



NOTICE OF MEETING

Meeting:	Cabinet
Date and Time:	Thursday, 4 April 2013 at 7pm
Place:	Council Chamber, Civic Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs G Chapman) gill.chapman@hart.gov.uk
Members:	Crookes (Chairman), Burchfield, Crampton, Evans, Glen, Kennett, Kinnell, Parker

G Bonner
Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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AND BRAILLE ON REQUEST**

1 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of 7 March 2013 are attached to be confirmed and signed as a correct record. **Paper A**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary or any other interests.

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

6 LOCAL PLAN STEERING GROUP

To note the minutes of the meeting of 26 February 2013. **Paper B**

7 HART HEALTH AND WELLBEING BOARD

To note the minutes of the meeting of 8 March 2013. **Paper C**

8 CLIMATE CHANGE PANEL

To note the minutes of the meeting of 22 March 2013. **Paper D**

9 POSSIBLE CHANGES TO THE DISTRICT COUNCIL'S ELECTORAL CYCLE

To consider whether Council wishes in principle to move to the system of 'whole-Council' elections with effect from 2014. **Paper E**

RECOMMENDATION

- 1 That Council resolve to consult on "whole Council" elections in the September 2013 Hart News.
- 2 That the consultation consists of a table in Hart News setting out the advantages and disadvantages similar in form to this paper and a means to collect responses from the electorate.

10 SWAN INN, NORTH WARNBOROUGH – URGENT WORKS NOTICE

The purpose of this report is to agree the request from Planning Committee that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swan Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight. **Paper F**

RECOMMENDATION

- 1 That Cabinet agree with the decision of Planning Committee that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swan Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.

- 2 In the event the landowner does not undertake the necessary works expeditiously and satisfactorily the Corporate Director be given delegated powers to secure these works.
- 3 Further, in the event that the Council have to undertake the works that officers be tasked with undertaking the appropriate preliminary matters to serve a repairs notice under the Planning (Listed Buildings and Conservation Areas) Act which would in itself be a step towards compulsory purchase. A further report would be prepared should such a notice prove necessary.

11 DRAFT SERVICE PLANS 2013-14

The purpose of this report is for Cabinet to agree the Service Plans for 2013/14 as set out in Appendix I. **Paper G**

RECOMMENDATION

That Cabinet agrees the Service Plans for 2013/14 as set out in Appendix I.

12 CABINET WORK PROGRAMME

The Cabinet Work Programme is attached for consideration and amendment.
Paper H

Date of Despatch: 26 March 2013

**LOCAL PLAN STEERING GROUP
DRAFT MINUTES**

Date: 26th February 2013

Time: 7.00pm

Venue: CRI

Present:

Councillors: S. Parker (Chairman), G. Cockarill, R. Appleton, Bennison, T. Clarke, James Radley, S.Wheale, Jenny Radley, D. Neighbour, M. Morris

Officers: D. Phillips, D. Hawes, R. Scott, J. Cheston

1. Apologies for absence

- K. Crookes.

2. Minutes of last meeting (7th August 2012)

- The minutes of the last meeting were agreed.

3. Update on Local Plan: Core Strategy

- DH drew out some of the issues raised through the consultation:
 - Objections to the housing number (mainly from developers but also from some adjoining authorities, most notably Rushmoor)
 - alternative/additional development sites being promoted
 - objections to affordable housing policy
 - objection to lack of flood risk policy
 - objections to lack of historic environment policy
 - Notable public support for plan in light of Grove Farm being removed.
- Some discussion followed particularly on the affordable housing policy. DN was disappointed RSLs had not written in supporting the policy. DP reassured Members that the evidence is there to support the policy. RA made the point that smaller developments should be liable for contributions just as larger schemes are, and that developers should not pay over the odds for land. RA referred to the example of garden land.
- It was noted that minor changes to the plan could be inserted into the submission document, whilst more major changes would need to go through a process of consultation at some point. Subject to any direction from the Inspector, it was agreed that main changes would be put to the inspector after submission at an appropriate point during the examination process, and then all proposed changes would be consulted on at the end of the process. Council would agree the changes for consultation at that point in the process.
- JC updated members on the Transport Assessment mitigation study – a draft report is due 15th March to be considered by the Transport Working Sub Group – a date for which should be set up asap.
- DH confirmed submission is timetabled for 28th March 2013, and that a project plan exists to achieve that target date.

4. AOB

- RA asked that a masterplan be prepared for the Fleet RD/Civic offices site which is in danger of being developed in an ad hoc fashion. DP agreed to consider ways of achieving a more comprehensive approach.
- RA requested 'the full picture' of infrastructure needs, costs etc. to enable Members to make informed decisions on infrastructure spending. DP would provide information on this within a couple of weeks.

6. Next meeting

- The date of the next meeting was not discussed.



**8 March 2013 14.00 pm
Council Chamber – HDC Civic Offices
Hart Health & Wellbeing Partnership Board Meeting**

Attendees: Councillor Anne Crampton, Councillor Jenny Radley, Patricia Hughes, Steven Clarke, Alex Burn, Sophie Jevons, Nick Steevens, Nigel Preston, Ashley Grist, Donald Hepburn, Martine Fullbrook

Item	Subject	Lead
1	<p>Apologies:</p> <p>Cllr Gill Butler, Carl Westby, Jill Corbett</p>	
2	<p>Minutes of previous meeting and matters arising</p> <p>The Minutes of the meeting held on 25th October 2012 were agreed.</p> <p>Matters arising:</p> <p>Item 3 Feedback from GP surgeries regarding capacity DH reported that he had met with Andy Whitfield (Chairman of NEH & Farnham CCG) to discuss the issue of the adequacy of GPs in Fleet. Further up-to-date data is being sought and DH will report back to the next Hart HWB partnership meeting.</p> <p>Item 7 Meals on Wheels PH informed the group that there are 2 elements to the new Meals on Wheels service. A Meals Support Service will run alongside Meals on Wheels and will be piloted for a year. This part of the Service will be managed by Age Concern Hampshire who will be tasked to identify organisations who want to take on the volunteer work. Previously this service was provided by the WRVS and an event has been arranged for the 19th March for volunteers, PH will attend to explain HDCs position as Hart are keen to ensure that WRVS colleagues are not disenfranchised.</p> <p>Councillor Radley asked if there is a way of monitoring the take up of the new service.</p> <p>AB explained that the Meals on Wheels will be run by Apetito. The new service will begin in April 2013 with hot meals being provided 365 days of the year and teas and possibly breakfasts being introduced at a later date. Alex explained that early intervention and prevention were key incentives for the new Meals on Wheels service. People no longer need to be assessed by adult services and can opt in and out as required (i.e someone coming out of hospital might want meals delivered for a few</p>	ALL

	<p>weeks while they recover) The support service which will be known as “Food & Friendship” uses the befriending model to provide social interaction. People who receive meals can request a visit which will involve a volunteer calling in at periodic intervals (weekly, bimonthly or monthly) around the meal time, for a chat, and to pass on information about which foods to eat, social activities etc. The funding for the volunteer visits will be provided by the districts from the funding they previously provided to subsidise the cost of the meals.</p> <p>AB confirmed that monitoring will be ongoing and the service will be reviewed and refreshed after 6 months.</p>	
<p>3</p>	<p>Housing Allocations Policy</p> <p>The Government has introduced the Localism Act, which gives councils more freedom to choose how they manage their housing registers or ‘waiting lists’ for affordable housing. Hart District Council is currently running a consultation which asks people their views on what (if any) changes should be made to our Allocations Policy. Questions relate to</p> <ul style="list-style-type: none"> Incomes & Savings Local connection Member of the Armed Forces Community contribution Rewards for Good Tenants <p>The questionnaire has been sent to everyone on the Housing register, to Housing organisations and the CAB. The questionnaire is also available on line at: http://www.harthomes.org.uk/Data/ASPPages/1/3364.aspx</p> <p>NP added that this needs to be widely publicised and will appear on the front page of the Hart website.</p> <p>The information will provide an opportunity to make changes to the policy. Consultation is ongoing and will end on the 5th April 2013</p>	
<p>4</p>	<p>Developing Harts Health & Wellbeing Strategy</p> <p>PH introduced a document that has been produced by the Corporate Project Team, a recently formed group that consists of officers from various departments within the authority. The group has been formed to add value to various Corporate Strategies and their first task was to review data and provide a gap analysis which will feed into the Hart Health & Well-being strategy.</p> <p>Ashley Grist, Strategy & Development Officer for Housing and a member of the Corporate Project Team, presented the document. Data had been collated from EH, Housing, Community Safety and the Older People’s Wellbeing work that had been carried out a few years previously. The review had followed the same 4 themes as the</p>	

	<p>Hampshire Health & Wellbeing strategy:</p> <p>Starting Well Living Well Ageing Well Healthy Communities</p> <p>The document summarised some of the Health issues for Hart and listed recommendations and suggested actions to fill the gaps identified.</p> <p>The document is attached with the minutes.</p> <p>The Health Board thanked AG and the Corporate Project Team for the work they had put into producing the document and discussed the following issues:</p> <p>Starting well - establish from Public Health the rationale for the low birth weights in Odiham and the southern rural parishes.</p> <p>Living well - invite NE Hants Drug and Alcohol action group to present to the HWB on what their information is telling them about the problem in Hart and what action they are taking both in terms of the whole district (higher level risk) and north east of the Hart area specifically (binge drinking)</p> <p>Ageing well - following AB's comments, establish from Public Health the health implications of loneliness. Recognise that the Older Persons Forum is taking on mapping of services particularly with regard to dementia.</p> <p>Healthy Communities - try to establish what the health needs of Gypsy and Travellers are and how we can get them to engage. Consider the impact of the very mobile population represented at RAF Odiham, are they able to engage effectively with support services such as sure start.</p>	<p>JC</p> <p>MF</p> <p>JC</p>
<p>5</p>	<p>CCG update</p> <p>SC reported that the CCG has been authorised to Commission services from 1st April. There are still a few issues that need addressing, one of which is to appoint a substantive Director of Finance. In the meantime our current interim DOF will continue in his current role.</p> <p>The financial gap has increased and we have to review our QIPP plan as a result. One reason for the increased pressure is the way Specialist Commissioning top sliced funds from our budget and as a result we lost out relatively to other CCG's.</p> <p>The main message was that things are going well, a good standard of candidates had been attracted into the posts and there will be a team in place to deliver services from 1st April onwards.</p>	

<p>6</p>	<p>Hampshire Older People’s Wellbeing – update</p> <p>MF informed the group that as part of the Aging well initiative for men being run by HCC, Hart were looking at introducing cookery lessons for men to the district. MF and NS will be meeting with Amanda Ganter from HCC next week to discuss the next steps.</p> <p>Alex Burn added that Village agents are now in place in:</p> <p>Ewshott and Crondall Odiham Hook Church Crookham Fleet And possibly Yateley</p> <p>The agents are achieving positive outcomes by signposting to other services, organising activities and raising awareness.</p> <p>The group discussed the importance of the village agents but raised concerns around how older residents can get to some of the events. Hartley Wintney Parish Council has recently been awarded funding for a Parish Council Community Bus. MF to invite someone from Hartley Wintney Parish Council to the next Health board meeting to explain more about how this was achieved.</p>	<p>MF</p>
<p>7</p>	<p>Falls Preventions</p> <p>Sophie Jevons introduced the Falls Prevention programme for older people in Hampshire. Falls are a common cause of injury for older adults. Beginning at about age 60, falls happen more often, and become more dangerous. Falls may cause cuts, bruises, and head injuries and may also result in broken bones, which are called fractures (FRAK-churs). The most common fractures in older adults are in the spine, forearm, hip, leg, ankle, pelvis, upper arm, and hand. Injuries caused by falls may be minor, serious, or even life-threatening.</p> <p>It takes more time for older adults to recover after an injury so it is important to try and prevent falls from happening.</p> <p>Regular gentle exercise and physical activity are important for good health and well being. Better balance for life has been around since 2009 and the exercises can help improve balance, flexibility and prevent falls if done as part of a daily routine. The facilitators workshops are run for people who work with older people so that they can facilitate exercises in the groups they work with. The latest DVD contains sing along songs to help with early memory loss.</p> <p>A Better Balance for Life training session is being held in the Elizabeth Hall in Hook on 22nd March from 2pm – 5pm. Places are still available, please see poster attached.</p>	

