

Recommendations:

- Review the committee structure to create a more effective and efficient decision making body where the proceedings can be more clearly understood, where all the members are trained to effectively execute the planning decision making function of the Borough and make decisions in the public interest of the whole Borough, in accordance with the development plan, unless material planning consideration indicate otherwise.
 - Create one smaller Borough wide committee (no larger than the Planning Control Committee) to make decisions for the whole Borough.
 - Alternatively, if the single committee is considered too radical at this time, create two small area committees.
- Training - material consideration, probity (predeterminations, pre-disposition and bias)
- Relationship building between officers and members e.g. workshops, joint training

5. DECISIONS - DELEGATION AND CALL IN

5.1 Delegation & "Call In" Findings:

- Test Valley BC have recently amended their delegation agreement (Jan 2018),

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removing the exception for applications that the Head of Planning and Building Control consider are of significant local impact/interest; adding that Members can withdraw their committee request at any time; and that notification applications no longer have to go to committee. Delegation levels to officers have recently increased from around 90% to 94%. A range of applications are referred to committee from residential extension to major schemes (in addition to those officer or councillor application that have to be referred in line with the code of conduct). There are mixed views about the nature of applications that are called into committee but many feel that the small residential type of applications do not need to be reported to committee and the planning reason for them being at committee is not always clear.

- The Member call in process is a two tier approach and it is not currently essential that councillors state the material planning/public interest reasons as to why they are being referred. Therefore, the reason is not always referred to in the report or clear why it is on the Committee agenda.
- There are quite regular overturns of planning recommendations at the area committees, particularly by SAPC, but these are often referred to the Planning Control Committee (PCC) and the final decision is frequently made in accordance with the original recommendation. The PCC is seen as essential by many as: it saves the Council money on costs that may follow an unreasonable decisions, or a court challenge and/or it protects the local plan policies where the decision would harm the policy. However, the ability for officers to refer applications to the PCC has been seen by some Members as facilitating them to make a 'popular' decision at area committee which will be overturned at PCC. The review was told of cases where officers did not make the referral, to the surprise of Members, and the decision was made contrary to recommendation. PCC referral by officers is seen by some Members as a scare tactic. However, most interviewees agreed that the PCC was effective in ensuring more robust, defensible decisions. Test Valley BC's level of appeal losses, in terms of major application quality indicator, are not concerning as they are mid- table (187/346) for major application decisions overturned at appeal. In addition, Test Valley BC have not been subject to recent court challenges.

5.2 Delegation and "Call In" Conclusions and Recommendation:

Conclusions: The Test Valley BC delegation level is reasonably high but delegation procedure can give rise to all types of application being called to committee and it is not always clear why they have been brought before the committee. The Planning Control Committee doesn't run very often but is seen by many as saving the Council money and reducing appeals.

Recommendation:

- Test Valley BC amend the delegation agreement to introduce a requirement that Members wishing to call an application to committee state a planning reason for bringing the application to committee and this is reported as part of the case officers report.
- Amend the delegation agreement/standing orders to abolishing the area committees and PPC and restructure to a single Borough-wide committee (akin to the PCC committee).

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6. PRE-APPLICATION PROCESS

6.1 Pre-Application – Findings:

- Pre-Application Process: Test Valley BC offer a pre-application and planning 'duty' service for general planning enquiries. The pre-application leaflet and fee schedule is easily accessible on the Council's website as a PDF but the information page could be developed further to provide help to applicants and agents, including relevant links. It does not appear that Test Valley BC overtly offer 'planning performance agreements', this is an area that could be explored further to maximise the efficiency and effectiveness of the service particularly for major development proposals.
- Councillors and Pre application: Councillors rarely get involved in pre application meetings or presentations and there appears to be a distrust of this form of engagement. This could be a useful tool for the Council to use on large or complex schemes to facilitate greater understanding and enable Members input at an early stage. There is general guidance on this in the code of conduct but specific further pre application guidance would be required for all parties.
- Pre-Application supplementary planning documents : The Council provide a range of pre application supplementary planning documents (SPDs) including Andover Access Plan, Shopfronts, and Draft Residential areas of Special Character that will assist in the delivery of their planning policy aims. However, there are some SPDs that are considerably out of date e.g. Affordable Housing and Infrastructure and Developer Contributions that are out of date in terms of the NPPF and the Local plan. Out of date SPDs can cause difficulties and confusion to users of the planning service.

6.2 Pre-Application - Conclusions and Recommendations:

Conclusions

The pre-application page of the web site provides relevant pre-application advice in PDF form but this could be expanded to increase its usefulness, to include links to relevant documents, the role of Councillors at pre application stage and the use of Planning Performance Agreements (PPA), particularly for major schemes. Several Supplementary Documents are old and require review.

Recommendations:

- The planning pre application advice page could be usefully expanded to include other useful information, planning performance agreements, Members role in pre- application engagement and links to the relevant plans and supplementary planning documents
- Further advice on effective pre-application Member engagement should be produced to ensure that all engagement is in line with the Codes of Conduct.
- All Supplementary Documents should be reviewed to ensure they are up to date with

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current Development plan policies and the National Planning Policy Framework

7. QUALITY INFORMATION, REPORTS & TRAINING

7.1 Quality Information – Findings and Conclusions:

- **Planning Reports and Committee Agendas:** The reports are generally clear and cover all the key issues and have the reasons for refusal/conditions set out in full. However, the reports at the SAPC had not been updated to include the most recent changes to the National Planning Policy Guidance. The inclusion of location plans and appropriate plans as part of the reports is important. Some applications included comparison tables – this type of summary and comparison is extremely useful. In terms of the ease of understanding of the report, it would be helpful if all of the individual consultees responses were located together (dated) to understand the totality and development of that consultees comments. The inclusion of the information notes at the beginning of the agenda are extremely useful but may, additionally, be even more valuable for service users if it was included on the Council's website with links provided in correspondence regarding planning applications and committee. These notes could be expanded to provide an illustrative seating plan for the committee. The update paper clearly sets out the latest application correspondence and information, including whether there was, and who attended, a viewing panel and officers response to additional information including any amendments to the recommendation. It was apparent that not all committee members read the reports in advance of the meeting and very few councillors in the SAPC sought answers to their questions in advance of the meeting "preferring to keep their powder dry". Overall these issues, extends the meeting, and officers directing the Members to the committee report does not look prepared, and does not give the appearance of 'professional', robust, considered, decision making. This was also identified as an issue in the 2014 Overview and Scrutiny report.
- **Member Training:** The planning code of conduct (1.10) is clear that members who have not attended training sessions should not be involved in the decision making process. It is not however, clear how often this training should be (except that it is plural). At present Members get induction training but not ongoing training. The Policy Panel had recently undertaken a session on the new NPPF which was open to everyone but was not 'badged' as being necessary for all decision makers on planning applications and as training for planning committee members. The review has identified the need for planning decision makers to be trained on new Government policy/guidance e.g. NPPF; material considerations; technical training e.g. design and training on probity. The issue of planning training and poor attendance at planning training was raised in the 2014 and 2018 Overview and Scrutiny reports.
- **Planning Chairmanship Training:** All three planning committee have relatively new planning chairs, none of whom have had any planning chairmanship training. Even those with significant planning knowledge have not had chairing skills training and those that are experienced at chairing meetings haven't necessarily got planning chairing skills. The Overview and Scrutiny report in 2014 identified the need to provide Chairmen and vice chairmen of the Planning committees with Planning Chairmanship skills training. All chairs and vice-chairs would benefit from such training.
- **Decision and Development Review:** Currently members do not review planning decisions or new development within the borough, this is a lost opportunity to learn about their decision making, the decision making of officers and the Planning Inspectorate; and the physical

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impact of the development on the ground. This understanding and knowledge could feed into reviews of planning policy and guidance.

Recommendations:

- Training: All Members undertake a programme of planning and probity training, including, decision making (Defensible, Robust, lawful decision making focusing on material planning consideration and public interest).and members that sit on planning committee undertake a more detailed programme including: Government policy/guidance e.g. NPPF; technical training e.g. design and training on probity
- Training: All Planning chairs and vice- chairs undertake planning chairmanship training.
- At least annually, all planning committee decision makers undertake a review of a selection of decision and visit developments in the Borough.
- Committee reports: Include comparison or summary table were relevant
- Committee reports: Collate the same consultees responses together – to understand the development of views
- Further encouragement for any Member with questions of the application/report approach officers in advance of the committee
- Agenda/website - Include Information notes on the website and include links in correspondence to inform the public and users of the Planning Service in advance of the committee, to aid greater public understanding of the planning application committee processes.

8. PLANNING COMMITTEES MANAGEMENT

8.1 Committees Management – Findings:

- Planning Committee Size: There was an overwhelming perception that most interviewees would like, or thought that, the committee structure would change. Many comments were made about the benefit of a single committee but most did not appear to think this was possible. Most people, and sources, commented on the very large size of the committees i.e. " the size of the committees is ridiculous" ; "Smaller committee but still north and south" , "Smaller Committee would be better trained and more focused on planning issues"
- Executive Members: At present all councillors are expected to sit on one of the area planning committees including executive (cabinet) members. The presence of the cabinet members can result in or give the perception of a conflict of interest.
- Southern Area Planning Committee: The location of the meeting and where the public had to go was clear, all the speakers were welcomed and what they had to do was briefly explained. The Chairman opened the meeting and gave a brief explanation of the proceedings. The public were not introduced to the 'top table' or councillors at the committee. The name badges were so small as to be pointless, which is an issue that has

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already been raised by the Chairman of SAPC who has requested larger name signage. It was difficult for the public to see and identify which councillor was speaking due to the layout and size of the committee. Committee was supported by a range of officers of varying seniority to cover the issues relevant to the evening's agenda (including Environmental Health). There was no highway officers present but this did not cause any problems. It was very encouraging to see that the Committee was supported by a legal officer. There was an appropriate level of formality between officers and Members. The committee was ordered to take the largest/controversial items first and the smaller items later. There are pros and cons for this approach, it deals with the items most of the public are interested in first, but applicants for straight forward applications had to sit through very lengthy presentations, speakers, questions and debates before reaching their items which were then dealt with very quickly. The SAPC agenda (9/10/18) had 8 items(1 x 5 house and a pub extension, 2 x 1 detached dwelling, 2 extensions including one with Listed Building applications and 2 officer/Member interest) 4 of the items took approximately 4 hours. The committee had to vote to continue. There was concern that we witnessed a large agenda for SAPC, however, overall the numbers or complexity should not normally have taken 4 ½ hours, as these were all relatively straight forward non-major applications, albeit there were speakers and public in attendance. There was confusion over the full and listed building (LB) applications speakers and the Chair could have used their discretion to allow the speaker to speak for this item rather than the following LB item. The officers' presentations were clear and very fulsome, if slightly lengthy. There was a slow pace, a significant degree of repetition, and on several occasions the debate strayed away from material planning considerations and the officers had to identify this before the debate was brought back to relevant planning matters. There seems to be a culture of the majority of this very large committee wanting to speak and a noticeable amount of 'grandstanding' for the public. It remains questionable that all members understand the role of the officers as advisors to the Council. However, the Members were not aggressive or overly intimidating and there seemed to be a degree of respect between officers and Members with only a couple of adversarial questions. Many of these issues were identified in the Overview and Scrutiny 2014 report. The attitude to officers is a significant improvement on everything the review Panel was told about how the committee operated 18 months ago.

