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19 June 2007

S U M M O N S

MEETING: Policy and Organisation Board
DATE: 27 June 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Chris Wrein



BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Gill)(ex-officio)

Councillor Cully (Chairman)
Councillor Wright (Vice-Chairman)

| | |
|--------------------|--------------------|
| Councillor Burgess | Councillor Hook |
| Councillor Carter | Councillor Langdon |
| Councillor Chegwyn | Councillor Smith |
| Councillor Hicks | Councillor Taylor |

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or bomb alert (intermittent ringing) sounding, please leave the room immediately.

Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

Legal & Democratic Support Unit: Linda Edwards – Borough Solicitor

Switchboard Telephone Number: **(023) 9258 4242**

Britdoc Number: **DX136567 Gosport 2** Website: **www.gosport.gov.uk**

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETINGS OF THE BOARD HELD ON 14 AND 29 MARCH AND 17 MAY 2007

To approve as a correct record the Minutes of the meetings of the Policy and Organisation Board held on 14 and 29 March and 17 May 2007 (copies herewith).

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday, 25 June 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday, 25 June 2007).

6. ANTI FRAUD & CORRUPTION POLICY

Following discussion and approval at the Standards & Governance Committee (23 April 2007) the report is to advise the Policy & Organisation Board on the New Anti Fraud & Corruption Policy and recommends the adoption of the Policy without amendment.

PART I
Contact Officer:
Chris Davis
Ext 5306

7. CROSS REFERENCES FROM OTHER BOARDS

A. HOUSING BOARD 13 JUNE 2007: NEW DELEGATIONS UNDER THE HOUSING ACT 2004

PART I
Contact Officer:
Trevor
Charlesworth
Ext 5510

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B. COMMUNITY AND ENVIRONMENT BOARD 18 JUNE 2007:
AUTHORISATION OF OFFICERS UNDER THE PROVISIONS
OF PART 1 CHAPTER 1 OF THE HEALTH ACT 2006

PART I
Contact Officer:
David Palmer
Ext 5509

8. LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF
STATEMENT OF COMMUNITY INVOLVEMENT

To present the recommendations of the Inspector and the subsequent revision to the draft Statement of Community Involvement (SCI) to the Board for adoption.

PART I
Contact Officer:
Chris Payne
Ext 5216

9. ASSET MANAGEMENT PLAN

The Board is invited to consider the attached Asset Management Plan with a view to approval and adoption of the plan. The Asset Management Plan has been reported to both the Standards and Governance and the Overview and Scrutiny Committees and the necessary amendments made following comments from Members.

PART I
Contact Officer:
Mark Pam
Ext 5563

10. BUILDING CONTROL PARTNERSHIP - ANNUAL UPDATE AND
ANNUAL REVIEW

To update the Board on the progress and financial outturn of the Building Control Partnership in the year ending March 2006 and to request confirmation of the continuation of the Partnership under the terms of the current open ended legal agreement as previously agreed by the Board.

PART II
Contact Officer:
John Shaw
01329 - 824450

11. DESIGNATED PUBLIC PLACES ORDER (DPPO)

To consider the making of a Designated Public Places Order (DPPO).

Note: *Appendix E to the report will be available at the meeting.*

PART II
Contact Officer:
Amy Ford
Ext 5501

12. BUDGET STRATEGY 2008/09

To consider the strategy for preparation of the 2008/9 General Fund budget in the light of the Medium Term Financial Strategy.

PART II
Contact Officer:
Peter Wilson
Ext 5301

13. APPROVAL OF THE 2006/07 STATEMENT OF ACCOUNTS

This report sets out the background to the requirement for members to approve the 2006/2007 Statement of Accounts, which is shortly to be made available for public inspection and audit, together with some brief notes on the Statement and outturn position

PART II
Contact Officer:
John Norman
Ext 5316

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14. LOCAL AUTHORITY BUSINESS GROWTH INCENTIVE
SCHEME (LABGI)

*To consider how Local Authority Business Growth Incentive
Scheme grant monies should be applied*

PART II
Contact Officer:
Peter Wilson
Ext 5301

15. PLAY STRATEGY

*The Report seeks the approval of the Policy & Organisation
Board to the draft Play Strategy.*

PART II
Contact Officer:
David Martin
Ext 5512

16. FERRY PONTOON: PROGRESS ON REPLACEMENT
FACILITY

*The purpose of this report is to advise Members of the status of
the project to replace the existing pontoon.*

PART II
Contact Officer:
David Martin
Ext 5512

17. BANKING ARRANGEMENTS

*This report sets out the background to the Council's banking
arrangements.*

PART II
Contact Officer:
Richard Wheeler
Ext 5313

18. ANY OTHER ITEMS
which the Chairman determines should be considered, by reason
of special circumstances, as a matter of urgency.

A MEETING OF THE POLICY AND ORGANISATION BOARD

WAS HELD ON 14 MARCH 2007

The Mayor (Councillor Mrs Cully) (ex-officio) (P); Chairman of the Policy and Organisation Board (Councillor Cully) (P); Councillors Burgess (P), Carter (P), Chegwyn (P), Gill (P), Hook (P), Langdon (P), Smith (P), Taylor (P) and Wright (P) .

46. APOLOGIES

There were no apologies for absence.

47. DECLARATIONS OF INTEREST

There were no declarations of interest.

48. MINUTES

RESOLVED: That the Minutes of the Board meetings held on 23 and 30 November 2007 be approved and signed by the Chairman as a true and correct records.

49. DEPUTATIONS

There were no deputations.

50. PUBLIC QUESTIONS

There were no public questions.

PART I

51. GOSPORT PENINSULAR ACCESS PANEL

By reason of special circumstances, the Chairman determined that this item be considered at this meeting notwithstanding the fact that the item had not been available for public inspection in accordance with the provisions of Section 100B(4)(a) of the Local Government Act 1972.

The special circumstances were that Councillor Chegwyn raised a matter in relation to a meeting to be held on Tuesday, 20 March 2007.

Hampshire County Council had recently set up a Gosport Peninsular Access Panel which comprised County Councillors for Gosport and Fareham and Councillors from Gosport and Fareham District Councils. The Panel was to meet on Tuesday, 20 March to specifically discuss the replacement ferry pontoon. There was an urgent need for the Council to nominate 2 members to attend this meeting.

Policy and Organisation Board
14 March 2007

The Borough Solicitor advised that nominations to outside bodies were a decision for full Council but the Board could make recommendations and the matter progress as a Part I Item. The Chief Executive was able to take urgent action on Part I matters if in his opinion action is necessary as a matter of urgency, the Board is made aware of his intention to take urgent action at the time the Part I item is discussed and the minutes of the Board record the urgent action and are reported to the Council.

The Chief Executive advised the members of his intention to use the urgency procedure in Standing Order 7.5.

RECOMMENDED: That:

- a) as there were 2 places on the Panel the 2 members should only be appointed for this one meeting;
- b) the process for deciding which Groups are represented on the Panel should be by the drawing of lots by the Borough Solicitor;
- c) the Board noted that the Chief Executive was of the opinion that action on this Part I item was necessary as a matter of urgency as the issue of the replacement of the ferry pontoon was pressing and the meeting was to take place before the next Council meeting. Therefore he intended to take urgent action under Standing Order 7.5 to appoint 2 members nominated by the Group Leaders of the Groups decided by the drawing of lots; and
- d) Council is requested to nominate 2 members to the Panel to attend meetings after 20 March 2007.

PART II

52. SYD ASHBY: FREEDOM OF THE BOROUGH

Consideration was given to a cross reference from the Civic and Commemorative Events Sub-Board held on 12 February 2007 which recommended that Mr Ashby be awarded the Freedom of the Borough.

RESOLVED: That, in recognition of his eminent services to the people of the Borough of Gosport over many years, the award of the Freedom of the Borough to Mr Syd Ashby be referred to an Extraordinary Council meeting to be held on a date to be agreed.

53. APPOINTMENT OF HONORARY ALDERMAN

Consideration was given to a cross reference from the Civic and Commemorative Events Sub-Board held on 12 February 2007 which recommended that former Councillor and Mayor Aleck Hayward be appointed an Honorary Alderman.

RESOLVED: That the appointment of former Councillor and Mayor Aleck Hayward be referred to an Extraordinary Council meeting to be held at 5.30 p.m. on 4 April 2007.

54. LOCAL AREA AGREEMENT PRIORITY G – USE MATERIAL RESOURCES MORE EFFICIENTLY

Consideration was given to a report of the Environmental Services Manager which outlined what the Council needed to do to deliver those priority actions required towards the successful delivery of Local Area Agreement priority G 'Use Material Resources More Efficiently'.

Officers advised that the White Paper on Local Government placed increasing emphasis on Local Area Agreements as a way of delivering what communities want and the Council should therefore sign up to the ambitions outlined in the Environmental Services Manager's report.

An action plan would be developed covering the various activities carried out within units of the Council. It was anticipated that the fourth ambition included in the report i.e. to ensure that recycling services be available at all the major Council owned sites, would begin to be realised on 2 April 2007 when a contractor would be carrying out the work required. This action would also lead to financial savings.

RESOLVED: That:

- a) the Council formally sign up to the ambitions listed in the report;
- b) specific actions be developed in order to deliver the Council's ambitions for the corporate approach to material resources; and
- c) outputs and outcomes be measured and reported back to the LAA lead on Priority G.

55. HOUSING RENEWAL POLICY 2007/08

Consideration was given to a cross reference from the Housing Board which, at its meeting on 7 March 2007, recommended that the new draft Housing Renewal Policy 2007/08 be formally adopted.

RESOLVED: That the Housing Renewal Policy 2007/08 be formally adopted.

56. MEDIUM TERM FINANCIAL STRATEGY AND CAPITAL STRATEGY

The Board was presented with a report of the Borough Treasurer which considered the updated Medium Term Financial and Capital Strategies.

The report contained three recommendations, which were that:

- 1. the Medium Term Financial Strategy and Capital Strategy be approved;
- 2. the Board consider whether the policy of annual council tax increases being restricted to no more than 4% should be changed in the light of forecasts contained in the Medium Term Financial Strategy; and,

Policy and Organisation Board
14 March 2007

3. the Board decide how it would address the budget crisis forecast for the years 2008/9 to 2010/11.

Members decided that the policy of annual council tax increases being restricted to no more than 4% should be continued.

Members decided that a working group should be established on a 1:1:1 basis, with nominated substitutes, to discuss budget issues for the years 2008/09 to 2010/11.

RESOLVED: That:

- a) the Medium Term Financial Strategy and Capital Strategy be approved;
- b) the policy of annual council tax increases being restricted to no more than 4% be continued; and
- c) a 1:1:1 working group be established comprising the Group Leaders (with nominated substitutes) to discuss budget issues for the years 2008/09 to 2010/11.

The meeting commenced at 6.00 p.m. and concluded at 6.30 p.m.

CHAIRMAN

**AN EXTRAORDINARY MEETING OF THE POLICY AND ORGANISATION
BOARD**

WAS HELD ON 29 MARCH 2007

The Mayor (Councillor Mrs Cully) (ex-officio); Chairman of the Policy and Organisation Board (Councillor Cully) (P); Councillors Burgess (P), Carter (P), Chegwyn (P), Gill, Hook (P), Langdon (P), Smith (P), Taylor (P) and Wright (P) .

It was reported that, in accordance with Standing Orders, Councillor Ms Ballard had been nominated to attend this meeting in place of Councillor Gill.

57. APOLOGIES

Apologies for inability to attend the meeting were submitted on behalf of the Mayor and Councillor Gill.

58. DECLARATIONS OF INTEREST

There were no declarations of interest.

59. DEPUTATIONS

There were no deputations.

60. PUBLIC QUESTIONS

There were no public questions.

PART I

**61. CONSIDERATION OF AN OBJECTION TO THE INCREASE IN HACKNEY
CARRIAGE AND PRIVATE HIRE FEES**

By reason of special circumstance, the Chairman determined that this item be considered at this meeting notwithstanding the fact that the item had not been available for public inspection in accordance with the provisions of Section 100B(4)(a) of the Local Government Act 1985.

The special circumstance was created by the requirement for the Board to refer the matter to the next meeting of the Council on 4 April 2007 in order that the proposed fee increases, whether amended or not, may be implemented and a revised implementation date agreed by Council.

Consideration was given to a report of the Environmental Services Manager (a copy of which is affixed in the Minute Book as Appendix 'A'), which brought to the attention of the Board an objection to the proposed increase in fees for Hackney Carriage and Private Hire licences.

The report sought either confirmation of these increases or amendment of the proposed fees as a result of further consideration by the Council. The proposed fee increase, whether amended or not, could not be implemented until such time as the matter was considered and a revised implementation date agreed by Council.

RECOMMENDED: That:

- a) Council be requested to consider the objections of Mr S Pritchard and Mr M Poulter to the proposed increase in Hackney Carriage and Private Hire fees and uphold the revised fees or amend them as necessary; and
- b) Council be requested to consider an implementation date for the fees detailed in a) above.

62. EXPLOSION MUSEUM - REVISED OPERATIONS

Consideration was given to a report of the Leisure and Cultural Services Manager (a copy of which is affixed in the Minute Book as Appendix 'B'), which sought the Board's approval for the proposed revised operational arrangements for the Explosion Museum, in order to remain within the budget available for the 2007/08 financial year.

Members were advised that negotiations were continuing with Gosport Voluntary Action (GVA) regarding their assistance in running some aspects of the Museum with volunteer resources and a number of meetings had taken place. Officers had provided the heads of terms for an agreement with GVA and a response was awaited. Indications were that GVA were enthusiastic about being involved and, should their response to the proposed heads of terms be positive, negotiations would continue. Negotiations were also taking place with Hampshire County Council regarding the provision of some curatorial services.

Members were advised that the negotiations with GVA and potential developers at Priddy's Hard would take a few months and the proposals in the report would provide breathing space to avoid closing the Museum on a temporary basis.

Officers advised that the Museum collection could be rationalised and use made of the resultant space to generate additional income.

Some Members expressed the view that the Museum would not be able to operate, as described in the report, within the approved budget for 2007/08 and that greater subsidy would be required.

The Board resolved to approve the recommendations contained in the report. Two Members requested, under Standing Order 6.10 (Minority Order), that the matter be referred to full Council.

RECOMMENDED: That:

- a) the proposed operational arrangements as described in Section 3 of the Leisure and Cultural Services Manager's report be approved; and

Extraordinary Policy and Organisation Board
29 March 2007

- b) the Big Lottery be written to, advising them of the proposed operational arrangements.

Note: As a result of the above Minority Order, the exempt report of the Leisure and Cultural Services Manager entitled “Explosion Museum – Staffing Implications” was not considered by the Board.

PART II

63. CORPORATE DEBT POLICY

Consideration was given to a report of the Financial Services Manager requesting approval of the Corporate Debt Policy.

RESOLVED: That the Corporate Debt Policy outlined in the Financial Services Manager’s report be approved.

The meeting commenced at 6.00 p.m. and concluded at 7.25 p.m.

CHAIRMAN

A MEETING OF THE POLICY AND ORGANISATION BOARD

WAS HELD ON 17 MAY 2007

The Mayor (Councillor Gill) (ex-officio); Councillors Burgess (P), Carter (P), Chegwyn (P), Cully (P) (Chairman), Hicks (P), Hook (P), Langdon (P), Smith (P), Taylor (P) and Wright (P).

1. APOLOGIES

There were no apologies for absence.

2. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Wright be appointed Vice-Chairman for the Municipal Year 2007-08.

CHAIRMAN

AGENDA ITEM NO. 6

| | |
|-------------------------|--|
| Board/Committee: | Policy & Organisation Board |
| Date of Meeting: | 27 June 2007 |
| Title: | Anti Fraud & Corruption Policy |
| Author: | Head of Internal Audit & Risk Assurance |
| Status: | FOR RECOMMENDATION TO COUNCIL |

Purpose

Following discussion and approval at the Standards & Governance Committee (23 April 2007) the report is to advise the Policy & Organisation Board on the New Anti Fraud & Corruption Policy and recommends the adoption of the Policy without amendment.

Recommendation

That the Policy and Organisation Board recommends that Council adopts the New Anti Fraud & Corruption Policy in line with best practice and the Audit Commission's Key Lines of Enquiry – Use of Resources, for inclusion into the Council's Constitution.

1 Background

- 1.1 The Council has not had a formal Council wide anti fraud and corruption policy adopted within its Constitution, other than a whistleblowing policy, for over five years. The Council currently scores 2 (out of 4) within the Use of Resources (Internal Control) assessment (Audit Commission matrix). The Council may be able to move towards scoring a three once this Policy is incorporated within the Constitution.

2 Report

- 2.1 As part of the overall governance agenda it is good practice that the Council has an over arching policy covering ALL fraud and corruption. This is external as well as internal. As part of the Key Lines Of Enquiry – Use of Resources [UoR] (4. Internal Control – How well does the council's internal control environment enable it to manage its significant business risks?) this is a key policy to be incorporated within The Council's Constitution. It does feature within the UoR Action Plan (managed by the Resources Sub Group) with both a personal action for publication of the Anti Fraud & Corruption Policy by July 2007 as well as an element within the overall Assurance Framework.

- 2.2 It is also included within the CIPFA's Code of Practice for Internal Audit in Local Government in the UK 2006. It states that "Managing the risk of fraud and corruption is the responsibility of management." It goes on to say "...Internal Audit may go beyond the work needed to meet its assurance responsibilities and assist with, for example, the investigation of suspected fraud or corruption."
- 2.3 The updated Anti Fraud & Corruption Policy features in the Chief Executive's Service Improvement Plan under CXU/IA/003. Current status would remain green if the Committee agree the escalation of this Policy to Council.

3 Risk Assessment

- 3.1 The policy raises the profile and will assist in the detection and prevention of fraud in all Council business.

4 Conclusion

- 4.1 The Council, as a public body, should be safeguarded against the threat of fraud and corruption with robust policies, processes, procedures and systems to reduce the potential risk of varying degrees of fraudulent activities.

| | |
|---|--|
| Financial Services comments: | Nil |
| Legal Services comments: | None for the purpose of this report. |
| Service Improvement Plan implications: | This is a key policy that the Council should adopt as part of its overall governance arrangements. |
| Corporate Plan: | The policy supports all elements of the business in the prevention and detection of fraud. |
| Risk Assessment: | See Section 3 |
| Background papers: | <ul style="list-style-type: none"> • Appendix A - Extract from the Key Line of Enquiry - Use of Resources (Audit Commission) • Appendix B - Standards & Governance Committee (23 April 2007) |
| Appendices/Enclosures: | <ul style="list-style-type: none"> • Appendix C - Anti Fraud & Corruption Policy |
| Report author/ Lead Officer: | Chris Davis 023 9254 5306 |

APPENDIX B

EXTRACT FROM THE DRAFT MINUTES OF THE MEETING OF THE STANDARDS AND GOVERNANCE COMMITTEE HELD ON 23 APRIL 2007

60. ANTI FRAUD AND CORRUPTION POLICY

Consideration was given to a report of the Head of Internal Audit and Risk Assurance which advised the Committee of the New Anti Fraud & Corruption Policy and recommended its adoption without amendment.

It was reported that there were a number of strategies underlining this policy and that use had been made of best practice and CIPFA guidance.

Members were advised that, once the policy had been incorporated into the Council's constitution, the Council may be able to move towards a score of three within the Use of Resources (Internal Control) assessment.

The Committee thanked officers for their work in enabling the Council to achieve a "strong 2" Use of Resources score.

RESOLVED: That the Policy & Organisation Board and Council be recommended to adopt the New Anti Fraud & Corruption Policy in line with best practice and the Audit Commission Key Line of Enquiry – Use of Resources, for inclusion into the Council's Constitution.

GOSPORT BOROUGH COUNCIL

ANTI – FRAUD & CORRUPTION POLICY

APRIL 2007

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1. INTRODUCTION

- 1.1 Gosport Borough Council aims to set high standards of service provision and care for the community it serves and is committed to upholding the reputation of the Council and maintaining public confidence in its integrity.
- 1.2 In fulfilling its responsibilities to protect the public funds it administers against fraud and corruption both from within the Council and from external sources, the Council recognises the responsibilities placed upon it by statute and will actively promote an Anti-Fraud and Corruption Policy designed to:
- Promote standards of honest and fair conduct;
 - encourage prevention of fraud and corruption;
 - promote detection;
 - identify a clear process for investigation and remedial action;
 - pursue a zero-tolerance policy and bring to justice all persons who commit acts of fraud or corruption against the Council;
 - recover any losses incurred by the Council; and
 - maintain strong systems of internal control.
- 1.3 The Council requires that Members and staff at all levels to adopt the highest standards of propriety and accountability and will lead by example by ensuring adherence to legal requirements, rules, regulations and agreed policies, practices and procedures.
- 1.4 The Council also expects that individuals and organisations that come into contact with the Council e.g. the public, suppliers and contractors, will act with integrity and without intent or actions involving fraud and corruption.
- 1.5 Internal scrutiny of the Council's affairs occurs as a result of:
- The Deputy Chief Executive and Borough Treasurers' Section 151 Local Government Act 1972 responsibilities to ensure the proper administration of the Council's financial affairs and Section 114 Local Government Finance Act 1988 responsibilities ;
 - the establishment of sound internal audit arrangements in accordance with the Accounts and Audit Regulations 2003 and ;
 - the responsibilities placed on the Borough Solicitor as Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.
- 1.6 External Scrutiny of the Council's affairs occurs as a result of involvement by:
- Local Government Ombudsman ;
 - External Auditor appointed by the Audit Commission ;
 - Central Government Departments and Parliamentary Committees ;
 - HM Revenue & Customs ;
 - The Department for Work and Pensions ;
 - Inspectorates such as the Benefit Fraud Inspectorate ; and
 - the general public via the annual inspection of the accounts and the Council's complaints procedure.

Part of the External Auditor's statutory duties require them to ensure that the Council has in place adequate arrangements for the prevention and detection of fraud and corruption.

1.7 Fraud and Corruption are defined by the Audit Commission as:-

Fraud - "the intentional distortion of financial statements or other records by persons internal or external to the Council which is carried out to conceal the misappropriation of assets or otherwise for gain".

Corruption – "the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person".

1.8 This policy document embodies a series of measures designed to frustrate any attempt of a fraudulent or corrupt act. These cover:

- | | |
|-------------------------------|-----------|
| ➤ Culture | Section 2 |
| ➤ Prevention | Section 3 |
| ➤ Detection and Investigation | Section 4 |
| ➤ Training | Section 5 |

1.9 The following list highlights the key documents (held within the Council's Constitution) which together form the overall framework for the proper conduct of business within this Council.

- Delegations to Officers
- Access to Information Rules
- Contract Standing Orders
- Financial Regulations
- Codes & Protocols
- Codes of Conduct – Members & Officers
- Whistleblowing Policy

2. CULTURE

2.1 The Council has determined that the culture and tone of the Council is one of honesty, openness, integrity, accountability and opposition to fraud and corruption. The prevention/detection of fraud and corruption and the protection of the public purse is everyone's responsibility.