	<p>Sophie also explained about the Steady and Strong project, which involves exercise classes in the community, aimed at people who require a higher level than the Better Balance for life exercises. SJ has been working with Sam Knowles and hopefully someone from Leisure will be trained to run these classes in Hart.</p>	
8	<p>Alcohol Champions -</p> <p>This item was deferred, until further information is available.</p>	
9	<p>Any Other Business</p> <p>MF had recently attended an event on Health & Wellbeing in a Changing Climate, with Carolyn Munns, the Climate Change officer. This had highlighted some of the ways health can be affected i.e. the huge impact Flooding can have on mental health, and how a heat wave can make dementia patients become even more confused and irritable. MF suggested that she and Carolyn could give a presentation at a future Health & Wellbeing meeting to pass on some of this interesting information. The group felt that this would be useful.</p>	ALL
	<p>Date of Next Meeting – Dates will be set up for the new municipal year. MF to circulate to the group.</p>	

CLIMATE CHANGE PANEL (CCP)

Date and Time: Friday, 14 Dec 2012 at 10:00 pm

Place: Council Chamber, Civic Offices, Fleet

Present:

Councillor Glen - (Chairman)

Carolyn Munns
Nigel Preston

Councillor Butler
Steve Lyons

Nick Steevens

1 APOLOGIES FOR ABSENCE

Apologies were received from Sarah Robinson, Paul Weavers, Matt Saunders, Martine Fullbrook, Patricia Hughes, and Dave Love.

2 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The draft Minutes of the meeting held on Friday 14 December 2012 were agreed as a correct record.

3 ENERGY USAGE UPDATE REPORT

Weather

Compared to this time last year the weather was cooler with less day light hours, although the temperature very close to average for this time of year, the amount of daylight was below. There was slightly more rainfall, but still below the normal average for this time of year.

Overall Electricity Use

We have never really caught up with the poor summer last year that caused us to use more electricity than normal.
We are 5.5% above target overall.

Overall Gas Use

We are sitting at 4% above target. However it is worth noting that we are still 6% better than 2010/11 from where the targets are set.
When the usage data is normalised using degree days we can see that we are still above last year overall 2% higher in use than last year and 5% less than 2010/11. This is important as it shows us our usage is not improving.

CAB

Electricity 5.5% lower use target.
Gas 3% higher use than target.
Water 7% lower use than target.

Civic Offices

Electricity 4.5% high use than target

Gas 15% lower use than target

Water almost spot on target, ½ % lower use than target

Frogmore Leisure Centre

It is always important to compare the consumption data with visitor data at Frogmore Leisure Center. Overall there have been 3% less visitors so far this year compared to the same time period last year. For February there were 7% less visitors to the leisure centre than this time last year. When comparing to kWh the lower 'per user' number the better.

Electricity 1.5% higher usage than target, but still 3.5% lower usage by this time last year, which shows a trend of usage lowering. If you look at February alone, you can see that the use per visitor is the slightly better than last year, which shows better efficiency this year.

Gas 2% higher use than target (this is 8% lower use than the 10/11 year that the target is based on). Although not on target, this is still showing a trend of decreased consumption. Looking at February alone, although the per user data is very slightly poorer than last year, this is not surprising considering the difference in temperature and lower numbers of visitors and is therefore a positive indication of efficiencies.

Water no water data.

Solar PV Panels The solar PV panels were officially installed for a year in December 2012. Prior to installation I had forecast a generation of 8,398kWh compared to an actual generation of 9,323 kWh (11% better) and a 'Feed in Tariff' income of £3,337 compared to an actual of £3,797.

CM Has been asked to produce a ROI graph for the PV panels for the next meeting.

CM

Hart Leisure Centre

It is always important to compare the consumption data with visitor data at Hart Leisure Center. Overall there have been 3% visitors so far this year compared to the same time period last year. For February there were 11% less visitors to the leisure centre than this time last year (this figure may be incorrect as there may have been some issues logging visitors in February). When comparing to kWh the lower 'per user' number the better.

DL to confirm usage data for February 2013.

DL

Electricity The usage is 8% higher than target (3% higher than last year). This is largely because the targets were based on the voltage optimisation unit working and it has not been. This is verified by the per visitor data being higher (therefore less efficient).

Gas The gas use is 10 higher usage than target. The reasons for this need to be looked at closer. It may be that further reductions can only be made with significant financial investment as the swimming pool accounts for a large proportion on overall consumption of gas. This is verified by the per visitor data being higher (therefore less efficient).

Water no water data.

Fleet Pond Workshop

Over the past year or so, significant improvements have been made to the Workshop. These improvements were necessary for the working environment and were expected to increase overall use as facilities were improved for staff (such as the installation of an electric shower). In addition they are two more members of staff on site and due to the improved conditions the volunteers use the offices more often. There is work being carried out (SL to confirm date) to improve the insulation in the roof and the floor that will reduce heat loss and should show a reduction in consumption over time.

Electricity 12% higher consumption than target.

Water the water data has been unavailable. From April 2013, we will be including the water used for cattle.

MAKING MORE REDUCTIONS

NS has suggested that whilst we are limited to spending money on our two biggest consumers of energy, Hart Leisure Centre and the Civic Offices, that we look at investing further into our other buildings to offset the balance somewhat. For example, more solar PV panels could go onto Frogmore Leisure Centre. SL noted that the workshop has an available area of roof for panels and as the roof is up for renewal in the next 5 years it should be considered in parallel with that. The group agreed that this was worth discussing ideas further and a meeting is to be set up to brainstorm.

CM/NS/DL/PW/SL to meet to discuss. CM to organise.

4 UPDATES

VOLTAGE OPTIMISATION UNIT AT HART LEISURE CENTRE

The VO unit should bring about around 12% of savings in electricity at Hart LC. The VO units at Frogmore and the Civic Offices have been working well, however the unit at Hart Leisure centre has been out of commission more than it has been working. Last week the unit was switched back on and with a day or two it caused a power cut that meant evacuating the centre. CM has a meeting with the contractor to determine next steps. CM will feedback at next meeting.

CM

CYCLE TO WORK SCHEME

There are now 10 users of the cycle to work loan scheme. JG was keen that we publicise the scheme to encourage other local business to offer this to their staff. NS noted that a secure cycle area is now available.

Discuss publicity opportunities **CM/JG**

FAIRTRADE

Fairtrade wine tasting event was very poorly attended, the steering group decided that joining other events has proven a more successful than stand alone events. JG has suggested we engage the Parish's more, this correlates with some ideas the group has had on this.

There is a competition with local schools currently underway. All schools in the district were invited to participate in a competition to make a 5 minute video for Fairtrade, showing why Fairtrade is important to them. It can be in any format including a documentary, a music video, cookery show, animation or slide show. It will be uploaded onto YouTube and used to publicise Fairtrade in Hart. The finalists videos will all be shown on Saturday 27th April (venue TBC) and prizes awarded.

To pass feedback onto Faritrade Steering Group **CM**

5 ANU OPTHER BUSINESS

HECA PARK HOMES

NS gave the group an update on a report that is being pulled together by CM and Louise Lyons (Housing) for the Home Energy and Conservation Act. This report will be completed by the end of April. It will provide a road map of where and how energy reductions can be made across Hart's residents homes, enabling us to access funding on their behalf and create well targeted communications programmes detailing how savings can be made (different homes will have different solutions). It will cover what we are doing internally with our emissions and what we are doing to support local business.

NS updated the group on the £100k (£50k DECC funding match funded by Hart) project to insulate park homes in the district. The money was specifically targeted to those on benefits that were high risk to fall into fuel poverty. Due to the weather, the project has not quite completed, however weather permitting, it will complete in a few weeks. As this was a limited pot of money that needed to be spent in a limited amount of time, NS is keen to continue applying for funding for these homes (for example, ECO funding) to help more residents although it is not likely to be as heavily subsidised by Hart.

ECO funding will help pay for insulation in properties that were previously deemed as 'hard to treat' (could not be cavity filled) or solid wall. The HECA report will help us understand better where these properties are.

PRESENTING TO FULL COUNCIL

Cllr Butler expressed her interest in a presentation on our activity around climate change to be presented to full council. The group agreed this would be of benefit as a great deal of work takes place under this umbrella. CM to follow up.

CM

PRINTER REPLACEMENT

SL update group on printer replacement programme whereby some of the printers are being replaced (including the one at the workshop) with more energy efficient models that use less toner.

DATE OF THE NEXT MEETING

Thursday 6th June 9.30am

CABINET

DATE OF MEETING: 4 APRIL 2013

TITLE OF REPORT: **POSSIBLE CHANGES TO THE DISTRICT COUNCIL'S ELECTORAL CYCLE**

Report of: Chief Executive

Portfolio Holder: Councillor Ken Crookes, Leader

I PURPOSE OF REPORT

1.1 To consider whether Council wishes in principle to move to the system of 'whole-Council' elections with effect from 2014.

2 RECOMMENDATION

2.1 That Council resolve to consult on "whole Council" elections in the September 2013 Hart News.

2.2 That the consultation consists of a table in Hart News setting out the advantages and disadvantages similar in form to this paper and a means to collect responses from the electorate.

3 INFORMATION

3.1 At present the Council is elected 'by thirds', with one-third of the Council elected at a time. Under the "whole Council" option, all seats would be up for election at the same time and thus district elections would only take place once every four years.

3.2 Under current legislation Councils can resolve to make such a change, subject to certain conditions. The 2011 Localism Act has given the Council increased flexibility in deciding when to make the change.

3.3 The Council has recently been subject to an Electoral Review by the Local Government Boundary Commission (LGBCE) which was published in January 2012. The new ward boundaries that were created in this review will come into effect with an all out election in May 2014.

3.4 The Act now allows the selection of the year to transfer to "whole Council" elections, allowing Council to choose 2014 and every four years as its normal electoral cycle.

3.5 To effect the change a special resolution by Council would be required at a meeting specially convened for the purpose and two thirds of members voting would need to be in favour of the change. The Act also requires the Council to determine the consultation with the electorate that is required.

- 3.6 Any change to the electoral cycles of the district council would lead to a change in the year of election for Parishes so that they coincided with the new district electoral year.