- Northern Area Planning Committee (NAPC): The review team did not visit the NAPC but we did collect information on it and asked questions about how it operated during our interviews. It is apparent that the nature of the two areas and the two committees are entirely different. There is mutual respect between officers and members at the NAPC and a feeling of a team working towards the same goal. There are less applications called to committee and less referred to the Planning Control Committee. Overall development in the area is less controversial. The layout of the committee is extremely poor and again due to the size of the committee it is difficult for the public to follow what is going on and who is speaking. Similar to SAPC there is no introduction of the top table or Members.
- Planning Control Committee: The review team visited the Planning Control Committee (PCC) on the 16th October 2018. The PCC only had one applications on the agenda, that had been at a previous PCC (June 2018) with delegation to approve subject to a legal agreement. Since that time, the National Planning Policy Framework had been issued, therefore, the application was returned to committee to consider it in light of the new material consideration. In addition, there had been a legislative change affecting pre-commencement conditions. This was essentially a ratification of the previous decision with some amendments to the conditions. This did not therefore provide an ability from the Review Panel to view the PCC as it would normally be. However, it was noted that the layout did cause similar difficulties to the SAPC – but slightly worse as it was more compressed. There was similar issues to SAPC in terms of understanding who all the

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participants were. As part of the interviews there were several comment about the relationship of North and South Members and the comments that can ensue in relation to the referral and the relevant area committees approaches. The comments and apparent relationship issues were not considered to appear 'professional' and undermined the overall standing of the committee and reflects poorly upon the Council.

- Site Visits: The Viewing Panel takes place on the Friday before the committee, there were several comments about the timing that precluded many Members that work attending. There is a limited attendance at the Panels (8 or 9 out of 24). At the Panel, Members appear to understand that they should not talk to anyone when visiting the site but panel management can be tricky if the Panel do not remain in a group.
- Pre-Meeting /Planning Committee Briefings of Members: The pre-meeting, is a meeting of officers and Chair and Vice Chair to run through the agenda and key issues. In accordance with the code of conduct, there is no apparent planning pre-meeting on party political grounds or any party political 'whipping'

8.2 Committee Management – Conclusions and Recommendation:

Conclusions:

- The overall scale of the committees can, and does, give rise to issues that affect the efficiency and effectiveness of the decision making and provide a poor experience for the public and customers of the planning service.
- There appears to be a view that the process could be improved and a will by some, but not all, to change the current committee structures. Restructuring the committees and creating a more focused and dedicated decision making body focused on: enabling ward members to attend the committee as an advocate for their wards and decision makers to concentrate on making decision in the wider public interest. The smaller committee would also release the executive members to focus on their portfolio and avoid any potential conflict of interest or perception of a conflict. The smaller committee will also improve the focus of the planning site visit panel

Recommendations:

- Restructure the planning committee into 1 Borough -wide committee and no planning control committee, with a membership of circa 13 members or similar to facilitate balance. OR
- If the single committee is too radical a proposal at this time, introduce an interim step of creating two small area committees and remove the Planning Control Committee.
- The creation of a single, or two smaller committee, should not include executive members enabling them to focus on their cabinet role and avoid any potential conflict of interest, or perception of a conflict.

Note: these changes will also require changes to the constitution to facilitate ward representation; and training for Members on the role of ward advocate and planning committee decision maker

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- Award of Costs workshop: case studies, from other authorities, of the circumstances and cost award to develop an understanding of unreasonable behaviour.

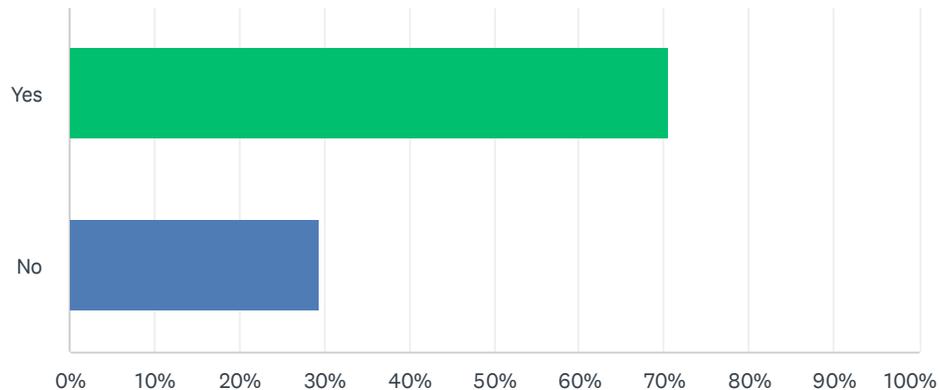
9. PLANNING COMMITTEE – SHOP WINDOW

Shop Window –Conclusion:

- 9.1 The planning committee/s are one of the main 'shop windows' for any council, there are people that will only ever come into direct contact with how the council operate through a planning applications. The current committees have good clear reports and visual aids, reasonable formality between officers and members, but difficult confusing layouts and are so large that is it difficult to follow proceedings which are extremely lengthy. The scale of the committee; the lack of training; confusion of ward advocate/committee decision maker roles; lack of preparation by some members; culture, in the SAPC, that members want to be seen to speak and are repetitive leading to very lengthy periods on each application (in excess of an hour) - do not result in the appearance of a 'professional' decision making body that represents the whole community. As set out above the reduction in the size of the committees, to one single committee with ongoing training will result in a committee that can make planning decision in a more effective and efficient manner for the whole of Test Valley Borough.

Q1 Do you think that the committee is working well?

Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	70.59% 12
No	29.41% 5
TOTAL	17

#	PLEASE GIVE REASONS FOR YOUR ANSWER	DATE
1	Too partisan. Too many opinionated influencers. I do not think all members understand their role.	6/22/2022 2:46 PM
2	One level of committee rather than two is more efficient.	6/16/2022 1:20 AM
3	Applications are being professionally assessed and good decisions made. It has to be realised that we are working well below capacity because of nitrogen issues, so the system has not been stress-tested.	6/15/2022 8:01 AM
4	I was unable to answer this question yes or no, I believe that northern p/c have not received enough Planning applications compared to Southern members, which has had twice as many applications. Plus N/P had a number of P/A on M/Ts which does not present precise picture on how well the committee is working.	6/10/2022 10:52 AM
5	I think Ward bias in the discussions and decisions is having a greater effect	6/10/2022 6:56 AM
6	The meetings are run extremely well and with good insight from the committee members. I would also like to add that there is also good debate even when supporting the officers decisions.	6/9/2022 3:01 PM
7	The Committee is well chaired and good decisions made.	6/6/2022 3:33 PM
8	Good reports, well chaired , thorough debate, clarity sought through questions to officers/speakers, clear guidance given from officers to questions, planning guidance RLP/NPPF used to check and steer decisions	6/6/2022 3:33 PM
9	Too little experience and members ignoring Borough local plan and NPPF	6/5/2022 8:26 AM
10	Yes and no. It is good that Members do not act in a partisan manner although some tend to vote as per the Officer's recommendation and do not like to think beyond the report or challenge the report and its recommendations.	6/3/2022 11:52 PM
11	There is a greater focus on making decisions that comply with planning law and guidance	5/28/2022 12:19 AM

given that there is not recourse to a Planning Control Committee.

12	More engaged members wishing to form part of this vital democratic function, as opposed to before being compelled to be part of a committee that you may have not had a full or even any real interest in. Other committees function with less members and many of those members on the committee express a wish to be on the committee.	5/26/2022 8:33 PM
13	Poor standard of questions from some members and too much emotion from the newer members.	5/26/2022 3:10 PM
14	Most members are better informed than before.	5/26/2022 12:49 PM
15	With fewer members on the committee there is an obvious lack of expertise, knowledge and ability. Several members who are not on this committee actually have these skills. A number of councillors, not on the area planning committee, actually in the past have shown to have the necessary skills and knowledge.	5/26/2022 12:36 PM

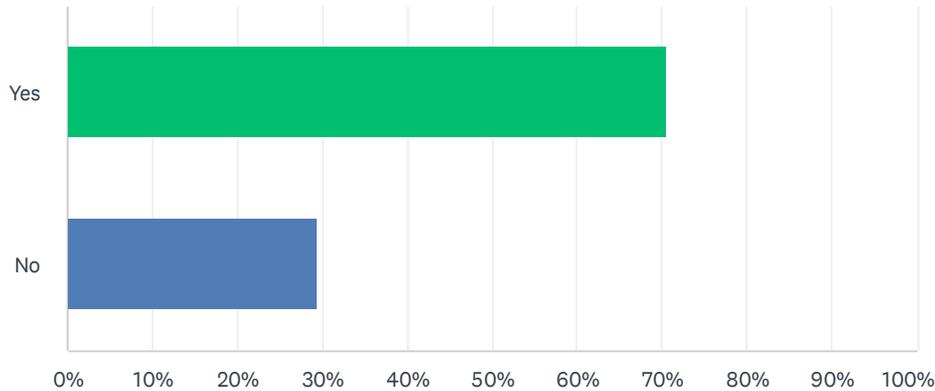
Q2 How do you think the committee could be improved?