2.2 The Council's Members and staff play an important role in creating and maintaining this culture. They are positively encouraged to raise any matters that concern them relating to the Council's method of operation.

2.3 Full details of the arrangements for reporting concerns internally can be found in the Fraud Response Plans and the Council's Whistleblowing Policy. Concerns can be raised knowing that they will be treated seriously and will be properly investigated in a confidential and impartial manner. In raising concerns staff can be assured that there will be no victimisation, anonymity will be respected and it will not affect their current employment situation or future prospects with the Council.

2.4 Concerns should be raised in the first instance directly with the line manager or if this is not appropriate then the Whistleblowing Policy outlines other appropriate channels. In addition to these channels, concerns can also be raised with any of the following:-

- any Trade Union representative ;
- any member of Internal Audit either directly or via the publicised 24 hour fraud hotline (023 9254 5308) ;

- the publicised benefit fraud hotline (02392 545545) in the case of suspected benefit fraud ;
- an external investigator such as the External Auditor;
- a secure area on the Council's web site (under development) to record confidentially any concerns.

The Council will ensure that any allegations received in any way including anonymously will be taken seriously and investigated in an appropriate manner.

- 2.5 There is an expectation and requirement that all members of the public, partners, organisations, suppliers and contractors associated in whatever way with the Council will act with integrity and they are encouraged to raise any issues that concern them through whichever channel they consider appropriate. The numbers of two direct dial telephone lines are publicised, one is for the receipt of benefit fraud information and the other is for any other suspected fraud and corruption information (see 2.4 above).
- 2.6 Senior management are required to ensure that the risks of fraud and corruption are effectively managed at strategic and operational levels, with competent and trained staff working within systems that incorporate effective anti-fraud and corruption controls. Senior management must act in accordance with the Council's Financial Regulations when dealing with any allegations of fraud and corruption.
- 2.7 When it is found that fraud and corruption has occurred due to a breakdown in the Council's systems or procedures, senior management will ensure that appropriate improvements in systems of control are implemented in order to prevent a reoccurrence.
- 2.8 The Council will work in partnership with the Police and other public bodies and will maximise the use of internal and external data matching. A robust approach will be taken in all proven cases of financial malpractice, fraud or corruption including where appropriate, use of the Council's disciplinary procedures. A similar approach will be taken in relation to any allegations that are found subsequently to be malicious.
- 2.9 The Council will respect the Human Rights Act 1998 but it will use all possible lawful means to protect Council services and finances from fraudsters and it will fully meet relevant legislative requirements relating to fraud and corruption including the Regulation of Investigatory Powers Act (RIPA) 2000, the Proceeds of Crime Act 2005 and Money Laundering Regulations 2003.

3. PREVENTION

3.1 STAFF

- 3.1.1 The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential staff. In this regard, temporary and contract staff will be treated in the same manner as permanent staff.
- 3.1.2 Staff recruitment will be in accordance with the Council's policies and procedures. Written references covering the known honesty and integrity of potential staff and evidence of qualifications will always be obtained before offers of employment are made. Further checks may be introduced in areas

where an increased risk of potential fraud and corruption has been identified. There will be an open and fair policy of recruitment with no 'canvassing' or 'favouritism'. The Council's Equal Opportunities Policy and all other Council Policies will be adhered to during this process.

- 3.1.3 Staff are expected to follow standards of conduct laid down by the Council's Code of Conduct for Employees (Part 5 Section 19 of the Council's Constitution), National Agreement on Pay and Conditions of Service, any other codes of practice and by professional bodies of which they are members. In the latter instance, the Council will report known impropriety to the relevant Institution for them to consider appropriate disciplinary action.
- 3.1.4 The Council's Disciplinary Procedure is administered by the Head of Paid Service and will be followed when staff are suspected of committing a fraudulent or corrupt act.
- 3.1.6 All staff are required to declare in a register any offers of gifts or hospitality which are in any way related to the performance of their duties in relation to the Council. The Employee Gifts and Hospitality Register is held by the Borough Solicitor.
- 3.1.7 Staff must declare any pecuniary interests in contracts that have been or are proposed to be entered into by the Council, in accordance with Section 117 of the Local Government Act 2000. The legislation also prohibits the acceptance of fees or rewards other than by means of proper remuneration.
- 3.1.8 Staff should also disclose any personal and private non-pecuniary interests to their Manager. This includes membership of any organisation which is not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.
- 3.1.9 Guidance on offers of gifts or hospitality and disclosure of pecuniary and non-pecuniary interests can be found in the Code of Conduct for Employees.
- 3.1.10 Management at all levels are responsible for ensuring that their staff are aware of the Council's Financial Regulations and that their requirements are being met. They are also responsible for the operation, management and monitoring of the internal control systems within their service areas. Under Regulation 4 of the Accounts and Audit (Amendment) (England) Regulations 2006 the Council has to maintain a sound system of internal control which facilitates the effective exercise of that body's functions and includes arrangements for the management of risk. To facilitate this, Managers are therefore required to give reasonable assurance that internal controls within their service areas are operating satisfactorily.
- 3.1.11 Managers should strive to create an environment in which their staff feel able to approach them with concerns they may have about suspected irregularities.

3.2 MEMBERS

- 3.2.1 Members are required to operate within:
 - Government Legislation including the National Code of Local Government Conduct ;
 - The Code of Conduct for Members (Part 5 Section 18 of the Council's Constitution);

- Council Contract Standing orders and Financial Regulations ;
 - Any locally adopted Codes or Rules as listed within the Council's Constitution (eg. Part 5 Schedule 20 & 21 of the Council's Constitution).
- 3.2.2 These matters are specifically brought to the attention of Members on election to office by the Chief Executive and subsequent training. The Local Government Act 2000 requires all Members to sign an undertaking to observe the Code of Conduct and they are advised of new legislative or procedural requirements.
- 3.2.3 Members are required to provide specific information concerning their financial and other interests and keep this information up to date. The Members Register of Interests is held by the Council's Borough Solicitor.
- 3.2.4 Adherence to these matters is overseen by the Council's Standards and Governance Committee which has independent representatives within its membership and is responsible for the ethical framework of the Council working closely with the Chief Executive, Deputy Chief Executive & Borough Treasurer and Borough Solicitor.
- 3.2.5 The Council's Standards and Governance Committee is responsible for promoting and maintaining high standards of conduct by elected Members, co-opted members and officers of the Council; for the Members' codes of conduct; for the Council's protocols and ethical guidance; and for dealing with complaints about councillors in so far as permitted by law. It has the task of overseeing the Council's complaints procedure and reviewing the Constitution and making recommendations for changes and revisions to it to the Full Council.

3.3 **SYSTEMS**

- 3.3.1 The Council has in place Delegations to Officers, Codes and Protocols, Financial Regulations and Access to Information Rules within its Constitution, that place duties on all Members and employees to act in accordance with best practice when dealing with the affairs of the Council.
- 3.3.2 The Deputy Chief Executive & Borough Treasurer has a statutory responsibility under Section 151 of the Local Government Act 2000 to ensure proper administration of the Council's financial affairs. In addition, under the Accounts and Audit Regulations 2006, the Council is required to maintain an adequate and effective internal audit of its financial records and systems of internal control.
- 3.3.3 The Borough Solicitor has a statutory responsibility under section 5.5 of the Local Government and Housing Act 1989 and the Local Government Act 2000 to ensure the lawfulness and fairness of decision making and with the Standards Committee to promote and maintain high standards of conduct.
- 3.3.4 The Council is committed to systems which incorporate efficient and effective internal controls and which include adequate separation of duties. All Service Managers are required to ensure that such controls, including those in a computerised environment, are properly maintained and documented.
- 3.3.5 Internal and External Audit regularly assess the adequacy, efficiency and effectiveness of the Council's financial systems having regard to the risks of fraud and corruption. Any weaknesses identified will be reported to management who will ensure that corrective action is taken. The Section 151

Officer (Deputy Chief Executive & Borough Treasurer) will use his statutory power to enforce the required changes if necessary via the Council's Standards and Governance Committee.

3.3.6 The Council encourages liaison with other external agencies to exchange information where possible and appropriate to help prevent and detect fraud and corruption. These agencies include:

- Other Local Authorities and statutory Authorities;
- Treasurers Associations and Societies;
- local, regional and national Auditor networks;
- Government Departments;
- Police;
- External Audit (Mazars);
- Audit Commission (National Fraud Initiative);
- National & Local Anti-Fraud Network and
- Housing Benefit Matching Service.

3.3.7 The Head of Internal Audit & Risk Assurance is the Council's appointed Money Laundering Reporting Officer (MLRO) in accordance with the Council's Anti-Money Laundering Policy.

4. DETECTION AND INVESTIGATION

4.1 The Council's preventative systems, particularly internal control systems, provide indicators of, and help to deter any fraudulent activity.

4.2 It is the responsibility of Managers to prevent and detect fraud and corruption. However, it is often the alertness of members, staff and the general public to the possibility of fraud and corruption that enables detection to occur and appropriate action to take place.

4.3 Despite the best efforts of the Council, frauds are often discovered by chance or 'tip-off' and the Council has in place arrangements to enable such information to be properly and promptly dealt with.

4.4 Members, Chief Officers and staff are required by Financial Regulations to notify the Head of Internal Audit & Risk Assurance immediately of any instances or suspected instances of fraud and corruption. This is essential to the success of this policy and:

- ensures the consistent treatment of information regarding fraud and corruption and;
- facilitates a thorough investigation of any allegation received.

4.5 Suspicions that any transaction or dealing may involve the proceeds of crime should be reported to the Head of Internal Audit & Risk Assurance (MLRO) who will ensure such suspicions are reported to the relevant authorities as required by the regulations governing Money Laundering.

4.6 Depending on the nature and anticipated extent of the allegations, the investigating officer, usually the Head of Internal Audit and in the case of benefit fraud the Senior Counter Fraud Officer, will ensure that all allegations and evidence are properly investigated and reported upon and will work

closely with management and other agencies such as the Police to achieve this.

- 4.7 Procedures for dealing with the investigation of fraud and corruption are included in the Audit Manual of the Internal Audit section. Procedures and conduct for dealing with the investigation of benefit fraud are included in the Benefit Fraud Procedures Manual.
- 4.8 The Council's disciplinary procedures will be invoked where the outcome of the investigation indicates improper behaviour by a member of staff. In addition, if appropriate, offenders will be prosecuted by the Police where financial impropriety is discovered.
- 4.9 The Housing and Council Tax Benefit Counter Fraud Enforcement Policy will be followed where the outcome of the investigation indicates benefit fraud.
- 4.10 All investigations into suspected instances of fraud and corruption undertaken by the Council shall comply with the requirements of the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and have regard to the Police and Criminal Evidence Act 1984.
- 4.11 The Council will also aim to recover from the perpetrators any losses that it sustains as a result of fraud and corruption.
- 4.12 Where appropriate, the Council will publicise the results of any action taken, including prosecutions, with regard to fraud and corruption activity perpetrated on the Council.
- 4.13 The Council's arrangements for the prevention, detection and investigation of suspected fraud and corruption are subject to review by the Council's external auditors.

5. TRAINING

- 5.1 The Council recognises that the success of its Anti-Fraud and Corruption Policy and its general credibility will depend largely on how effectively the policy is communicated throughout the Council and beyond, together with the effectiveness of programmed training and the responsiveness of staff throughout the Council.
- 5.2 To facilitate this, Management are responsible for ensuring that this Policy and the related policies and procedures, to which it refers, are communicated to their staff in order to promote greater awareness of fraud and corruption.
- 5.3 Management should ensure that positive and appropriate training provision is made for all employees involved in key internal control systems to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced.
- 5.4 Induction and refresher training for Members will be provided by the Head of Internal Audit & Risk Assurance.
- 5.5 Investigation of fraud and corruption is undertaken by the Internal Audit and Benefit Sections. Staff involved in this work are properly and regularly trained.

6. CONCLUSION

- 6.1 The Council has in place a robust network of policies, guidelines, systems and procedures which are designed to limit, as far as is practicable, acts of fraud and corruption and to detect and assist it in dealing with fraud and corruption should it occur. All such measures will be kept under review to ensure they keep pace with any developments in fraud prevention and detection techniques.
- 6.2 The Council will maintain a continuous review of all its systems and procedures through the work of both its Corporate Policy & Performance and Internal Audit sections.
- 6.3 The Council will continuously review its key policy documents including this Anti-Fraud and Corruption Policy.

GOSPORT BOROUGH COUNCIL

REFERENCE

**TO: POLICY AND ORGANISATION BOARD –
27 JUNE 2007**

FROM: HOUSING BOARD – 13 JUNE 2007

TITLE: NEW DELEGATIONS UNDER THE HOUSING ACT 2004

AUTHOR: HOUSING SERVICES MANAGER

Attached is a copy of the report that was considered by the Housing Board on the 13 June 2007 (Appendix 'B'), together with the Minute extract and Board Resolution (Appendix 'A').

RECOMMENDATION:

To follow.

APPENDIX 'A'

EXTRACT FROM THE MINUTES OF THE
HOUSING BOARD MEETING
13 JUNE 2007

Minute No.

To follow.

Agenda item no.

| | |
|-------------------------|---|
| Board/Committee: | Housing Board |
| Date of meeting: | 13 June 2007 |
| Title: | NEW DELEGATIONS UNDER THE HOUSING ACT 2004 |
| Author: | Housing Services Manager/TC |
| Status: | For recommendation to the Policy and Organisation Board and Council |

Purpose

To formally delegate powers contained within the Housing Act 2004 to the Housing Services Manager.

Recommendation

- 1) That the Board approves the powers set out in paragraph 3.3 of the report contained within the Housing Act 2004 to the relevant stated officers.
- 2) That the Board recommends to the Policy & Organisation Board (Meeting on 27th June 2007) and Council (Meeting on 11th July 2007) the delegation of powers contained within the Housing Act 2004 to the relevant stated officers.

1.0 Background

- 1.1 The Housing Act 2004 (the Act) which came into force on the 6 April 2006 makes provisions for dealing with the condition of private sector housing.
- 1.2 The Act replaces many of the powers contained within the Housing Act 1985. As a result a number of new delegations are required for officers to carry out their statutory functions.

2.0 Changes In Legislation

- 2.1 The Housing Act 2004 repeals many of the powers contained within the Housing Act 1985 and gives local housing authorities new statutory powers for enforcement of housing standards in the private sector. Four parts to the Act relevant to dealing with poor housing conditions are covered in this report.
- 2.2 Part 1 introduces the new Housing Health and Safety Rating System. This is a new risk assessment system for assessing the suitability of dwellings for occupation and it replaces the old standard of fitness for human habitation.
- 2.3 Part 1 also introduces a new range of enforcement powers that are available to the local authority to deal with poor housing conditions. These powers range from simple hazard awareness notices to emergency powers to resolve matters that pose a serious and imminent risk to the occupiers. If a dwelling is found to have hazards that pose sufficient risk to the health and safety of the occupants then the authority is obliged to take the most appropriate enforcement action.

- 2.4 Part 2 introduces new licensing powers relating to Houses in Multiple Occupation (HMO). This only covers certain HMOs that are three storey or more with more than five occupants. Each local authority has the power to extend licensing to other categories of HMO but the good condition and limited number of local HMOs in this Borough means that this is unlikely to be required.
- 2.5 Part 3 gives the local authority powers to designate areas for selective licensing. One of the conditions for designation is that the area is one of very low housing demand with extremely poor social and economic conditions. It is not anticipated at this stage that designation will be considered within the Borough of Gosport.
- 2.6 Part 4 gives local authorities the power to take control of certain dwellings. This includes the Empty Dwelling Management Order (EDMO) which will enable the Borough Council to take over the running of an empty property, carry out works, set up a tenancy and receive the rent. It is anticipated that these powers could be considered as part of the Borough Council's Empty Property Strategy.

3.0 Request For Delegation Of Powers

- 3.1 A local authority, referred to in the act as an enforcement authority, may authorise persons to act in matters arising under the Act.
- 3.2 The Private Sector Housing Team of Gosport Borough Council is part of the Housing Services Unit. It is therefore proposed to delegate the powers listed below to the stated officers.
- 3.3 The following powers are recommended to be delegated to the posts shown.

HOUSING ACT 2004

POWER DELEGATED

DELEGATION TO

Part 1 - Housing Conditions

| | |
|--|---------------------------|
| Section 4 - To carry out inspections to see whether any Category 1 or 2 hazards exist. | Housing Services Manager. |
| Section 4 –To be the Proper Officer to whom any official complaint about the condition of residential premises must be made. | Housing Services Manager. |
| Section 11- To serve an Improvement Notice for Category 1 hazard | Housing Services Manager. |
| Section 12 - To serve an Improvement Notice for a Category 2 hazard | Housing Services Manager. |
| Section 14 - To suspend an Improvement Notice | Housing Services Manager. |
| Section 16 - To revoke or vary an Improvement Notice | Housing Services Manager. |

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| Section 17 - To review a suspended Improvement Notice and give notice of the decision on a review. | Housing Services Manager. |
| Section 20 - To make and serve a Prohibition Order in respect of Category 1 hazards | Housing Services Manager. |
| Section 21 – To make and serve a prohibition order in respect of Category 2 hazards | Housing Services Manager. |
| Section 23 - To suspend a Prohibition Order | Housing Services Manager. |
| Section 25 - To revoke or vary a Prohibition Order | Housing Services Manager. |
| Section 26 - To review a suspended Prohibition Order and to serve notice of the decision of any review | Housing Services Manager. |
| Section 28 - To serve a Hazard Awareness Notice relating to a Category 1 hazard | Housing Services Manager. |
| Section 29 - to serve a Hazard Awareness Notice for a Category 2 hazard | Housing Services Manager. |
| Section 31 and Schedule 3 - To take action in respect of an Improvement Notice. | Housing Services Manager. |
| Sections 40 and 41 - To take emergency remedial action where there is a Category 1 hazard and to serve the requisite notices. | Housing Services Manager, subject to consultation with Hampshire Fire and Rescue Authority in respect of a fire hazard, in accordance with Section 10. Also: For the sole purpose of taking emergency remedial action in relation to blocked private sewers:- The Environmental Services Manager. |
| Section 43 - To serve an emergency prohibition order for Category 1 hazard | Housing Services Manager. |
| Section 46 (Housing Act 1985 S 265) – To serve a Demolition Order for Category 1 or 2 hazards | Housing Services Manager. |
| Section 47 (Housing Act 1985, S 289) – To declare a Clearance Area | Housing Services Manager. |

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| Sections 49 - To make a charge for enforcement action | Housing Services Manager. |
|---|---------------------------|

Part 2 - Licensing of Houses in Multiple Occupation

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| Section 62 - To serve a temporary exemption from the licensing requirement for HMOs | Housing Services Manager. |
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|--|---------------------------|
| Sections 64, 69 and 70 - To grant or refuse a licence for an HMO, to vary or revoke the licence. | Housing Services Manager. |
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|--|---------------------------|
| Section 73 - To apply for a rent repayment order, and to serve the requisite notices | Housing Services Manager. |
|--|---------------------------|

Part 3 – Selective Licensing of Other Residential Accommodation

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|---|---------------------------|
| Section 96 - To apply for a rent repayment order and to serve the requisite notices | Housing Services Manager. |
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Part 4 – Additional Control Provisions in Relation to Residential Accommodation

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|--|---------------------------|
| Sections 102, 111 and 112 - To make, vary and revoke interim management orders | Housing Services Manager. |
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| | |
|--|---------------------------|
| Sections 113, 121 and 122 – To make, vary and revoke final management orders | Housing Services Manager. |
|--|---------------------------|

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|--|---------------------------|
| Section 131 – Power of entry to carry out works where management order is in force, and to appoint, in writing, persons to enter the premises to carry out the work. | Housing Services Manager. |
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|--|---------------------------|
| Section 133 – To make an interim empty dwelling management order | Housing Services Manager. |
|--|---------------------------|

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|---|---------------------------|
| Section 136 – To make a final empty dwelling management order | Housing Services Manager. |
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| Section 139 – To serve an overcrowding notice | Housing Services Manager. |
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|---|---------------------------|
| Section 144 – To revoke and vary overcrowding notices | Housing Services Manager. |
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|--|---------------------------|
| Section 235 – To serve notice requiring documents to be produced | Housing Services Manager. |
| Section 239 – To enter premises for purposes of carrying out a survey or examination | Housing Services Manager. |
| Section 239 - To be the Proper Officer for determining if a survey or examination is necessary | Housing Services Manager. |
| Section 255 and 256 – To serve, and to revoke, an HMO declaration notice | Housing Services Manager. |

3.4 There are no specific Crime and Disorder Implications to this report.

4.0 Conclusion

4.1 The Housing Act 2004 (The Act), which came into force on the 6 April 2006 makes provision for dealing with conditions within private sector housing. The Act replaces many of the powers contained within the Housing Act 1985. As a result new delegations to the Housing Services Manager need to be agreed.

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| Financial implications: | None |
| Legal implications: | The proposed delegations contained in this Report will amend the current scheme of delegation to Officers contained in The Constitution, and so will need to be approved by full Council. |
| Service Improvement Plan implications: | The implementation and monitoring of work undertaken under the provisions of the Housing Act 2004 will be part of the Housing Service Improvement Plan for 2007-08 |
| Corporate Plan: | None |
| Risk Assessment: | Risk assessments have been carried out for separate elements of the Housing Act 2004: |
| Background papers : | None |
| Report author/Lead Officer: | Trevor Charlesworth Principal EHO |

GOSPORT BOROUGH COUNCIL

REFERENCE

**TO: POLICY AND ORGANISATION BOARD –
27 JUNE 2007**

**FROM: COMMUNITY AND ENVIRONMENT BOARD – 18 JUNE
2007**

**TITLE: AUTHORISATION OF OFFICERS UNDER THE PROVISIONS
OF PART 1 CHAPTER 1 OF THE HEALTH ACT 2006**

AUTHOR: ENVIRONMENTAL SERVICES MANAGER

Attached is a copy of the report that was considered by the Community and Environment Board on the 18 June 2007 (Appendix 'B'), together with the Minute extract and Board Resolution (Appendix 'A').

RECOMMENDATION:

To follow.

APPENDIX 'A'

EXTRACT FROM THE MINUTES OF THE
COMMUNITY AND ENVIRONMENT BOARD MEETING
18 JUNE 2007

Minute No.

To follow.

AGENDA ITEM NO.

| | |
|-------------------------|--|
| Board/Committee: | COMMUNITY AND ENVIRONMENT BOARD |
| Date of Meeting: | 18TH JUNE 2007 |
| Title: | AUTHORISATION OF OFFICERS UNDER THE PROVISIONS OF PART 1 CHAPTER 1 OF THE HEALTH ACT 2006 |
| Author: | ENVIRONMENTAL SERVICES MANAGER |
| Status: | FOR RECOMMENDATION TO POLICY AND ORGANISATION BOARD AND COUNCIL |

Purpose

The Health Act 2006 introduces the prohibition of smoking in certain premises, places and vehicles and local authorities, including district councils, are the enforcing authority. Officers of the authority have to be authorised to enforce the provisions of the Act and regulations made thereunder.