4 ADVANTAGES OF THE CHANGE

- 4.1 Under the current arrangements from 2014, Hart will need to fund an election in all voting areas within the District in 3 out of every 4 years. The supplies and services budget for district elections in 2012/13 was £62,130 although this was based on a poll in only 11 of 18 wards. A pro-rata figure for 18 wards is £102,000. The Cabinet Office budget for the 2012 Police and Crime Commissioner elections (PCC) was £117,000. The cost of whole council elections can therefore be reasonably assumed to be between these two amounts.
- 4.2 If the authority moves to all out elections then the next poll after 2014 will be 2018. The cost of polls in 2015 and 2016 will be saved. In reality the saving will be less than the £204,000 - £234,000 that might be expected. This is because the costs of elections in most years are shared with other bodies. In 2015 the costs would be shared with the Cabinet Office for the General election and in 2016 the costs would be shared with the Home Office for the PCC elections. This would reduce the saving to something in the region of a single election (£102,000 - £117,000) per 4 year cycle.
- 4.3 The Electoral Commission (EC) published a report in 2004 into the cycle of local government elections and whilst the report is 9 years old its research and recommendations are still pertinent to the decision faced by Council.
- 4.4 The report noted the current hybrid pattern of electoral cycles. County Council, Parliament, Parish and European Parliament were all elected in a single poll for a term. Since the report was published the fixed term Parliament Act has set Parliamentary terms at 5 years and the Police and Crime Commissioners are also elected for 4 year terms. In contrast to these regular patterns the sole exception is the district election with its 3 polls in every 4 year period. This disparity is seen by electors to be confusing. The EC suggested that this situation did not encourage turnout and engagement.
- 4.5 The report suggests that “whole Council” elections allow authorities to take a long term strategic view of issues, introducing plans and policies whose effects may not be seen for a few years. An ability to take long term decisions without having to consider the short term electoral impact may benefit the community.
- 4.6 Lord Heseltine’s 2012 report on economic growth “No Stone Unturned in Pursuit of Growth” makes a strong recommendation for whole Council elections based on his views that 4 year term authorities are better placed to take long term strategic decisions.

5 DISADVANTAGES OF THE CHANGE

- 5.1 Electors would lose the opportunity to influence and hold the Council to account on an annual basis. The pattern of elections that will be in place after 2014 under the

current arrangements will allow electors across the district to vote in all wards in each of the 3 years of the district cycle.

- 5.2 Local political parties may need to deploy more resources and time into supporting the “whole Council” elections process than by thirds. There will be 33 candidates to support and campaign for rather than 11. There will also be elections in all of the parishes within the district.
- 5.3 Smaller parties may find it harder to resource the “whole Council” elections process.
- 5.4 It may be harder for independent candidates standing on a matter of strong local interest to get elected without an annual poll.

6 NATURE OF CONSULTATION

- 6.1 The Act does not specify the form of consultation required; only that Council determine that it is reasonable.
- 6.2 A one page article in Hart News summarising the above advantages and disadvantages and encouraging responses by way of an email or Freepost address could be used. The responses would then be collated and made available to members prior to the Special Meeting of Council.
- 6.3 Officers suggest that this level of consultation is reasonable and appropriate for this type of change.

Contact: Geoff Bonner, Chief Executive, geoff.bonner@hart.gov.uk

References:

The Cycle of Local Government Elections in England. Electoral Commission. 2004.
http://www.electoralcommission.org.uk/_data/assets/electoral_commission_pdf_file/0015/16125/cycleoflocalelecfinal_11595-9056_E_N_S_W_.pdf

No Stone Unturned in Pursuit of Growth. Lord Heseltine. 2012 (recommendation 14)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/34648/12-1213-no-stone-untuned-in-pursuit-of-growth.pdf

CABINET

DATE OF MEETING: 4 APRIL 2013

TITLE OF REPORT: SWAN INN, NORTH WARNBOROUGH – URGENT WORKS NOTICE

Report of: Corporate Director

Portfolio Holder: Councillor Stephen Parker, Planning

I PURPOSE OF REPORT

- 1.1 The purpose of this report is to agree the request from Planning Committee that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swan Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.
- 1.2 The reason why the matter has been referred to Cabinet is that Cabinet needs to be aware that in serving an Urgent Works Notice the Council may ultimately be required to fund some significant expenditure if the Council is required to carry out the works in default.

2 OFFICER RECOMMENDATION

- 2.1 That Cabinet agree with the decision of Planning Committee that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swan Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.
- 2.2 In the event the landowner does not undertake the necessary works expeditiously and satisfactorily the Corporate Director be given delegated powers to secure these works.
- 2.3 Further, in the event that the Council have to undertake the works that officers be tasked with undertaking the appropriate preliminary matters to serve a repairs notice under the Planning (Listed Buildings and Conservation Areas) Act which would in itself be a step towards compulsory purchase. A further report would be prepared should such a notice prove necessary.

3 BACKGROUND

- 3.1 The Planning Committee has resolved to serve Urgent Works Notices to ensure the preservation of the Swan Inn (see report attached at Appendix I). In most cases this would be relatively straight forward and would normally encourage the owner to take the appropriate action. In this instance however, there are wider implications

or the Council. This is because there appears to be a non communicative owner of the building. There is no indication that the owner will take the necessary steps to make the building either secure or weatherproof. Therefore, to secure its objectives the Council may need to incur considerable expense in carry out the works itself in default. There is no budget provision. Therefore agreement for the potential expenditure is sought from Cabinet to enable the necessary Urgent Works Notice to be served.

4 FINANCIAL CONSIDERATION

- 4.1 The are no immediate financial implications to the Council from serving an Urgent Work Notice. However Cabinet needs to be mindful that in the event that the owners do not comply with the terms of the Notice the Council will need to undertake the works in default. This will involve the erection of appropriate scaffolding and the placement of weather proof sheeting/material over the roof to make the building watertight. These works will then need to be maintained which at the moment would be for an unspecified period. The cost of this would be in the region of £51,700 - £58,389 (long term hire) with ongoing maintenance costs of approx £300 per month. The Council would however, ultimately be able to reclaim the cost of these works back from the owners either through a charge on the land, an enforced sale of the building or compulsory purchase.
- 4.2 It is considered that in order to end the uncertainty over this site, should the landowner not undertake the necessary works expeditiously and satisfactorily the Corporate Director be given delegated powers to secure these works.
- 4.3 Further, in the event that the Council have to undertake the works that officers be tasked with undertaking the appropriate preliminary matters to serve a repairs notice under the Planning (Listed Buildings and Conservation Areas) Act and to take appropriate action to secure the council's financial position. A further report will be submitted to Cabinet should such action prove necessary.

5 CONCLUSION

- 5.1 The Swan Inn is an important listed building that lies in a prominent position in the North Warnborough Conservation Area. It has been significantly damaged by fire and as agreed by Planning Committee urgent works are required to make it secure and weather tight. Cabinet therefore should agree to the decision of Planning Committee to serve an Urgent Works Notice but Cabinet needs to note the potential financial implications.

Contact details: Daryl Phillips/ ext 4492 [/daryl.phillips@hart.gov.uk](mailto:daryl.phillips@hart.gov.uk)

Appendices

Appendix I – Planning Committee Report Dec 2012, Swan Inn, North Warnborough;
Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

PLANNING COMMITTEE

DATE OF MEETING: 12 DECEMBER 2012

TITLE OF REPORT: URGENT WORKS NOTICE – SWANN INN PUBLIC HOUSE, NORTH WARNBOROUGH

Report of: Head of Planning Services

1. PURPOSE OF REPORT

- 1.1 To ask the Planning Committee to consider serving, subject to Cabinet agreeing the financial aspects, an Urgent Works Notice to protect the Swann Inn Public House, North Warnborough, a Grade II listed building.

2. OFFICER RECOMMENDATION

- 2.1 Subject to Cabinet approval that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swann Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.

3. BACKGROUND

3.1 Legal Position

- 3.2 Under section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended, a Local Planning Authority can serve an Urgent Works Notice in relation to a vacant (or vacant parts of a) listed building where works are urgently necessary for the preservation of a listed building.

- 3.3 The Council gives the owner seven days notice that they will undertake the works.

- 3.4 Essentially in serving the Notice the Council would take control of the situation and would carry out the works in order to preserve the building if the works are not completed in accordance with the Notice. Any expenses incurred in carrying out the works can be recovered under section 55 of the Act, although there is a right of appeal to the Secretary of State over this.

- 3.5 Under the current scheme of delegation officers do not have the authority to serve an Urgent Works Notice.

3.6 The Site and Recent History

- 3.7 The Swann Public House is an early C19 Grade II listed building located within the North Warnborough settlement off Hook Road and recently became a building of interest to the Council following a fire in 2010. A copy of the English Heritage list entry is attached at Appendix I.

- 3.8 Since the fire Officers have been working with the owners of the building to secure its protection and other outbuildings from becoming untidy and from the weather. This was finally achieved in January 2012.
- 3.9 However, in November 2012 the scaffolding was removed, as was the protective covering, exposing the remaining timber structure.

4. PLANNING CONSIDERATIONS

- 4.1 Since the scaffolding and protective covering were removed Officers are currently in correspondence with the registered owner. However, the registered owner claims that the ownership has changed in November 2012. Officer investigation, at the time of preparation of this report, does not show a change of ownership at Land Registry and the company name given of the alleged new owner does not appear at Companies House. In these circumstances the Courts have indicated that the Council is entitled to treat the registered, and allegedly previous, owner as still responsible for the building.
- 4.2 If left exposed the timbers would become irretrievable and a listed building would be lost. It is therefore considered that and if works are not undertaken expeditiously then there is a high risk that the building will not be preserved. Hence it is concluded that it is urgently necessary to ensure works are completed via an Urgent Works Notice, particularly before winter sets in.
- 4.3 As Members will appreciate listed buildings are a finite resource and the NPPF emphasises the desirability of sustaining and enhancing the significance of heritage assets, including listed buildings. It is therefore concluded that an Urgent Works Notice is necessary.
- 4.4 Officers are continuing to seek contact with the owners to ensure that the works take place without the Council having to step in. However, with the uncertainty of the ownership it may be that an Urgent Works Notice will be necessary.

5. FINANCIAL CONSIDERATIONS

- 5.1 Since a Supreme Court decision at the end of July 2012 the financial considerations of deciding whether to serve notices is a material consideration. However, the Council can recover the costs of serving such a Notice it is considered that there is little long term financial risk of serving a Notice. In a worst case scenario the Council can compulsorily purchase the building
- 5.2 However, there is currently no budget provision of this and the Council will have to pay for the works ahead of recovering the costs. Therefore, the Council needs to know what this will be, which will require a specialist survey. There is no budget provision of this either and it is likely that this that will probably require specialist access to what could be a dangerous structure. In the first instance we will need the landowner's permission as well.
- 5.3 Officers are seeking to clarify the detailed financial consideration of this for Cabinet.

6. RECOMMENDATION

- 6.1 It is RECOMMENDED that subject to Cabinet approval that the Head of Planning Services be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swann Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.

Contact Details: Robert Jackson – Development Control Manager 01252 774484
robert.jackson@hart.gov.uk

Appendix I

Swann Inn
SU 75 SW

ODIHAM

BRIDGE ROAD
North Warnborough
Swan Inn
II

8/53

Early C19 front to older timber-framed structure. 2 storeys, 4 windows. Red tile roof, hipped at each end. Old square stack. Rendered walling, cambered ground-floor openings. Casements. 2 tiled and gabled framed hoods on brackets to 2 doorways.

Listing NGR: SU7320851676

Appendix 2



Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Officer © Crown Copyright 2012. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. **Please Note: Map is not to scale**

CABINET

DATE OF MEETING **4 APRIL 2013**

TITLE OF REPORT **DRAFT SERVICE PLANS 2013/14**

Report of **Corporate Director**

Cabinet Member: **Councillor Kenneth Crookes, Leader**

1. PURPOSE OF REPORT

The purpose of this report is for Cabinet to agree the Service Plans for 2013/14 as set out in Appendix I.

The draft Service Plans were debated by the Overview and Scrutiny Committee on 19 March 2013 and the service plans have been amended to reflect these comments.