Answered: 16 Skipped: 2

#	RESPONSES	DATE
1	Lots more training. More members.	6/22/2022 2:46 PM
2	Seeing more complex applications and particularly those relating to the town centres currently subject to master plans	6/20/2022 2:10 PM
3	Procedures work well. Occasional training on specialist matters, perhaps examining some case studies might be useful.	6/15/2022 8:01 AM
4	Not substantially. The current format works	6/13/2022 6:14 PM
5	More training, 1, knowledge on planning policies, 2 understanding what is material consideration and non- material consideration. I.e how much will you company make on the extra housing.	6/10/2022 10:52 AM
6	Enough Members to have one representative from every Ward	6/10/2022 6:56 AM
7	I think this would be difficult as the meetings are currently run to a very high standard.	6/9/2022 3:01 PM
8	All Councillors should make contact with officers before the committee in order to gain answers to questions they may have. Also when concerns are raised on Highways, Environmental or tree matters appropriate officers should be present at meetings to assist the committee.	6/6/2022 3:33 PM
9	Better attendance at viewing panels- change timing ? Members share on line any questions asked to officers (if relevant) before the meeting	6/6/2022 3:33 PM
10	Back to the bigger committees excluding cabinet members. Reintroducing planning control as a check and balance avoiding appeals.	6/5/2022 8:26 AM
11	Better, compulsory and more detailed planning training for committee members. Time served on previous planning committees should not count as certain Members clearly lack knowledge despite being on previous committees. If Members have not attended planning training, they should not be allowed on the committee.	6/3/2022 11:52 PM
12	I think it works well as it is.	5/28/2022 12:19 AM
13	I think it is working perfectly well. Would be good if all members attended. More planning training would be useful, I found the in-house training appeared to give just enough to fulfill the function, having done licensing training, consideration to some third party training would be beneficial, would also be more impartial.	5/26/2022 8:33 PM
14	Emphasise in training the quasi legal point of the committee and what happens when appeals are lost.	5/26/2022 3:10 PM
15	Some members are still not giving notice of questions they would like answered in public. Officers would be able to give better answers if they knew what was coming at them. As a result most of my run through meetings are about predicting what members might ask.	5/26/2022 12:49 PM
16	Larger and include all members who want to be on it.	5/26/2022 12:36 PM

Q3 Following the restructure of the committees from 24 to 13 members, do you think the size of the committees work well?

Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	70.59%	12
No	29.41%	5
TOTAL		17

#	FURTHER COMMENTS (IF ANY)	DATE
1	Not much spare for sickness/holiday	6/22/2022 2:46 PM
2	Members, like me, who joined in 2019 never actually experienced the earlier system.	6/15/2022 8:01 AM
3	Too big.	6/13/2022 6:14 PM
4	Please see Q1, and just to add, maybe consider another year before taking any recommendations to Full Council.	6/10/2022 10:52 AM
5	See above	6/10/2022 6:56 AM
6	I feel the balance is right as it gives all members a chance to open debate and there is little repetitiveness, which could well occur with additional members.	6/9/2022 3:01 PM
7	It is important to have experienced councillors making planning decisions.	6/6/2022 3:33 PM
8	More efficient, better input from members who have chosen to be a member. Members gaining knowledge from listening and taking part in good debate from experienced cllrs	6/6/2022 3:33 PM
9	The composition of the committee seems to allow members to vote against policy	6/5/2022 8:26 AM
10	Yes and no. Some Cllrs seem to be on the committee simply because they are allocated a seat and rarely attend.	6/3/2022 11:52 PM
11	13 engaged members interested in the decision making process as opposed to 24 if they all attend making up the numbers and not engaged.	5/26/2022 8:33 PM
12	I am happy with the size.	5/26/2022 3:10 PM
13	However some members with an interest in planning would like to be on a planning committee but are currently excluded. Numbers could be set annually with the size parameters being between say 13 and 19..	5/26/2022 12:49 PM

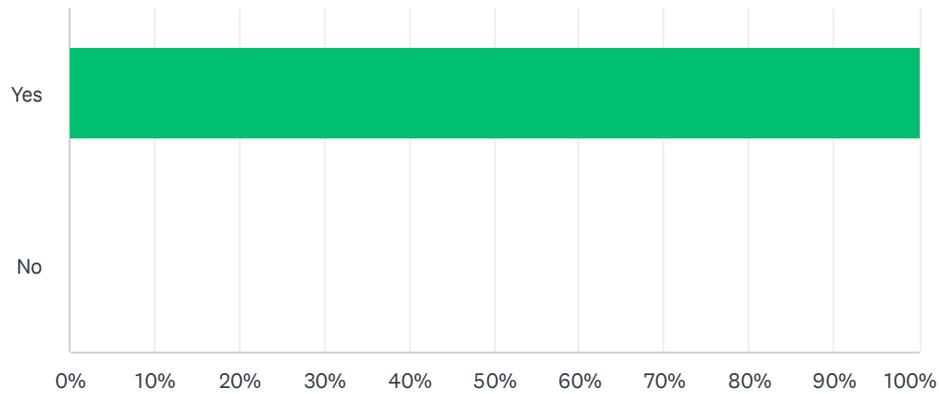
Q4 For those Members who were on an Area Committee prior to the last election, how do you think the committees are performing without the intervention of a Planning Control Committee?

Answered: 15 Skipped: 3

#	RESPONSES	DATE
1	N/a	6/20/2022 2:10 PM
2	Better.	6/16/2022 1:20 AM
3	N/a	6/15/2022 8:01 AM
4	The members have not received many contentious P/A, it's hard to quantify whether the committee members would have recommended the P/A to planning control	6/10/2022 10:52 AM
5	Yes	6/10/2022 6:56 AM
6	NA	6/9/2022 3:01 PM
7	Much better	6/6/2022 3:33 PM
8	Better -more focussed to make the correct decision	6/6/2022 3:33 PM
9	They seem happy to support against policy despite there being no planning control which so often overturned the planning committee thus avoiding any costs at. Appeal	6/5/2022 8:26 AM
10	To date it has worked well.	5/31/2022 9:45 AM
11	I was not on the council at that time but, as a frequent attendee in my role as chairman of my parish council, I believe the committee is taking more mature decisions.	5/28/2022 12:19 AM
12	I think they are working excellent. Planning control is an unnecessary tier, giving the planning department a further opportunity to overturn the Democratic decision of the planning committee and should not be reinstated. I do not know of another local authority that has such a committee. The only way I would support considering a return is if the committee had all members on it, not a select few.	5/26/2022 8:33 PM
13	Some of the new members do not understand the purpose therefore their voting is suspect at times so there is an argument for Planning Control.	5/26/2022 3:10 PM
14	Much more focused and less willing to reject the officer recommendation. Having a planning control safety net meant that members could better reflect their constituents opinions.	5/26/2022 12:49 PM
15	The common sense and professionalism of the planning Control Committee using valid planning reasons to reach a conclusion is often missed. Planning rules are often made on the hoof.	5/26/2022 12:36 PM

Q5 Do you think Viewing Panels are adding value to the process?

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	18
No	0.00%	0
TOTAL		18

Q6 When a Viewing Panel has been called, should they take place on the morning and immediately prior to the committee or as current arrangements?

Answered: 18 Skipped: 0

#	RESPONSES	DATE
1	As current arrangements.	6/22/2022 2:46 PM
2	No.. that is too rigid	6/20/2022 2:10 PM
3	As currently.	6/16/2022 1:20 AM
4	Morning viewings work well for me. I am agnostic wrt to the particular day.	6/15/2022 8:01 AM
5	As current arrangements	6/13/2022 6:14 PM
6	The NAPC now has about 8 members who work full/part time, so difficult for them to attend viewing panel. The arrangements at this moment in time works well. But need to consider the working members, maybe need support from the case officer to find a suitable time for the member to attend a viewing.	6/10/2022 10:52 AM
7	Current	6/10/2022 6:56 AM
8	As current arrangements	6/9/2022 3:01 PM
9	Current arrangements are fine for me .However councillors who are working will always have difficulties.	6/6/2022 3:33 PM
10	Timing of the viewing panels prevents full attendance . None of the above will work well	6/6/2022 3:33 PM
11	Current arrangements	6/5/2022 8:26 AM
12	As per current arrangements	6/3/2022 11:52 PM
13	As current arrangement.	5/31/2022 9:45 AM
14	As per current arrangements. Friday afternoons are generally more suitable.	5/28/2022 12:19 AM
15	Current arrangements work well.	5/26/2022 8:33 PM
16	As close to the meeting as possible, so yes on the day.	5/26/2022 3:10 PM
17	As currently	5/26/2022 12:49 PM
18	Current is best - it gives time for officers to prepare answers to questions raised.	5/26/2022 12:36 PM

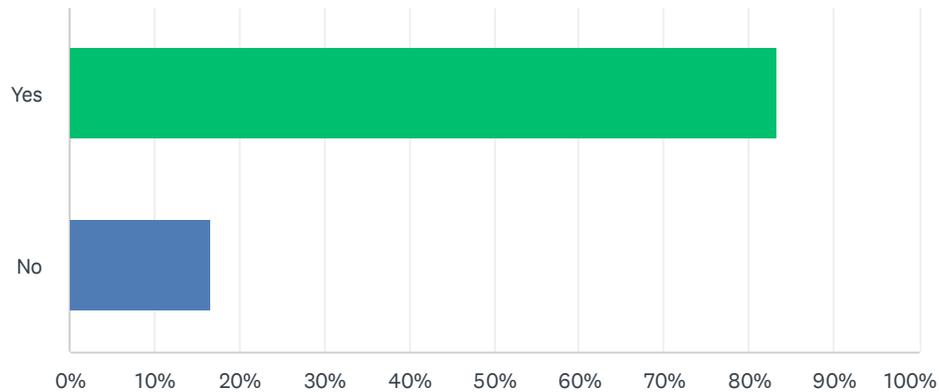
Q7 What are your views about the quality of debate and decision making at committee?

Answered: 18 Skipped: 0

#	RESPONSES	DATE
1	The only real debate comes from the members who have a ward interest in the application.	6/22/2022 2:46 PM
2	It has improved dramatically in 2022.. More critical contributions from members of the Tory grouping	6/20/2022 2:10 PM
3	Generally good.	6/16/2022 1:20 AM
4	Quality of debate and decision-making are high. The fact of the need for members in areas of high development to defend the interests of their residents, should be respected, however.	6/15/2022 8:01 AM
5	It open and largely well balanced	6/13/2022 6:14 PM
6	Not good or bad as again we have not received any contentious P/A. The majority P/A present to the members were for members/officers interest few minor and a low number of major applications	6/10/2022 10:52 AM
7	Poor	6/10/2022 6:56 AM
8	The qualities of the debates are excellent with comments being made across the board from newer as well as seasoned members. I think the decision making is also very good and the outcomes are normally unanimous even when not supporting the officers recommendations.	6/9/2022 3:01 PM
9	I think Southern Planning has improved.	6/6/2022 3:33 PM
10	Good- thorough debate and decisions made on a balanced view along with reference to planning guidance	6/6/2022 3:33 PM
11	Some times too emotive and not enough adherence to policy.	6/5/2022 8:26 AM
12	i get the feeling that too many Members feel unable or are reluctant to challenge the Officers position and recommendations. Officers should stop pressuring Members to vote a certain way by saying the Council would likely lose on appeal, if they do. Members lack detailed knowledge of planning and struggle to articulate reasons for refusal/approval in planning terms.	6/3/2022 11:52 PM
13	Overall very good.	5/31/2022 9:45 AM
14	More often than not the debates are good, although sometimes stray into matters that are not planning matters or are not strictly related to the application in hand. A little more training for and thought from some members would be in order.	5/28/2022 12:19 AM
15	Excellent, vital part of the Democratic decision making process. Decisions might not always align with the officers recommendation but those they have not have been fully debated and I believe the correct decision has been made even if I voted the opposite to that. Always interesting to read appeal decisions, both for delegated and committee decisions. Would be interesting to see a table of appeal decisions to see the comparisons between delegated and committee.	5/26/2022 8:33 PM
16	On balance sense prevails, however , there is a degree of playing to the audience by a minority.	5/26/2022 3:10 PM
17	See above. One regret is that the ward members views are often not heard.	5/26/2022 12:49 PM
18	It is not so good as when the committee included all members.	5/26/2022 12:36 PM

Q8 Are the reports meeting members' needs?