Recommendations

1. That the Policy and Organisation Board and the Council be recommended to amend the delegations to the Environmental Services Manager to include the power to authorise officers as required by Section 10(5) of the Health Act 2006.
2. That the Policy and Organisation Board and the Council be recommended to approve the appointment of the Environmental Services Manager, or the Head of Environmental Health in his absence, as the appropriate person to decide upon the cancellation of a Fixed Penalty Notice.
3. That the Borough Solicitor be authorised to make all necessary amendments to the Council's Constitution to give effect to Recommendations 1 and 2 above.

1 Background

- 1.1 The Health Act 2006 comes into force on 1st July 2007 and will require all workplaces, enclosed public places and certain work vehicles to be smokefree.
- 1.2 Regulations have been made under the Act which also come into force on 1st July and which have prescribed the type of premises and vehicles which will have to be smokefree and the size and type of "No Smoking" signs which will have to be fixed in premises and vehicles.

2 Report

- 2.1 The new smokefree law is being introduced to protect employees and the public from the harmful effects of secondhand smoke.

- 2.2 It is estimated that the new law will save thousands of lives over the next decade and help create healthier and cleaner workplaces and enclosed public places.
- 2.3 The Act will apply to all enclosed workplaces, including the Town Hall and to all work vehicles if they are used by more than one person. The law will also apply to enclosed public places, which include not only pubs, clubs and cinemas (which are also workplaces) but also to common areas in hotels, flats, sheltered accommodation.
- 2.4 Smoking will no longer be allowed in “smoking rooms” or in staff rooms; work vehicles used by more than one person must be smokefree at all times.
- 2.5 All workplaces, enclosed public places and work vehicles to which the legislation applies must display No Smoking signs.
- 2.6 Smoking in some bedrooms in hotels may be allowed, but only if they are designated as such in writing by the owner or manager and are provided with suitable ventilation. Smoking will also be allowed in designated rooms in care homes, hospices and prisons.
- 2.7 It will still be permissible to continue to smoke outside in the open air and in a person’s private dwelling not open to the public. Enclosed common areas (corridors, stairways etc) of houses in multiple occupation, such as students’ halls of residence, will also be exempt from the requirement to be smokefree unless those common areas are used as a workplace by more than one person, for instance by cleaners.
- 2.8 Whilst there is no legal requirement for owners or managers to provide an outdoor “smoking shelter” some premises (such as pubs) may wish to erect one. This may require planning permission and must be no more than 50% enclosed to be classed as a smoking shelter and not an enclosed place.
- 2.9 There are provisions in the Act for the service of Fixed Penalty Notices for non-compliance. Discounted fines are available if paid within 15 days. Failure to pay a fixed penalty fine may result in prosecution and the possibility of a higher fine being levied.
- 2.10 Members will note that there is no option to serve a fixed penalty notice for failing to prevent smoking in a smokefree place. The offence is committed by the manager, owner or occupier who controls the premises or vehicle and can result in prosecution without the service of a Notice.

The current national penalties are set out in Table 1 below :

TABLE 1
PENALTIES FOR BREAKING THE SMOKEFREE LAW

| Offence | Who is liable? | Fixed Penalty Notice (if paid in 15 days) | Fixed Penalty Notice (if paid in 29 days) | Court awarded maximum fine (upon prosecution) |
|--|--|--|--|--|
| Smoking in smokefree place | Anyone who smokes in smokefree place | £30 | £50 | Up to £200 |
| Failing to display the required Smokefree Sign | Anyone who manages or occupies smokefree premises or vehicle | £150 | £200 | Up to £1000 |
| Failing to prevent smoking in smokefree place | Anyone who manages or controls smokefree premises or vehicle | N/A | N/A | Up to £2500 |

- 2.11 Whilst there are no formal provisions for appeal against the service of a Fixed Penalty Notice, the Smokefree (Vehicle Operators and Penalty Notices) Regulations 2007 allow for the recipient of a Notice to inform the Council in writing that they are requesting a court hearing in lieu of paying the fixed penalty. Legal proceedings can then be started before the end of the penalty payment period. However, if the person changes their mind and pays the penalty fine, then legal proceedings must be halted.
- 2.12 The regulations also require a named contact at the Council to be identified as the person to whom the recipient of a Fixed Penalty Notice may ask questions about the service of a Notice. The Council should therefore appoint an appropriate person to deal with such questions. It is suggested that the Environmental Services Manager and the Head of Environmental Health, in his absence, be appointed to deal with such enquiries and, if appropriate, to decide on the cancellation of a Fixed Penalty Notice.
- 2.13 Part 1 of the Health Act 2006 and the Regulations made under it relating to smokefree premises, places and vehicles and fixed penalty notices will be enforced by “Authorised Officers” of district councils and unitary authorities amongst others.

- 2.14 Authorised officers must be formally authorised in writing by the Council to act in matters relating to the smokefree legislation. Staff from the Environmental Health Commercial Team will be specifically authorised to enforce the Act as they are more likely to have contact with the commercial premises which will be mainly affected.
- 2.15 The service of Fixed Penalty Notices is still a relatively new means of enforcement for Council staff, particularly those in the Environmental Health Section, and specific training in the service of those notices is planned for officers within the Commercial Team.
- 2.16 Streetscene Enforcement Officers will not be involved with smokefree legislation enforcement at present.
- 2.17 It is recommended that the Environmental Services Manager be granted delegated authority in accordance with the Scheme of Delegation to Officers in Part 3 Schedule 10 of the Council's Constitution to appoint authorised officers for the purposes of Part 1, Chapter 1 of the Health Act 2006 as may be amended or replaced at any time.

3 Risk Assessment

- 3.1 There is a High Risk to the Council of failing to undertake its statutory duty under Part 1 of the Health Act 2006 if it did not appoint authorised officers to enforce the Act. Once officers have been authorised there will be a Low Risk to the Council.
- 3.2 There is a Medium Risk to the Council due to the current lack of staff skills in the Environmental Health Section of serving Fixed Penalty Notices. Training is planned for staff who are to be authorised to enforce the smokefree legislation in order to reduce this risk to a Low level.
- 3.3 There is also a Medium Risk of public complaints and complaints from business operators of inconsistencies in the enforcement of the Act throughout the borough. In order to mitigate this and to ensure consistency of enforcement by authorised officers, training in the requirements of the legislation will be given.
- 3.4 To further reduce the risk to a Low level, only those staff experienced in enforcement work will be authorised under the Health Act 2006 and they will also be made aware of any enforcement guidance issued by LACORS or any other agency or statutory body. Enforcement will be in accordance with the Council's General Enforcement Policy.

4 Conclusion

- 4.1 District councils will be responsible for enforcing the new smokefree laws in England from 1st July 2007. It will affect all owners, managers

and persons in charge of any business premises and certain work vehicles. Council owned premises and vehicles will not be exempted.

- 4.2 Whilst people will still be able to smoke in their own homes and personal private vehicles, they will not be able to smoke in any enclosed public place, including stairways and lifts in flats, or in certain designated hotel bedrooms.
- 4.3 Whilst advice and assistance will be given to businesses to help them to comply with the legislation, in accordance with the Council's General Enforcement Policy, it is necessary to authorise officers to serve Fixed Penalty Notices and to take prosecutions should the need arise.
- 4.4 The recommendation to delegate the power to appoint authorised officers under the Health Act 2006 to the Environmental Services Manager is in accordance with other similar powers delegated to that Manager under the Council's Constitution.
- 4.5 The recommendation to appoint the Head of Environmental Health to act on behalf of the Environmental Services Manager in his absence in order to decide on matters relating to the service of a Fixed Penalty Notice, or to cancel a Fixed Penalty Notice, is to ensure that there is no undue delay in reaching a decision on such matters.

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| Financial Services comments: | No additional resources are proposed |
| Legal Services comments: | Contained in the Report |
| Service Improvement Plan implications: | This is not included in the current Service Improvement Plan |
| Corporate Plan: | People – improved health of the population |
| Risk Assessment: | See Paragraph 3.1 above |
| Background papers: | None |
| Appendices/Enclosures: | None |
| Report author/ Lead Officer: | <i>Mike Smith, Principal Environmental Health Officer, Tel: 023 9354 5504 Email: mike.smith@gosport.gov.uk</i> |

AGENDA ITEM NO. 8

| | |
|-------------------------|--|
| Board/Committee: | POLICY AND ORGANISATION BOARD |
| Date of Meeting: | 27JUNE 2007 |
| Title: | LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT |
| Author: | DEVELOPMENT SERVICES MANAGER |
| Status: | FOR RECOMMENDATION TO FULL COUNCIL |

Purpose

To present the recommendations of the Inspector and the subsequent revision to the draft Statement of Community Involvement (SCI) to the Board for adoption.

Recommendation

That the Policy and Organisation Board recommend to Full Council that the Statement of Community Involvement as amended by the Inspector is adopted as a Local Development Document.

1 Background

- 1.1 Under the new planning system introduced by the Planning and Compulsory Purchase Act 2004, the Borough Council as the Local Planning Authority is required to produce a Statement of Community Involvement (SCI) as part of the new Local Development Framework (LDF). This document outlines how the Council will involve local residents, businesses and other interested parties in forthcoming planning policy documents that will be included in the Gosport Local Development Framework. It will also set out the Council's provisions for consulting on planning applications.
- 1.2 In preparing the SCI the Council distributed a questionnaire and leaflet which explained the new planning system, to local community groups and organisations. The questionnaire sought their views about whether they would like to be involved in the LDF process and what methods of consultation would suit them best. The results of this survey were incorporated into the Draft SCI.
- 1.3 The draft SCI was approved by members of the Transportation and Planning Sub Board in June 2006 and further consultation was undertaken in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004. The draft SCI was further revised in the light of consultation and the T & P Sub Board agreed to submit it to the Secretary of State for the Department of Communities and Local Government.

- 1.4 The SCI was submitted to the Secretary of State for the Department of Communities and Local Government for independent examination by a Government Inspector on 31 January 2007. Under the new planning system the Inspector's Report is binding on the Local Authority. In order for a local authority to adopt an SCI the Inspector must declare it to be Sound.

2 Report

- 2.1 The Inspector considered a total of 12 representations that were received on the submitted SCI. He also asked the Council to clarify minor points in a further written submission. Having considered these issues he concluded that the submitted SCI had met all nine of the Tests of Soundness, subject to some minor amendments.
- 2.2 The Inspector made seven recommendations and these are set out in his Report which is attached as Appendix 1. Officers carried out a factual check of the Inspector's conclusions and recommendations and confirmed with the Inspector that the proposed adopted SCI could be amended to include, in addition, to the text set out in his recommendation R5, reference to Bridgemary Library as one of the deposit points for making planning documents available for public inspection. At the time that the SCI was submitted Bridgemary Library was closed due to refurbishment.
- 2.3 The draft SCI has been amended to include the Inspector's recommendations and is included as Appendix 2.

3 Risk Assessment

- 3.1 The preparation of an SCI is a statutory requirement on Local Authorities made under the provisions of the Planning and Compulsory Purchase Act 2004. The preparation of an SCI has been identified in the current Gosport Local Development Scheme with a provisional date of adoption by August 2007

4 Conclusion

- 4.1 The proposed SCI for adoption has been prepared in accordance with the recommendations of the Inspector whose report is binding on the Council. Once the document has been formally adopted by the Council it can be published.

| | |
|---|--|
| Financial Services comments: | None for the purposes of this report |
| Legal Services comments: | The Statement of Community Involvement can only become a Local Development Document if adopted by Full Council. |
| Service Improvement Plan implications: | Development Services SMP includes a task to prepare an SCI as part of the requirements of the Planning and Compulsory Purchase Act 2004. There are no direct SIP implications. |
| Corporate Plan: | The preparation of the SCI is consistent with the core values of the Corporate Plan |
| Risk Assessment: | This has been dealt with in Section 3. |
| Background papers: | None. |
| Appendices/Enclosures: | |
| Appendix '1' | The Inspectors Report. |
| Appendix '2' | Statement of Community Involvement Proposed Adoption. |
| | |
| Report author/ Lead Officer: | Chris Payne. |

INSPECTOR'S REPORT
GOSPORT BOROUGH COUNCIL
STATEMENT OF COMMUNITY INVOLVEMENT

Inspector: David Robins BA PhD FRTPI

Date: 19th April 2007

Gosport Borough Council Statement of Community Involvement (January 2007)

INSPECTOR'S REPORT

Introduction

- 1.1 An independent examination of Gosport Borough Council's Statement of Community Involvement (SCI) has been carried out in accordance with Section 20 of the Planning and Compulsory Purchase Act 2004 (the Act), as applied by s18(4) of the Act.
- 1.2 Section 20(5) indicates the two purposes of the independent examination in parts (a) and (b). With regard to part (a) I am satisfied that the SCI satisfies the requirements of the relevant sections of the Act, in particular that its preparation has accorded with the Local Development Scheme as required by s19(1) of the Act.
- 1.3 Part (b) is whether the SCI is sound. Following Paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks, the examination has been based on the 9 tests set out (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is clear need in the light of tests in PPS12.
- 1.4 A total of 12 representations were received, all of which have been considered. The Council proposed a number of amendments to the SCI in response to representations received and these have been taken into account in the preparation of this report. Further information was requested from the Council in relation to Test v and this information is contained in Appendix B to this Report.

Test 1

- 2.1 The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.2 This test is met.

Test 2

- 3.1 Paragraphs 3.2-3.3 acknowledges that the Local Development Framework (LDF) is a way of delivering the aims of the Community Strategy and states that the Council will work with the Gosport Local Strategic Partnership to make sure that the content of the two documents complement each other to avoid the duplication of consultation exercises. This joint approach to consultation will ensure that a co-ordinated response is fed into both the LDF and the Community Strategy.

3.2 This test is met.

Test 3

4.1 The Council has set out in Appendix 1 of the SCI those groups which will be consulted. This list includes the statutory bodies from PPS12 Annex E. It is stated at Paragraph 3.4 of the SCI that the Council holds a database of consultee details and that this will be updated as necessary.

4.2 The re-organisation of certain consultation bodies, such as the Strategic Rail Authority, should be acknowledged in the SCI and I recommend an additional sentence be added to this effect.

(R1) Insert the following to the beginning of Appendix 1:

"Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur."

4.3 As a result of a representation received on the submission document the Council proposes one change to the lists in Appendix 1 which I agree below should be made.

(R2) Add the Highways Agency to the list of Statutory Consultees for Planning Applications.

4.4 Subject to the recommendations above, this test is met.

Test 4

5.1 Section 3 and Appendix 3 of the SCI show that the Council will involve and inform people from the early stages of Local Development Document (LDD) preparation and Appendix 2 sets out the range of methods the Council will employ to do this. The Council clarifies in Tables 1 - 4 the stages at which consultation will take place and who will be consulted at those stages. Table 1 shows that consultation will take place with the key stakeholders during the issues and options stage of Development Plan Document (DPD) production in accordance with Regulation 25.

5.2 I am satisfied that providing these stages are followed the consultation proposed will be undertaken in a timely and accessible manner.

5.3 This test is met.

Test 5

6.1 Appendix 2 of the SCI sets out the methods that the Council proposes to use to involve the community and stakeholders. These cover a variety of recognised consultation techniques that will present information via a range of different media. The Council

acknowledges the benefits and disadvantages of the different methods and indicates through Tables 1 – 4 at what stages of LDD preparation the various methods might be employed.

- 6.2 The SCI should acknowledge that the Council may have to provide extra support to facilitate consultation with certain groups or individuals and also indicate how it might do this. The Council were asked to provide text to address this issue and I recommend that their response, given below, be inserted into the SCI.

- (R3)** Insert the following new paragraphs, Paragraphs 3.5a and 3.5b, after paragraph 3.5 (subsequent paragraphs should be re-numbering accordingly):

“3.5a The Borough Council recognises the value and importance of public consultation in seeking the views of local communities, local businesses and other stakeholders in informing the decision making process. In order to achieve this, the Council may need to provide additional support to certain groups or individuals who wish to participate. For the Local Development Framework, the Council will achieve this through the different methods of consultation summarised in Appendix 2 and the consideration of different venues, consultation times and alternative formats for documentation as described in paragraphs 3.32 – 3.33 in this document.

3.5b Groups or individuals seeking assistance in accessing those documents produced through the Local Development Framework should contact the Planning Policy Section on 02392 545461 or contact us by email on planning.policy@gosport.gov.uk or come to the Development Services Reception at the Town Hall in Gosport.”

- 6.3 The Council was also asked to provide the necessary contact details to enable access to the alternative format documents advertised in the SCI and I therefore recommend accordingly below:

- (R4)** Amend the text box on the title page to read:

“Gosport Borough Council is committed to equal opportunities for all. If you need this document in large print, on tape, in Braille or in other languages please contact the Planning Policy Section on 02392 545461 or email on planning.policy@gosport.gov.uk.”

- 6.4 The SCI explains in Paragraph 3.32 that the Council will make its information accessible to all members of society thus meeting the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.
- 6.5 As a result, I am satisfied that the methods of consultation proposed in the SCI are suitable for the intended audiences and for the different stages in LDD preparation.

6.6 Subject to the recommendations above, this test is met.

Test 6

7.1 Paragraphs 3.27 – 3.31 of the SCI explain how the Council will seek to ensure that sufficient resources are put in place to achieve the scale of consultation envisaged. I am satisfied that the Council is alert to the resource implications of the SCI.

7.2 This test is met.

Test 7

8.1 Paragraphs 3.21 – 3.26 of the SCI explain how the results of community involvement will be taken into account by the Council and used to inform decisions. The Council proposes to prepare reports at the end of the consultation period explaining how views have been considered and documents changed in light of the community involvement. The SCI should, however, state at the end where these will be made publicly available.

(R5) Add as a final bullet point to Paragraph 3.25 the following:

“These reports will be made available on our website, www.gosport.gov.uk and at the Development Services Reception, Town Hall; the following Public Libraries during normal opening hours: Local Studies Centre, Gosport Discovery Centre, High Street, Gosport, PO12 1BT; Elson Library, 136 Chantry Road, Gosport, PO12 4NG; Lee-on-the-Solent, PO13 9BZ, Bridgemaury Library, 74 Brewers Lane, Bridgemaury, Gosport, PO13 0LA and any other sites used at the preferred options stage for the LDD in question.”

8.2 Subject to the recommendation above, this test is met.

Test 8

9.1 Section 5 of the SCI explains that the Council will monitor the effectiveness of its consultation process for both the LDF and planning applications and that the SCI will be formally reviewed as part of this process and reported on through the Annual Monitoring Report.

9.2 I am satisfied that the Council has mechanisms for reviewing the SCI and have identified potential triggers for the review of the SCI.

9.3 This test is met.

Test 9

10.1 Section 4 of the SCI describes the Council’s policy for consultation on planning applications. Table 5 meets the minimum requirements and provides information on additional methods of consultation. This distinguishes between procedures appropriate to different

types and scale of application and Paragraph 4.11 includes information on how the consultation results will inform decisions.

- 10.2 The SCI does not address the longer statutory time period for consultation that may be applicable in certain circumstances and I recommend a change to acknowledge this.

(R6) Insert the following after the first sentence of Paragraph 4.3:

“Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.”

- 10.3 Subject to the recommendation above, this test is met.

Conclusions

- 11.1 The Council has set out in its Regulation 31 Statement one proposed change to the SCI in response to representations received on the submission document. This suggested amendment did not affect the substance of the SCI but did improve the clarity and transparency of the submission SCI and I agreed its inclusion in the body of this report.

- 11.2 The Council was asked to provide a schedule of information that would become redundant once the document is adopted. This schedule is given as Appendix B to this report and I agree that the changes detailed therein be implemented.

(R7) Implement the changes proposed in Appendix B to this report.

- 11.3 In the event of any doubt, please note that I am content for such matters as any minor spelling, grammatical or factual matters to be amended by the Council, so long as this does not affect the substance of the SCI.

- 11.4 Subject to the implementation of the recommendations set out in this Report, the Gosport Borough Council SCI (January 2007) is sound.

INSPECTOR

David Robins

David Robins BA PhD FRTPI

APPENDIX A

TESTS OF SOUNDNESS

Examination of the soundness of the statement of community involvement

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;¹
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

From: Planning Policy Statement 12: Local Development Frameworks

¹ The Town and Country Planning (Local Development) (England) Regulations, 2004.

INSPECTOR'S REPORT
GOSPORT BOROUGH COUNCIL
APPENDIX B - CORRESPONDENCE

Gosport Borough Council's comments in respect of Test v.

The Borough Council recognises the requirements set out in Test v and suggest that two new paragraphs could be inserted after paragraph 3.5 of the 'Who will be involved' section of the Submitted Gosport Statement of Community Involvement to provide greater clarity as follows (new text underlined):

- 3.5 The Borough Council is part of a partnership of voluntary, community groups and public bodies in Hampshire that have prepared a Compact agreement which sets out guidelines and develops best practice for partnership working between the voluntary and public bodies. The document is called One Compact for Hampshire and can be viewed at www.hants.gov.uk/compact.

Insert new paragraphs 3.5a and 3.5b after paragraph 3.5 (all paragraphs will require re-numbering accordingly):

3.5a The Borough Council recognise the value and importance of public consultation in seeking the views of local communities, local businesses and other stakeholders in informing the decision making process. In order to achieve this, the Council may need to provide additional support to certain groups or individuals who wish to participate. For the Local Development Framework, the Council will achieve this through the different methods of consultation summarised in Appendix 2 and the consideration of different venues, consultation times and alternative formats for documentation as described in paragraphs 3.32 – 3.33 in this document.

- 3.5b Groups or individuals seeking assistance in accessing those documents produced through the Local Development Framework should contact the Planning Policy Section on 02392 545461 or contact us by email on planning.policy@gosport.gov.uk or come to the Development Services Reception at the Town Hall in Gosport.

Schedule of changes needed on adoption of the SCI.

| Paragraph number | Action required | Reason for proposed change |
|--|--|---|
| Contents Page | Delete reference to Section 6 | Section 6 no longer required see below. |
| 1.3 | Delete existing paragraph 1.3 and replace with a new paragraph 1.3: <u>The SCI was adopted in XXX under Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004.</u> | To update the SCI. |
| 1.8 | Delete paragraph 1.8 | Section 6 no longer required. |
| 3.11 | Amend paragraph 3.11 bullet point 3: Area Action Plans DPDs and bullet point 4: Other DPDs to include reference to the 2007 Local Development Scheme and delete the reference to the 2005 LDS. | To update the SCI. |
| 6.0 Statement of Community Involvement: Next Steps | Amend Section 5.0 to reflect the adoption of the SCI and delete Section 6.0. Amend Section 5.0 as follows: Insert new paragraph 5.1: The The SCI has been independently examined by an Inspector and has now been adopted by the Borough Council. The SCI will be reviewed as appropriate, for example if necessary the Statement of Community Involvement will be revised if it is found that changes are required to improve the Council's consultation arrangements or there has been a revision of Government Regulations, awareness of new best practice or material changes in local circumstances. | To update SCI and to improve clarity. |

| | | |
|--|--|--|
| | <p>Renumber old paragraphs 5.1 and 5.2:</p> <p>Throughout the production of the Gosport Local Development Framework the Borough Council will maintain details of its consultation exercises, which will be formally submitted to the Government Office for the South East for each planning document. This record will be available at the Council Offices and on its website.</p> <p>Amend old paragraph 5.2 and renumber:</p> <p>The Borough Council will monitor the effectiveness of its consultation processes for both the LDF and planning applications. It will include an assessment in its Annual Monitoring Report which will be made available on the Council's website and at the Borough Council's offices and local libraries for inspection. If necessary the Statement of Community Involvement will be revised if it is found that changes are required to improve the Council's consultation arrangements or there has been a revision of Government Regulations, awareness of new best practice or material changes in local circumstances.</p> | |
|--|--|--|

Proposed Adoption

Delivering for Gosport



Statement of Community Involvement

Proposed Adoption

Gosport Borough Council is committed to equal opportunities for all. If you need this document in large print, on tape, in Braille or in other languages please contact the Planning Policy Section on 02392 545461 or email on planning.policy@gosport.gov.uk.