2. OFFICER RECOMMENDATION

That Cabinet agrees the Service Plans for 2013/14 as set out in Appendix I.

3. BACKGROUND

Service Plans set out the key actions each service will undertake during the coming year to deliver the Council's objectives and priorities, as well as core services. Service Plans have been scrutinised by the relevant Service Boards and the Overview and Scrutiny Committee.

The Service Plans templates have been slightly amended for this year, to:

- provide a three year vision for each service area
- provide more task specific detail on the need for an equalities impact assessment.

4. POLICY IMPLICATIONS

Service Plans and the Service Planning process form a key part of the Council's existing performance management framework.

5. FINANCIAL IMPLICATIONS

There are no specific financial implications in this report. However, the draft service plans are linked to the agreed budget for 2013/14.

6. MANAGEMENT OF RISK

If the Council does not adopt Service Plans with clear targets and tasks that are aligned with its budgets then there is a risk that it will fail to deliver its objectives and priorities.

7. CONCLUSIONS

The Service Plans for 2013/14 are attached in Appendix 1 and KPI's in Appendix 2. Committee is requested to approve these in conjunction with the agreed Budget for 2013/14.

Contact Details: Patricia Hughes, Ext 4450, patricia.hughes@hart.gov.uk

APPENDICES

Appendix 1 - Draft Service Plans for 2013/14

Appendix 2 - Draft KPIs 2013/14

Audit Services - Services Provided



Services Provided

Provision of Internal Audit Service to provide management with assurance on the effectiveness of the risk and control framework.

Facilitate risk management arrangements

Provide support to corporate functions such as Procurement, Ombudsman Complaints and Governance arrangements

Audit Services - 3 Year Vision

3 Year Vision

Improve risk and control framework

Assist in maintaining an effective governance framework

Maintain a managed audit approach with External Audit

Audit Services 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
AUD01 Creditors	Internal Audit review of accounts payable	0%	31-Mar-2014					No	No	No
AUD02 Payroll	Review of Payroll	0%	31-Mar-2014					No	No	No
AUD03 Sundry Debtors	Review of Sundry Debtors	0%	31-Mar-2014					No	No	No
AUD04 Treasury Management	Review of Treasury Management Function	0%	31-Mar-2014					No	No	No
AUD05 Council Tax	Review of Council Tax Function	0%	31-Mar-2014					No	No	No
AUD06 NNDR	Review of NNDR Function	0%	31-Mar-2014					No	No	No
AUD07 Housing Benefits	Review of Housing Benefit function	0%	31-Mar-2014					No	No	No
AUD08 Cash and Banking	Review of Cash and Banking	0%	31-Mar-2014					No	No	No
AUD09 Waste	TBC	0%	31-Mar-2014					No	No	No
AUD10 Parking	Review of Parking Function	0%	31-Mar-2014					No	No	No
AUD11 Frogmore	Identifying peak times for maximising usage of Frogmore LC	0%	31-Mar-2014					No	No	No
AUD12 IT	TBC	0%	31-Mar-2014					No	No	No

Business Support Unit - Services Provided



Services Provided

The Services provided by the Business Support Unit are Administrative and Technical Support to Environmental Health, Housing and Planning Services.

Business Support Unit - 3 Year Vision

3 Year Vision

Within 3 years the Business Support Unit will be totally cross trained, to provide much greater resilience. An active approach to business process reengineering will enable us to find the most efficient and cost effective ways to provide services to the council, providing the opportunity to take on a broader range of work in support to front line officers.

Business Support Unit 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
BSU1 – To increase the resilience of the Business Support Unit	The team to be able to cover for each other in times of staff shortage	<input type="text" value="0%"/>	August 2013	All Post opened in one place	April 2013					
				Phones on two numbers	April 2013					
				EH & HOU Staff Cross skilled	August 2013					
				DC & BC Staff Cross skilled	August 2013					
BSU2 – Service Level Agreement for Business Support	To have a document detailing what can be expected from the BSU and also what the BSU expects from other services.	<input type="text" value="0%"/>	April 2013	Document Complete	April 2013					
BSU3 – New Finance System	To have a number of key users in the BSU and enable the BSU to become the central place for Invoices / Purchase Orders.	<input type="text" value="0%"/>	April 2013	All Staff trained on the system	April 2013					
BSU4 – Website	To go through each of the Councils Services on the website and revamp them all.	<input type="text" value="0%"/>	March 2014	Programme of updating to be agreed	June 2013					
BSU5 – Gazetteer Management	The BSU is going to take over this role and look at ways of making it more efficient and the process for Street naming and Numbering will be reviewed	<input type="text" value="0%"/>	September 2013	BSU Officer trained and competent in Gazetteer Management	May 2013					
				Look at ways of increasing efficiency in the Gazetteer.	July 2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
BSU6 – Local Land Charges	Review of the Local Land Service to make it more robust	<input type="text" value="0%"/>	April 2013	The two Senior Business Support Officers are fully trained in this function	April 2013					
BSU7 – Hosted IDOX System	This system will allow us to further increase efficiency within the team	<input type="text" value="0%"/>	November 2013	Review EH & BC Processes	August 2013					
				Start using the online Building Control System	August 2013					
				Start Scanning and linking all EH Applications	May 2013					
				Setup online payments both for BC & DC applications	July 2013					
BSU8 – Retention Policy	To have a usable Retention Policy ready to use for the Council	<input type="text" value="0%"/>	December 2013	To get a working model in place for Planning Services and Environmental Health	April 2013					
				Agree programme of acceptance with other services.	June 2013					
BSU9 - To review the effectiveness of BSU and to assess the potential for the amalgamation of any residual service admin/technical support into BSU	To have investigated the feasibility of combining all of the other Council's support Services into the BSU	<input type="text" value="0%"/>	March 2014	To have agreed a way forward with regard to the amalgamation of these services resources into the BSU.	March 2014					
		<input type="text" value="0%"/>								

Community Safety - Services Provided



Services Provided

Anti-Social behaviour
Community Project Work
Drug & Alcohol Intervention

Community Safety - 3 Year Vision

3 Year Vision

Reduction of crime, disorder and anti-social behaviour.

Community Safety 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
ASB1 Anti-Social Behaviour Assemblies	New ASB assembly to be used across Safer North Hampshire area for 2013/14 with delivery by local SNTs where possible.	0%	31-Mar-2014	Identify SNT Officers across Safer North Hampshire area to help deliver assemblies	31-May-2013	No		No	No	No
				Write new ASB assembly	31-May-2013	No				
				Deliver ASB Summer Assemblies	31-Jul-2013	No				
				Deliver Autum/Winter ASB Assemblies	31-Oct-2013	No				
ASB2 LIFE Course Development	Re-introduction of LIFE course to Basingstoke area	0%	31-Mar-2014	Scope potential to re-introduce LIFE course to Basingstoke area with HFRS contact	30-Jun-2013	No		No	No	No
				Look to develop course programme in partnership with Martin Walters	31-Aug-2013	No				
				Seek to run pilot LIFE course in Basingstoke area	30-Nov-2013	No				
ASB3 Victim Support Development	Increased take up and awareness of Victim Support Service.	0%	31-Mar-2014	Scope extent of Sentinel work with Victim Support and whether any best practice	31-May-2013	No		No	No	No
				Link in Victim Support contact for relevant cases	31-Jul-2013	No				
				Explore ways of helping to promote Victim Support	30-Sep-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				service						
ASB4 Neighbourhood Watch Development	Coordination of Neighbourhood Watch over Safer North Hampshire area.	0%	31-Mar-2014	Put in bid for resources to PCC	01-Apr-2013	No		No	No	No
				Hold meetings with NHW representatives from all 3 areas	31-May-2013	No				
				Establish best practice across 3 areas	30-Jun-2013	No				
				Scope appetite for formal North Hampshire Neighbourhood Watch	31-Aug-2013	No				
ASB5 Safer North Hampshire ASB Policy	Introduction of new ASB Policy.	0%	31-Mar-2014	Development of new Policy	31-May-2013	No		No	No	No
				Distribution of new Policy for comment	30-Jun-2013	No				
				Introduction of new Policy	31-Jul-2013	No				
ASB6 Graffiti Focus Week	Graffiti removal weeks across Safer North Hampshire area.	0%	31-Mar-2014	Scope extent of graffiti issues in Basingstoke and Rushmoor	30-Apr-2013	No		No	No	No
				Establish need to Graffiti Focus Week	31-May-2013	No				
				Liaise with those responsible for removal in Basingstoke and Rushmoor	31-May-2013	No				
				Hold Graffiti Focus Weeks where relevant	31-Jul-2013	No				
ASB7 Community Payback Development	Development of Community Payback work across Safer North Hampshire	0%	31-Mar-2014	Scope Community Payback provision in Basingstoke and Rushmoor.	31-May-2013	No		No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	area.			Scope Community Projects in Basingstoke and Rushmoor	31-May-2013	No				
				Establish work programme where possible.	31-Aug-2013	No				
ASB8 Register of Initiatives	Central register of Community Safety initiative and activities for young people.	0%	31-Mar-2014	Collate information into document and distribute to relevant agencies	30-Apr-2013	No		No	No	No
				Research initiatives and youth provision in Hart	30-Apr-2013	No				
				Scope similar provision in Basingstoke and Rushmoor	31-May-2013	No				
				Collate information for Basingstoke and Rushmoor and distribute	31-Jul-2013	No				
				Ensure regular updates of all information	31-Mar-2014	No				
ASB9 Ad-hoc Action Days	Crime reduction initiatives in problem areas.	0%	31-Mar-2014	Ad-hoc action days/week where problem areas identified	31-Mar-2014	No		No	No	No
ASB10 Designated Public Place Orders Review	Review locations of DPPOs across Safer North Hampshire area.	0%	31-Mar-2014	Collate list of all DPPOs across Safer North Hampshire area	31-May-2013	No				
				Contact patrolling officers in relevant areas to evaluate usage	30-Jun-2013	No				
				Introduce new areas if needed	31-Aug-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				Repeal any areas if not used or not proportionate	31-Aug-2013	No				
ASB11 ASB Gaps	Review of service provision for those who do not meet service criteria to fill any gaps.	0%	31-Mar-2014	Establish whether any service gaps	30-Jun-2013	No		No	No	No
				Review existing provision for those committing ASB	30-Jun-2013	No				
				Seek to put new provision in place e.g. Behavioural Change course	31-Aug-2013	No				
DV1 Targeted information and literature review	Review of DV literature across leaflets, social networking and internet to ensure needs of all groups met.	0%	31-Mar-2014	Review current DV literature	31-May-2013	No		No	No	No
				Review DV internet information	31-May-2013	No				
				Review DV social networking information	31-May-2013	No				
				Review of partner agencies information and refresh as appropriate	31-Jul-2013	No				
DV2 Support Service Continuation	Ensure group/peer based support continues to be available.	0%	31-Mar-2014	Seek funding for continuation of services where applicable	31-May-2013	No		No	No	No
				Promote services to partners to ensure maximum take up	31-Mar-2014	No				
DV3 Awareness Campaign	Run a new Domestic Abuse Awareness Campaign.	0%	31-Mar-2014	Establish working party to decide campaign specifics and area	30-Jun-2013	No		No	No	No
				Promote changes to DV definition	30-Jun-2013	No				
				Link in with Aldershot	30-Sep-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				Football Club for campaign and Workplace Policy						
				Promote White Ribbon Day - 25th November 2013	25-Nov-2013	No				
DV4 Domestic Abuse Training	Delivery of up to date Domestic Abuse Training to partner agencies.	0%	31-Mar-2014	Deliver Domestic Abuse Training to partners	31-Mar-2014	No		No	No	No
NTE1 Health Information	Health information fed into Police analysts.	0%	31-Mar-2014	Allocate resources as appropriate	31-Mar-2014	No		No	No	No
				Feed information into Police analysts	31-Mar-2014	No				
				Monitor health information via partners	31-Mar-2014	No				
NTE2 Young Person Alcohol Campaign	Project exploring attitudes and beliefs of young people regarding alcohol and drivers for consumption.	0%	31-Mar-2014	Establish working group	31-May-2013	No		No	No	No
				Gather information on attitudes and drivers for consumption with young people	31-Jul-2013	No				
				Establish extent of issue amongst young people and potential project work to combat this	30-Sep-2013	No				
NTE3 Conditional Cautioning	Research potential for Conditional Cautioning project in North Hampshire area.	0%	31-Mar-2014	Liaise with Portsmouth Pilot of project and establish whether barriers to introduction	31-Jul-2013	No		No	No	No
				Establish whether viable project for North Hampshire area before moving forward	31-Aug-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
NTE4 Purple Flag Scheme	Look at BDBC's application for Purple Flag scheme and evaluate whether potential for other areas.	0%	31-Mar-2014	Evaluate outcome of BDBC Purple Flag application	31-Jul-2013	No		No	No	No
				Use BDBC application as model if successful and look at potential for scheme in Rushmoor and Hart.	30-Sep-2013	No				
SM1 Engage hard to reach/minority groups	Presentations for local groups on substance misuse	0%	31-Mar-2014	Establish need for greater education across hard to reach groups	30-Jun-2013	No		No	No	No
				Establish programme of sessions across Safer North Hampshire area	31-Jul-2013	No				
SM2 Myth Busting	Myth Busting on legal highs through education programme.	0%	31-Mar-2014	Establish myth busting programme within lessons, as well as for other agencies to deliver.	31-Mar-2014	No		No	No	No
SM3 Social Enterprise Mapping	Explore social enterprise opportunities for recovering addicts who are working with Adult Services.	0%	31-Mar-2014	Establish working party	31-May-2013	No		No	No	No
				Map existing provision and gaps	30-Sep-2013	No				
				Establish new opportunities to better serve recovering addicts	31-Mar-2014	No				
SM4 Street Drinkers	Explore positive responses to street drinkers and associated issues across area.	0%	31-Mar-2014	Establish working party	31-May-2013	No		No	No	No
				Explore current provision for street drinkers across Safer North Hampshire area	30-Jun-2013	No				
				Establish improved response and projects to reduce street	31-Oct-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				drinking and associated issues						