Answered: 18 Skipped: 0

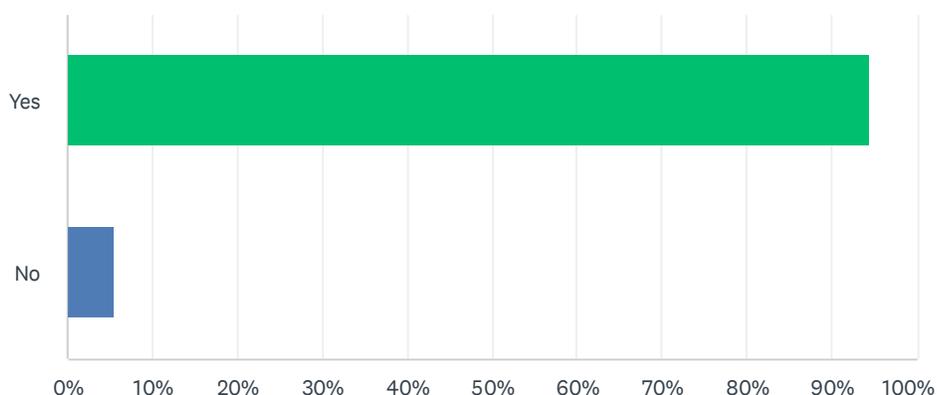


ANSWER CHOICES	RESPONSES	
Yes	83.33%	15
No	16.67%	3
TOTAL		18

#	PLEASE INCLUDE ANY COMMENTS HERE	DATE
1	Too much filtering of consultation responses	6/22/2022 2:46 PM
2	Could have less formalities in first pages of text.. can they be "taken as granted"	6/20/2022 2:10 PM
3	Reports are very professional.	6/15/2022 8:01 AM
4	The reports generally are excellent and the Officers should be commended.	6/9/2022 3:01 PM
5	Some Planning officers produce better reports because of their experience	6/6/2022 3:33 PM
6	Too many reports lack supporting/factual/material evidence to back up the Officer's position.	6/3/2022 11:52 PM
7	Often they are a bit wordy and could be made more concise.	5/28/2022 12:19 AM
8	Could contain more details, but generally are sufficient, there is always the case file that should be explored , gives clarity to areas of the reports at times.	5/26/2022 8:33 PM
9	Providing members read them.	5/26/2022 3:10 PM
10	But members need to talk to officers before the meeting.	5/26/2022 12:49 PM
11	The addition of colour would sometimes help	5/26/2022 12:36 PM

Q9 Is the format of the report acceptable?

Answered: 18 Skipped: 0

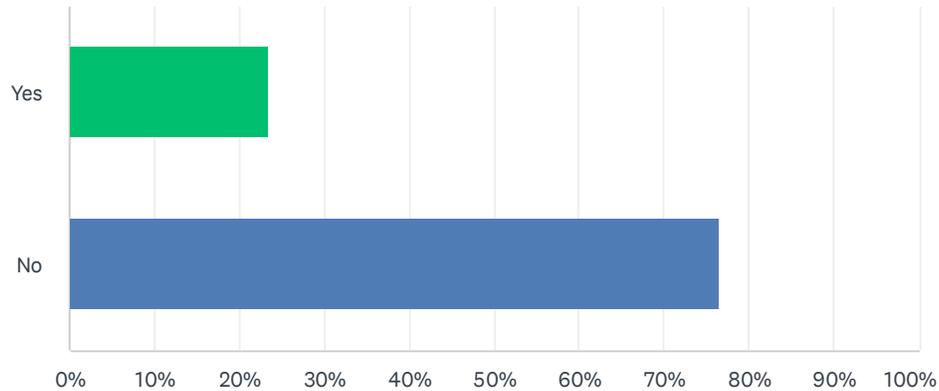


ANSWER CHOICES	RESPONSES	
Yes	94.44%	17
No	5.56%	1
TOTAL		18

#	PLEASE INCLUDE ANY COMMENTS HERE	DATE
1	They are complex... but difficult to do much to reduce the overall format	6/13/2022 6:14 PM
2	Now that the plans and documents are more easily seen when sent online.	6/6/2022 3:33 PM
3	However, a summary sheet of key matters and conclusions might be helpful.	5/28/2022 12:19 AM
4	Sometimes appears to be loaded in favour of the officers recommendation, there appears no standard format, whilst I except all applications vary. Consideration should be given to looking at the format of the reports.	5/26/2022 8:33 PM
5	Diagrams and plans can be poor quality.	5/26/2022 3:10 PM

Q10 Are there any additions to the report that would aid debate and decision making that is not already covered in the update paper?

Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	23.53%	4
No	76.47%	13
TOTAL		17

#	IF YES, PLEASE PROVIDE DETAILS OF ANY ADDITIONS YOU WOULD LIKE TO SEE	DATE
1	More details required from Highways about their assessment and calculations	6/22/2022 2:46 PM
2	Better photographs from objectors homes in regards of the impact it would have on them	6/6/2022 3:33 PM
3	There is always something that could improve everything. I cannot identify anything presently !	6/6/2022 3:33 PM
4	More factual information.	6/3/2022 11:52 PM
5	Not on topic but would be useful if the update paper was available to members earlier, at times we are not seeing it till late afternoon and does not always allow members to fully review the contents. Members are not waiting idly by for the update paper to be published, many have work and many other commitments.	5/26/2022 8:33 PM
6	N A	5/26/2022 3:10 PM

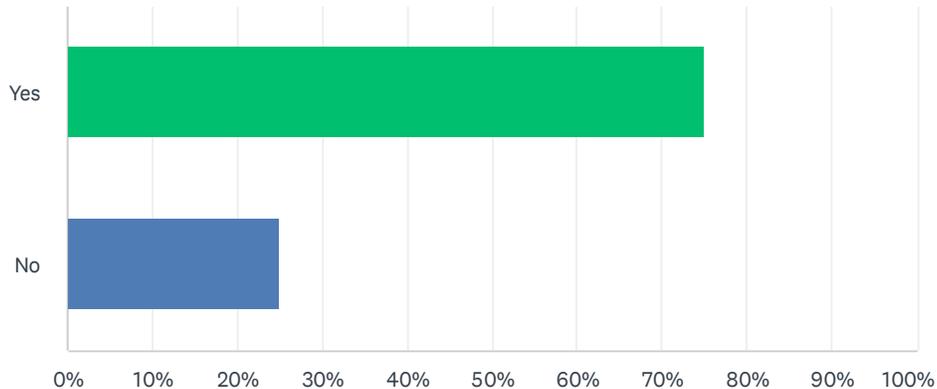
Q11 Following the introduction of the new committee structure, what is your understanding of the Ward Advocacy role?

Answered: 18 Skipped: 0

#	RESPONSES	DATE
1	I have not heard of it.	6/22/2022 2:46 PM
2	Not sure what that is... its never been mentioned at any NAP I have attended	6/20/2022 2:10 PM
3	Adds an extra dimension to the decision-making process.	6/16/2022 1:20 AM
4	I am unclear why the ward advocacy role will have changed with the introduction of the new structure. It is obviously an advantage that members are making decisions on applications which are geographically close to their wards. Ward advocacy is the practice of members using their local knowledge to ensure that local issues and concerns of their ward residents are properly addressed and understood by the committee. These would be things which might not be known or appreciated by the planning officer.	6/15/2022 8:01 AM
5	The ward members should know their patch and recognise the potential issues	6/13/2022 6:14 PM
6	A members who is not on the planning committee can speak on behalf of his/her residents on a planning application in their Ward.	6/10/2022 10:52 AM
7	Allows all members to participate and be seen by objectors in particular to have additional representation	6/10/2022 6:56 AM
8	The Ward Advocacy role is for Councillors who are not committee members to have a voice at the meetings to highlight issues that residents may not be able to demonstrate.	6/9/2022 3:01 PM
9	Opportunity for ward councillors who are not part of committee to add their comments to the committee whether they are concerned of the consequences of the application or in fact support it.	6/6/2022 3:33 PM
10	To represent the views and speak on behalf of others	6/6/2022 3:33 PM
11	It works OK	6/5/2022 8:26 AM
12	A resident may request a Ward Cllr to speak at Committee in support of/against a planning application. That Cllr cannot be a committee member as it would lead to accusations of predetermination. If a Ward Cllr felt unable to act in this role, another Ward/non-Ward Cllr should be able to act as Ward advocate.	6/3/2022 11:52 PM
13	In my ward it has worked well as If I am approached by an applicant I can pass them on to my colleague for further discussion.	5/31/2022 9:45 AM
14	That a ward member not on the committee can speak about or for or against an application to assist in decision making. This role can also be adopted by a committee member who declares an interest and chooses to speak solely as a member of the public.	5/28/2022 12:19 AM
15	I understand the role and it is a very good addition.	5/26/2022 8:33 PM
16	One ward member who is not on NAPC can provide this.	5/26/2022 3:10 PM
17	I support the concept but only one member seems to be using it.	5/26/2022 12:49 PM
18	It is a system that confuses the public and makes life intolerable for other members who have to follow valid and acceptable reasons for permission or refusal. It is perceived as a way of increasing the chances of the person not on the committee of getting elected and so it introduces politics. When the advocate then puts their views on social media or in the press the public and applicant assume the application is predetermined and fixed.	5/26/2022 12:36 PM

Q12 Do you feel that Ward Advocacy is effective and assists in the quality of decision making?