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INTRODUCTION

- 1.1 Planning ensures that there is sufficient land for employment, housing, community and health uses, retail and leisure facilities for local residents, workers and visitors. Importantly it also aims to protect and enhance the natural and historic environment, conserve open spaces and ensure that there is appropriate infrastructure to serve new development. It aims to ensure that new development is of a good standard of design and is appropriate to its surroundings.
- 1.2 Under the new planning system, local planning authorities are now required to prepare a Statement of Community Involvement (SCI) setting out the broad principles that will underpin the Borough Council's consultation process for planning documents and planning applications.
- 1.3 The SCI was adopted in XXX under Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 1.4 This document sets out who will be consulted and when, what methods of consultation will be used and how comments received will be dealt with. It also identifies management, resource and monitoring issues relating to consultation.
- 1.5 Locally, Gosport Borough Council is responsible for preparing planning policies and proposals for the Borough. These are currently contained in the recently adopted Gosport Borough Local Plan Review but will eventually be superseded by the Gosport Local Development Framework (LDF). Further details of what documents make up the LDF and the relevant consultation arrangements are contained in Section 3.
- 1.6 The Borough Council is also responsible for determining most planning applications within the area and will use the policies in the Gosport Local Development Framework to assess proposals. Community involvement is essential to this process. Section 4 contains further details of the Council's consultation arrangements for planning applications.
- 1.7 The SCI will be kept under review and the process is explained in section 5.
- 1.8 Finally, the Council is very aware that the new planning system has a large number of new terms and phrases and consequently a Glossary is provided at the back of this document to assist. Further assistance regarding the new planning system can be obtained from Planning Aid. This is an important source of planning advice and assistance to local groups and residents. For further information please visit the Royal Town Planning Institute's website http://www.rtpi.org.uk/the_rtpi/planning_aid or contact the local case officer socw@planningaid.rtpi.org.uk.

2.0 PRINCIPLES OF COMMUNITY INVOLVEMENT

2.1 One of the aims of the new planning system is to strengthen community involvement. Local planning authorities should improve opportunities to encourage public involvement in drafting planning documents and informing decisions on planning applications.

2.2 The key aims of the Statement of Community Involvement are:

- Within the resources available, the Borough Council will offer a wide range of opportunities to stakeholders and the local community to participate in the preparation of the Gosport Local Development Framework.
- The Borough Council will comply with, and where appropriate exceed, the minimum legal requirements for consultation and publicity for planning applications.

2.3 The key principles of how the Borough Council will involve the community are set out below:

- Present information in a clear and effective way.
- Value the opinions and expertise of stakeholders, groups and individual members of the community.
- Provide different opportunities for people to contribute their ideas and suggestions through the use of a variety of appropriate consultation techniques.
- Ensure fair and equal treatment for all and recognise the value of diversity.
- The Borough Council will try to ensure that its consultation methods encourage the involvement of people that do not normally become involved in the planning process.
- Involve the public at an early stage in the process.
- Ensure information is accessible and available in a variety of formats to encourage a wide readership and encourage views from all parts of the community.
- Analyse consultation responses and report them in a clear and understandable way.
- Provide feedback about progress and outcomes.

2.4 This SCI has been produced taking into account the Council's draft Corporate Consultation Policy and will have future regard to this Policy and its associated best practice toolkits.

3.0 INVOLVEMENT IN THE GOSPORT LOCAL DEVELOPMENT FRAMEWORK

Who will be involved?

Statutory Consultees

- 3.1 The Government Regulations require that the Borough Council consult particular organisations during the preparation of the Gosport Local Development Framework. A list of the statutory consultees is contained in Appendix 1.

The Gosport Partnership

- 3.2 The Gosport Partnership is the local strategic partnership and includes a number of key local stakeholders that have worked together to produce the Community Strategy for Gosport and accompanying Action Plans. The Strategy contains the main economic, social and environmental aims of the local community and has numerous implications for producing planning documents for Gosport. The current Community Strategy is being reviewed during 2006/07.
- 3.3 The Local Development Framework is a key mechanism for delivering aspects of the Community Strategy. Where appropriate joint preparatory work and consultation will take place to ensure the LDF and Community Strategy are closely linked and enable local residents and organisations and other interest groups an opportunity to comment on key issues and options. This approach will ensure that the local community is not burdened by too many consultation exercises and will enable the Borough Council and the Gosport Partnership to use its resources more efficiently. It will also ensure that a coordinated response is fed into both the LDF and the Community Strategy.

Other Organisations and Individuals

- 3.4 Appendix 1 outlines the types of organisations that the Borough Council will consult with on various planning documents. The Council maintains a database of organisations and individuals that have registered an interest in being consulted on the Gosport LDF. The database includes a number of local groups, businesses, developers and interest groups. The latest update of the database was undertaken as part of the Council's initial consultation on the SCI where numerous groups were contacted on whether they wished to be involved in the LDF process. The inclusion of additional contacts is welcomed at all stages of the process.
- 3.5 The Borough Council is part of a partnership of voluntary, community groups and public bodies in Hampshire that have prepared a Compact agreement which sets out guidelines and develops best practice for partnership working between the voluntary and public bodies. The document is called One Compact for Hampshire and can be viewed at www.hants.gov.uk/compact.
- 3.6 The Borough Council recognises the value and importance of public consultation in seeking the views of local communities, local businesses and other stakeholders in informing the decision making process. In order to achieve this, the Council may need to provide additional support to certain groups or individuals who wish to participate. For the Local Development

Framework, the Council will achieve this through the different methods of consultation summarised in Appendix 2 and the consideration of different venues, consultation times and alternative formats for documentation as described in paragraphs 3.34 – 3.35 in this document.

- 3.7 Groups or individuals seeking assistance in accessing those documents produced through the Local Development Framework should contact the Planning Policy Section on 02392 545461 or contact us by email on planning.policy@gosport.gov.uk or come to the Development Services Reception at the Town Hall in Gosport.

How will the Community be Involved?

- 3.8 The Borough Council has conducted a survey with local stakeholders on what consultation methods are preferred and these have been incorporated in Tables 1-4. The survey also asked respondents what planning documents they wished to be consulted on and this information has been incorporated in the Council's LDF Consultation database.
- 3.9 A summary of potential consultation techniques that could be used for all or various parts of the Gosport Local Development Framework are outlined in Appendix 2.
- 3.10 The preferred methods of consultation for each part of the Gosport Local Development Framework will also depend on a number of factors including:
- Issues raised by a particular Development Plan Document or Supplementary Planning Document;
 - Geographical coverage of the document;
 - The stage of preparation; and
 - Availability of resources (financial, staff, premises).

What Documents will the Community be consulted on?

- 3.11 The Local Development Framework will comprise of a number of documents including Development Plan Documents and Supplementary Planning Documents.

Development Plan Documents

- 3.12 The Borough Council will be producing a series of Development Plan Documents (DPDs). The DPDs will be examined by an independent inspector and the resulting recommendations will be binding on the Council. When adopted they will be statutory documents. The whole process of preparing a Development Plan Document is shown in table 2 of Appendix 3.
- 3.13 The types of DPDs that the Borough Council will or could produce are:
- Core Strategy DPD
 - This provides an overall vision for the Borough and sets out the Council's core policies for land use and development planning over the next twenty years.
 - It will relate closely to the Community Strategy and its land use implications.
 - It will include strategic policies that will be used to assess development proposals.

- It will establish the broad locations for key land uses and will include the future housing requirement for the area as set out in the South East Plan.
 - All other parts of the Gosport LDF will need to be in conformity with this document.
 - Site Allocations DPD
 - This document sets out the Council's proposals and policies for the allocation of key land uses in the Borough such as employment, housing, retail and leisure uses.
 - It includes infrastructure requirements in connection with development proposals.
 - Area Action Plans DPDs
 - Area Action Plans are used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents. No Area Action Plans are currently programmed in the Council's March 2007 Local Development Scheme, however, the arrangements for carrying out consultation on these documents is set out below as they may be included in future work programmes.
 - Other DPDs
 - The Council will produce a DPD relating to detailed development control policies.
 - In addition to the Development Plan Documents outlined above, the Borough Council may need to produce other DPDs relating to a particular issue for example, housing, employment, open space or biodiversity. These are not currently programmed in the Council's March 2007 Local Development Scheme but it is considered necessary to outline the arrangements for carrying out other DPDs as they will be included in future work programmes where the need arises.
- 3.14 The DPDs will be subject to three stages of public consultation which will exceed the minimum requirements with the details set out in the tables below:
- Publication of Issues and Options (see Table 1).
 - Publication of Preferred Options (see Table 2).
 - Submission to the Secretary of State (see Table 3).
- 3.15 The Issues and Options report is the first stage in the preparation of the DPD. Following consultation on the Issues and Options stage, the Council will consider responses and prepare a Preferred Options version of the DPD.
- 3.16 Tables 1-3 set out in broad terms the type of consultation that could be carried out at each stage of consultation for DPDs.

Table 1: Issues and Options Consultation Stage (Regulation 25)

| |
|--|
| <p>Aim: To establish community views on planning issues affecting the Borough early in the process and provide feedback on possible options that may be appropriate to deal with these issues.</p> |
| <p>Requirements: Under Regulation 25 as set out in the Town and Country Planning (Local Development) (England) Regulations 2004 there are no formal periods for consultation for the Issues and Options stage. Consequently the local planning authority has greater flexibility on how it can consult the public at this stage.</p> |
| <p>Consultation period: Up to a six months period of informal consultation with a formal six weeks consultation period on the Issues and Options Paper at the end of this stage.</p> |
| <p>Consultees: Statutory consultees as set out in the Government Regulations (Reg. 25) and other relevant consultees on the Council's LDF database (see Appendix 1).</p> |
| <p>Discretionary consultation measures</p> <ul style="list-style-type: none"> • Letters to all statutory consultees and other interested parties requesting views on the Issues/ Options Papers. • Documents with questionnaires made available at Council Offices, the Gosport Discovery Centre and the other three libraries. Other appropriate sites will be considered. • Copy of the document and questionnaire on www.gosport.gov.uk/planning. • For the Core Strategy DPD it will be appropriate to hold a number of events at sites across the Borough. These will be held jointly with the Gosport Partnership (Local Strategic Partnership for the area) as part of consultation on the Community Strategy. These will enable participants to explore issues and options in more depth. • Certain allocations contained within the Site Allocations DPD may require active community participation at a local public venue. Exercises could include 'Planning for Real' or 'Enquiry by Design'. • Workshops/Focus Groups/other 'Active' type sessions may also be appropriate for other DPDs such as Area Action Plans depending on the nature and scope of document and the resources and time available. • One to one meetings with local amenity groups and other organisations. • Exhibitions at a network of venues including Council Offices and Libraries as well as other sites where appropriate. Certain exhibitions will be staffed at notified times. • Article in 'Coastline', the Council's community newsletter. • Summary Leaflets/Posters to raise awareness of consultation. • Press release and adverts in the press. • Media briefing. |

Table 2: Preferred Options Stage (Regulation 26)

| |
|--|
| <p>Aim: To provide a formal opportunity for the local community and stakeholders to comment on the Council's proposed Preferred Options outlined in the DPD. Engagement at this stage should assist refinement of the preferred options and identify key issues to be explored at the independent examination.</p> |
| <p>Requirements: Formal stage in plan preparation with specific requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004 including minimum arrangements for making the document available for inspection and giving notice by local advertisement. The Council's proposals meet and exceed these minimum requirements.</p> |
| <p>Consultation period: Statutory six week period.</p> |
| <p>Consultees: Statutory consultees as set out in the Government Regulations (Reg. 26) and other relevant consultees on the Council's LDF database (see Appendix 1).</p> |
| <p>Minimum consultation requirements under the regulations 2004:</p> <ul style="list-style-type: none"> • Letters to all statutory consultees together with a copy of the DPD. • Documents with comments form made available at Council Offices, the Gosport Discovery Centre and the other three libraries. • Copy of document with comments form at www.gosport.gov.uk/planning. • Advertisement in local newspaper. |
| <p>Discretionary consultation measures that exceed the minimum statutory consultation requirements</p> <ul style="list-style-type: none"> • Notify other interested parties requesting views on the Issues/Options Papers. • Consultation letter or e-mail (for those that have requested one) to all individuals/ organisations on mailing list. • Other appropriate places where documents can be made available for inspection will be considered. • Articles in 'Coastline', the Council's community newsletter. • Media briefing. • Summary Leaflets/Posters to raise awareness of consultation. • One to one meetings with local amenity groups and other organisations. • Meetings and presentations with local amenity groups and other identified groups. • Exhibitions at various locations within the Borough. Some sites will be staffed at notified times to allow people to ask questions and raise issues. • Summary Leaflets/ Posters to raise awareness of consultation. |

- 3.17 The draft Development Plan Document will be submitted to the Secretary of State. At the same time it will be published for a further six weeks statutory consultation period. The local community and other stakeholders will still be able to comment on the policies and proposals at this stage even if they have not been involved in the earlier stages although the consultation process is more formal than at the Issues and Options stage. At this stage, for Development Plan Documents that deal with specific site allocations, the Council will advertise any alternative sites proposed by objectors for consultation. There will be a six week period for representations on alternative sites to be made.

Table 3: Submission to the Secretary of State (Regulation 28)

| |
|--|
| Aim: To enable stakeholders to formally comment on the Council's final version of the DPD which has been submitted to the Secretary of State for Independent Examination. Outstanding representations will be dealt with at the Independent Examination. |
| Requirements: Arrangements are prescribed by the Town and Country Planning (Local Development) (England) Regulations 2004. These include minimum arrangements for making the document available for inspection and giving notice by local advertisement. The Council's proposals meet and exceed these minimum requirements. |
| Consultation period: Statutory six week period. |
| Consultees: Statutory consultees as set out in the Government Regulations (Reg. 28) and other relevant consultees on the Council's LDF database (see Appendix 1). |
| Minimum requirements under the regulations 2004: <ul style="list-style-type: none"> • Formal letters to statutory consultees together with a copy of the DPD. • Documents with comments form made available at Council Offices as well as the Gosport Discovery Centre and the other three libraries and other sites used at the Preferred Options stage for a particular DPD will also be used. • Advertisement in local newspaper. • Copy of document with comments form at www.gosport.gov.uk/planning. |
| Discretionary consultation measures that exceed the minimum statutory consultation requirements <ul style="list-style-type: none"> • Letters to other relevant consultees. • Press release. • Articles in Coastline. |

Supplementary Planning Documents

- 3.18 Supplementary Planning Documents (SPDs) can provide additional policy guidance relating to issues such as design which are linked to policies in Development Plan Documents. They can also provide detailed guidance on specific sites allocated in a Development Plan Document (often referred to as Development Briefs). Community involvement will be important in preparing SPDs but they will not be subject to an independent examination by an

Inspector. The only stage of consultation is public participation on a draft SPD (see Table 4). However for certain large sites it will be necessary to undertake a consultation event (such as Planning for Real) prior to the publication of a draft SPD and use the feedback received to inform the draft SPD.

Table 4: Public Participation on Draft SPD (Regulation 17)

| |
|--|
| <p>Aim: To present draft SPD to the local community in order to seek their comments, and where appropriate make amendments to the SPD prior to formal adoption by the Borough Council.</p> |
| <p>Requirements: These are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 including the availability of the document and press notification. The Council's proposals meet and exceed these minimum requirements.</p> |
| <p>Consultation period: The Council proposes to consult for six weeks (Reg. 18 requires a consultation period of between 4-6 weeks).</p> |
| <p>Consultees: Statutory Consultees and other relevant interested organisations/groups and members of the local community that are interested in particular issues included in the SPD (see Appendix 1). Details of interested groups will be kept on the Council's updated database.</p> |
| <p>Minimum requirements under the regulations 2004:</p> <ul style="list-style-type: none"> • Formal letters together with a copy of the SPD to statutory consultees. • Documents (including consultation statement) with comments form made available at Council Offices as well as the Gosport Discovery Centre and the other three libraries. • Adverts in paper. • Copy of document with comments form at www.gosport.gov.uk/planning. <p>Discretionary consultation measures that exceed the minimum statutory consultation requirements:</p> <ul style="list-style-type: none"> • Depending on the nature and scope of SPD other locations for viewing documents will be considered. • In certain cases, such as a high profile development site, an exhibition may be held in the Council Offices or other appropriate venue(s). Certain exhibitions will be staffed for specified periods. • Press release. • Consultation letter and document to all interested parties. • Summary Leaflets/Posters to raise awareness of consultation where appropriate • Presentation to local interest/amenity groups may be appropriate for certain SPDs. • For large sites it may be necessary to undertake a consultation event (such as Planning for Real) prior to the publication of a draft SPD and use feedback received to inform the draft SPD. |

Local Development Orders

- 3.19 Local Development Orders (LDO) grant permission for the type of development specified in such an order and by doing so remove the need for planning application to be made by the developer. An LDO can only be made to implement policy that is set out in a development plan document or local development plan.
- 3.20 It is at the discretion of the Council whether it wishes to make a LDO, however, consultation is very important and the consultation and publicity arrangements are the same as for those required for preparing a development plan document. These arrangements are set out in Tables 1-3 of this document. In addition to these requirements, the Council will consult any organisation who would have been a statutory consultee for an application for planning permission for the development.

Sustainability Appraisal

- 3.21 The Council is required to carry out a Sustainability Appraisal for each of the Development Plan Documents and Supplementary Planning Documents it produces. This forms part of the Council's Strategic Environment Assessment of its policies, plans and programmes as required by the European Directive. The Sustainability Appraisal aims to identify the social, economic and environmental effects likely to arise from the different options, policies and proposals outlined in the various parts of the Gosport Local Development Framework. The Sustainability Appraisal report will include the Environmental Report of the Strategic Environmental Assessment as required by the Directive.
- 3.22 Each Sustainability Appraisal Report will be available for public comment at the relevant stage of consultation for the DPD or SPD. The Council will also consult with the relevant organisations prescribed by the Government on its Sustainability Appraisal Scoping Report which sets out the Council's framework for conducting Sustainability Appraisals.

How will the Borough Council deal with comments received?

- 3.23 Comments received from the public at each consultation stage of the Gosport Local Development Framework are highly valued by the Borough Council. All responses received by letter, fax or e-mail will be acknowledged. Anyone making comment on the early stages of the Gosport Local Development Framework will be automatically consulted at the later stages unless the respondent no longer wishes to be involved in the process.
- 3.24 The results of community involvement will be reported to the Council's Transportation and Planning Sub Board or equivalent, which will make decisions on how each of the comments will be considered and whether changes are required to the DPD or SPD.
- 3.25 At submission stage a copy of the representations made at Regulation 26, will be made available at the Town Hall and all other venues that displayed the 'Preferred Options' versions of a particular DPD or SPD. A summary of all comments received and how the Council proposes to deal with the comments

will be produced in a schedule and made available at the Borough Council's offices for inspection prior to the relevant Board meeting.

- 3.26 All respondents will be informed of how the representation has been considered by the Borough Council together with an explanation of the next stage of the process.
- 3.27 In relation to DPDs, the Borough Council will produce a statement outlining the following details at the Submission to the Secretary of State stage. The statement will include:
- A list of consultees;
 - How the consultees were consulted;
 - A summary of the main issues raised by consultation; and
 - How those main issues have been addressed in the DPD.

These reports will be made available on our website, www.gosport.gov.uk/planning and at the Development Services Reception, Town Hall; the following Public Libraries during normal opening hours: Local Studies Centre, Gosport Discovery Centre, High Street, Gosport, PO12 1BT; Elson Library, 136 Chantry Road, Gosport, PO12 4NG; Lee-on-the-Solent Library, High Street, Lee-on-the-Solent, PO13 9BZ, Bridgemary Library, 74 Brewers Lane, Bridgemary, Gosport, PO13 0LA and any other sites used at the preferred options stage for the LDD in question.

- 3.28 The Borough Council will inform those that have outstanding representations of the Independent Examination in accordance with the Government regulations (Reg. 34) and also advise them of the inspector's recommendations (Reg. 35) and the eventual adoption of the DPD (Reg. 36).

How will consultation be managed and resourced?

- 3.29 The appropriate Council Board will approve Development Plan Documents for the following purposes:
- Informal Consultation on Issues/Options;
 - Preferred Options Consultation; and
 - Submission to the Secretary of State.
- 3.30 Similarly, the appropriate Council Board will also approve Supplementary Planning Documents prior to consultation.
- 3.31 Final adoption of Development Plan Document and Supplementary Planning Documents will either be made by Full Council or the relevant Board.
- 3.32 The Council will work with the Council's Press Officer and the Corporate Policy and Performance Section to co-ordinate with other Borough Council consultation exercises including those related to the Community Strategy and the Gosport Partnership. This will save on resources and make consultation more effective by reducing the risk of consultation fatigue.
- 3.33 The Council will have regard to Government guidance and best practice carried out by other local planning authorities. Wherever possible the Borough Council will use local expertise to develop and conduct its consultation exercises including the production of publicity material, exhibitions,

PowerPoint presentations and maps. From time to time the Council will buy-in relevant expertise for certain aspects of the consultation process. This could include workshop facilitators or trainers to enable staff to manage and conduct workshops or apply other techniques.

3.34 The Council wishes to make its consultation processes as inclusive as possible and gather a diverse range of views. It will achieve this by using a range of different consultation techniques and will also consider the following:

- Venues
 - Physically accessible (to comply with the DDA 1995);
 - Accessible by public transport; and
 - Near to main populations.
- Consultation times
 - Different times of the day; and
 - Different days of the week.
- Format
 - Braille and tape versions upon request;
 - Other languages upon request;
 - Large print version upon request; and
 - Website.

3.35 The Council also has a good working relationship with the Gosport Access Group and Disability Forum who are able to advise on improving the accessibility of consultation processes and procedures for disabled persons.