Corporate Services - Services Provided



Services Provided

Corporate Performance
Client Management Team for HR, IT, Revs/Bens and Finance
LLPG custodian
Project implementation
Procurement
Business Continuity
Service Improvement
Corporate Training
IT Security and DR

Corporate Services - 3 Year Vision

3 Year Vision

Corporate Performance

To continue to improve the Councils use of technology, to improve resilience of services and offer improvements to our customers in the availability and functionality of our services.

To ensure that the Council corporately makes best use its assets:

- Financially; using procurement opportunities that drives down costs, taking positive action to reduce the level of debt owed to the Council and investigating shared services which may provide more resilient functions, whilst providing some cost savings.
- Staff; Providing a range of training opportunities to further develop and skill our staff

Corporate Services 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
CS1103	Support the Public Health Agenda		01-Mar-2014	Create and gain commitment to action plan from all agencies	April 2013	No		No	No	No
				Implement plan	May 2013					
				Monitor and evaluate	March 2014					
CS1102	Support the national Troubled Families initiative		01-Mar-2014	Identify cohort	July 2013	No		Yes	No	No (carried out at county level)
				Create family plans	September 2013					
				Monitor and evaluate	March 2014					
CS1101 Procurement spend analysis	Investigate cost savings within the procurement process	0%	02-Sep-2013	Review options	31-Jul-2013	No		No	No	No
				Implement new procedures	02-Sep-2013	No				
CS1202 Business Continuity Refresh	Review corporate business continuity arrangements	0%	31-Dec-2013	Review Options	30-Aug-2013	No		No	No	No
				Implement new procedures	31-Dec-2013	No				
CS1203 Shared working arrangement with other authorities	Investigate and review potential shared working arrangements	0%	31-Mar-2014	Review options	31-Jul-2013	No		No	No	No
				Develop draft roadmap	01-Nov-2013	No				
				Prepare business case	02-Dec-2013	No				
				Implementation	03-Feb-2014	No				
CS1203 Streamline Council Debt Procedures		0%	31-Jul-2013	Implement new procedures	31-Jul-2013	No		No	No	No
				Review options	31-Jul-2013	No				
CUS1101 To assess future services provided by the contact Centre	To assess future services provided by the contact Centre	0%	01-Aug-2013	Prioritise new services to be provided by the Contact Centre	31-May-2013	No		No	No	No
				Prepare Business	28-Jun-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				Case Implementation	01-Aug-2013	No				
CUS1103 Investigate options to improve payment facilities for the Garden Waste Service	Improve Garden Waste payment facilities	0%	31-Mar-2014	Investigate payment options	29-Jun-2013	No		No	No	No
				Prepare Business Case	31-Jul-2013	No				
				Implementation	02-Sep-2013	No				
FIN1203 Implement measures to ensure the Cash Office is PCI compliant	Cash Office PCI compliance	0%	31-Mar-2014	Investigate requirements	31-Jul-2013	No		No	No	No
				Prepare business case	29-Nov-2013	No				
				Implementation	31-Jan-2014	No				
FN1201 Increase the usage of Purchase Orders	Streamline the purchasing process	0%	30-Aug-2013	Monitor usage of non-purchasing order invoices and purchase orders	30-Apr-2013	No		No	No	No
				Mail shot suppliers and revisit the staff training	31-May-2013	No				
				Monitor results and address where necessary	30-Aug-2013	No				
FN1202 Budget Modelling Tool and Fixed Assets	Maximise the benefit of the new Finance system's modules	0%	29-Nov-2013	Provide training and new procedures	30-Apr-2013	No		No	No	No
				Test software and produce implementation plan	30-Apr-2013	No				
				Monitor results and amend procedures	29-Nov-2013	No				
FN1203 Identify the impact of Universal Credit	Work in partnership to identify the potential impact of Universal Credit and what opportunities there	0%	31-Mar-2014	Identify key partners internally and externally	31-May-2013	No		No	No	No
				Work in partnership to identify issues	02-Sep-2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	are to mitigate against this			Communicate with customers and partners impacts and potential mitigation	01-Nov-2013					
FN1204 Discretionary Housing Payment	Monitor the impact of the implementation of the Discretionary Housing Payment	0%	31-Mar-2014	Report to Cabinet if funding for DHP payments are likely to be used before the end of the financial year, with a request for further funding	31-Mar-2014	No		No	No	No
HR1101 Implementing the recommendations of the Payroll Audit	Implementing the recommendations of the Payroll Audit	0%	31-Jul-2013	Prioritise recommendations	30-Apr-2013	No		No	No	No
				Implementation of recommendations according to Payroll Audit Recommendations document	31-Jul-2013	No				
HR1102 Review HR processes to streamline where possible		0%	02-Sep-2013	Review Processes	01-May-2013	No		No	No	No
				Consult Management	01-Aug-2013	No				
				Implement new processes	02-Sep-2013	No				
HR1103 Training to ensure council values are embedded in day to day work		0%	31-Mar-2014	Prepare training plan	12-Apr-2013	No		No	No	No
				Implementation	31-Mar-2014	No				
IT1101 Corporate IT Infrastructure Refresh	Review Hart's Corporate IT infrastructure	0%	31-Dec-2013	Review Options	31-May-2013	No		No	No	No
				Develop draft Roadmap	31-Jul-2013	No				
				Prepare Business Case	02-Sep-2013	No				
				Implementation	02-Dec-2013	No				
IT1102 Implement Telephony	Refresh the corporate telephony system	0%	30-Sep-2013	Phase I - Develop Project Plan	30-Apr-2013	No		No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
Replacement				Phase II - Implementation of migration	31-Jul-2013	No				
IT1103 Code of Connection	Code of Connection to GCSX	0%	21-Mar-2014	Phase I - Implement initial security recommendations	27-Apr-2013	No		No	No	No
				Phase II - Review 2011 assessment	29-Jun-2013	No				
				Phase III - Update IT Security Policy with initial recommendations	30-Nov-2013	No				
				Phase V - Annual IT Health Check	11-Feb-2014	No				
				Phase VI - Annual reaccreditation	21-Mar-2014	No				
IT1104 HR System Replacement	Migrate the HR system to a hosted environment	0%	31-Mar-2014	Phase I - Review options	28-Jun-2013	No		No	No	No
				Phase II - Finalise Costs	31-Jul-2013	No				
				Phase III - Develop Project Plan	30-Aug-2013	No				
				Phase IV - Implementation of new systems	02-Dec-2013	No				
IT1105 CRM Application Replacement	Relocate the corporate CRM system to a hosted environment	0%	31-Mar-2014	Phase I - Finalise costs	30-Apr-2013	No		No	No	No
				Phase II - Cabinet Approval	27-Jun-2013	No				
				Phase III - Develop project plan	31-Jul-2013	No				
				PHASE IV - Implementation of migration	02-Sep-2013	No				
IT1106 Revs/Bens IT application relocation	Migrate the Revs/Bens system to	0%	31-Dec-2013	Phase I - Review Options	30-Apr-2013	No		No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	a new hosted location			Phase II - Cabinet Approval	28-Jun-2013	No				
				Phase III - Develop project plan	31-Jul-2013	No				
				Phase IV - Implementation of migration	02-Sep-2013	No				
IT1107 Website Replacement	Refresh website and review hosting arrangements	0%	31-Mar-2014	Phase I - Review options	31-May-2013	No		No	No	No
				Phase II - Cabinet Approval	28-Jun-2013	No				
				Phase III - Develop project plan	31-Jul-2013	No				
				Phase IV - Project Implementation	02-Sep-2013	No				
				Phase V - Review results		No				
RB1102 Revs/Bens Remote Scanning	Migrate scanning from Hart to another site	0%	31-Dec-2013	Mailshot residents and prepare stationery with new postal address	30-Aug-2013	No		No	No	No
				Server and scanning move to remote site	30-Sep-2013	No				
				Monitor results and amend process where necessary	30-Dec-2013	No				
RB1203 NNDR Localisation Scheme	Design and implement the local plan for the collection of NNDR	0%	30-Sep-2013	Analyse benchmarking figures and the NNDR database	30-Apr-2013	No		No	No	No
				Prepare action plan	31-May-2013	No				
				Engage stakeholders	28-Jun-2013	No				
				Review recovery process and new property procedures	30-Sep-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				and amend where necessary						

Democratic Services - Services Provided



Services Provided

We manage the delivery of statutory elections when required including all staffing, premises, print, and legal compliance matters.

We update and hold the Electoral Register for the Hart District Area

We control and manage the support to elected members, ensuring allowance and expenses are paid in line with the Constitution

We oversee the management of electoral boundaries in the area. Working with statutory partners in conjunction with boundary changes and acting as the lead authority for Parish Boundary changes

Democrati Services - 3 Year Vision

3 Year Vision

- 1: Deliver elections for Hampshire County Council in 2013, The European Parliament and local elections in 2014 and local elections and the General Election in 2015.
- 2: Undertake the monthly update of the electoral register.
- 3: Implement the changes connected with the 2013 Electoral Administration Act. This will introduce Individual Electoral Registration. Changes include postponement of the 2013 Canvass from October to February 2014 and an extensive data matching exercise with the DWP in summer 2013 and finally wholesale introduction of individual registration in the summer of 2014 including real time identity verification of all new electors.
- 4: Implement the changes to Hart District Ward boundaries required by the LGBCE in their January 2011 report, including a review of all polling places in October 2013.