Answered: 16 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	75.00%	12
No	25.00%	4
TOTAL		16

#	PLEASE INCLUDE ANY COMMENTS HERE	DATE
1	No idea - I do not know what it is for.	6/22/2022 2:46 PM
2	Cannot comment	6/20/2022 2:10 PM
3	There are sometimes fundamental conflicts of interest between members' care of their ward residents and their duty to respond 'objectively' to planning application.	6/15/2022 8:01 AM
4	Only 2 Ward members have attend a meeting, not enough evidence to say whether they had any impact on the debate	6/10/2022 10:52 AM
5	Not sure it adds a lot of value and 5 minutes is too long	6/10/2022 6:56 AM
6	It is good to hear from the Ward Advocacy as further information can be highlighted and it also allow members to question any issues raised.	6/9/2022 3:01 PM
7	Yes on occasions it helps the committee	6/6/2022 3:33 PM
8	Can bring another perspective. But not used widely enough by all wards.	6/6/2022 3:33 PM
9	My colleague keeps me abreast of the local sentiment and any problems.	5/31/2022 9:45 AM
10	It can do if the member acting as a advocate helps clarify the real planning issues and local feelings, separating emotion from material planning concerns.	5/28/2022 12:19 AM
11	Provided the member is knowledgable.	5/26/2022 3:10 PM
12	The public do not see why a member not on the committee has longer to speak than supporters or objectors	5/26/2022 12:36 PM

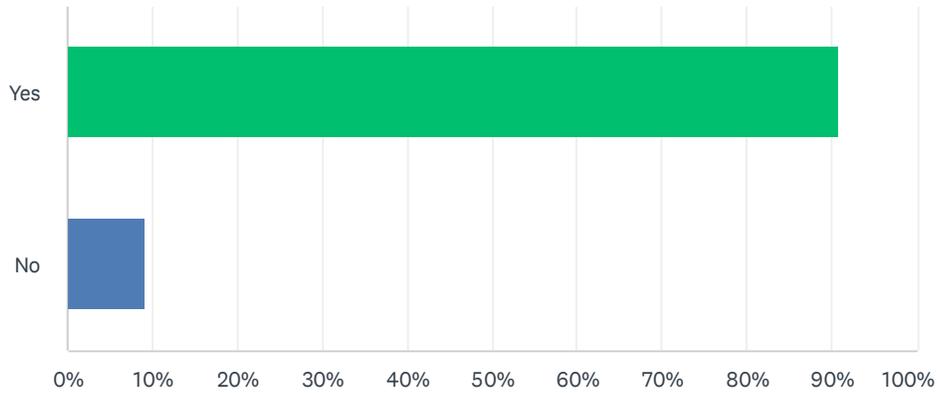
Q1 Are you answering this questionnaire as a member or non-member of SAPC or NAPC?

Answered: 23 Skipped: 0

#	RESPONSES	DATE
1	Member of NAPC	10/12/2022 5:58 PM
2	No	10/12/2022 2:40 PM
3	Member	10/12/2022 12:44 AM
4	Non-member	10/11/2022 4:27 PM
5	Non member	10/11/2022 3:28 PM
6	Member NAPC	10/11/2022 1:19 PM
7	Member	10/11/2022 9:19 AM
8	Yes	10/11/2022 8:48 AM
9	Member	10/11/2022 8:31 AM
10	Member of SAPC	10/10/2022 4:46 PM
11	Member	10/10/2022 9:09 AM
12	Member of SAPC	10/8/2022 12:52 AM
13	Non-member	10/7/2022 9:10 AM
14	Non-member	10/7/2022 4:24 AM
15	Yes! Badly worded question. What I think you want to know is whether I am a member of one of the planning committees - which I am!	10/6/2022 10:35 PM
16	Member of NAPC	10/6/2022 8:38 PM
17	Non Member SAPC	10/6/2022 5:05 PM
18	Member SAPC	10/6/2022 4:32 PM
19	Non member	10/6/2022 3:05 PM
20	Southern Area Planning Committee	10/6/2022 1:38 PM
21	Member	10/6/2022 11:04 AM
22	Member	10/6/2022 10:51 AM
23	Non member	10/6/2022 10:48 AM

Q2 Do you think that the new committees (NAPC and SAPC) are working well since the reduction of membership from 24 to 13?

Answered: 22 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	90.91%	20
No	9.09%	2
TOTAL		22

Q3 In a previous questionnaire to committee members some responses questioned the size of the committees. What are your views?

Answered: 22 Skipped: 1

#	RESPONSES	DATE
1	The size is fine	10/12/2022 5:58 PM
2	I think they work better if they have the right Cllr on the committee	10/12/2022 2:40 PM
3	Too small in that a lot of experienced councillors are precluded from being members. Parish Councillors and residents expect their Borough councillor to be on a planning committee. Therefore ALL members who want to be on a planning committee should be able to do so.	10/12/2022 12:44 AM
4	Acceptable	10/11/2022 4:27 PM
5	More members on the committee would be helpful when a number of members are absent	10/11/2022 3:28 PM
6	The size is ideal.	10/11/2022 1:19 PM
7	I feel they are about the right size, too big makes decision making difficult	10/11/2022 8:48 AM
8	I feel the size is just right, this is a demanding committee and the main point is are there good discussions on applications. This has been established through actions against officers recommendations which requires great thought and debate. In the words of Councillor Matthews if it's not broken don't fix it. The SAP committee works exceptionally well and added numbers would have no benefit other than placing pressure on other Councillors.	10/11/2022 8:31 AM
9	I have not recalled any problems from a smaller committee	10/10/2022 4:46 PM
10	I think it functions well. The only potential issue is non attendance by members. It should be noted that members must be interested and have adequate training to be part of the smaller committee. Ongoing training and at times maybe a debrief would be useful.	10/10/2022 9:09 AM
11	The size of SAPC seems right. I have no experience of NAPC.	10/8/2022 12:52 AM
12	Good numbers	10/7/2022 9:10 AM
13	I think they strike the right balance between having a slimmer more professional committee and enabling those that want to serve on planning committees to do so.	10/7/2022 4:24 AM
14	Would prefer all members to be involved in their local committee	10/6/2022 10:35 PM
15	The old system of all members on the committee worked much better than the present one in which there is far too little experience of planning with some strange statements being made.	10/6/2022 8:38 PM
16	I think they could be smaller, although the views of colleagues on whether each ward should still be represented should be paramount.	10/6/2022 5:05 PM
17	I've no problem with the Committee size being reviewed. There is a number of Councillors who would wish to be on SAPC who are excluded. The SO's could state "the Committee size will be fixed at the start of each Council year and will number between 13 and 17."	10/6/2022 4:32 PM
18	I don't know enough to make a judgement	10/6/2022 3:05 PM
19	I believe they should stay the same	10/6/2022 1:38 PM
20	In my opinion the size of the committee is ok.	10/6/2022 11:04 AM
21	No problem at current size.	10/6/2022 10:51 AM
22	Size is OK	10/6/2022 10:48 AM

Q4 100% of planning committee members agreed that viewing panels are adding value to the process. In light of this do you consider that failure to attend could compromise the decision making process?

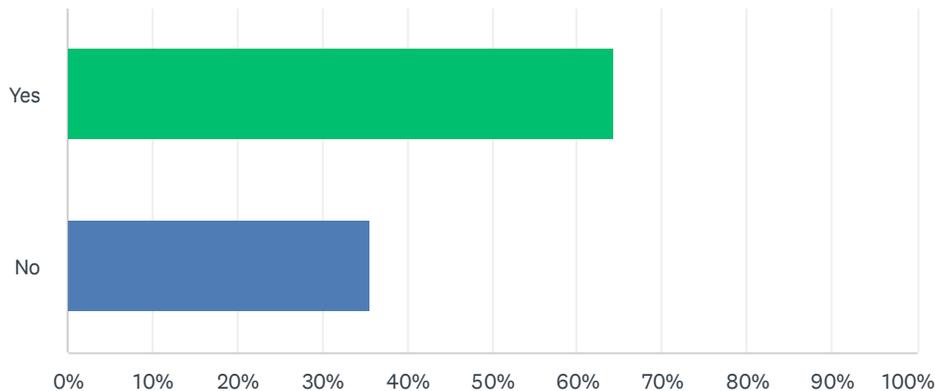
Answered: 22 Skipped: 1

#	RESPONSES	DATE
1	Yes	10/12/2022 5:58 PM
2	Yes	10/12/2022 2:40 PM
3	No. A lot of viewing requests are for applications where the viewing was only called by a councillor to gain favour with a parish council or local residents. Viewings work only if those attending speak at committee informing those unable to attend what the situation is like on the ground and explaining what photos can't portray. Most times a private visit by councillors not able to attend the VP can suffice and be very helpful.	10/12/2022 12:44 AM
4	Possibly - dependant on knowledge of particular application by committee member + info sought by member elsewhere/at more convenient time.	10/11/2022 4:27 PM
5	I agree that viewing panels are an important part of the process. Failure to attend can compromise the decision. making.	10/11/2022 3:28 PM
6	Yes I do.	10/11/2022 1:19 PM
7	This is a very difficult question to answer as some members work so unable to attend a viewing panel, I suggest that the members of the committee work out how the best way forward to having a day when everybody can attend, that may also include a weekend viewing, this thing become difficult because officers would have to work at the weekend.	10/11/2022 9:19 AM
8	Yes it can do, particularly if the location is not known to a panel member, however if I am unable to attend I make sure I view the location if it is feasible prior to the meeting	10/11/2022 8:48 AM
9	I don't think so as attendees put forward there thoughts when debating where other members can listen and respond to the comments.	10/11/2022 8:31 AM
10	Attendance at viewing is valuable. But members who ware unable to attend the panel., will often visit the site at their convenience and take note of comments from committee members when they refer to the site visit and what that showed.	10/10/2022 4:46 PM
11	Not necessarily, viewing panels are useful in many circumstances, but being unable to attend does not disadvantage the member or compromise the decision making process. There are many applications where viewing panels are not called or if called not felt necessary.	10/10/2022 9:09 AM
12	No. A viewing panel can help provide context but a good presentation of facts supported by photographs is often quite adequate.	10/8/2022 12:52 AM
13	No. I don't think it compromises the process but it's obviously advantageous for as many planning members as possible to attend viewing panels.	10/7/2022 4:24 AM
14	No. The views of members who attended are helpful in shaping the conclusions of non attendees	10/6/2022 10:35 PM
15	Members who do not attend should give there apologies and reason and maybe should state before speaking in debate that they have not visited the site.	10/6/2022 8:38 PM
16	No. But viewing panels should be made as accessible as possible, perhaps by way of using a mini bus to transport members there on the day of the committee meeting? Non committee ward members should also be allowed to attend - this happens with viewing panels at other councils.	10/6/2022 5:05 PM
17	No. A planning focused Cllr will go and see the site separately if there are issues that need understanding on the ground.	10/6/2022 4:32 PM

18	I don't know	10/6/2022 3:05 PM
19	It depends on the type of application	10/6/2022 1:38 PM
20	Maybe however I know that in some instances that members could not make the exact meeting date they did visit on another occasion.	10/6/2022 11:04 AM
21	Compromise no. Reduce quality possibly.	10/6/2022 10:51 AM
22	Sometimes	10/6/2022 10:48 AM

Q5 As a non-committee member do you use the Ward Advocacy role at committee and if so how effective did you find it?