4.0 INVOLVEMENT IN THE PLANNING APPLICATION PROCESS

Planning Applications

- 4.1 Decisions on planning applications may be taken by the Regulatory Board or an officer of the Council in accordance with the scheme of delegation set out in the Council's Constitution. This can be viewed at the Council's website at www.gosport.gov.uk/constitution.
- 4.2 The Borough Council currently consults on planning applications in accordance with the requirements of Article 8 of the Town and Country Planning (General Permitted Development Procedure) Order 1995. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. Table 5 below summarises the consultation techniques that the Council uses to consult on planning applications which exceed the minimum requirements set out in the Order.
- 4.3 When the Borough Council consults on planning applications it allows a period of 21 days from the date of the notification letter, press notice and/or site notice in which the public can make written representations. After this publicity period expires the application can be determined. However, any representations received up to the date of determination will be taken into consideration. There are five categories of application that are advertised both by press and site notices.
- Major Development proposals, for example:
 - Residential dwellings of 10 or more, or site area 0.5 hectares
 - Non-residential floor space of 1000+ sq.m, or site area 1.0 hectare
 - Mineral workings /deposits.
 - Applications not included in the above category but likely to be of wider interest to the community.
 - Listed Building & Conservation Area Applications.
 - Applications accompanied by Environmental Statements.
 - Applications for proposals which are departures from the Local Development Plan.
- 4.4 All other types of applications except those for domestic extensions are advertised by a notice displayed near the site.
- 4.5 Applications for domestic extensions are advertised by individual letters sent to neighbouring properties. The Council defines these as properties with contiguous boundaries to the application site and those separated by only a pedestrian footpath. It does not include those separated from the application site by a service road or other road used by vehicular traffic. In cases where the neighbouring properties are blocks of flats, or institutions with a number of different occupants, or are undergoing re-development, or other cases where occupants/owners cannot easily be identified, site notices may also be used.
- 4.6 The Borough Council offers an on-line service where applications can be viewed on the Council's website www.gosport.gov.uk/gbcplanning. These are usually on the website within 2-3 days of validation. The notification letter that is sent out always gives a full three week consultation period as does the website. Prospective consultees can view the applications on the website.

By going online consultation is between 21 and 28 days. It is possible to make comments directly on-line if the application is still within the 21 day consultation period. The Council is able to take comments into consideration submitted by email or letter as long as the application has not been determined if it is delegated to officers and up until 5 p.m. on the day the application is considered by the Regulatory Board. The Council publishes weekly lists on-line and these are also available in local libraries. Hard copies of the applications are available to view at the Town Hall during normal office hours. The case officer's working file may also be viewed on request. (It is advisable to give 24 hours notice.)

- 4.7 Applicants and members of the public who have made representations, will be advised if and when the application will be considered by Members of the Regulatory Board. Agendas and reports are available 5 working days before the meeting in hard copy at the Town Hall and on the website. Deputations can be made at meetings of the Borough Council's Regulatory Board. Deputation requests must be made no later than 12 noon two working days before the meeting. The request to speak must be made in writing and must be supported by 10 signatures of electors of the Borough or signed by or on behalf of the person or persons having a private interest in the object or the deputation, and addressed to the Borough Solicitor at the Town Hall, High Street, Gosport, PO12 1EB. These arrangements may be subject to change but the Council's website will provide up to date guidance on how this process works. These guidelines can be viewed at www.gosport.gov.uk/sections/democratic-services.

Table 5: Consultation Methods for Planning Applications

| Consultation technique | Application Types | | |
|--|----------------------|----------------------|-----------------------|
| | Major | Minor | Other |
| Public Meeting | ✓ ¹ | | |
| Consultation with specialist organisations | ✓ | ✓ | ✓ |
| Letter to statutory consultees | ✓ ⁶ | ✓ ⁶ | ✓ ⁶ |
| Letters to adjoining properties | | | ✓ (house-holder only) |
| Discretionary press notices | ✓ ² | ✓ ² | ✓ ² |
| Discretionary site notices | ✓ ² | ✓ ² | ✓ ² |
| Statutory site notices | ✓ ^{3, 4, 5} | ✓ ^{3, 4, 5} | ✓ ^{3, 4, 5} |
| Statutory press notices | ✓ ^{3, 4, 5} | ✓ ^{3, 4, 5} | ✓ ^{3, 4, 5} |
| Committee agendas, reports and minutes are available at Council offices and on website | ✓ | ✓ | ✓ |
| Display of full details of application at Council offices and on website | ✓ | ✓ | ✓ |

¹ These may be arranged through developers as part of their consultation with local communities.

² Where the application is considered as being of wider interest than the immediate environs of the site or in the case of householder applications, the occupiers of adjoining properties cannot be easily identified.

³ Listed Buildings and Conservation Area applications.

⁴ Applications with an Environmental Statement.

⁵ Departures from the Development Plan.

⁶ Statutory consultees are identified in Appendix 1.

- 4.8 Planning applications must be publicly advertised. The Council can undertake this in a number of ways through letters to adjoining properties or through press or site notices.
- 4.9 The Borough Council will consult the statutory consultees using any minimum thresholds for development they provide to the Council at both pre-application and application stage.

- 4.10 There are certain proposals that are not publicised such as those where there are interests of national security and applications for Certificates of Lawfulness for existing or proposed works. Although works to trees must be notified to the local planning authority they do not require planning permission and therefore are not publicised in line with the consultation methods outlined above. However if the Council is minded to make a Tree Preservation Order as a result of a Tree Notification local residents will be consulted through site notices.

How Comments are Considered

- 4.11 Representations made by interested parties are acknowledged and considered and taken into account when an application is determined. Comments made by the public and other interested groups and organisations can help to secure improvements to the original scheme or highlight particular issues. However, only comments that are relevant to planning can be taken into account. The impact on property prices and private disputes or matters dealt with under other legislation are not material considerations in the planning process. Issues that have been raised by interested parties are summarised and addressed in the final report on the application and anyone who has commented is advised of the eventual outcome in writing.

Pre-applications

- 4.12 The Council encourages pre-application discussion on proposals before applications are formally submitted. This allows for key issues to be identified prior to a formal submission of an application. This advice does not prejudice the full public consultation procedures as all or subsequent applications are subject to publicity procedures and the representations received are an integral part of the determination process. Pre-application advice does not influence how an application will eventually be determined. Further guidance on pre-application advice is available on the Council's website at www.gosport.gov.uk/pre-application-advice.
- 4.13 The Council wishes to encourage developers to undertake their own consultation arrangements with local communities to explain their development proposals. Updates to the Council's website will include advice to developers regarding the need for them to submit evidence demonstrating community consultation along with the planning application.

5.0 How will the Council monitor its Statement of Community Involvement?

- 5.1 The SCI has been independently examined by an Inspector and has now been adopted by the Borough Council. The SCI will be reviewed as appropriate, for example if necessary the Statement of Community Involvement will be revised if it is found that changes are required to improve the Council's consultation arrangements or there has been a revision of Government Regulations, awareness of new best practice or material changes in local circumstances.
- 5.2 Throughout the production of the Gosport Local Development Framework the Borough Council will maintain details of its consultation exercises, which will be formally submitted to the Government Office for the South East for each planning document. This record will be available at the Council Offices and on its website.
- 5.3 The Borough Council will monitor the effectiveness of its consultation processes for both the LDF and planning applications. It will include an assessment in its Annual Monitoring Report which will be made available on the Council's website and at the Borough Council's offices and local libraries for inspection.

Appendix 1: Consultees for Local Development Documents and Planning Applications

Local Development Documents

Specific Consultees

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and the Town and Country Planning (Local Development) (England) Regulations 2004. Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

South East of England Regional Assembly (SEERA)

Hampshire County Council

Portsmouth City Council

Fareham Borough Council

Natural England or equivalent

The Environment Agency or equivalent

The Historic Buildings and Monuments Commission for England (English Heritage)

Network Rail

The Highways Agency

South East of England Development Agency (SEEDA)

Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003

Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority

Any of the bodies from the following list exercising functions in any part of the local planning authority:

- Strategic Health Authority;
- Person to whom a licence has been granted under Section 7 (2) of the Gas Act 1986;
- Sewage Undertaker; and
- Water Undertaker.

Government Departments

The Government Office for the South East (GOSE) will also be consulted and will be the first point of contact for consultation with central Government.

Gosport Partnership Board

The Gosport Partnership Board steers and manages the Community Strategy process. It will play an important role when the Borough Council consults on local planning policy documents. The organisations that make up the Board will be main point of contact on joint initiatives.

Other organisations that make up the Gosport Partnership will also be consulted.

Other Consultees

There a number of types of organisations that the Borough Council will consult, many of them are already part of the Gosport Partnership. The LDF database of organisations and individuals for consultation is being continually updated and

additional interested parties are welcome to be included at any time. Types of organisations include:

- Bodies which represent the interests of different racial, ethnic or national groups within the Gosport area;
- Bodies which represent the interests of different religious groups in the Borough;
- Bodies which represent the interests of disabled persons in the Borough;
- Bodies which represent the interests of persons carrying out business in the Borough; and
- Other types of groups including environmental, amenity, youth, charities, sports, tenants, residents associations and neighbourhood groups.

An up to date database of known 'general consultation organisations' can be viewed at www.gosport.gov.uk/LDF.

Planning Applications

Statutory consultees

Ancient Monument Society
Council of British Archaeology
English Heritage
Garden History Society
Georgian Group
Hampshire County Council
Health and Safety Executive
Highways Agency
Natural England
Society for the Protection of Ancient Buildings
South East England Regional Assembly
Sport England
The Environment Agency or equivalent
The Historic Buildings and Monuments Commission for England
The Theatres Trust
Twentieth Century Society
Victorian Society

Other consultees

Crown Estate Commissioner
Defence Estates
DTLR Portsmouth Division
Gosport Society
Government departments as appropriate
Portsmouth Water
Queens Harbour Master
Southern Water Services

Appendix 2: Methods of Consultation on the LDF

A summary of potential consultation techniques that could be used for all or various parts of the LDF are outlined below.

| Methods | Main Considerations |
|--|---|
| Availability of paper versions of consultation documents | <p>A copy of all documents will be available at the Council Offices. This is a minimum requirement prescribed by the Regulations. Copies will also be placed in the Gosport Discovery Centre and the Borough's three other libraries. Other venues could be used for particular documents depending on the cooperation of the site manager. The geographical extent of a document or issues covered will have a bearing on what venues are approached.</p> <p>The Council operates a popular community loan scheme whereby local groups and residents can borrow consultation documents. This improves availability to documents for those that do not have internet access or wish to consider the document over a period of time.</p> <p>These services can be provided at little cost but need to be well publicised. Attention will need to be given to how accessible the venues are in terms of location and the ease of being able to enter and move around the venue.</p> |
| Availability of documents in electronic format | <p>The Council's website includes information relating to the Gosport LDF www.gosport.gov.uk/planning. This will be updated regularly and allow access to all the relevant documents as well as an opportunity to make representations.</p> <p>This can deliver an extensive information base and interactive possibilities at relatively little cost. Regular updating is necessary. The Audience is limited to those with internet access. Website needs to be user-friendly.</p> <p>The Borough Council will also consider using website surveys for certain DPDs and SPDs where appropriate.</p> |
| Consultation by letter | The Borough Council has established a mailing list for any organisation or individual who wishes to be consulted on all or part of the Gosport LDF. A list of statutory organisations and a list of other types of organisations are shown in Appendix 1. |
| Consultation by e-mail | Alternatively, organisations and individuals can be consulted by e-mail upon request. |
| Use of Council's community newsletter | The Council will use its own newsletter 'Coastline' which is delivered to most homes in the Borough 3-4 times a year (circulation just over 32,400). The Council will use include articles to inform residents about the Gosport LDF, its progress, how they can get involved and make representations. |
| Use of the Council's Housing Department | The Council Housing Department already have some established methods of reaching Council tenants and other resident groups. These may represent an excellent opportunity |

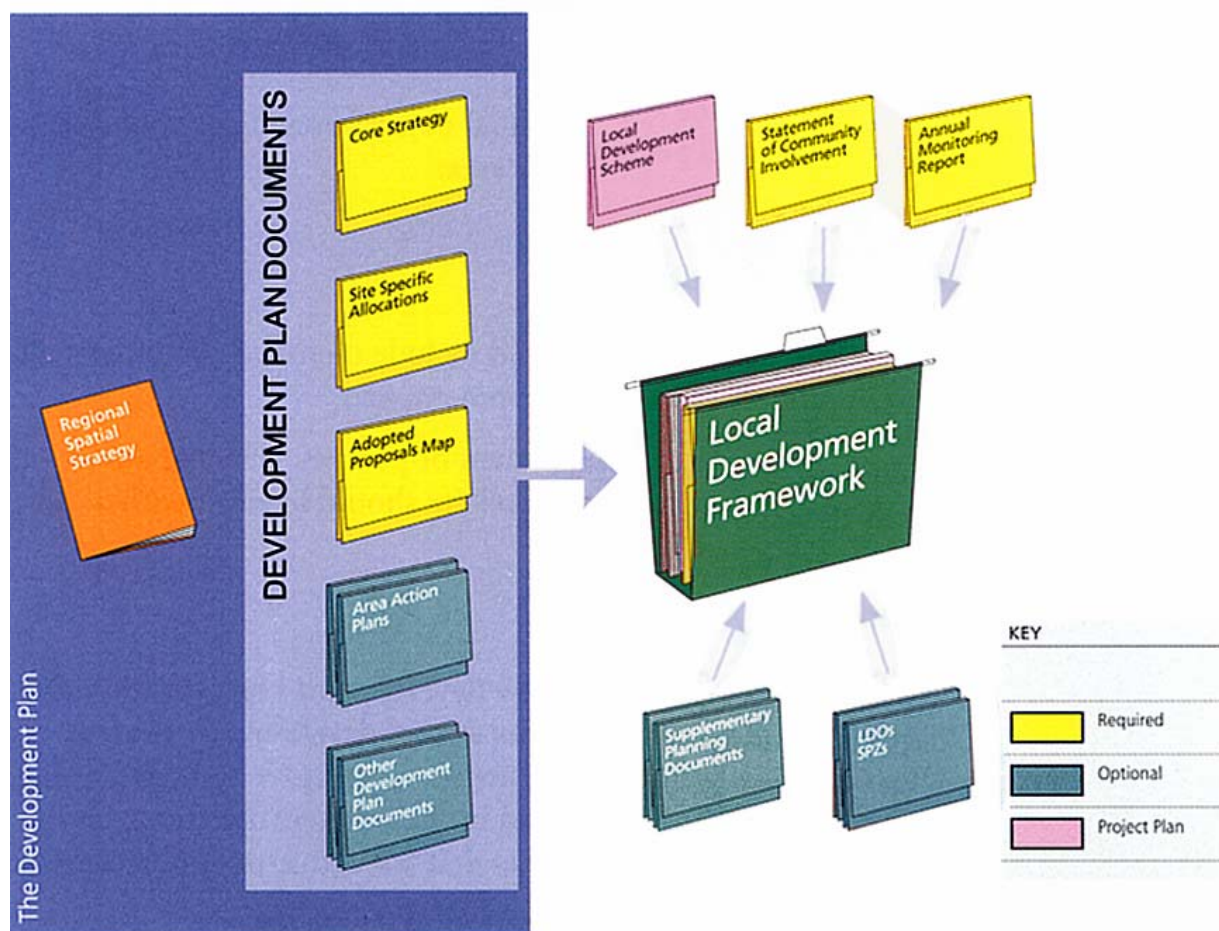
| | |
|--|--|
| consultation initiatives. | <p>to consult with parts of the community that may not normally be engaged in long term spatial planning issues.</p> <p>Initiatives which could be used include:</p> <ul style="list-style-type: none"> • The Housing Forum which is attended by Resident Association representatives and Road Representatives. • Quarterly newsletter 'at your service' which is delivered to Council tenants and leaseholders. • Tenant and Leaseholder Consultation framework which is a network of tenants and leaseholders who wish to be consulted on local issues. |
| Use of local media (local press, TV and radio) | <p>In addition to statutory requirements to advertise development plan documents, the Council will brief local media (press, tv and radio) in the form of a press release. This can be a very good and cheap way of reaching a large proportion of the community.</p> |
| Leaflets | <p>The Council will produce short summary leaflets with certain consultation documents. These leaflets will be available as hard and electronic versions and be available in large print. These need to be well designed and user friendly</p> <p>Leaflets will be available at the Council Offices, local libraries, certain community venues, doctors' surgeries and other appropriate sites.</p> |
| Hotline | <p>Telephone link to a Planning Policy team member to assist with LDF queries.</p> |
| Public exhibitions/displays | <p>The Council will set up public exhibitions for certain Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). The Council will assess which documents will require a public exhibition and whether these should be in a number of venues across the Borough or targeted at a specific site. Sites include the Council Offices, the Gosport Discovery Centre and the three other libraries in the area. Other sites could include Holbrook Leisure Centre, Explosion! Museum, Gosport Bus Station, Gosport High Street, community halls, local schools, local supermarkets and other sites accessible to the public. Choices for sites will depend on availability and appropriateness, for example where a document focuses on a particularly area, it will be good practice to hold the exhibition in a site nearby.</p> <p>Certain exhibitions will need to be staffed to provide further information and answer questions.</p> <p>This is a good method of bringing information and advice to local communities. Attendees are self-selecting and good publicity is required beforehand. Attention will need to be given how accessible the venues are in terms of location and the ease of being able to enter and move around the venue. Displays will need to be well-designed.</p> |

| | |
|---|--|
| <p>Use of notice boards, community information kiosks (on-street internet access) and Council Office plasma screen.</p> | <p>The Council will also raise awareness of the Gosport LDF and consultation arrangements through the use of the Borough Council's community notice boards, community information kiosks and the plasma screen located in the Council Offices reception area. Notices will also be placed in a network of community venues.</p> <p>This can be an inexpensive way of informing the community although only limited information can be conveyed.</p> <p>The Borough Council will also consider raising awareness from limited targeted advertising for example a notice on the Gosport Ferry or on local buses.</p> |
| <p>General surveys/questionnaires</p> | <p>The Borough Council will continue to conduct general surveys of public attitudes on issues facing the Borough.</p> <p>Where appropriate, research focussed on particular types of organisations/ individuals who may have an interest on a particular issue/topic will be undertaken.</p> |
| <p>One to One informal meetings</p> | <p>The Borough Council values the input of stakeholders and will arrange meetings where appropriate in order to inform various parts of the Gosport LDF as well as seeking to resolve any objections that are made.</p> <p>The Council will consider having one-to-one meetings with organisations and individuals as part of a wider event (focus group/workshop/active planning session).</p> <p>These are good for in-depth discussions but can be resource intensive.</p> |
| <p>Focus groups/Workshop Sessions</p> | <p>In order to inform certain parts of the Gosport Local Development Framework, the Borough Council will consider setting up focus groups/workshops to discuss particular issues. Focus groups could also be used to understand the views of a particular group within the community, including hard to reach groups.</p> <p>They are a good way of presenting information in detail. They can generate constructive comments and can create ownership of a policy document. They can be resource intensive and involve significant preparation work.</p> |
| <p>Active planning sessions</p> | <p>Where the Council is producing a development plan document or supplementary planning document relating to a particular site, it will consider the merits of using particular active methods of consultation with local residents, businesses and community organisations. Such methods could include Enquiry By Design and Planning For Real (see glossary).</p> <p>They can be expensive and resource intensive and generate significant preparation work. However they are a good way of presenting information in detail and generating ideas.</p> |

Appendix 3: Local Development Frameworks

The Planning and Compulsory Purchase Act 2004 sets out the details of the new planning system. This Appendix outlines key elements of the new system relating to Local Development Frameworks that replace Local Plans. Table 1 below outlines the contents of the Local Development Frameworks. Further information is contained in the Government's Planning Policy Statement 12: Creating Local Development Frameworks and its Companion Guide.

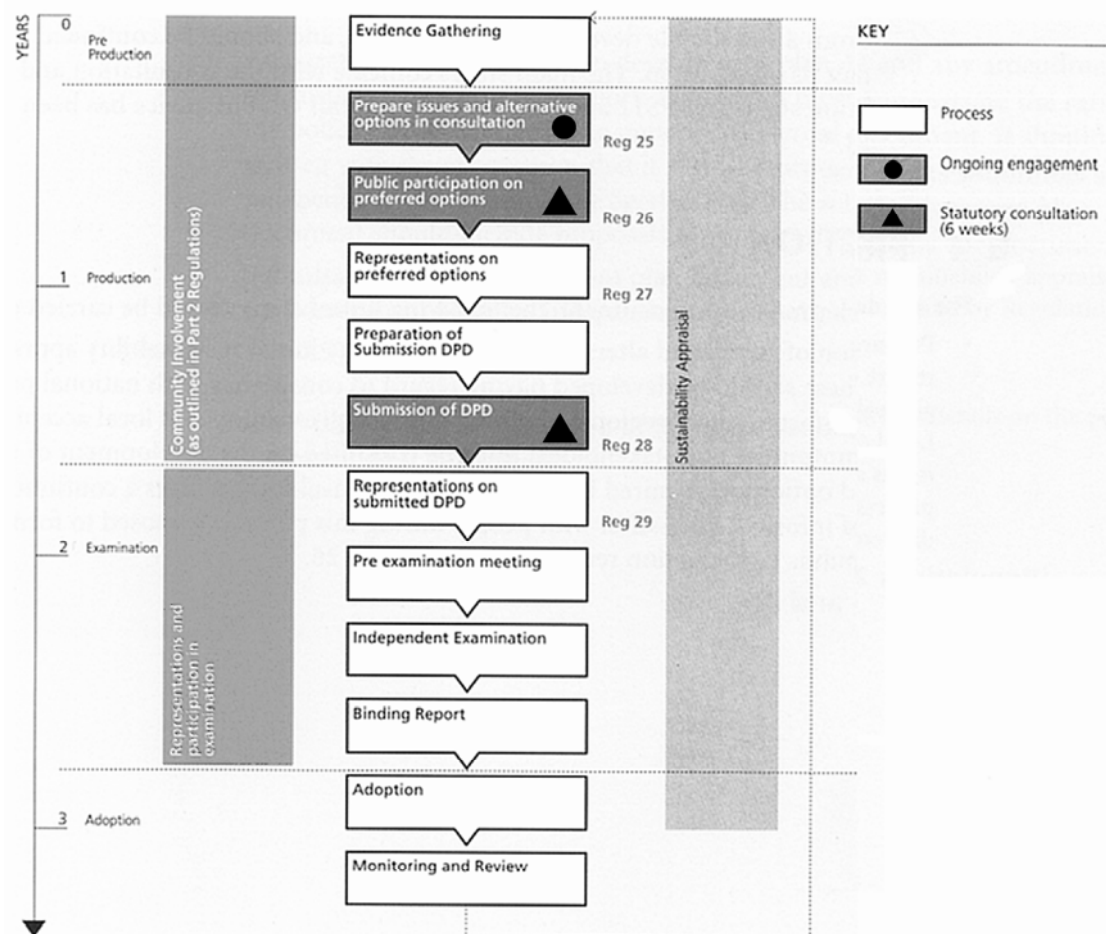
Table 1: The Contents of the Local Development Frameworks



Source: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

Table 2 outlines the detailed process of preparing a Development Plan Document including the various stages of consultation.