Democratic Services 2013/14 Service Plan

Democratic Services 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
DS1301_A Hampshire County Elections 2013	Hampshire County Elections 2013	0%	02-May-2013					No	No	No
DS1302 Boundary Review - New Electoral Register	To establish new polling districts and places following Boundary Review	0%	30-Nov-2013	Produce new layer on GIS	01-Apr-2013	No		No	No	No
				Determine location of new polling districts - Council Vote required	26-Jun-2013	No				
				Determine new Polling Station	26-Aug-2013	No				
				possible to publish new register on dual boundaries (Spring 2014?)	30-Nov-2013	No				
DS1303 Postal Vote Refresh project	Undertake Annual Postal Vote Refresh Project	0%	31-Jan-2014					No	No	No
DS1304 Canvass 2014 (spring)	Following Electoral Modernisation Bill, start first process of IER based canvass	0%	31-Mar-2014					No	No	No

Environmental Health - Services Provided



Services Provided

Food hygiene inspections, complaints and food poisoning investigations

Health and safety inspections, complaints and accident investigations

Public health complaints

Nuisance complaints

Corporate Health & Safety

Animal Welfare licensing

Licensing of invasive therapies

Dog Warden Service

Authorised processes

Contaminated Land

Local Air Quality Management (LAQM)

Private Water Supplies

Licensing of Taxi's and the retail sale of alcohol

Smoke-free enforcement

Maintenance of closed Churchyards

Pest Control

Engagement in the Public Health Agenda and health education campaigns

Out of Hours Emergency Noise Service

Environmental Health Services - 3 Year Vision

3 Year Vision

The Environmental Health & Licensing Departments Mission Statement is to **"To regulate and promote a safe and healthy environment for the people living and working in Hart"**

Our 3 year Vision is to:

To continue to deliver cost-effective, targeted and proportionate regulation in all areas of Environmental Health & Licensing

To support and encourage economic prosperity.

To improve the health, safety and welfare of people within the District.

To raise awareness of public health issues and encourage healthier lifestyles.

To encourage responsible dog ownership and deal efficiently with stray dogs

Environmental Health Services 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
EHL1301 Food Safety Enforcement Service Plan	Food Safety Enforcement Service Plan	0%	01-Apr-2013	A draft to be produced by March 2013	01-Apr-2013	No		No	No	No
				Approval of Service plan by Cabinet and Full Council	01-Apr-2013	No				
EHL1302 Health and Safety Enforcement Service Plan	-- enter action details here --	0%	31-May-2013	Production of a draft service plan	30-Apr-2013	No		No	No	No
				Approval of the service plan by Cabinet and Full Council	31-May-2013	No				
EHL1303 Undertake events and publicity in conjunction with Noise Action Week 2013	Undertake events and publicity in conjunction with Noise Action Week 2013	0%	31-May-2013	Identify target areas using GIS mapping of noise complaints by type	30-Apr-2013	No	Presentations made to Housing Associations but outside of the actual noise action week. Press release to be issued for OoH noise in readiness for Christmas	No	No	No
				Liaise with partner organisations to establish methods of communication with target audience	30-Apr-2013	No				
				Undertake promotional activities to promote Noise Action Week	31-May-2013	No				
EHL1304 To undertake free workshops on food hygiene topics to local businesses	To undertake free workshops on food hygiene topics to local businesses	0%	31-Mar-2014	Identify training topics	28-Jun-2013	No	Postponed to New Year due to increased workload of gas safety project	Yes	No	No
				Publicise training opportunities amongst catering and retail establishments	30-Sep-2013	No				
				Deliver training to target groups	31-Mar-2014	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
EHL1305 Undertake events and publicity in conjunction with National Food Safety Week 2013	Undertake events and publicity in conjunction with National Food Safety Week	0%	31-Jul-2013	Identify theme and determine method of delivery	31-May-2013	No	Press releases and food news developed on Food Safety Week theme	No	No	No
				To Promote National Food Safety (June 2013)and improve awareness of food hygiene matters	28-Jun-2013	No				
EHL1306 Continuation of contaminated land site investigations, prioritisation and seek DEFRA funding for remediation.	Continuation of contaminated land site investigations, prioritisation and seek DEFRA funding for remediation.	0%	31-Mar-2014	Re-evaluate and update contaminated land site prioritisation and seek grant funding where required.	31-Mar-2014	No	There has been no significant change which would alter the current site prioritisation. A review of the prioritisation will be undertaken in the new year. Significant involvement in Azalea Gardens over the Spring/Summer	No	No	No
EHL1307 To publicise and manage the Hampshire Workplace Wellbeing Charter.	To provide a workplace award and seek to further promote and expand the scheme .in Hampshire	0%	31-Mar-2014	Identify and engage with 10 premises within the District to encourage participation in the Workplace Charter		No	Website has been devised and requires minor amendments before launch. Publicity materials also still in draft and to be finalised for print by the end of November	No	No	No
EHL1308 Undertake smoking cessation programmes	To target employees and residents of Hart to encourage smoking cessation	0%	31-Mar-2014	Establish key areas of smoking prevalence	30-Apr-2013	No		No	No	No
				Identify and engage with partner organisations	30-Sep-2013	No				
				Develop intervention plan	31-Oct-2013	No				
				deliver interventions	31-Mar-2014	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				including national no smoking programme.						
EHL1309 Work to ensure collaborative provision of the dog warden service	Work to ensure collaborative provision of the dog warden service	0%	31-Mar-2014					No	No	No
EHL1310 Provide efficient and effective regulation across the district in Environmental Health & Licensing	To continually review the effectiveness of regulatory activities and seek to create efficiencies through new ways of working	0%	31-Mar-2014	Develop the EH&L database to ensure efficient and accurate data entry	31-May-2013	No		No	No	No
				Revise working practices and data entry to streamline site visits and other interventions	30-Sep-2013	No				
EHL1311 To develop an award for excellence for food businesses	To provide an award scheme which recognises food businesses that exceed statutory requirements.	0%	31-Mar-2014	Develop eligibility criteria for food premises	30-Apr-2013	No		No	No	No
				Devise and publicise the scheme within the District	31-Jul-2013	No				
				Deliver launch event	30-Sep-2013	No				
EHL1312 To extend the scope and usage of portable video cameras for monitoring dog fouling offences	Using alternative enforcement tools to effectively deal with dog fouling and act as a deterrent to reduce the prevalence of dog fouling	0%	31-Mar-2014	Repeat contact with Parishes to provide offer of patrolling and camera facilities	31-Jul-2013	No		No	No	No
EHL1313 Produce seasonal food safety and health & safety newsletters for food business operators within Hart	To produce two food safety and one health & safety newsletter per year for distribution to commercial premises within Hart.	0%	31-Mar-2014	Ongoing. Two food safety newsletters per annum to be produced	31-Mar-2014	No	Food safety news for Autumn 2012 has been produced and distributed to all food premises	No	No	No
EHL1314 Risk Assessment of Private	Ongoing site inspection and risk	0%	31-Mar-2014	Water distribution networks to be	31-Mar-2014	No	Large scale supplies have been identified	No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
Water Supplies	assessment of Hart districts private water supplies for compliance with Private Water Supply Regulations 2009			inspected and risk rated			and inspection and sampling of supplies has commenced.			
EHL1315 Collaborative Working - Licensing	To continue to strengthen and develop stronger links with partner organisations and formalise arrangements for collaborative working	0%	31-Mar-2014				Joint enforcement visits to be undertaken on 22nd November 2012	No	No	No
EHL1316 Licensing enforcement visits – Licensed premises	To undertake risk-based proactive licensing enforcement visits	0%	31-Mar-2014			No	Meeting to be held on 14 November to address all audit findings including developing a formalised programme of risk-based inspections	No	No	No
EHL1317 Licensing enforcement visits - Taxis	To undertake risk-based proactive licensing enforcement visits	0%	31-Mar-2014			No	Meeting to be held on 14 November to address all audit findings including developing a formalised programme of risk-based inspections	No	No	No
EHL1318 Community organisation training programme	To develop a programme of training for charitable non-profit making organisations	0%	31-Mar-2014	Identify training topics	28-Jun-2013	No	Postponed to New Year due to increased workload of gas safety project	Yes	No	No
				Publicise training opportunities amongst charitable organisations	30-Sep-2013	No				
				Deliver training to target group	31-Mar-2014	No				
EHL1319 Hosted IDOX	To undertake business	0%	29-Nov-2013					No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
System	process re-engineering to increase efficiency within the team									

Housing Services - Services Provided



Services Provided

The overall mission of the service is to “provide appropriate housing solutions to meet the needs of the local community”. The service is made up of three teams:

- Housing Strategy and Development – has two roles, firstly working in partnership with developers and housing associations to provide new affordable housing, and secondly looking forward to what services need to be offered in future and how to provide them
- Housing Needs – again has two main roles, working with those who are homeless or at risk of becoming homeless to prevent or reduce the impact of the crisis and also managing the allocation of affordable housing in Hart through the Choice Based Lettings scheme.
- Private Sector Housing – the main role here is to ensure rented homes are safe and habitable, but they also assist lower income home owners with repairs and improvements to their homes and the disabled with adaptations to their homes.

Housing Services - 3 Year Vision

3 Year Vision

- To provide at least 240 new affordable homes
 - To continue to prevent actual homelessness in 8 out of every 10 cases we work with
 - To prevent anybody rough sleeping from needing to spend a second night outside
 - To establish a private rented sector leasing scheme to offer additional housing opportunities
 - To meet the need for disabled facilities grants
 - To bring back into use 50 long term empty homes
-

Housing Services - 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
H1302h Complete Review of Allocations Policy		0%	31-Jul-2013	Cabinet agreement of new Policy	06-Jun-2013	No		Yes	Yes	Yes
				Publish new Policy	28-Jun-2013	No				
HS1301 Ensure an adequate supply of housing NH	A priority for the Housing Strategy is to ensure that local housing need is assessed and that this helps to inform what affordable housing is developed in the District. Making the best use of the planning system is essential to provide housing that meets local needs.	0%	31-Mar-2014					Yes	Yes	Yes
HS1301a Contribute to the LDF process (NH)		0%	31-Mar-2014					Yes	Yes	No
HS1301b Ensure affordable housing on development sites is maximised, subject to corporate priorities and viability (NH)		0%	31-Mar-2014	Edenbrooke South	31-Mar-2014	No		No	No	No
				Hackwood farm	31-Mar-2014	No				
				QEB Phase 2	31-Mar-2014	No				
				St Mary's Park	31-Mar-2014	No				
HS1301c Progress affordable housing provision in rural areas (NH)		0%	31-Mar-2014	Start on site in Eversley	02-Sep-2013	No		No	No	No
				Obtain planning permission for another site	31-Mar-2014	No				
HS1301d To progress the short-term accommodation		0%	31-Mar-2014					No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
provision for gypsies and travellers (NH)										
HS1301e To review various housing policies in the light of changing circumstances (NH)		0%	31-Mar-2014	Review bedroom numbers in new homes as impact of removal of spare room benefit is assessed	30-Sep-2013	No		Yes	Yes	Yes
				Review impact on Shared Ownership as a result of changes to Allocations Policy	31-Oct-2013	No				
HS1302 Enable local people to find housing solutions KW	The Council has a legal duty to prevent homelessness and to provide good quality advice that enables people to make informed choices about their housing options, empowering them to help themselves.	0%	31-Mar-2014					Yes	Yes	Yes
HS1302a Raise awareness of the range of services provided		0%	31-Dec-2013					No	No	No
HS1302b Work in Partnership to raise awareness of impacts of Benefits Reforms (KW)		0%	30-Sep-2013					No	No	No
HS1302c To achieve the Gold Standard (KW)		0%	31-Mar-2014	Complete Peer review process	30-Sep-2013	No		No	No	No
				Develop services to fill any gaps identified	31-Jan-2014	No				
HS1302d Review Strategies as		0%	31-Dec-2013	Review Tenancy Stratgey	31-Jul-2013	No		Yes	Yes	Yes