Answered: 14 Skipped: 9



ANSWER CHOICES	RESPONSES
Yes	64.29% 9
No	35.71% 5
TOTAL	14

#	PLEASE ADD ANY COMMENTS HERE	DATE
1	As a NAPC Member, I cannot use this role, but I encourage residents to ask my fellow Ward Cllr to be their advocate	10/12/2022 5:58 PM
2	It is very confusing for the public and very divisive for Borough Councillors. I have seen Borough Councillors verbally abused after a planning meeting because they did not support the alleged Ward Advocate who came along to speak against the officer's recommendation and did not use any valid planning arguments that would stand up at an appeal. It is also perceived by the public as the 'Council has already made it's mind up before the planning committee when the Advocate puts out a press release in favour or against an application.' It makes life hell for the councillor on the committee.	10/12/2022 12:44 AM
3	Albeit occasionally - possibly adds to the application and gives another 'voice' to residents.	10/11/2022 4:27 PM
4	The ward advocate role is useful for residents to have someone to contact, who are not compromised by being a committee member	10/11/2022 3:28 PM
5	Not applicable.	10/11/2022 1:19 PM
6	Not applicable as I am a committee member	10/11/2022 8:48 AM
7	I am a committee member	10/11/2022 8:31 AM
8	Experience of the planning committee, talking through applications with the case officer and listening carefully to the speakers and members questions and debate is what makes a planning committee work at its best. Not the number of committee members !	10/10/2022 4:46 PM
9	As a committee member I have used the ward advocacy role when I have needed to declare an interest in an item. I think it works well.	10/8/2022 12:52 AM
10	Very effective. Both at planning committees and being able to have franker conversations with planners about applications that have been submitted.	10/7/2022 4:24 AM

11	I'm not a non committee member!!	10/6/2022 10:35 PM
12	I am a committee member	10/6/2022 8:38 PM
13	I find it very effective thanks.	10/6/2022 5:05 PM
14	I'm disappointed more Cllrs don't avail themselves of the opportunity to speak.	10/6/2022 4:32 PM
15	I am a member of the planning committee	10/6/2022 1:38 PM
16	I would always use ward advocacy even if I were on the committee 😊	10/6/2022 10:48 AM

Progress on Regeneration in Andover and Romsey

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Paul Ramshaw
OSCOM
23rd January 2023



Masterplans for Andover and Romsey adopted in September 2020

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Progress Headlines (Andover)

- Place Branding
- 2 Design SPDs
- Detailed design for 6 public realm schemes
- Feasibility/Viability Work for Chantry Centre
- Detailed work on Western Avenue
- Options appraisal for Andover former Magistrates Court
- Work on specification for new Cultural Hub
- Car Parking Options Appraisal
- Levelling Up Fund Bid (£18.5M)
- UK SPF Bid

Progress Headlines (Romsey)

- Public Realm designs (Holbrook Stream, Stirling Walk, Dukes Mill)
- Options Appraisal for Crosfield Hall reprovision
- Discussions with Aldi Bus Station site feasibility/viability work
- £100k projects from UK SPF

Andover

Place Brand

- All Masterplan work (including LUF Bid) subject to brand Filter

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Andover

2 Design SPDs

- Public Realm Design Guide
Public consultation ends 3 Feb 2023
- Design Guidance for
Developers & Occupiers
Aiming for April March
2023 Cabinet for approval
to go out to consultation



Andover

6 Public Realm Design Schemes

1. Western Avenue
2. High Street
3. Bridge Street/London Street
4. South of Bridge Street Riverside Walk
5. Vigo Roundabout
6. Eastern Ave Traffic Calming

High-level costings included

Due for completion early 2023

Western Ave & South of Bridge Street part of LUF Bid



Western Avenue



Test Valley Borough Council - Overview and Scrutiny Committee - 23 January 2023

Andover

Feasibility Work

Chantry Centre

- Capacity
- Planning Deliverability
- Development Appraisal
- Financial Deliverability & Cash Flow
- Operational considerations

Due for completion early 2023



Andover

Phasing

- Cash flow & deliverability
- Maintaining continuity of attra
- Retaining occupiers
- Minimising disruption to trade
- Retaining access & serviceability
- Due for completion as part of feasibility work



Andover

Levelling Up Fund Bid

- £18.5M bid for 4 schemes

1. Western Avenue
2. South of Bridge Street Riverside Walk (completing the blue/green route)
3. Cultural Hub (relocating the Lights Theatre)
4. Demolition of Andover former Magistrates Court (including Options Appraisal)

- Andover - 'lost in the averages'

- Decision expected from DLUHC by end of Jan 2023

- If successful, schemes to be completed by March 2025

Andover

Strategic Funding Model

- CIL/S106/NHB
- TVBC Site Disposals
- Conversations ongoing with:
 - HCC
 - EM3 LEP
 - Homes England,
 - One Public Estate
 - Arts Council England



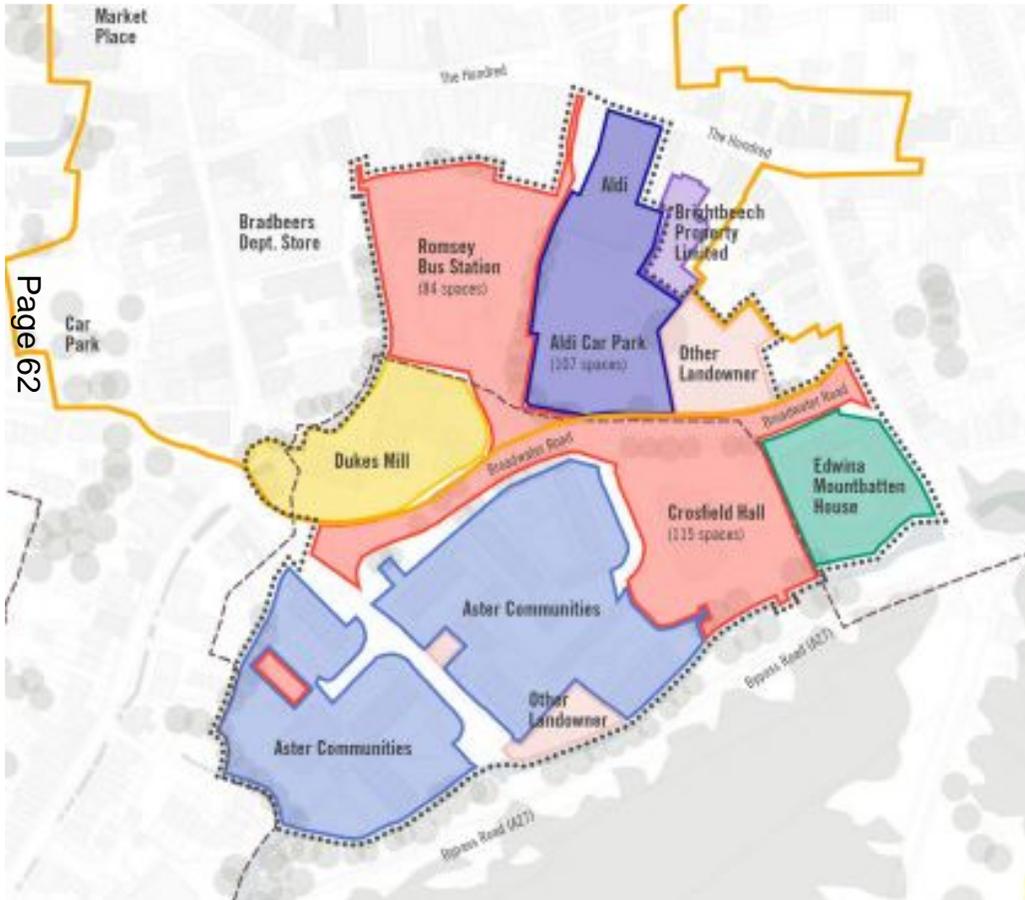
Hampshire
County Council



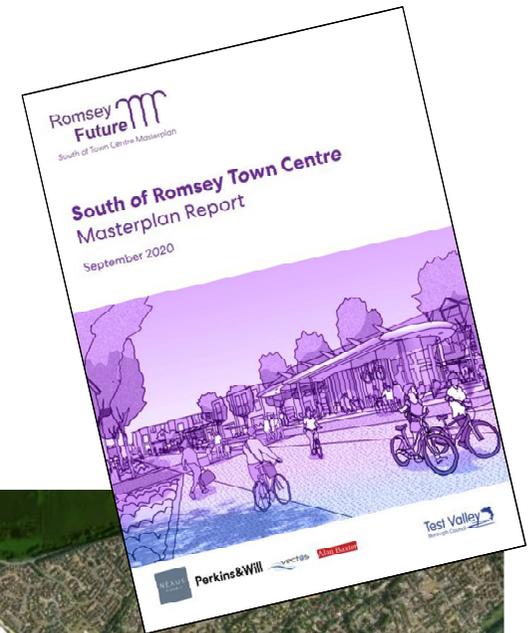
Cabinet Office



South of Romsey Town Centre



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Conservation area (proposed boundary changes in review)

Town Centre Boundary

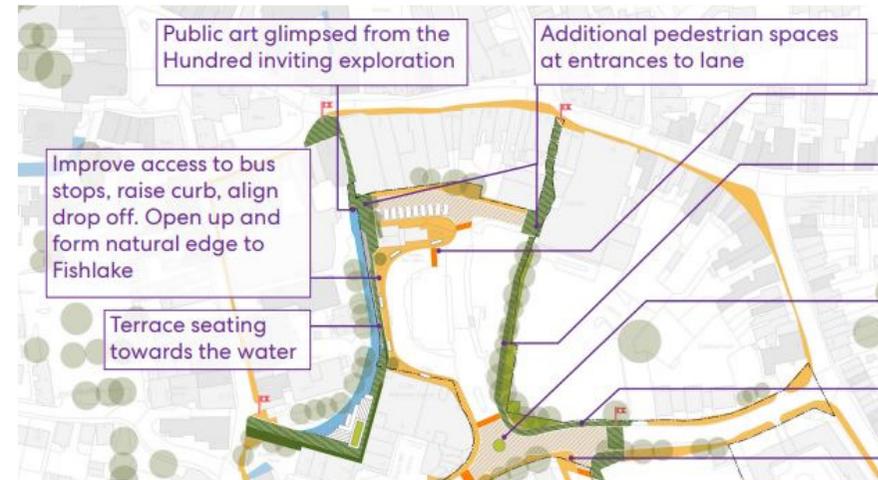
South of Romsey Town Centre



South of Romsey Town Centre

Public Realm Works

- Designs developed and costed by TVBC Landscape Team
- Work complete and designs integrated into Bus Station Viability work