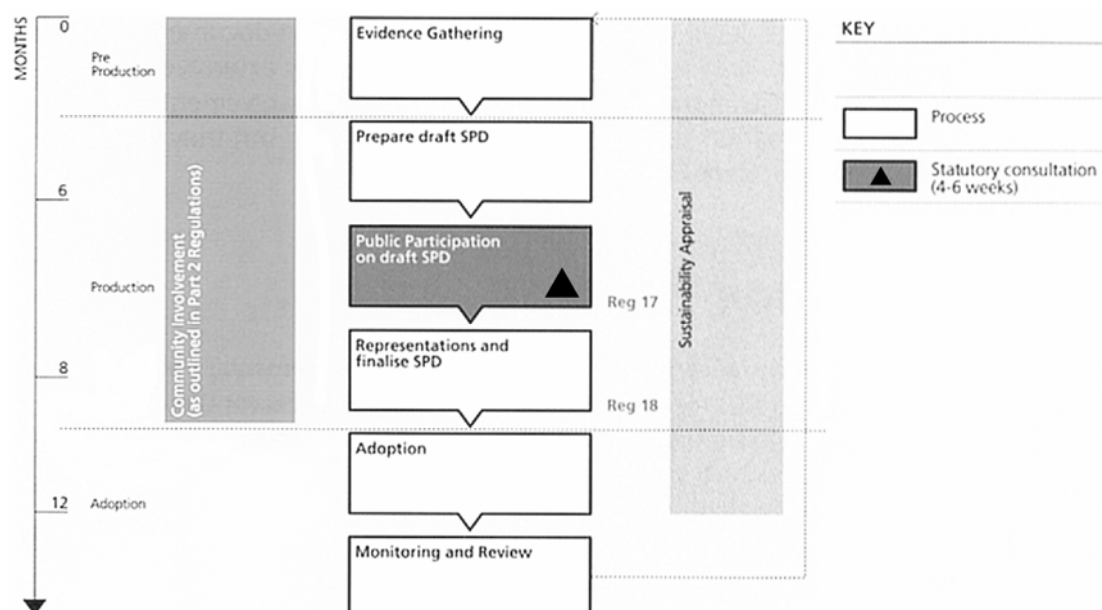
Table 2: Preparation of a Development Plan Document



Source: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

Table 3 outlines the detailed process of preparing a Supplementary Plan Document including the various stages of consultation.

Table 3: Preparation of a Supplementary Plan Document



Source: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

Appendix 4: Examination of the Soundness of the Statement of Community Involvement (SCI)

- 1) When the Borough Council formally submits its SCI for formal examination it publishes a notice and invites representations within a specified six week period.
- 2) The purpose of the examination is to consider the soundness of the SCI.
- 3) The presumption will be that the SCI is sound unless it is shown to be otherwise as a result of evidence considered at the examination.
- 4) A hearing will only be necessary where one or more of those making representations wish to be heard.
- 5) In assessing whether the SCI is sound the Inspector will determine whether:
 - The local planning authority has complied with the minimum requirements for consultation as set out in the Town and Country Planning (Local Development) (England) Regulations 2004;
 - The local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
 - Statement identifies in general terms which local community groups and other bodies will be consulted;
 - Statement identifies how the community and other bodies can be involved in a timely and accessible manner;
 - Methods of consultation to be employed are suitable for the intended audience and for different stages in the preparation of local development documents;
 - Resources are available to manage community involvement effectively;
 - Statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
 - Authority has mechanisms for reviewing the SCI; and
 - The Statement clearly describes the planning authority's policy for consultation on planning applications.

The Glossary

The Source of this information unless stated otherwise comes from: Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM 2004)

The Act: The Planning and Compulsory Purchase Act 2004.

Annual Monitoring Report: Part of the Local Development Framework, the Annual Monitoring Report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Area Action Plan: Used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents.

Community Strategy: Local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives.

Core Strategy: Set out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a Development Plan Document.

Development Plan: As set out in Section 38(6) of the Act, an authority's development plan consists of the relevant Regional Spatial Strategy (the South East Plan in the case of Gosport) and the Development Plan Documents contained within its Local Development Framework.

Development Plan Documents: Spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the development plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. Designations and allocations will be on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Enquiry by Design: This process challenges local stakeholders, planners and professionals to respond to the issues of a particular site through an intensive design process <http://www.princes-foundation.org/projects.html>

Generic development control policies: These will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Core Strategy. They may be included in any Development Plan Document or may form a standalone document.

Issues and Options: Produced during the early production stage of the preparation of Development Plan Documents and will be prepared for consultation to meet the requirements of Regulation 25.

Local Development Document: The collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework: The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together, these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include Local Development Orders and Simplified Planning Zones.

Local Development Order: Allows local planning authorities to introduce local permitted development rights.

Local Development Scheme: Sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State for approval within six months of commencement of the Act.

Local Strategic Partnership: Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Planning for Real: Consultation technique that uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved (www.communityplanning.net/methods/method100.htm). Process developed by the Neighbourhood Initiatives Foundation www.nif.co.uk

Preferred Options Document: Produced as part of the preparation of Development Plan Documents, and is issued for formal public participation as required by Regulation 26.

Proposals Map: The adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) allocations and designations contained in Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.

Regional Planning Body: One of the nine regional bodies in England (including the Greater London Authority) responsible for preparing Regional Spatial Strategies. The regional planning body covering Gosport is the South East of England Regional Assembly (SEERA).

Regional Spatial Strategy: Sets out the region's policies in relation to the development and use of land and forms part of the development plan for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial

Strategies. The Regional Spatial Strategy that covers Gosport is known as the South East Plan.

Regulations: Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

Road Representative: This is a Gosport Borough Council initiative organised by the Housing Services Unit. It encourages a local resident to represent the needs and interests of a road, a group of roads or a block of flats. They look at issues affecting residents, encouraging greater participation and increasing the opportunity for local people to become involved. For further information contact the Tenant Initiatives Officers on 023 9254 5439/5441 or e-mail customerservices@gosport.gov.uk

Saved policies or plans: Existing adopted development plans are saved for three years from the date of adoption. The Gosport Borough Local Plan Review was adopted on 17 May 2006.

Site Specific Allocations: Allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

Strategic Environmental Assessment: A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

Supplementary Planning Documents: Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal: Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents. Includes the requirements of the Strategic Environmental Assessment.

AGENDA ITEM NO. 9

| | |
|-------------------------|------------------------------|
| Board: | Policy and Organisation |
| Date of Meeting: | 28 June 2007 |
| Title: | Asset Management Plan |
| Author: | Development Services Manager |
| Status: | For decision |

Purpose

The Board is invited to consider the attached Asset Management Plan with a view to approval and adoption of the plan. The Asset Management Plan has been reported to both the Standards and Governance and the Overview and Scrutiny Committees and the necessary amendments made following comments from Members.

Recommendation

To approve the Asset Management Plan for adoption by the Council.

1 Background

- 1.1 The 2007 Asset Management Plan (AMP) replaces the 2002 AMP
- 1.2 An updated AMP is required to satisfy the Government's Key Lines of Enquiry with regard to the Use of Resources under the heading of Asset Base Management.
- 1.3 The purpose of the AMP is to optimise the use of assets in terms of service delivery and financial return. It is therefore a key contribution to the successful delivery of the Council's Corporate Plan.

2 Report

- 2.1 The Board is requested to consider the AMP attached as an Appendix to this report.

3 Risk Assessment

- 3.1 The only risks identified are those associated with not implementing those actions, identified in the AMP, for the reduction of risk.

4 Conclusion

- 4.1 The Board is invited to approve and adopt the attached Asset Management Plan.

| | |
|---|--|
| Financial Services comments: | The Asset Management Plan will inform the preparation of both the revenue budget and capital programme as part of the annual budget process. |
| Legal Services comments: | None for the purposes of this report |
| Service Improvement Plan implications: | The linkage is shown in the Overview Diagram in the Asset Management Plan |
| Corporate Plan: | The linkage is shown in the Overview Diagram in the Asset Management Plan |
| Risk Assessment: | There is a high risk associated with not adopting the Asset Management Plan. |
| Background papers: | None |
| Appendices/Enclosures: | Appendix A: Gosport Borough Council Asset Management Plan 2007 - 2009 |
| Report author/ Lead Officer: | Mark Pam, Head of Property Services |



Gosport Borough Council

Asset Management Plan

2007 – 2009

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Glossary

| | |
|--------|--|
| AAM | Asset Assessment Matrix |
| AAR | Asset Assessment Report |
| ACES | Association of Chief Estate Surveyors |
| AMP | Asset Management Plan |
| AsR | Asset Register |
| BSI | British Standards Institute |
| BVPI | Best Value Performance Indicators |
| CMT | Corporate Management Team |
| COPROP | Association of Chief Corporate Property Officers in Local Government |
| CPA | Comprehensive Performance Assessment |
| CPO | Corporate Property Officer |
| DDA | Disability Discrimination Act |
| DRC | Depreciated Replacement Cost |
| EUV | Existing Use Value |
| GGP | GeoGraphic Systems Ltd |
| GIS | Geographic Information System |
| HBP | Housing Business Plan |
| P&O | Policy and Organisation Board |
| KLOE | Key Lines of Enquiry |
| LLPG | Local Land and Property Gazetteer |
| MoD | Ministry of Defence |
| MV | Market Value |
| NLPG | National Land and Property Gazetteer |
| OGC | Office of Government Commerce |
| PI | Performance Indicators |
| PPI | Property Performance Indicators |
| PSS | Property Services Section |
| PTL | Parker Torrington Ltd |
| RICS | Royal Institution of Chartered Surveyors |
| SEACES | South-east Association of Chief Estate Surveyors |
| SCAMS | Stock Condition and Asset Management Strategy |
| UPRN | Unique Property Reference Number |

1. Introduction

1.1 The Gosport Context

1.1.1 The Borough of Gosport is on the South Coast of England, surrounded by water on three sides, The Solent to the west and south and Portsmouth Harbour to the east, providing 17 miles (27km) of water frontage. The Borough is relatively small, extending only 11 square miles (2518 ha) but with a population of approximately 79,000¹ and 36,500² households, it is one of the most densely populated urban areas in the South.

1.1.2 The Borough is urban but has a number of inlets reaching into the urban fabric and a narrow ribbon of countryside, the Alver Valley, separating the main town from Lee-on-the-Solent. These inlets and the coastal waters are of national and international nature conservation significance, while the Borough also contains 16 Conservation Areas. Almost one quarter of the Borough is currently in Ministry of Defence (MoD) ownership and there is only one principal single carriageway access. With all these factors development is constrained and access severely restricted.

1.1.3 The local economy has historically relied heavily on the MoD as a major employer, but rationalisation in the Defence Services has led to the closure of several establishments and in late 2006 the MoD confirmed that HMS Sultan would be closing within ten years. However, the subsequent release of large areas of former MoD sites has provided the opportunity for regeneration and the opening up of previously closed waterfronts. Despite this rationalisation the Borough economy still relies significantly on the MoD, with two thirds of the economy linked to this sector. The Borough's industrial estates are nearly fully occupied and the supply of new and additional industrial premises is not meeting demand in either quantity or quality. The balance of jobs to housing is unsustainable with significantly high levels of net out-commuting from the Borough.

1.1.4 While unemployment figures have recently fallen in the Borough, they remain one of the highest in the region. Although none of the wards in the Borough rank highly on the Government's Multiple Deprivation Index there are pockets of extreme deprivation and severely deprived communities, which are hidden within the statistics of some wards. This is reflected in factors such as low levels of car ownership, high levels of dependency on housing benefit, high levels of teenage pregnancies and poor academic achievement.

1.2 The new Asset Management Plan (AMP)

1.2.1 The Head of Property Services (CPO) was tasked with the creation of a revised asset management plan for Gosport Borough Council. The previous Plan was dated 2002, and there was considerable change to the data and assumptions held in that Plan. This revised 2007 AMP has been connected to the previous plan but has recognised that the Council faces new challenges, constraints and opportunities for growth and success.

1.2.2 Although the AMP addresses all Council assets, including Housing, the principal purpose of this document is to address the management of the Council's non housing assets. The management of the Housing assets is dealt with in the Housing Strategy and related documents.

1.2.3 From these changes a new approach to the AMP has been developed, with an aim to create an analytical approach that will provide detailed data and ensure that the Council optimises its asset base.

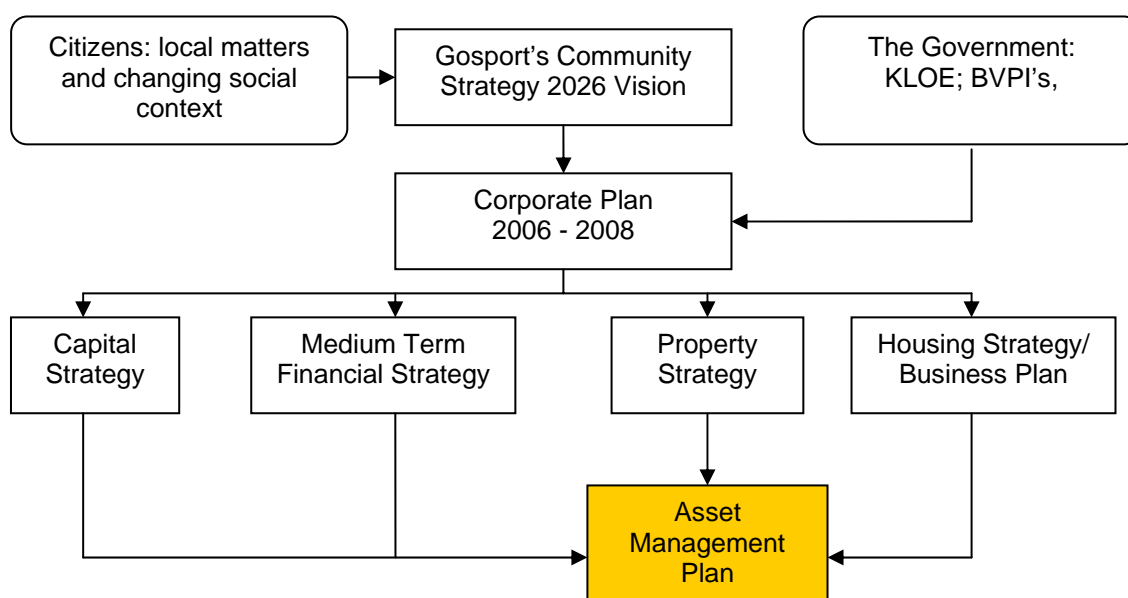
¹ Hampshire County Council Estimates 2006

² National Land and Property Gazetteer Jan 2007

2 The Policy Framework

2.1 Aim of the AMP

2.1.1 The purpose of the AMP is to optimise the use of assets in terms of service delivery and financial return. It is therefore a key contribution to the successful delivery of the Council's Corporate Plan. The Corporate Plan sets out the Council's Mission and Values which will help us provide quality service delivery today while planning for a better and more prosperous future. The Corporate Plan also identifies the Council's strategic priorities, which are based on a combination of factors including what matters most to local people; national priorities set by the Government; and the challenges arising from Gosport's changing social, economic and environmental context. The policy framework is represented by the diagram below:



2.1.2 The AMP is closely integrated with both financial and property planning frameworks and therefore contributes directly to the delivery of the Council's corporate objectives. Through the Comprehensive Performance Assessment (CPA) Key Lines of Enquiry (KLOE) were devised one of which relates to Use of Resources. This KLOE contain eleven themes, of which the asset base management theme links directly into the Property Strategy, setting requirements on the AMP which include reporting, maintenance backlog and planning and the development of Performance Indicators both Best Value (BVPI) and Local (Local PI's).

2.2 The Corporate Plan

2.2.1 The Council's strategic objectives are grouped under four main headings: **People**, **Places**, **Prosperity** and **Pursuit of Excellence**. Each of these headings is further sub-divided into desired outcomes and these are expanded within the Corporate Action Statement. It is important that the AMP makes direct linkage to these strategic objectives.

2.3 Linkage with Previous AMP

2.3.1 Many of the themes from the previous AMP (2002) are continued through to this version. This is because many of the drivers remain unchanged from this time for example maintenance, reporting, links to finance and planning, and consultation. However there are changes; notably that the Council now has a dedicated corporate Property Services Section (PSS) contained within the management structure of the Council. Many of the previously disaggregated property management practices have ceased although further progress to centralise currently disaggregated property and asset management function is anticipated.

2.4 Features of the New AMP

2.4.1 The new AMP devised within the PSS consists of the three principal elements:

- **Asset Assessment Matrix (AAM):** This is a spreadsheet that contains data for each of the Council's assets. Each asset, as soon as possible, is to be qualitatively assessed against national property performance indicators, and for logical purposes, is sub-divided into three criteria clusters: - condition, compliance and suitability for purpose. In all each asset will be assessed against twenty-one individual criteria, with a weighted score against each criterion to produce a quality standard on a traffic light basis. Other static data, valuations, life, tenancy etc will be added against each asset entry.
- **Asset Assessment Report (AAR):** This is a textual document, summarising the findings from the AAM, but furnished with additional qualitative data on matters such as value for money, option appraisal, maintenance needs, links to capital strategy, risk assessments and performance indicators.
- **AMP Processes:** These will be a set of textual documents that form a body of procedures, ensuring that the requirements of asset management best practice are embedded within the processes of the Council.

2.4.2 The new AMP will be under constant review: because the AAM will be updated in real time, both the AAM and the AAR will be kept constantly updated. Section 3, Asset Position, will be amended every year to reflect the revaluation of the portfolio and matters affecting the asset base.

3 Asset Position: 2007

3.1 The Revenue Budget

3.1.1 The Council's net revenue budget for 2006/07, after taking into account all specific grants and fees and charges income, was £11.7 million. This net budget figure is partially funded from Central Government support in the form of the Revenue Support Grant and a share of the National Non Domestic Rate Income with the residual net cost being met from the Council's council tax levy. The budget meets the Council's annual revenue costs which include Employees, Premises (e.g. maintenance and utilities) and Supplies and Services (e.g. equipment and licences).

3.2 Assets and Valuations

3.2.1 The Council is not a large landowner and its built non-housing assets are relatively low in comparison to other Local Authorities. The Authority's asset base is dominated by its housing stock, which numbered 3261 properties on 2 April 2007 with an estimated value of £148.9 Million representing 75.1% of the total asset value of £198.2 Million, see table below:

| Council Assets 2007 | Value | % |
|---|---------------------|------------|
| Council Dwellings (Sheltered Scheme and General Need) | £148,900,000 | 75.1 |
| Other Land and Buildings (Garages and Operational Property) | £15,200,000 | 7.7 |
| Vehicles Plant and Equipment | £1,500,000 | 0.8 |
| Infrastructure (Coastal defences, footpaths, bridges) | £12,300,000 | 6.2 |
| Community Assets (Parks, cemeteries, historic monuments) | £3,300,000 | 1.6 |
| Non operational assets | £16,700,000 | 8.4 |
| Intangible Assets (Software licences) | £200,000 | 0.1 |
| Total | £198,200,000 | 100 |

3.2.2 Council garages were valued at £0.9m and Operational Property at £14.2m. Operational Assets are assets that are held and occupied, used or consumed by an organisation in the direct delivery for those services for which it has either statutory or discretionary responsibility or for the service or strategic objectives of the authority. A list of Operational Property categories with group valuation is listed below:

| Category | Quantity | Value |
|--------------------------|-----------------|--------------------|
| Town Hall | 1 | £855,000 |
| Pavilions | 7 | £781,000 |
| Depot | 2 | £287,000 |
| Museum | 1 | £4,400,000 |
| Public Conveniences | 17 | £1,100,000 |
| Car Parks | 59 | £6,184,000 |
| Miscellaneous Properties | 15 | £600,000 |
| Total | | £14,200,000 |

3.2.3 The relatively high proportion of Infrastructure Assets (£12.3M) is primarily due to the coastal nature of the Borough and is comprised of sea defence features such as sea walls and pontoons. The Community Assets (£3.3M) include land set aside for recreation and leisure purposes (including the 27 designated parks within the Borough) although the artefact collection at Priddy's Hard Museum (£1.6M) is the largest item in valuation terms.

3.2.4 The relatively low value of non-operation properties is the result of the small size of the portfolio and partially attributable to the recent policy of actively seeking disposal opportunities to assist with the funding of the Capital Programme. The non-operational properties are listed below:

| Property | Value |
|--------------------------------|--------------------|
| Holbrook Recreation Centre | £1,463,000 |
| Kingfisher Caravan Park | £1,247,000 |
| Huhtamaki Factory (Land) | £1,245,000 |
| Bus Station and Ferry Terminal | £973,000 |
| Stokes Bay Home Park | £786,000 |
| Alverbank Hotel | £490,000 |
| Stokes Bay Golf Course (Land) | £352,000 |
| Haslar Car Park | £210,000 |
| Olympia Amusement Arcade | £205,000 |
| Waterfront Cafe | £152,000 |
| Club Hampshire (The Anchorage) | £117,000 |
| All others | £9,460,000 |
| Total | £16,700,000 |

3.3 Method of Valuation

3.3.1 The valuations are prepared on the basis recommended by CIPFA and in accordance with the Statement of Asset Valuation Principles and Guidance Notes issued by the RICS:

- Operational, non-specialised properties are valued at existing use value (EUV).
- Operational, specialised properties are valued at depreciated replacement cost (DRC).
- Non-operational assets including investment properties and assets that are surplus to requirements, are included at open market value (MV)

3.4. Capital Programme

3.4.1 A more detailed breakdown of the Council's Capital Programme and proposed funding for the next 3-5 years is set out in the Council's Budget Book (published February 2007).

3.5 Property Disposals

3.5.1 Since the last AMP in 2002 there have been several major disposals, a list of which is below:

| Property | Nature of Disposal |
|----------------------------------|---|
| Priddy's Hard | Sale of land for residential development |
| Priddy's Hard | (Phase II) sale in progress |
| Priddy's Ramparts site | Sale of access rights in progress |
| 176/178 Rowner Lane | Sale of residential properties |
| 132/132a Beauchamp Ave | Sale of shop and residential upper part. |
| 21 Ann's Hill Road | Sale of residential property |
| 79 Avery lane | Sale of residential property |
| Land adjacent to Powder Pier | Sale of land |
| Huhtamaki | Sale of freehold reversion to enable Brune Medical centre |
| Whites Place (former allotments) | Sale of land for surgery |
| Hardway Sailing Club | Sale of freehold reversion |

3.5.2 In addition to the major disposals, the Council maintains a policy of the sale of small pieces of land, usually for the purpose of enlarging private gardens to neighbouring owners. Such sales are dealt with on an individual case basis and the process does not guarantee that a sale will take place. On average there are four – five small land sales per year that complete the process.

3.5.3 Currently, the disposal of assets is not process driven, although arguably, given the small size of the portfolio this is not necessary. However, the new AMP processes will more accurately provide a qualitative assessment matrix for each asset, thereby providing CMT and the Boards with the data necessary to make more informed decisions regarding the suitability of an asset in the delivery of the Council's objectives.

3.5.4 The Council's most recent major acquisition (gifted by the MoD) was the Priddy's Hard site in 1999. In 2006, in addition to the Council's Explosion! museum, part of the site has been sold for residential development and the remainder of the built site is on the market awaiting disposal. The western rampart site (ancient monument) is to be developed as a public amenity.