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
necessary (KW)				Review Homelessness Strategy	29-Nov-2013	No				
HS1302e Complete 1 detailed customer satisfaction survey (KW)	Part of the homelessness service.	0%	31-Dec-2013					No	No	No
HS1302f Investigate a mortgage support scheme, possibly LAMS (Local Authority Mortgage Scheme) (NP)		0%	31-Jul-2013					Yes	Yes	Yes
HS1302g Investigate a private sector leasing scheme (AS)		0%	30-Sep-2013					Yes	Yes	Yes
HS1303 Make the best use of existing housing	Building new properties is only one factor in meeting housing needs and represents an increase of less than 1% of the housing stock each year. The greatest impact on housing need is met by making the most of the housing stock we already have in the District.	0%	31-Mar-2014					No	No	No
HS1303a Continue to work with Housing Associations to reduce underoccupation (KW)		0%	31-Mar-2014					No	No	No
HS1303b Handyperson Service - work with new contractor to promote the service (LL)		0%	30-Sep-2013	Ensure Contact Centre and all partner agencies briefed	01-May-2013	No		No	No	No
				Ensure new leaflets in place and amendments made to	01-May-2013	No				

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				website						
HS1303c Continue to assist the local HCC/NHS Falls Prevention initiative (LL)		0%	31-Mar-2014	Distribute 300 prevention leaflets	31-Mar-2014	No		No	No	No
HS1303d Work with HCC Supporting People to review a section of support services (KW)		0%	31-Mar-2014					No	No	No
HS1304 Create sustainable homes and neighbourhoods LL	Providing good quality homes that people want to live in and neighbourhoods that are cohesive and sustainable, whilst preserving the character of the District are vital to the long-term vision of the Council.	0%	31-Mar-2014					Yes	Yes	Yes
HS1304a Implement the Home Energy Conservation action plan (LL)		0%	31-Mar-2014					Yes	Yes	Yes
HS1304b Take full part in HCC Collective Switching initiative (LL)		0%	31-Mar-2014					No	No	No
HS1304c Agree and action a programmes of insulation to hard to treat homes (LL)	Scheme may be ECO grant funded or if not wholly funded by HDC.	0%	31-Mar-2014	Identify options for funding a mobile homes insulation programme	28-Jun-2013	No		No	No	No
				Identify and remedy hart to treat roofs	31-Mar-2014	No				

Leisure and Environmental Promotion - Sports and Leisure Section. Services Provided



The section manages:

- Hart Leisure Centre, Fleet
- Frogmore Leisure Centre, Yateley
- Advice to voluntary sports clubs and associations
- The leasing of Southwood Playing Fields and pavilion
- The strategic planning of sports and leisure facilities delivered by HDC.

Leisure and Environmental Promotion - Sports and Leisure Section. 3 Year Vision

3 Year Vision:

- To develop and procure a new leisure centre in Fleet to replace the existing Hart Leisure Centre
- To enhance the health related sports and leisure programme available to the ageing members of the local community
- To enhance the sports and leisure offer available to the disadvantaged members of our community

Leisure and Environmental Promotion – Sports and Leisure Section. 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
LEPSL 1301 To develop a revenue and capital maintenance schedule for leisure centres	To produce a rolling 4 year planned maintenance schedule, reactive approved contractors list, decorating schedule, asset management plan.	<input type="text" value="0%"/>	Oct 2013	Planned maintenance.	July 2013			No	No	No
				Reactive maintenance.	July 2013					
				Capital investment – end of life e.g. non-customer facing.	Aug 2013					
				Refurbishment – End of Life Customer facing.	August 2013					
LEPSL 1302 To review Leisure Centre operations	To revise opportunities to drive down expenditure and to re-align areas of	<input type="text" value="0%"/>	Nov 2013	Expenditure code investigations including pay comparisons	April 2013			No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	responsibility and roles of Management to match skill set.			Refocus resources e.g. Opening hours, business requirements	June 2013 – Sept 2013					
LEPSL 1303 To review and provide a successful marketing plan	To ensure a series of planned and exciting campaigns that exploit the relevant the media.	<input type="text" value="0%"/>	Continuous – no completion date					No	No	No
				Monthly monitoring of marketing plan.	Apr 2013– 14					
				Mid-year review and adjustments	Oct 13					
				Formalise use of on-site marketing e.g. screens, twitter, posters,	June 2013					
LEPSL 1304 Customer service development opportunities and experiences	To look at opportunities created by new IT system to improve the customer journey and experience	<input type="text" value="0%"/>	March 2014	Review IT system implementation	April 2013			No	No	No
				Design and implementation of further project plan for delivery of customer interactions	Sept 2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				Completion of all IT based customer improvement projects	Feb 2014					
LEPSL 1305 To review 365 membership options and development	To re align the 365 membership options and packages.	<input type="text" value="0%"/>	October 2013	Review current membership options and payment methods	May 2013			No	No	No
				Revise 365 products and membership types e.g. bolt-ons, swimming lesson only, group exercise only, remove racket sports etc.	July 2013					
LEPSL 1306 To review branding and marketing media and re tender contract	To retender the marketing contract. Once this is completed there will be a focus on increasing the 365 brand exposure which may include	<input type="text" value="0%"/>	March 2014					No	No	No
				Re tender: April - June - Aug	August 2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	rebranding.			Review 365 brand image e.g. logo, www, uniform, templates etc	Dec 2013					
LEPSL 1307 To investigate the options for the future provision of leisure in the district	To identify the most suitable option for the future management of Hart and Frogmore leisure centres	<input type="text" value="0%"/>	August 2013	Investigative meetings of LCWP	March2013	March2013		No	No	No
				To be agreed by the Member working party	TBC					
LEPSL 1308 To develop a revised accessible activity programme for the ageing and disadvantaged	To work with own staff and external partners to deliver this through targeted funding and marketing	<input type="text" value="0%"/>	July 2013	Review May 13	May 13			No	No	No
				Develop programme/Market	June 13					
				Implement	Aug13					

Leisure and Environmental Promotion - Ecology and Countryside Section. Services Provided



Services Provided;

- Management of nature reserves, SSSIs and commons
- Joint Management of Edenbrook Country Park
- Biodiversity advice to volunteers and the HDC planning department
- Delivery of an educational programme relating to wildlife and habitats
- Delivery of environmental improvements at ad hoc sites
- Management of the traffic island sponsorship programme

Leisure and Environmental Promotion – Ecology and Countryside Section. 3 Year Vision

3 Year Vision;

- To adopt Edenbrook Country Park and develop it as a visitor destination
- To complete the Fleet Pond restoration project
- To achieve Green Flag Heritage Status for the Hartley Wintney Commons
- To develop the Queen Elizabeth 11 Fields as a local maze and wildlife site

Leisure and Environmental Promotion - Ecology and Countryside Section. 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required ?
LEPEC 1301a Hitches Lane development	Adoption of Edenbrook Country Park	<input type="text" value="0%"/>	April 2014	To commence discussions	May 2013			yes	no	yes
				To have an agreed process for formal phased adoption.	December 2013					
LEPEC 1301b Hitches Lane development	Revise budget to reflect the chosen landscape option	<input type="text" value="0%"/>	February 2014	Budget agreed by Financial Officer and HOS	November 2013			No	No	No
				Budget agreed by cabinet	February 2014					
LEPEC 1301c Hitches Lane development	Grounds Maintenance Strategy (GMS): plan and manage the resources	<input type="text" value="0%"/>	Nov 2013	Grounds Maintenance initial site visit	April 2013			No	No	No
				Draft GM proposal	Sept2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required ?
				GM Final approval	Oct 2013					
LEPEC 1301d Hitches Lane development	Visitor Strategy (VS): To create a VS and identify the required resources	<input type="text" value="0%"/>	Jan 2014	Initiation	February 2013			No	No	No
				Consultation	June/ July 2013					
				Approval/Adoption	Dec 2013					
LEPEC 1301e Hitches Lane development	Populate the detailed Site Management Plan; include GM VS and ecology	<input type="text" value="0%"/>	Jan 2013	Initiation	March 2013			No	No	No
				Complete	Nov2013					
LEPEC 1301f Hitches Lane development	Produce Capital Works Programme	<input type="text" value="0%"/>	Produce Capital Works Programme	Initiation	March 2013			No	No	No
				Develop projects	June/ Aug 2013					
				Approval	Sept 2013					
LEPEC 1302 Fleet Pond NR restoration project.	Completion of Stage 3 of 5	<input type="text" value="0%"/>	April 2014	Stage 3 initiation	April2013		Stage 5 not due to be completed until 2015/16	No	No	No
				Stage 3 completion	April2014					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required ?
LEPEC 1303 Fleet Pond NR Visitor Strategy	Implement improved visitor experience	<input type="text" value="0%"/>	July 2014	Cabinet approval of Plan	Aug2013			No	No	No
				Complete phase 1	Dec 2013					
LEPEC 1304 QE2 Fields at Dilly Lane Hartley Wintney	Adoption of this SANGS site	<input type="text" value="0%"/>	TBA	Negotiate lease with developer	June2013			yes	no	yes
				Negotiate allotment lease with HWPC	June2013					
LEPEC 1305 Green Flag/ Green Heritage status in Hartley Wintney	Achieve Green Flag / Green Heritage Award status (national standard)	<input type="text" value="0%"/>	Jan 2015	Retain existing Elvetham Heath Green Flag	July 2013			No	No	No
				Achieve GF Awards for HW Common and Elvetham Heath	July 2013					
				Apply for Green Heritage award for HW	Jan 2014					
LEPEC 1306 Hartley Wintney Commons – Management Plan	Works relating to the implementation of the site management plan	<input type="text" value="0%"/>	2014/15 TBC	Identify projects and funding opportunities	Sept 2013			No	No	No

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required ?
				Procure and Implement	April 2013					
LEPEC 1307 Odiham Common	Access Management Plan	<input type="text" value="0%"/>	Sept 2014	Identify projects	February 2013			No	No	No
				Consultation	June/ July 2013					
				Approval	Sept 2013					
				Implementation	Summer 2014					
LEPEC 1308 Biodiversity Action Plan	Review year 1 progress 12/13	<input type="text" value="0%"/>	Sept 2013	Complete yr1 report	Aug 2013			No	No	No
				Set targets for year 2 (13/14)	Sept 2013					

Technical and Environmental Services - Services Provided



Services Provided

Emergency Planning

Management of Joint Waste Service for Hart and Basingstoke and Deane.

Street Cleaning and Grounds Maintenance through a delegated service to Basingstoke and Deane Borough Council.

Off Street Parking

On Street Car Parking

Removal of abandoned & untaxed vehicles

Hampshire County Council Highway Agencies including: Traffic Management, Highways Development Control & Maintenance of Highway Verges.