South of Romsey Town Centre

Bus Station Feasibility Work

- BDP Partners and Savilles Appointed
- Detailed designs developed and costed in line with Masterplan
- Savilles undertook design appraisal and presented options for funding/delivery
- Draft work complete Early 2023



South of Romsey Town Centre

Crosfield Hall Options Appraisal

- Studio Four appointed
- Analysis of possible locations underway
- Taking into consideration lease arrangements and site constraints
- Considering opportunities for shared facilities with other occupiers
- Work due for completion Spring 2023



South of Romsey Town Centre

Romsey Future

Test Valley Borough Council - Overview and Scrutiny Committee - 23 January 2023

Engagement with Partners

- Romsey Future
- Landowners
- Aldi
- Crosfield Hall Users
- Sport/Leisure providers

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Committee - 23 January 2023

Moving Forward

-
- Ten year (plus) programme
 - 39 major capital schemes across Andover and Romsey
 - Carefully programming & prioritising for delivery
 - Strategic budget and resources planning
 - Recruiting for 3 new specialist Regen posts
 - Extreme economic conditions make forecasting more difficult and feasibility more complex

Moving Forward

-
- Programme reporting and Quality Assurance to ensure transparency and robust processes
 - Joint Governance Board set up with HCC
 - Programme Management and reporting to Regen (Officer) Board following Council best practice
 - Risk Register under review

ITEM 10 Update on the progress of the development of the Corporate Plan 2023 to 2027

Report of the Head of Strategy & Innovation

Recommended:

That Overview and Scrutiny Committee endorse the progress made to date, in preparing the evidence-base for developing the new Corporate Plan for 2023 to 2027.

SUMMARY:

- This report gives an update on the actions completed to date, and those outstanding, since the last report in September 2022, to prepare the evidence base that will inform the development of a new Corporate Plan that will be considered by Council in Spring 2023.

1 Introduction

- 1.1 This report updates members of the Overview and Scrutiny Committee of the action completed, and outstanding work, to develop the new Corporate Plan.
- 1.2 The Corporate Plan is developed by bringing together a robust evidence-base that draws upon an analysis of the strategic environment in which the council is operating, key data and facts and extensive public engagement to gain insight to what matters most to communities across Test Valley.
- 1.3 Over the course of 2022 extensive public engagement has been completed. This has been undertaken across two phases, the second of which, has been the completion of the innovative Deliberative Engagement workshops in conjunction with the Involve Foundation. The evidence and outcomes of this work is now being brought together to enable officers to understand the emerging themes and issues, and potential priority areas that will enable the council to start to shape its corporate plan.
- 1.4 In addition, this work will also ensure that an underpinning Corporate Action Plan is in place later in summer 2023 that sets out the key projects that will deliver the corporate plan over the next four years and beyond.
- 1.5 This report focuses on the outcomes of the deliberative engagement phase and sets out how this will be used alongside the other evidence to shape the next corporate plan.

2 Public Engagement Activities

- 2.1 The public survey, alongside a series of 15 public events (fairs and markets), which ran from May to August 2022, concluded with the completion of over 1550 surveys (achieving statistical significance for a survey of this magnitude). In addition, focussed workshops were held with school children in three borough schools and with the Romsey Disabled People's partnership, to gain feedback from groups that would have otherwise been under-represented in the survey feedback.
- 2.2 The analysis of the survey responses provided valuable insight, which formed the basis of the new and exciting stage of public engagement: Deliberative Engagement (delving deeper into issues, by posing a series of linked questions and providing information to the residents of the Borough, to understand aspirations and priorities). The Council partnered with the Involve Foundation, one of the UK's leading public participation organisations, to lead this stage of engagement enabling the council to further develop its knowledge and expertise of this form of engagement and to provide a level of independence in hosting the events.
- 2.3 The Deliberative Engagement phase was based around the hosting of three geographically based full-day workshops (in Kings Somborne for the rural community, in Romsey for residents of Romsey and Southern Test Valley and in Andover). A final event brought together participants from these three workshops to examine and discuss the broad themes raised at the local sessions (arts and culture venues and activities, volunteering, sports and recreation, parks and greenspaces and the public realm) and delving into greater detail, drawing upon people's lived experiences, and focusing on developing a consensus on key issues to feedback to the council. The overarching question posed was:
- *“What makes communities work well as thriving places where people can live fulfilled lives? And what role should the council be playing to help make this a reality in Test Valley?”*
 - In the final session participants were asked to create statements based on having achieved a consensus of where the council could create added value in response to the question above.
- 2.4 Recruitment of participants, conducted in September and October 2022, focused on inviting survey respondents who had expressed an interest to be further involved, a more general press release and social media campaign, as well as direct invitations to community groups to encourage their members to sign up. It was vital to ensure that the participants reflected the demographic composition of the Borough, and to ensure a diversity of experiences and perspectives were in the room. The selection process ensured that a wide and diverse range of representation was achieved using a process of sortition against an agreed framework of characteristics. Officers will provide further information on the approach and diversity of the groups at the meeting of the committee.

The deliberative events were held as below:

- Kings Somborne, Saturday 5th November, number of attendees: 33
- Ganger Farm, Romsey, Sunday 6th November, number of attendees: 27
- TVBC, Andover, Saturday 19th November, number of attendees: 34
- TVBC, Andover, Saturday 26th November, number of attendees: 33

3 Feedback and Outputs

- 3.1 The outcome of the Deliberative Engagement phase was to provide the council with a detailed understanding of community need and provide insight towards future priorities, which could add value to the life of residents in the Borough. A full report from Involve, who acted as an independent critical friend, is being produced and will be published in the weeks ahead.
- 3.2 As part of developing their final statements, participants identified several key principles that they used to develop their ideas throughout the deliberative events. These included:
- Accessible to all
 - Consider local needs
 - Consider the environment and sustainability
 - Protect and conserve nature / greenspace
 - Community involvement and societal wellbeing
 - Valuing diversity and inclusion
 - Community cohesion
 - Inclusive spaces
 - Connections across the borough' s communities
 - Fostering two-way dialogue
 - Financial viability of projects
 - Sharing events and information across the borough building upon community connections
 - Supporting a healthy democracy
- 3.3 Although the full report of the findings is still to be published, a (interim) headline summary of the twelve statements that emerged from the workshops has been produced and will be presented to Overview and Scrutiny Committee at the meeting on the 23 January. Officers are currently using the outcomes of this work as part of bringing the evidence base together to begin to shape potential priority areas that could form the next corporate plan. The full findings of the deliberative engagement phase will not only be used to shape the corporate plan, but also the corporate action plan, other emerging council plans and strategies and to be fed into both Romsey Future and Andover Vision.

3.4 Officers have reviewed the initial outcomes of the deliberative engagement phase alongside some of the wider strategic influences that will impact the council. As a result of this there appear to be several emerging cross-cutting issues that the next corporate plan could embed and use to underpin the emerging strategic priorities that will be developed over the next phase of the project. A summary of these cross-cutting issues (in no particular order) are set out below:

- Pride of place and considering the unique strengths and needs of communities
- Sustainability
- Economic development and prosperity in all areas
- Housing
- Equalities, inclusion, and diversity, to ensure that all places, activities, and opportunities are accessible to all people
- Supporting the wellbeing of communities and empowering them through the way we work.
- Working with and strengthening our partnerships

4 Next Steps

4.1 The new corporate plan will build on the foundation of the current plan and draw upon the extensive evidence and work undertaken over the last twelve months. Officers are currently bringing together the evidence and beginning to develop proposals on the emerging draft strategic priorities ready for consideration by members over the course of the next 6-8 weeks.

4.2 It is proposed that Overview and Scrutiny Committee holds a roundtable session in late February where officers will be able to share the next update and provide a briefing on emerging priority areas for the next corporate plan, ahead of a draft proposed plan being submitted to council in April 2023.

5 Conclusion

5.1 The Corporate Plan is due to be considered by Council in April 2023. This report has provided members with the work undertaken to get to this stage and demonstrates that a robust public engagement process has been undertaken, to ensure that the emerging Corporate Plan is supported by a firm evidence base, taking into account the strategic operating environment in which the council works, as well as ensuring the plan is focused on the current and emerging needs of communities.

<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:	None		
Author:	Charlotte Starkie / James Moody	Ext:	8123
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	23 January 2023

ITEM 11

Scoping Form

Test Valley Borough Council Overview & Scrutiny Committee

Panel Reviews - Scoping Template

1	Corporate Priority/Service Area (may be more than one)									
2	Lead Member(s)/Chairman of Panel Cllr Lodge Panel members (To be confirmed)									
	Panel members	<table border="1"> <thead> <tr> <th style="text-align: center;">North</th> <th style="text-align: center;">South</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	North	South						
North	South									
3	Portfolio Holder(s) Leader of the Council									
4	Key Areas of Focus The review aims to update the Overview and Scrutiny handbook prior to the elections in May 2023.									
5	What will be developed or reviewed? The panel will consider the look and feel of the handbook and the content by reviewing the current handbook and researching other Local Authorities' handbooks as well as guidance from the Centre for Public Scrutiny and the Local Government Association.									
6	Rationale – Why now/why at all? To enable an up to date handbook to be available for new (and current) members of Overview and Scrutiny following the elections in 2023.									