3.5.5 To meet its operational requirements the Council acquired the leasehold interest of 137 High Street and 50 Stoke Road. No other acquisitions took place.

3.6 Condition Surveys and Maintenance

3.6.1 The task of managing and providing the information on the condition of corporate non-housing assets remains outsourced with PTL. PTL provide the CPO with detailed planned maintenance schedules on these properties, which has always informed budgetary considerations. The information from PTL will, in future, source the maintenance commentary on the AAR which will be presented annually to CMT.

3.6.2 A revised rolling programme of Condition Surveys has been commissioned for 2006/7 on these properties, and a prioritised list of additional assets, in accordance with the COPROP performance management initiative, which seeks to inform the relevant PPI's.

3.6.3 Through the condition surveys the prioritised maintenance costs will be used to populate the AAR and thereby achieve a qualitative ranking expressed in terms of the standard of repair. When 'married' to the other suitability criteria an overall assessment of the asset will be

demonstrated through a traffic light system which will, in addition to other qualitative assessments, inform a maintenance regime based on a 5 year rolling programme. It is intended that this detailed assessment will underpin future maintenance budgeting, and together with the linkage to the Corporate Plan objectives, provide CMT with comprehensive information so that holistic decisions can be made.

3.6.4 Until the AAM and AAR are embedded in the Council's processes, it is difficult to assess the overall impact of maintenance backlog.

3.7 Projects Delivered

3.7.1 For the non-housing portfolio, the Corporate Plan strategic objective PL3 – To develop a high-quality waterfront environment, has been a major driver. In this strategic objective there have been four principal projects completed.

3.7.2 The redevelopment of the Waterfront Café, Lee-on-the-Solent, was completed in December 2006. The new modern structure is a high-quality brasserie. Bayside Cabin, at Stokes Bay, is a new, modern structure replacing a mobile facility.

3.7.3 On a smaller scale, the Compass Point has been built in Walpole Park, which is a high-quality restaurant and bistro. There is also an Adventure Golf concession at Stokes Bay which replaced the disused putting green and now provides a high quality mini golf facility.

3.7.4 Other projects completed include the rationalisation of Pest Control. The building at Toronto Place has been vacated and is on the market for letting. The car park at Haslar Road has been leased to Dean and Reddyhoff Marinas with the Council sharing the pro rate car parking income.

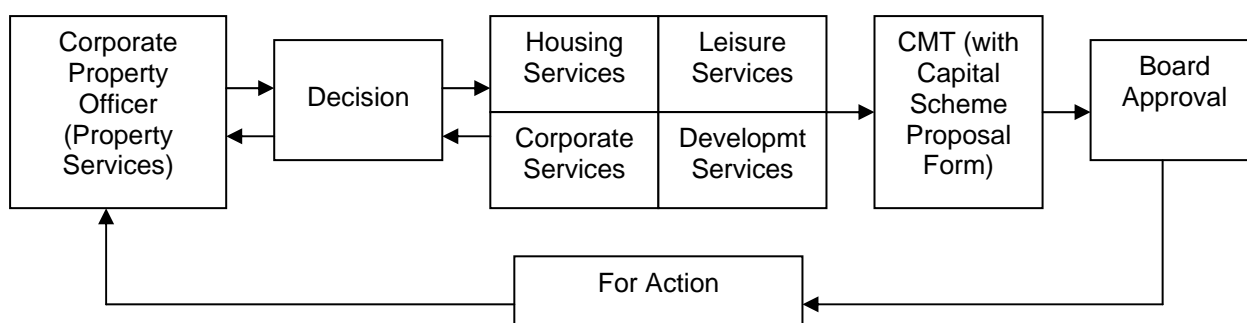
4. Organisational Arrangements for Corporate Asset Management

4.1 Board responsibility

4.1.1 The body responsible for the AMP is the Policy and Organisation Board, this is consistent with the Constitution of the Council Part 4, Schedule 16, which provides that, unless otherwise delegated to officers, no property can be disposed, sold or leased unless authorised by this Board.

4.2 Strategic Decision Making Framework

4.2.1 The Strategic Decision Making Framework is summarised in the diagram below:



4.2.2 Strategic decisions, for example on property requirements, are taken by the four services that hold responsibility for property - Housing, Leisure and Cultural Services, Corporate Services and Development Services (Property Services Section). These four units will consult with the Corporate Property Officer (CPO) in the Property Services Section (Development Services interest in property is represented only by the CPO, therefore obviously it will not consult with itself). The recommendations of the CPO will be fed back through the Service Unit to the Council's Management Team (CMT) and from there to the appropriate Service Board for recommendation to the Policy and Organisation Board (P&O). The Board will then instruct the CPO with the agreed action.

4.2.3 The Council's Management Team (CMT) is made up of all Service Unit Managers thus achieving full cross-service representation. CMT act as the Corporate Asset Management Team, which ensures that, with its other roles, the Council's assets are managed on a corporate basis. Operational delivery is thus considered collectively with due regard to the Council's aims, objectives and priorities.

4.3 Reporting Lines

4.3.1 The reporting lines for property and asset management are through CMT and include:

- Linking assets to corporate objectives and strategies, to both influence the plan and to deliver the outcomes.
- Ensuring that future service property requirements are established and that the results of audits, Best Value reviews and other feasibility studies are given due consideration.
- Ensuring that appropriate service asset management planning is taking place and that it includes user consultation.
- Provide a system of options appraisal to ensure that priorities are determined to meet the overall corporate objectives.

(With the small number of assets, options appraisals are completed on an individual basis as opportunities are identified.)

- Ensuring that the necessary monitoring systems are in place for performance measurement purposes, and introducing them where they do not yet exist.
(CMT currently monitors a number of key performance indicators and major projects as part of its performance management framework.)
- Provide appropriate Committees and/or Members with the information required to enable them to make informed decisions on questions of asset management including risk assessments where appropriate.

4.4 Strategic Partnerships and External Agencies

4.4.1 Strong links exist between the Council and the Local Strategic Partnership bringing together the public, private, voluntary and community sectors. The Partnership published the Gosport Community Strategy 2026 Vision which provided the basis for the Corporate Plan 2005/08. The Property Services Section (PSS) has built strong links by developing consultation forums and tenant groups. Linkages with other authorities are strongest through networking activity within the South East Association of Chief Estates Officers (SEACES) where a successful joint procurement contract has been secured for rating work. (The 2006 ACES award for excellence was received for this work).

4.5 Integration with Capital Strategy and other Finance Documents

4.5.1 The Council has limited capital resources of its own, and has consistently sought to make the most efficient and effective use of those resources to meet its corporate priorities. Traditionally, this has been carried out through the application of its management framework and processes.

4.5.2 Projects and the resource implications are considered corporately by Council Management Team, adopted in the Council's Corporate Plan and then cascaded down and applied across the Authority. The preparation of the Capital Strategy is used to further enhance this by requiring the identification of the contribution each capital project is making to the corporate priorities as part of the assessment of the Council's rolling Capital Programme.

4.5.3 Capital Projects must demonstrate how they will contribute to the corporate priorities before Council Management Team prioritises them. They must also demonstrate that they have fully considered the alternatives available, and how these have been evaluated. This procedure has been developed to be both transparent and objective and is referred to in detail in the Council's Capital Strategy.

4.5.4 In order for the Council to achieve its capital expenditure objectives it is essential that the Capital Programme is closely monitored with any problems quickly identified. To aid in this process a responsible officer is specified for each scheme, who ensures that the scheme progresses as planned. These officers will meet with contractors and partner organisations as appropriate, as well as the CPO. Any problems identified will be reported for consideration to the CMT and if necessary to the relevant Board. In addition the Deputy Chief Executive and Borough Treasurer will continue to periodically submit reports to the P&O Board showing expenditure against budgets and highlighting any major variances.

4.5.5 In addition to the monitoring of projects by the nominated lead officers and the overall Capital Programme by the Deputy Chief Executive and Borough Treasurer, the CPO will monitor the performance of the property portfolio and report its status to the P&O Board. This report will include reference to the national as well as any identified local performance indicators. The details and programme of this process will be determined as part of the Property Strategy Report in light of the implementation of the new political arrangements.

4.6 Service and Performance Monitoring

4.6.1 Through the AMP Property Assessment Process (see paragraph 5.2 below) the Council will manage, monitor and appraise its use of property resources. Property Assessments will be produced on an annual basis for the consideration by CMT and Board.

4.6.2 The national PPI's were initially reported but when this no longer became a requirement these lapsed. The Council reports on Best Value with a number of property related BVPI's and currently three Local PI's:

- BV156 The percentage of Council buildings that is open to the public which are suitable for access for disabled people.
- BV63 Energy efficiency of authority owned dwellings
- BV64 Number of private sector vacant dwellings that are returned into occupation or demolished during the financial year as a result of LA action
- BV212 Average time taken to re-let authority housing
- BV216a Number of sites of potential concern with respect to land contamination
- BV216b Number of sites for which sufficient detailed information is available to decide whether remediation is necessary as a percentage of all sites of potential concern.
- BV170a Number of visits to/usages of museums per 1000 population
- BV170b Number of visits that were in person per 1000 population
- BV170c Number of pupils visiting museums in organised school groups
- BV184A The proportion of local authority dwellings which were non-decent at the start of the financial year
- BV184b The percentage change in the proportion of the non-decent dwellings between the start of the year and the end of the financial year

4.6.3 The three local PI's that have been adopted are:

- PP01 The proportion of rent not received as a total of rents receivable for non-housing property assets.
- PP02 The proportion of void properties as a total of all lettable non-housing property assets
- PP03 The proportion of rent reviews outstanding as a total of all non-housing properties where the rent is reviewable

4.6.4 Membership of the newly formed Hampshire Benchmarking Club will assist the focus on PI's with the adoption of the OGC Performance Framework from which a suitability survey has been completed for the Town Hall and Depot offices.

5. The Role of the Property Services Section

5.1 Structure

5.1.1 The Property Services Section (PSS) comprises two people namely the Head of Property Services (CPO) who is a member of the Royal Institution of Chartered Surveyors (RICS) and an Administrative Assistant who also is the Local Land and Property Gazetteer (LLPG) Custodian. The PSS is part of the Development Services Unit. The PSS has been in existence since March 2002. It is responsible for the estate management functions relating to all non operational properties. The service units have retained responsibility principally for the maintenance of their operational properties but do refer to the CPO on estate management issues.

5.1.2 The focus of attention has, of necessity, been to assemble the disaggregated property information which, prior to the creation of the PSS had been held by the various service units. The first task was to create a spreadsheet listing all income producing non-housing property assets, with tenancy and rental information. Subsequently the Section has had to build up knowledge of these assets.

5.2 Key Services

5.2.1 Property Management is the principal service provided, elements of which are:

- New Lettings
- Rent Reviews
- Lease Renewals
- Covenant Enforcement
- Dilapidation Claims
- Property Maintenance
- Disposals
- Acquisitions
- Valuations
- Fire Insurance
- Compliance (Asbestos, DDA etc)
- Tenant Liaison
- Rating

5.2.2 As outlined in the 2002 AMP, the maintenance of five Corporate Properties remains outsourced with Parker Torrington Limited (PTL previously RPS). This level of work includes tasks outlined in the Memorandum of Agreement. Also the management of the mobile home park remains outsourced although this will be reviewed in March 2008 upon the manager's retirement.

5.2.3 As outlined in paragraph 5.1.1 above, other Service Units involve the CPO at the appropriate time in the planning process, where property related decisions need to be made, and such consultations will be placed before CMT. To assist this process regular steering group meetings are held with the service units at Wilmott Lane Depot (The Council's works depot). There remains a residue of non-operational assets still in the management of other service units, but these are being actively identified and transferred to the Property Service Section.

5.3 Delegated Powers and Budgetary Responsibility

5.3.1 Under the Constitution of the Council, only Service Unit Managers have the delegated powers to deal with certain land and property transactions. It is recognised that this is not best practice and this will be reviewed during 2008 to achieve best practice. Currently the CPO has no delegated authority and needs to work through the relevant Service Unit Managers who are empowered to delegate their authority.

5.3.2 The Section manages 32 budgets, 23 revenue and 9 capital. Monthly monitoring reports are produced and major decisions regarding maintenance expenditure is based on information provided by PTL. Regular meetings are held with the budget accountant for the Development Services Unit.

6. Asset Register and Property Data

6.1 Asset Register

6.1.1 The Asset Register (AsR) is held and maintained by the Financial Services Unit. It is recognised that the AsR has lacked robust scrutiny, and an initial examination of the AsR by Property Services has revealed some obvious inaccuracies. It is intended that the work undertaken by the Property Section in reviewing assets through the AMP exercise should feed into the AsR and thereby create a process of regular update. This process of asset review must be formalised among the CPO, Finance Unit and those Service Units holding management responsibility for the property assets. It is noted that not all operational property will be managed by CPO.

6.1.2 Operational Assets are defined as those held and occupied, used or consumed by the local authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility. This includes Council dwellings, office buildings, sports centres and depots. Non operational assets are those not directly occupied, used or consumed by the local authority in the direct delivery of those services. Examples of non operational assets are investment properties and assets that are surplus to requirements pending redevelopment. Community assets are those which the authority intends to hold in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and gardens; sea walls and museum artefacts.

6.1.3 The relatively small size of the Council's property portfolio enables changes both qualitative and quantitative to be made to the property database both quickly and effectively. This process will be assisted through the AAR review processes. Impairment assessments will be factored into this process and these will not be limited to just annual reviews, when the year end valuations are prepared, but will be recorded as and when impairment events occur.

6.1.4 It is obvious that there will be close linkage between the AsR and the AAM created by the Property Services Section, however the functions of the two databases are different. An asset identification number and the UPRN drawn from the LLPG will provide the connection between the two databases.

6.1.5 The Housing Revenue Account (HRA) Business Plan contains similar qualitative information about Council housing as the AAM will with the non-housing portfolio. The two datasets compliment and link to the AsR.

6.1.6 The HRA Business Plan was signed off by the Government's Regional Office in September 2003 and was deemed as 'fit for purpose'. The Business Plan (a 30 year plan) was compiled alongside the Housing Strategy but with a clear recognition of the difference between the two documents. There is a requirement for a new plan to be produced in 2007 and work on this is nearly complete.

6.1.7 The HRA Business Plan is designed to contribute towards fulfilling the Council's overall strategic objectives, by working with our partners to deliver high quality public services identified as important by the community and our customers, within a framework based on innovative modernising principles.

6.1.8 The key objectives of the business planning process for the years ahead are:

- Social Housing Need and Demand
- Tenant and Stakeholder Participation and Consultation
- Housing Management
- Stock Condition and Asset Management Strategy
- Historical Investment Patterns
- Decent Homes Standard
- Performance Measurement
- Resource Management
- Future Expenditure Patterns
- Risk Management and Sensitivity Analysis

6.2 Property Data and AAR Reviews

6.2.1 It is intended, as mentioned in section 2.4 above, that the property reports (AAR), created through the new AMP initiative, will contain evaluation of condition, compliance and suitability assessments and will therefore be placed before CMT on an annual basis.

6.2.2 In addition the AAR will contain references to PI's, option appraisal, maintenance requirements and general assessment narratives that will be presented to CMT and the relevant boards for consideration, much like a 'State of the Nation' report. It is at this point that reviews will be carried out to ensure that the asset base matches the aspirations of the Corporate Plan, and where there are mismatches, appropriate action will follow.

6.2.3 Property PI's are reported to the relevant Service Unit Managers on a quarterly basis. It is envisaged that the AAR and the Housing Business Plan (HBP) together, in a complementary process, will continue to provide this data but in a format that links among Service Units, permitting a more dynamic response to asset management. The PI's are produced in graphic form and contribute to the management appraisal of the asset base, thereby ensuring that targets and objectives cascading from the Corporate Plan are on track.

7. Monitoring

7.1 General

7.1.1 The AAR and the HBP contain sufficient detail on a wide range of asset assessment criteria to inform CMT on the suitability and status of an asset. It is recognised that the Council has limited capital resources of its own and the efficient and effective use of these assets is imperative.

7.1.2 The annual presentation of the AAR and the HBP should inform CMT as to the total asset position. The AMP becomes a critical review document, as it will identify those properties which are not fit for purpose and therefore are likely to constrain ambition in the Corporate Plan. In such cases CMT will need to decide whether capital investment is required. A transparent data based process will provide a clear and unambiguous link between the need for an asset and its contribution to the Council's objectives.

7.1.3 The CPO and the Housing Services Unit will constantly update the criteria assessment in the AAR and HBP respectively, to ensure that the data provided is accurate and CMT are aware of risks and maintenance costs needed, if necessary to bring an asset to suitability.

7.2 Capital Projects

7.2.1 Capital Projects are considered corporately by CMT. The preparation of a Capital Strategy is used to further enhance consideration. Sponsors of Capital Projects, apart from demonstrating the obvious need through the Corporate Plan, must also demonstrate how they have considered and evaluated alternative delivery of the objective. A form exists – The Capital Scheme Proposal Form – which should be used by the sponsor.

7.2.2 Performance of a Capital Project is monitored by the nominated Lead Officer, and the supporting financial capital programme by the Deputy Chief Executive (Borough Treasurer), who will provide periodic reports to the P&O Board showing expenditure against budgets and highlighting any major variances.

7.3 Maintenance

7.3.1 The bulk of the portfolio is leased, and many of these leases require the tenant to carry out all repairs and insurance. The Council is left with a small portfolio of non-operational investment properties in addition to its operational assets that require a maintenance regime.

7.3.2 The CPO outsources the maintenance of five key non-operational assets to PTL:

- The Alverbank Hotel
- Club Hampshire Building (The Anchorage)
- The Bus Station
- Nobes Hall
- Park Lodge (Residential property, Gosport Park)

Under the terms of the contract PTL are responsible for the principal aspects of property maintenance: annual inspections with reports, annual estimates with five year forecast costs, placing of contracts and project management.

7.3.3 The remaining non-housing investment properties are managed directly by the CPO, who will review on an annual basis the maintenance requirements and budget accordingly. The Corporate and Leisure operational assets are managed jointly by the CPO and relevant Leisure Services and Corporate Services Officers.

7.3.4 The Council Housing stock is managed through a partnering contract with Connaught/1st Saxon Ltd, which provides a comprehensive planned and reactive maintenance support. Housing Services review the competitiveness of this contract on a regular basis.

7.3.5 As can be seen Maintenance work is not procured, planned or managed centrally within the Council and therefore is a disaggregated process. This needs to be addressed and processes put in place to ensure that the maintenance of all the Council's property assets are dealt with centrally by personnel with the required skills to manage the process from budgeting through to procurement and delivery of a quality maintenance regime.

7.4 Legal and Contractual

7.4.1 It is the role of the CPO, The Corporate Services Manager, The Leisure and Cultural Services Manager and the Housing Services Manager to ensure that operational property is fit for purpose, and that statutory requirements are satisfied. For the CPO this extends to the contractual obligations between landlord and tenant.

7.4.2 The AAR and the HBP will contain specific commentary on compliance, health and safety, risk and performance matters, such as Disability Discrimination Act (DDA) requirements. The CPO will be the relevant officer with regard to instructing the Borough Solicitor for the service of notices under the Landlord and Tenant Act, including covenant enforcement (if necessary through the courts).

7.4.3 Through regular meetings the CPO will monitor the contract between the Council and PTL, and likewise the HSM will monitor the contract between the Council and Connaught/1st Saxon.

8. Action Plan

8.1 The Action Plan

8.1.1 The CPO has assessed the asset position, in relationship with the corporate drivers of the AMP, and has devised the following plan of action:

| <u>Actions and Key milestones</u> | <u>Target date</u> | <u>Status explanation and comment</u> |
|--|---|--|
| 1. Prepare a Property Strategy for operational and non operational portfolio | Dec 2007 | Work yet to be prioritised and resourced |
| <ul style="list-style-type: none"> • Reasons for ownership. • Fitness for purpose • Suitability assessment • Potential for disposal • Disposal strategy • CMT approval • Report to Board | | |
| 2. Populate the Asset Assessment Matrix | Mar 2008 | Population of spreadsheet has commenced and is 10% complete |
| <ul style="list-style-type: none"> • Determine scope of AAM • Populate physical condition section • Populate compliance section • Add valuation data • Determine functional suitability criteria • Populate functional suitability section | July 2007 Sep 2007 Nov 2007 Dec 2007 Jun – Dec 07 Mar 2008 | Task begun, now 20% of properties done Task begun, now 15% of properties done |
| 3. Assist Financial Services with a review of the Asset Register | Jul 2008 | Work yet to be prioritised and resourced |
| <ul style="list-style-type: none"> • Scrutinise existing databases and identify the scope of the task • Devise a new identification system • Develop an integrated process of asset information exchange | | |

| | | |
|--|--|---|
| 4. Programme and monitor condition surveys | Dec 2008 | Task begun and Bus Station survey completed |
| <ul style="list-style-type: none"> Identify properties requiring surveys Instruct PTL to carry out programme of surveys on most critical assets Analyse survey reports Prepare maintenance budgets Programme maintenance works by priority: (1) Statutory, (2) Emergency, (3) Preventative, (4) Planned | <p>Dec 2006</p> <p>Jan 2007 May 2007 – Sep 2007 – May 2007 –</p> | |
| 5. AMP review | Feb 2008 | Annual process to begin in Dec 2007 |
| <ul style="list-style-type: none"> Amend and update AMP to include new requirements and guidelines from Central Government | Dec 2007 – Feb 2008 | |
| 6. Develop improved ways of joint working | Dec 2008 | Work yet to be prioritised and resourced |
| <ul style="list-style-type: none"> Promote a Property Working Group to include stakeholders and service departments. Improve procurement of maintenance contracts Draft a Rent Review policy Explore and report on the impact of Community Ownership principles for the Council Develop property processes to support asset management, which include: Legal work; Transaction approvals and delegations; rent reviews; lease renewals, surplus property procedures; insurance; tenant compliance and rent collection | | |

AGENDA ITEM NO. 10

| | |
|-------------------------|--|
| Board/Committee: | Policy and Organisation Board |
| Date of Meeting: | 27 th June 2007 |
| Title: | Building Control Partnership - Annual Update and Annual Review |
| Author: | John Shaw |
| Status | For noting and decision |

Purpose

This report updates the Board on the progress and financial outturn of the Building Control Partnership in the year ending March 2006. Full details and information on the year 2006/2007 will be provided in a report later in this financial year.

The report also requests confirmation of the continuation of the Partnership under the terms of the current open ended legal agreement as previously agreed by the Board.

Recommendation

That the Board notes the contents of this report and confirms its support for the continuation of the Partnership under the terms of the existing Legal Agreement.

1 Background

- 1.1 The Building Control Partnership (BCP) was established in October 2002 and the new open ended agreement signed in March 2006 has proved to be a robust and comprehensive document.
- 1.2 The Partnership has made good progress in transforming and improving its services particularly in the area of corporate governance, e-delivery and performance indicators, whilst still delivering an effective and efficient service. The positive annual financial outturn continues to reflect a well managed, successful partnership.