Street Name Plates

Land Drainage and Flood Management

Estates and Asset Management

CCTV through a shared service with Rushmoor Borough Council.

Technical and Environmental Services - 3 Year Vision

3 Year Vision

Technical and Environmental Services currently deliver a diverse range of services some of which are operated as shared services with neighbouring authorities.

The three year vision for the service is that as a minimum we will look to maintain existing performance across all service areas whilst working with partners, or independently to identify opportunities for improvements which will deliver improved outcomes for the community.

Technical and Environmental Services 2013/14 Service Plan

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
TS1 Consider using CCTV cameras for parking enforcement.	As part of the car parking review to consider using CCTV cameras to carry out parking enforcement.	<input type="text" value="0%"/>	31 st March 2014	Obtain feedback from Parish Council's through parking review.	1 st July 2013			Y	Y	Y
				Report to service board to consider options and feasibility.	1 st October 2013					
				If appropriate report to Cabinet seeking approval and confirming timescale for implementation.	December 2013					
TS2 Flood alleviation scheme – North Warnborough.	Using Environment Agency grant funding construct flood relief channel to protect properties at North Warnborough.	<input type="text" value="0%"/>	31 st October 2013	Commence Work	1 st June 2013			N	N	N
				Work complete	31 st October 2013					
TS3 Flood alleviation scheme – Phoenix Green, Hartley Wintney.	Using Environment Agency grant funding undertake feasibility study and develop design for scheme to reduce flood risk to properties at Phoenix Green Hartley Wintney.	<input type="text" value="0%"/>	31 st March 2013	Complete Feasibility	31 st July 2013			N	N	N
TS5-Review provision and funding of CCTV cameras in Hart.	Complete review of CCTV camera provision and implement	<input type="text" value="0%"/>	31 st March 2014	1 Prepare briefing note.	30 th April 2013			Y	Y	Y
				2. Consult with Parishes	30 th June 2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	programme of camera replacement.			3 Consider consultation responses and agree preferred solution.	31 st July 2013					
				4 Implement agreed solution.	1 st January 2014					
TS6- Clearance of fly tips	Investigate feasibility of introducing service to clear fly tips from private land.	<input type="text" value="0%"/>	1 st November 2013	1 Investigate feasibility and report to service board.	30 th June 2013			Y	Y	Y
				2 Introduce service if appropriate.	1 st November 2013					
TS7-Review existing bus shelter provision	Harts contract for the provision and maintenance of bus shelters is due to expire in 2014. Maintenance and provision of bus shelters across district to be reviewed before contract renewed.	<input type="text" value="0%"/>	31 st March 2014	Consider options and report to Service Board.	31 st October 2013			Y	Y	Y
TS8-Increase availability of on street recycling points	Joint waste & street care teams to install and maintain on street recycling bins.	<input type="text" value="0%"/>	31 st March 2014	1. Sites to be identified.	1 st October 2013			Y	N	Y
				2. Bins installed.	31 st March 2014.					
TS9-Increase number of garden waste customers	Increase number of customers subscribed to the garden waste service based on April 13 figures, and investigate feasibility of introducing option of paying by direct debit.	<input type="text" value="0%"/>	31 st March 2014	Plan promotion campaign.	31 st July 2013			N	N	N
				Review success of campaign.	31 st March 2014					
				Identify obstacles to introduction of direct debit payment.	31 st October 2013					
				Other improvements to consider: Improve online						

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
				application process. Put adverts on the side of garden waste bags. Feb/March promotion on the side of all vehicles. Map customers on GIS.						
TS10-Update Council Property data base.	Review and updating of land ownership records, including reorganisation of Property Deeds Room, and updating of information on GIS based Land Terrier.	<input type="text" value="0%"/>	31 st October 2013	Commence Work	31 st July 2013			N	N	N
				Complete Work	31 st October 2013					
T11 – Weed killing on the highway.	Investigate implications of undertaking highway weed killing on behalf of Hampshire County Council.	<input type="text" value="0%"/>	31 st March 2014	Prepare briefing note for Service Board	31 st July 2013			Y	Y	Y
				If appropriate obtain Cabinet approval	31 st October 2013					
				Implement	31 st March 2014					
T12 – Review system for paying for car parking in Fleet	Investigate feasibility of introducing pay on exit system in Victoria Road and Church Road Car Parks, Fleet.	<input type="text" value="0%"/>	31 st October 2013	Appoint consultants to review and prepare a report on the implications.	31 st May 2013			Y	Y	Y
				Consult with Fleet Town Council via Parking Review.	31 st July 2013					
				Report to Cabinet	31 st October 2013					
T13 - Fly tip enforcement.	In conjunction with Basingstoke and Deane Borough Council, look at simplifying the methods for reporting	<input type="text" value="0%"/>	31 st January 2013	Review opportunities to simplify methods of reporting, and identify costs.	31 st July 2013			Y	N	Y
				Agree funding and implement proposals	31 st October 2013					

Action Code & Title	Description	Progress Bar	Due Date	Milestone Description	Milestone Due Date	Milestone Completed	Latest Note	Service Change?	Policy Change?	EIA Required?
	fly tipping, raising public awareness and closer links with the Parishes.									

CABINET

KEY DECISIONS/ WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

April 2013

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Scrutiny Committee also notes the Programme, which is subject to regular revision. Items in italics denote changes to a previously published Plan.

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y/?	Cabinet Member (Note 2)	Service (Note 3)
Service Plans	Annual	Service Plans 2013/14	April 13				All
Possible move to all-out elections	Feb 13	Proposed consultation	April 13			KC	CX
Swan Inn, North Warnborough	Mar 13	Urgent Works Notice	April 13			SP	P&ER
Health & Safety Service Plan	Jan 13	For approval	May 13			JK	EH
Fleet Town Centre Retail Study	Jan 13	For information	May 13			GE	CD
Developer Contributions and Infrastructure	Nov 12		May 13		Y	SP	CD
Regulation of Investigatory Powers Act (2000)	Mar 13	Review of Policy & Procedures	May 13			KC	CD
Upgrade/Migration of IT Server Infrastructure	Mar 13	For approval	May 13			BB	CX
Health and Wellbeing Action Plan for Hart	May 13	For approval	May 13			AC	CD
IT Strategy Working Party	Jan 12	Progress report	June 13			BB	CX
Treasury Management Progress	Twice Yearly	Outturn and Report	June 13 Nov 13			KC	F

Report Title	Ref (Note 1)	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y/?	Cabinet Member (Note 2)	Service (Note 3)
Revenue and Capital Outturn 2012/13	Annual	Report on outturn	June 13			KC	F
Outside Bodies	Annual	To confirm representatives on Outside Bodies	June 13			KC	CX
Economic Development	Twice Yearly	Progress Report	June 13			KC	CX
Apprenticeship Scheme	Nov 12	Review	June 13			KC	CD
Housing Allocations Policy	Jan 13	Review proposals	June 13		Y	AC	HS
Adoption of NE Hook Development Brief	Feb 13	For approval	June 13		Y	SP	CD
Review of Council Tax Support Scheme	Feb 13	Review of current scheme	July 13		Y	KC	F
2012/13 Quarterly Budget Monitoring	Quarterly	Quarterly monitoring	Sept 13 Dec 13 March 14			KC	F
Setting the Council Tax Base	Annual	Report	Jan 14		Y	KC	F
Treasury Management Strategy	Annual	Update	Feb 14			KC	F
2014/15 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Approval. Recommendation to Council.	Feb 14			KC	F
Food Safety Service Plan	Annual	For approval	March 14			JK	EH
Green Lane Car Park	July 11	Report on future options	Oct 11	TBD		AC	HS

Notes:

1 Date added to Programme

2 Cabinet Members:

KC	Crookes	BB	Burchfield	AC	Crampton	GE	Evans
JG	Glen	JK	Kennett	SK	Kinnell	SP	Parker

3 Service:

CX	Chief Executive	CD	Corporate Director	P&ER	Planning and Environmental Regulation
CS	Community Safety	HS	Housing and Customer Services	L&EP	Leisure and Environmental Promotion
F	Finance	DS	Democratic Services	TS &EM	Technical Services and Environmental Maintenance
SLS	Shared Legal Services	MO	Monitoring Officer	EH	Environmental Health

EXECUTIVE DECISIONS

01/03/13	Cllr Crampton	To approve minor works grants relating to insulation measures to mobile homes.	Not called in.
21/3/13	Cllr Kinnell	Release of S106 funding to Yateley Town Council toward play area at Winton Crescent.	
25/3/13	Cllr Kinnell	Release of S106 funding to Hartley Wintney Parish Council towards play area at Springfield Avenue.	

CABINET

Date and Time: Thursday, 4 April 2013

Place: Council Chamber, Civic Offices

Present:

COUNCILLORS

Crookes (Chairman)

Burchfield, Crampton, Evans, Glen, Kinnell (7.05 pm), Parker

In attendance: Councillors Axam, Morris, Oliver, Radley JE

Officers:

Geoff Bonner	Chief Executive
DarylPhillips	Head of Planning
Andrew Tiffin	Elections Manager

I 41 MINUTES OF PREVIOUS MEETING

Members agreed that Minute I37, second paragraph, should read:

“It was noted that Odiham Parish Council had agreed to provide a contribution of £500 a year to the Management Plan.”

With this amendment, the Minutes of the meeting of 7 March 2013 were confirmed and signed as a correct record.

I 42 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Kennett.

I 43 CHAIRMAN'S ANNOUNCEMENTS

None.

I 44 DECLARATIONS OF INTEREST

No interests declared.

I 45 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

I 46 LOCAL PLAN STEERING GROUP

The minutes of the meeting of 26 February 2013 were noted.

I 47 HART HEALTH AND WELLBEING BOARD

The minutes of the meeting of 8 March 2013 were noted.

I 48 CLIMATE CHANGE PANEL

It was noted that the date on the minutes was incorrect. The date should have been 22 March 2013, and with this amendment the minutes were noted.

I 49 POSSIBLE CHANGES TO THE DISTRICT COUNCIL'S ELECTORAL CYCLE

Cabinet considered whether Council wishes in principle to move to the system of 'whole-Council' elections with effect from 2014.

RECOMMENDATION to Council

- 1 That Council resolve to consult on "whole Council" elections in the September 2013 Hart News.
- 2 That the consultation consists of a table in Hart News setting out the advantages and disadvantages similar in form to this paper and a means to collect responses from the electorate.

I 50 SWAN INN, NORTH WARNBOROUGH – URGENT WORKS NOTICE

Members considered the request from Planning Committee that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swan Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.

RESOLVED

- 1 That the decision of Planning Committee be endorsed, that the Corporate Director be given delegated authority to serve an Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to ensure the preservation of the listed building known as the Swan Inn Public House, Hook Road, North Warnborough in the event that the owner does not make the building weather tight.
- 2 That, in the event the landowner does not undertake the necessary works expeditiously and satisfactorily, the Corporate Director be given delegated powers to secure these works.
- 3 That, in the event that the Council have to undertake the works that officers be tasked with undertaking the appropriate preliminary matters to serve a repairs notice under the Planning (Listed Buildings and Conservation Areas)

Act which would in itself be a step towards compulsory purchase, a further report be prepared should such a notice prove necessary.

I 51 DRAFT SERVICE PLANS 2013-14

Cabinet considered the draft Service Plans 2013-14. Minor changes were suggested, and it was agreed the updated Service Plans would be published on the website.

RESOLVED

That the Service Plans for 2013/14 be agreed.

I 52 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and amended.

The meeting closed at 7.55 pm