7	<p>Anticipated Benefits</p> <p>To give an insight into the work and procedures of the Overview and Scrutiny Committee to enable new members to understand the processes.</p>
8	<p>Resource Implications</p> <p>Officer time mainly from Democratic Services and members time.</p>
9	<p>Are there any Partner Organisations involved in the Project? If so, which?</p> <p>No</p>
10	<p>Will you require external partners to attend the Panel?</p> <p>No</p>
11	<p>Does the Project require Public Involvement?</p> <p>No</p>
12	<p>How will the Project assist the achievement of a Corporate Priority or Priorities?</p> <p>To assist the Council to achieve their Corporate Priorities by researching, reviewing and updating policies and areas of work within the Council to ensure that they are robust and delivering value for money.</p>
13	<p>What do you want OSCOM to do now?</p> <p>OSCOM is asked to consider the scope and next steps.</p>

ITEM 13

Programme of Work for the Overview and Scrutiny Committee

Report of the 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 Overview and Scrutiny Committee Task and Finish Panels update is presented at Annex 1 for the Committee's review and comments.
- 1.2 The Overview and Scrutiny Committee Work Programme is presented at Annex 2 for review and approval. The topics from the Away Day are in the process of being prioritised and will be included in the Work Programme once this has been finalised.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.
- 1.4 Action tracking is attached at Annex 4.

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: 4

Author:	Caroline Lovelock	Ext:	8014
File Ref:	N/A		
Report to:	Overview and Scrutiny Committee	Date:	23 January 2023

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>Councillor Matthews emailed the progress made at the Budget meeting on 27 June to members of the Committee.</p> <p>Update given at the meeting. Next meeting on 17 January 2023.</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>	April 2023

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>Councillor Burley has met with the Interim Head of Planning and Building and the Head of Strategy and Innovation to discuss the next steps. He is looking at a public engagement session and exploring how this would be formulated. He reported that the Panel were formulating recommendations around communications and processes.</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> <p>The Lead Member will meet with the Head of Strategy and Innovation to discuss the next stage. The topic will feature at the next meeting of the Test Valley Association of Town and Parish Councils.</p> <p>Councillor Burley informed the committee that the Head of Strategy and Innovation will arrange a meeting with the new Head of Planning and Building in a few weeks. A workshop has been held with the Test Valley Association of Town and Parish Councils at their Annual Conference which proved very informative.</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
		<p>Councillor Burley reported that there had been a significant delay in the panel due to the departure of the Head of Planning and Building and the start of the new one. He had met with the new Head of Planning and Building, the Head of Strategy and Innovation and the Democratic Services Officer to discuss the next meeting. The Head of Strategy and Innovation held a session with the Test Valley Association of Town and Parish Councils and will circulate a copy of the questions asked at the meeting. The next meeting will be held on 24 January 2023 in Conference Room 3 at 5.30pm. It is anticipated that the panel's final report will be considered at the meeting in April 2023.</p>	
<p>Communications Panel</p>	<p>Councillor Brooks</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> <p>Councillor Brooks has met with the Communications Manager who advised that she had not received any feedback from Members on the new Members' Information Bulletin. The Communications Manager will circulate a survey to members for their feedback. Councillor Brooks also discussed the new website and the new telephony system. She has also spoken to the Customer Services Manager about communication issues between Members and staff. Councillor Brooks requested that a workshop be held on the new telephone system for Members and staff. The Panel's recommendations will also focus on the template letters. Councillor Brooks was disappointed that only 4 people attended the communications focus group and she was working with Councillor Hamilton and Terry Bishop to try to get more groups involved.</p>	<p>March 2023</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> <p>The Head of Strategy and Innovation reported the last meeting of the panel was cancelled due to the passing of the late Queen. Another meeting will be scheduled.</p> <p>A meeting was held on 31 October 2022 and the main focus of the meeting was to go through the points raised by Councillor Brooks who was unable to attend. The Communications Manager was asked to send round some information documents. A focus group has been organised for the 17 November 2022. The Head of Strategy and Innovation will meet with the panel to update them on the website.</p> <p>A focus group was held on 17 November to look at communications and the services the Council provides, a briefing session on the proposed new website will be held for the panel on 18 January 2023. Officers are currently updating the key letters reviewed by the panel in line with the feedback they provided and officers are identifying where the issues lie in respect of officer contact since the authority adopted agile working.</p>	

Panel	Lead Member	Progress Update	Report back to OSCOM
		The remaining focus groups and website briefing session will be held in January and the panel will then meet at the end of January to finalise its thinking and shape its report to the committee in March 2023.	

OVERVIEW AND SCRUTINY WORK PROGRAMME - JANUARY 2023

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>23 JANUARY 2023</u>			
Review of Area Planning Committees			To consider a report on the Review of Planning Committees. (Head of Planning and Building) (30 minutes)
Regeneration (Andover and Romsey)	4		Progress of south of Romsey Town Centre Masterplan and Andover Masterplan. (Regeneration Manager) (20 minutes)
Update on the Corporate Plan (outcomes from public engagement)	4		To consider the outcomes from public engagement workshops. (Head of Strategy and Innovation) (20 minutes)
<u>1 MARCH 2023</u>			
Round Table on Affordable Housing and Homelessness Strategy	2		Developing an understanding of how the Council is working to secure all types of affordable housing and how this is delivered across the borough. (Head of Housing and Environmental Health)
Communications Panel Report	3		To consider the final report of the Communications Panel. (Head of Strategy and Innovation) (20 minutes)
Green Economy	4		To review how the Council capitalises on the opportunities of the green economy and what are the opportunities to promote Test Valley within this context. (Head of Planning Policy and Economic Development) (20 minutes)

* Scrutiny Indicator Key:

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

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>19 APRIL 2023</u>			
Round Table Hampshire County Council Highways projects within local communities	5		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. (Councillor Adams King as his role on HCC)
Climate Emergency and Countryside Portfolio Presentation	1		To receive a presentation from the Climate Emergency and Countryside Portfolio Holder on village sustainability. (Climate Emergency and Countryside Portfolio Holder) (45 minutes)
Cost of Living	1		To receive an update from the Test Valley Partnership (Head of Strategy and Innovation/Community Manager) (20 minutes)
Chairman's draft Annual Report	1		To inform the Council of the work undertaken by the Committee in the preceding 12 months (Chairman) (10 minutes)
<u>31 MAY 2023</u>			
Chairman's Annual Report	1		(Chairman) (10 minutes)
<u>12 JULY 2023</u>			
Round table Andover Vision			To receive an update on the work of the Andover Vision (Head of Strategy and Innovation)
Test Valley Partnership			To understand the work of the Test Valley Partnership (Head of Strategy and Innovation)

ANNEX 2

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer / Member)
<u>23 AUGUST 2023</u>			
Community, Leisure and Tourism Portfolio Presentation			To review the Tourism, Community and Leisure Portfolio Holder's Portfolio focusing on Tourism Councillor Drew/Head of Community and Leisure) (45 minutes)
Corporate Action Plan	1		Presentation by the Leader on the Corporate Action Plan (Leader of the Council) (60 minutes)
<u>4 OCTOBER 2023</u>			
Draft Budget Fees and Charges	1		To consider the Budget Panel's report on the draft budget and draft fees and charges (Budget Panel Lead Member) (20 minutes)
<u>TBC</u>			
<u>TO BE NOTED</u>			

Cabinet Work Programme

December 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.
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 3

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
7 Dec 2022 Andover	Andover Town Centre Public Realm Manual SPD	Yes	Cabinet	Open	Report of the Strategic Regeneration and Partnerships (North)	Head of Planning Policy and Economic Development	1 Sep 2022
7 Dec 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
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	Allocation of Community Infrastructure Levy (CIL) Funds - Community Projects Reserve	Yes	Cabinet	Open	Report of the Planning	Head of Planning and Building	15 Sep 2022
18 Jan 2023 Romsey	Adoption of Statement of Community Involvement	Yes	Council	Open	Report of the Community, Leisure and Tourism	Head of Planning Policy and Economic Development	16 Nov 2022

ANNEX 3

18 Jan 2023 Romsey	Council Tax Support Scheme 2023/24	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	3 Nov 2022
18 Jan 2023 Romsey	Southampton University - Civic University Agreement	Yes	Cabinet	Open	Report of the Leader	Chief Executive	10 Nov 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
22 Feb 2023 Romsey	Draft New Forest Mitigation SPD - TBC	Yes	Cabinet	Open	Report of the Planning	Head of Planning Policy and Economic Development	16 Nov 2022
22 Feb 2023 Andover	UKSPF Update	Yes	Cabinet	Open	Report of the Climate Emergency and Countryside	Head of Planning Policy and Economic Development, Head of Finance and Revenues	
22 Feb 2023 Andover	Revenue Budget & Council Tax Proposals	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	2 Aug 2022
22 Feb 2023 Andover	Capital Strategy 2022/23 to 2027/28	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	2 Aug 2022
22 Feb 2023 Andover	Treasury Management Strategy	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	9 Aug 2022

ANNEX 3

12 Apr 2023 Andover	Write off of uncollectable debts	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	2 Aug 2022
12 Apr 2023 Andover	Carry Forward of Unspent Revenue Budget	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	2 Aug 2022
24 May 2023 Andover	Corporate Action Plan Annual Report	Yes	Cabinet	Open	Report of the Leader	Head of Strategy and Innovation	27 Oct 2022
24 May 2023 Andover	Revenue Outturn	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	27 Oct 2022
24 May 2023 Andover	Capital Outturn	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	27 Oct 2022
24 May 2022 Andover	Asset Management Outturn	No	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	27 Oct 2022
24 May 2023 Andover	Treasury Management Review	Yes	Council	Open	Report of the Finance and Resources	Head of Finance and Revenues	27 Oct 2022
24 May 2023 Andover	Project Enterprise Outturn Report	No	Cabinet	Open	Report of the Finance and Resources	Head of Finance and Revenues	27 Oct 2022

Agenda item title	Action type	Action	Owner	Comments
Referral of Planning Applications to Committee	Follow-up from Meeting	To set up a meeting with Councillor Burley, Legal officers and the Chairmen of Northern and Southern Area Planning Committees	Simon Finch	In hand
Authority's Monitoring Report 2021-2022	Follow-up from Meeting	Comparison of CO2 omissions data between Test Valley, Hampshire and Nationally and why Test Valley figure is higher	David Bibby	Circulated 19/12/22
	Follow-up from Meeting	Find out if Housing Service have comparison figures for empty properties on a national basis and why the number of empty properties brought back into use has fallen in last two years	David Bibby	Circulated 16/12/22
	Follow-up from Meeting	How many on the self build register and is it up to date	David Bibby	Circulated 16/12/22
	Follow-up from Meeting	What and where are the Recycling Stars engaging with the public	David Bibby	Circulated 16/12/22
New Ways of Working	Follow-up from Meeting	Discuss the screens in reception with the Head of Finance	Nicola Everett	Comments from the Committee have been passed to the Head of Finance
	Follow-up from Meeting	Take examples back regarding office presence	Nicola Everett	The Head of Strategy and Innovation will take this to Management Team
Updates on Panels	Follow-up from Meeting	Circulate questions posed at the TVATPCs to the Committee	James Moody	