2 Report

2.1 INTRODUCTION

- 2.2 The Building Control Partnership (BCP) provides Building Control services jointly on behalf of Gosport and Fareham Borough Councils. The agreement to form this Partnership was originally signed, under seal, in October 2002. In March 2006, after the successful completion of the initial three years, a new Agreement and Memorandum of Understanding was signed, allowing the Partnership to operate on a rolling open ended contract. The Partnership provides a range of statutory and advisory services as required under the terms of The Building Act 1984, The Building Regulations 2000 and other associated legislation.
- 2.3 The Partnership provides a non-profit making totally impartial service. It operates to the benefit of local council taxpayers and aims to provide high quality services in accordance with defined, published levels and in accordance with its published service charter.
- 2.4 The Partnership is under a duty imposed by the Building (Local Authority Charges) Regulations 1998 to set charges for Building Regulation work and be self-financing in this area. Uniquely within the Local Authority environment, there is full private sector competition for building control charge earning services.
- 2.5 The main administration office is situated within the Civic Offices at Fareham with a second area office located in Gosport Town Hall. There are 17 employees on the establishment employed by either Gosport or Fareham.
- 2.6 Corporate management of the Partnership is achieved through a Panel consisting of a nominated councillor and senior officers from each constituent authority, together with the Building Control Manager and supporting financial officers. The Panel has a moderating role in overseeing the activities and performance of the partnership. It meets quarterly to review performance, financial matters, progress and make recommendations about the operation of the business, including budget and charge levels. The Panel has been a particularly successful vehicle for managing the workings of the Partnership and this in turn reflects the hard work and flexible approach of the Panel membership.
- 2.7 There is also a monthly Officer Group meeting involving both Gosport and Fareham employees, to review progress against Partnership objectives and receive financial reports. Excellent working relationships have also developed within this group and have greatly contributed to the success of this innovative service.

2.8 Performance

2.9 The improving performance of the BCP against service objectives is detailed below.

(a) **Development to accord with approved plans**

Total number of site inspections carried out per annum over last three years has increased by 31% (2002/2003-8685, 2005/2006-11464).

A new service level agreement is being developed to redefine service liaison between Planning Development Control and BCP.

(b) **Efficiency**

Major new energy efficiency and electrical safety Building Regulations Part L and Part P have been fully implemented without additional employee resources identified in the Regulatory impact assessment.

New information leaflets have been produced to inform agents and builders of the key areas of construction that contribute to energy efficient buildings.

(c) **Use regulatory powers in a fair and consistent manner**

All reports of unauthorised work have been fully investigated in the last three years.

265 Regularisation applications have been completed satisfactorily in the last three years. These applications are made where unauthorised building work has been carried out and involve retrospective inspection and approval of remedial works to confirm compliance with The Building Regulations.

(d) **Ensure an accessible, safe and healthy environment**

The percentage of all annual applications (approximately 2000) checked within the targeted timescale of 15 working days from submission has increased to 96% in 2006 from 72% in 2004.

Building Control charges are set at below the nationally recommended levels and the Partnership has generated surpluses for reinvestment in service improvements.

Electronic plan submission system has been implemented.

Quality management system has been annually externally audited, approved and registered with BSI under ISO9001-2000.

(e) **Emergency response service**

All reported dangerous structures including out of hours incidents have been attended and made safe within agreed timescales.

(f) **Effective postal addresses**

Administrative processes have been re-engineered to utilize Business Process Management System, improve turnaround times and to introduce the ability for customers to track the progress of their application. The new system is fully focused on providing timely addresses for new and existing properties and to ensure visitors, postal /other deliveries and the emergency services can locate the property.

2.10 Employee recruitment and retention

2.11 The re-structured BCP establishment is now fully staffed with the addition of a jointly funded Access Officer. This is despite a severe national shortfall in the number of available qualified and experienced building control surveyors and reflects the appeal of the Partnership in attracting good quality employees. Full succession plans which identify key posts, age profiles, potential training, development and career opportunities are in place and four new training grade posts have been established and recruited. New contracts for structural engineering consultancy support and for the provision of flexible additional surveying resources have been agreed.

2.12 Partner companies

2.13 The success of the BCP is further reflected in the eleven local companies who have requested to become Partner companies. This arrangement allows the BCP to provide these companies with plan checking and advisory services for all Building Regulation applications anywhere in England and Wales.

2.14 Customer satisfaction

2.15 The BCP continually monitors its performance against service levels that have been set after asking customers what they require. The service levels published in the partnership charter are substantially above statutory timescales set out by legislation.

2.16 Direct contact is made with a variety of key customers to canvas their views on the services they receive. Customer comments are logged into the report area of the quality system and analysed for potential areas for improvement.

2.17 All partner companies, (see 2.12 above), are allocated a managing

surveyor who acts as a focal point for all communications between the company and the partnership. This arrangement has proved to be very successful and allows direct and continuous feedback to be gathered.

2.18 Evidence from the very low number of complaints, increasing numbers of customers seeking Partner company arrangements, together with positive feedback from customers and the stable market share enjoyed by the Partnership firmly indicates high levels of customer satisfaction.

2.19 Starting in July 2007, full questionnaire programmes targeted at three different customer groups, i.e. building owners, architects/designers and builders will be commenced to confirm service standards and levels of satisfaction. The results of this exercise will be used to re-evaluate and, where necessary, adjust service levels and priorities.

2.20 Business transformation and e-delivery

2.21 Several major projects involving mobile working, electronic applications, Business process management systems, web site development, Ocella software development and the use of tablet PCs have been completed or are underway with agreed funding from surpluses generated by the Partnership. The BCP already complies with over 66% of the national PARSOL (Planning and Regulatory Services on Line) e-delivery standards. Ambitious plans are in place to build on this already impressive progress.

2.22 Challenges and Opportunities

2.23 The BCP continues to face a diverse and challenging environment.

2.24 Local Authority Building Control is in the unique position of being the sole agency with formal enforcement powers within the building industry and being in full competition with the private sector Approved Inspectors for all categories of building regulation work. There is also an operational requirement to set charges and ensure that building control activities are self financing.

2.25 In this respect, high standards of service delivery, flexible service provision, a skilled, motivated and experienced workforce, together with competitive charges, will remain the keys to a successful service.

2.26 The volatile nature of the construction industry, its acknowledged position as being a gauge of the health of the national economy together with the fluctuating level of interest rates means that annual prediction of income can never be a precise science.

- 2.27 There are many new and evolving legislative responsibilities such as ensuring the safety of electrical work in dwellings and implementing tough new energy efficiency measures when work is carried out in new and existing buildings. Future proposed legislation is likely to involve statutory sustainability standards in buildings and home security. The complexity and scope of these new responsibilities will need a flexible and experienced workforce to regulate the construction industry locally and ensure compliance with the required standards of health and safety.
- 2.28 The national shortage of qualified and experienced Building Control Surveyors together with the lack of training posts is making recruitment and retention a difficult process. Although the Partnership has been very successful in attracting and training employees, this will continue to need close monitoring.
- 2.29 The BCP is seen nationally as a very successful and advanced model and is being used as a model of best practice by several other groups of authorities. The constituent number of authorities in these groups varies from the minimum of two to predominantly groups of up to six and, in some cases, all authorities in a county.
- 2.30 The option of expanding the BCP with the addition of other adjacent Building Control services is seen as an opportunity to gain further economies of scale, improve efficiency, allow for the employment specialised posts such as structural engineers and marketing, improve local consistency and service standards, gain a larger more flexible employee base and to provide better training and career opportunities. However, full analysis of the benefits and risks would need to be undertaken to ensure that the current high level of service provision and development is maintained.

2.31 FINANCIAL IMPLICATIONS

- 2.32 There are no unbudgeted costs arising from the BCP. The positive financial outturn for the year 2005/06 showed a surplus of £17,252, split £10,644 and £6,608 to Fareham Borough Council and Gosport Borough Council respectively. The outturn for this year (2006/07) will show an increased level of surplus over budget in the region of £38000 which will represent a successful financial performance given the reduced overall level of building work in the Partnership area. Full details and information on the year 2006/2007 will be provided in a report later in this financial year.
- 2.33 The Building (Local Authority Charges) Regulations 1998 stipulate that charges should be set at a level to generate sufficient income to match and cover expenditure. Guidance and circulars from central Government and external auditors clearly indicate that the building control service should set budget and charge levels with the aim to

break even and any surpluses generated must either be re-invested in service improvement or be reflected in lower charge levels. There is an overriding requirement for the service to break even over any three year rolling period.

- 2.34 Within this context, the budget and charge setting process has been focused on managing and mitigating surpluses and ensuring the constituent councils could not be regarded as acting in a manner that is 'ultra vires' or beyond the powers granted under the terms of the charge regulations.
- 2.35 Since the BCP began, in February 2003, it has made healthy annual surpluses. These have been allocated back to each authority on the ratio basis of actual charge income for each financial year, (on average, about 60/40 to Fareham and Gosport respectively). The BCP Panel agreed, in response to government and external audit advice, to make approximately 50% of these surpluses available to reinvest in service improvements whilst retaining a prudent 50% for any future lull in the construction industry and corresponding down turn in BCP income. This has enabled the partnership to maintain its charges at a very competitive level and to finance a program of continual business transformation and e-delivery improvements.
- 2.36 A benchmarking exercise recently carried out with all other Hampshire Building Control Authorities places the partnership charge levels firmly in the lower quartile for all types of building work.
- 2.37 The controlled level of recent surpluses reflects the budget setting process being focussed on generating a negligible surplus, although this very much depends on the overall level of income at year end. It is accepted that accurate prediction of income levels is dependent on the buoyancy of the local construction market, the level of competition and the overall economic outlook. However, close financial performance monitoring is undertaken and this is reported at the monthly officer meeting and quarterly Member Panel.

3 Risk Assessment

- 3.1 A Borough Council risk assessment is attached at Appendix A and a Partnership Risk Register at Appendix B. The level of risk associated with the Partnership has, in all cases, been mitigated to acceptable levels of mainly low or very low.

4 Conclusion

- 4.1 The BCP continues to provide high quality services at below average charge levels. Performance indicators across all service areas show continuous improvement and the newly established structure has all posts filled. The financial performance of the Partnership has

consistently produced higher than budgeted surpluses and below budgeted expenditure.

- 4.2 It is proposed that the Partnership continues under the terms of the current Agreement and Memorandum of Understanding and investigates the possibilities for future expansion.

| | |
|---|--|
| Financial Services comments: | As contained in paragraphs 2.31 to 2.37 |
| Legal Services comments: | The Council has the power to enter into these partnership arrangements |
| Service Improvement Plan implications: | Nil |
| Corporate Plan: | Not applicable |
| Risk Assessment: | See paragraph 3 and Appendices C and D -Low Risk |
| Background papers: | Nil |
| Appendices | |
| Appendix 'A' | Risk Assessment |
| Appendix 'B' | Partnership Risk Register |
| | |
| Report author/ Lead Officer: | John Shaw |

RISK ASSESSMENT

| Impact | Description | Potential Risks | Comments | Potential Opportunities | Comments |
|-----------------------------|---|---|---|---------------------------------|--|
| CORPORATE OBJECTIVES | Implications in relation to: <ul style="list-style-type: none"> • achieving Corporate Objectives and Priorities • Corporate Governance Responsibilities | No significant risks. | Service provision is focussed on achieving the relevant corporate objectives and priorities of both Councils | No significant opportunities. | |
| PARTNERSHIPS | Implications for any existing partnership arrangements Risks or opportunities for new partnerships | No significant risks. | | Potential future opportunities. | The Partnership is seen as a successful model that may benefit from the addition of other partners |
| FINANCIAL | Implications in relation to: <ul style="list-style-type: none"> • Budget Constraints • Funding • Contractual Obligations or Penalties • Use of Land or Assets | This proposal can be met within existing budget limits. | The Partnership has a very robust financial monitoring and reporting system | No significant opportunities. | |
| LEGAL | Implications in relation to: <ul style="list-style-type: none"> • Statutory or discretionary powers • National Legislation (e.g. Human Rights, Equal Opportunities, Race equality etc) • Failing to comply with legislative requirements of service • Potential litigation action | No significant risks. | The Partnership Agreement, memorandum and ISO9001 Quality management ensure low level of risk | No significant opportunities. | |
| PERSONNEL | Implications in relation to: <ul style="list-style-type: none"> • Organisational change • Employee policies and conditions • Skill availability • Training and Development | No significant risks. | The Partnership Agreement and memorandum together with the revised staffing and training structure ensure low level of risk | Potential future opportunities | To investigate a comprehensive solution to addressing the differences in employment packages received by Partnership staff |

| Impact | Description | Potential Risks | Comments | Potential Opportunities | Comments |
|-----------------------------|--|-----------------------|---|--------------------------------|---|
| SERVICE | Implications in relation to: <ul style="list-style-type: none"> • performance targets • the operation of the service • the need for Change Management • Competitive advantage of the service • Technological impacts • Innovation • The needs of residents, businesses or visitors to the Borough • Social inclusion | No significant risks. | The partnership is pursuing an ambitious programme of business transformation and is subject to annual external audit of objectives, business standards and procedures by BSI | Potential opportunities . | To maximise the implementation of e-delivery standards |
| HEALTH & SAFETY | Implications for the Health & Safety of the Public, Employees or Members | No significant risks. | The Partnership has jointly agreed and endorsed Health and safety policies | No significant opportunities . | |
| CRIME & DISORDER | Implications in relation to: <ul style="list-style-type: none"> • Council's Section 17 Obligations • Community Safety | No significant risks. | | Potential future opportunities | The potential further extension of The Building regulations to cover security in buildings may provide opportunities |
| ENVIRONMENTAL | Implications in relation to: <ul style="list-style-type: none"> • Sustainability • Public Health • Physical risks | No significant risks. | The Partnership has comprehensive and robust enforcement powers and procedures | Potential future opportunities | The potential further extension of The Building regulations to cover sustainability in construction may provide opportunities |

APPENDIX B

PARTNERSHIP RISK REGISTER

| Risk No | Risk Title | Risk Manager | Cat: Phase 2 | Ongoing Risk Reductions | Next Action Date | Fallback Plan | Action Manager | Cat: Phase 4 |
|---------|---|----------------------|--------------|---|------------------|--|----------------|--------------|
| 008/02 | Inadequate levels of human resources to deliver the service | JOHN SHAW | 4 | | | | | 5 |
| 013/02 | Unequal conditions of employment could result in an impact upon the service. | BCP Panel | 4 | Continue to work towards and investigate joint conditions of employment | 31/01/2008 | | | 5 |
| 001/02 | Reason and objectives for partnership not clear | BCP Panel | 5 | | | | | 5 |
| 002/02 | No clear long term plan on direction of the partnership. | BCP Panel | 5 | Business Plan to be reviewed | 30/04/2007 | | | 5 |
| 009/02 | Management processes and reporting structures are not established or understood | BCP Panel | 5 | | | | | 5 |
| 010/02 | Roles, responsibilities and accountability of officers and panels are not clear | Gosp - Fare Councils | 5 | | | | | 5 |
| 011/02 | Cultural differences or changes require change in direction of partnership | Gosp - Fare Councils | 5 | | | | | 5 |
| 012/02 | Exit strategy for partners is unclear or inappropriate | BCP Panel | 5 | | | | | 5 |
| 003/02 | Lack of cooperation, trust or agreement between partners and their employees. | BCP Panel | 5 | Implement actions for other risks | 01/05/2007 | Exit strategy contained in the Agreement | | 5 |
| 004/02 | Partnership agreement is not clear, legally sound or does not match objectives | BCP Panel | 5 | | | | | 5 |
| 005/02 | Inadequate unclear or differing corporate governance procedures | BCP Panel | 5 | | | Audit Action Plan /Programme of audit. | | 5 |

| Risk No | Risk Title | Risk Manager | Cat: Phase 2 | Ongoing Risk Reductions | Next Action Date | Fallback Plan | Action Manager | Cat: Phase 4 |
|----------------|--|---------------------|-------------------------|--|-------------------------|----------------------|-----------------------|-------------------------|
| 006/02 | Financial - Performance Management arrangements are inadequate | BCP Panel | 5 | Performance monitoring reports to be taken quarterly to the panel. | 30/06/2007 | | | 5 |
| 007/02 | Unclear or inaccurate financial budget and forecasts for the partnership | BCP Panel | 5 | | | | | 5 |

Gosport statistics for incidents on
RMS Dates between
29/03/06 and 28/03/07

| | |
|-------------------------|------|
| Street drinking | 90 |
| Inappropriate fireworks | 39 |
| Inappropriate gathering | 60 |
| Drunkenness | 154 |
| Public order | 762 |
| Rowdy and inconsiderate | 2797 |
| Criminal damage | 2027 |
| Total | 5929 |

STREET DRINKING 28.03.06 -28.03.07

| | NO. INC |
|-----------------|----------------|
| 1GE00 | 0 |
| 0 INC | |
| 1GE01 | |
| DOCK ROAD | 2 |
| QUEENS ROAD | 1 |
| CRESCENT RD | 1 |
| SHARON COURT | 1 |
| ST MARYS AVE | 1 |
| 1GE02 | |
| ANNS HILL RD | 1 |
| BURNEY RD | 1 |
| BURY RD | 3 |
| CHARLSBURY AVE | 1 |
| CHILWORTH GROVE | 2 |
| LAVINIA PLACE | 1 |
| PRIVETT PLACE | 4 |
| STATION RD | 1 |
| THE AVENUE | 1 |
| WHITWORTH RD | 2 |
| WILMOTT LANE | 1 |
| STOKES BAY RD | 1 |
| 1GE03 | |
| FERROL RD | 1 |
| FORTON RD | 2 |
| FREEMANTLE RD | 1 |
| HERTIAGE WAY | 1 |
| SOVERIGN AVE | 1 |
| THE CROSSWAYS | 1 |
| VALE GROVE | 1 |
| 1GE04 | |
| CREEK RD | 1 |
| HIGH STREET | 7 |
| MUMBY RD | 7 |
| SOUTH STREET | 1 |
| STOKE RD | 3 |
| TRINITY GREEN | 6 |
| WALPOLE RD | 3 |
| 1GW01 | |
| ENSIGN DRIVE | 1 |
| GRANGE RD | 3 |
| LAWRENCE WALK | 1 |
| WILLIAMS CLOSE | 1 |

1GW02

| | |
|--------------------|---|
| BEACHAMP AVE | 1 |
| BREWERS LANE | 1 |
| CARISBROOKE RD | 2 |
| FAREHAM ROAD | 1 |
| FELL DRIVE | 1 |
| FOREST WAY | 1 |
| FOUNDERS WAY | 1 |
| GREGSON AVE | 1 |
| HIGH STREET | 1 |
| KEAST WALK | 1 |
| LOMBARDY CLOSE | 1 |
| MARINE PARADE EAST | 1 |

1GW03

| | |
|----------------|---|
| BEACHAMP AVE | 1 |
| BREWERS LANE | 1 |
| CARISBROOKE RD | 2 |
| FAREHAM RD | 1 |
| FOREST WAY | 1 |
| FOUNDERS WAY | 1 |
| GREGSON AVE | 1 |
| KEAST WALK | 1 |
| LOMBARDY CLOSE | 1 |

INAPPROPRIATE FIREWORKS**1GE01**

| | |
|-------------|---|
| HASLAR RD | 1 |
| KING STREET | 1 |
| PARK ROAD | 1 |

1GE02

| | |
|---------------|---|
| LEESLAND RD | 1 |
| STOKES BAY RD | 1 |

1GE03

| | |
|-----------------|---|
| ADMIRALTY CLOSE | 1 |
| BROCKHURST RD | 1 |
| FORTON RD | 1 |
| GROVE RD | 1 |
| PALMYRA RD | 1 |

1GE04**1GW01**

| | |
|--------------|---|
| DARWIN WAY | 1 |
| NIMROD DRIVE | 1 |

| | |
|--------------------|---|
| ST NICHOLAS AVENUE | 1 |
|--------------------|---|

1GW02

| | |
|-------------------|---|
| ALMONDSIDE | 1 |
| CARISBROOKE RD | 1 |
| COWSLIP CLOSE | 1 |
| ELMORE RD | 1 |
| FOREST WAY | 1 |
| GRAYSON CLOSE | 1 |
| LONG DRIVE | 2 |
| MAINERS WAY | 1 |
| MARINE PARED WEST | 1 |
| ROWNER LANE | 1 |
| THE CHINE | 2 |
| TUKES AVE | 1 |
| WAVELL RD | 1 |

1GW03

| | |
|----------------|---|
| ALMONDSIDE | 1 |
| CARISBROOKE RD | 1 |
| COWSLIP CLOSE | 1 |
| FOREST WAY | 2 |
| LONG DRIVE | 1 |
| ROWNER LANE | 1 |
| THE CHINE | 2 |
| TUKES AVENUE | 1 |
| WAVELL RD | 1 |

INAPPROPRIATE GATHERING

1GE01

| | |
|----------------|---|
| MARINERS WAY | 1 |
| MILLENIUM WALK | 1 |
| SHAFTESBURY RD | 1 |
| THE ANCHORAGE | 1 |

1GE02

| | |
|------------------|---|
| | 2 |
| ANNES HILL RD | 1 |
| ASHBURTON RD | 1 |
| CARNARVON RD | 2 |
| CHILWORTH GROVE | 2 |
| FORTON RD | 1 |
| GOMER LANE | 1 |
| LEES LANE | 1 |
| LITTLE GREEN | 1 |
| PYRFORD CLOSE | 1 |
| VILLAGE RD | 1 |
| VIRGINIA PARK RD | 1 |
| WESTERN WAY | 1 |

1GE03

| | |
|------------------|---|
| BITTERNE CLOSE | 2 |
| GROVE RD | 1 |
| HERITAGE WAY | 2 |
| MILL LANE | 1 |
| SOVEREIGN AVENUE | 3 |

1GE04

| | |
|---------------|---|
| | 1 |
| TRINITY GREEN | 1 |
| CLEVELAND RD | 1 |
| JAMAICA PLACE | |

1GW01

| | |
|----------------|---|
| | 1 |
| WILLIAMS CLOSE | 2 |
| NIMROD DRIVE | 1 |
| NEWBROKE CLOSE | 1 |
| MAGENNIS CLOSE | 1 |
| GRANGE CLOSE | 1 |
| HELM CLOSE | |

1GW02

| | |
|--------------------|---|
| | 1 |
| BROOM LEE WAY | 1 |
| DAYSHERS CLOSE | 1 |
| FOREST WAY | 1 |
| HARWOOD RD | 1 |
| JAMES RD | 1 |
| LEE ON THE ESOLANT | 1 |
| NOBES AVENUE | 1 |
| PETTYCOT CRESCENT | 1 |
| PUMP LANE | 1 |
| ROWNER RD | 1 |
| TUKES AVENUE | |

1GW03

| | |
|-------------------|---|
| | 1 |
| DAYSHERS CLOSE | 1 |
| FOREST WAY | 1 |
| HARWOOD RD | 1 |
| JAMES RD | 1 |
| NOBES AVENUE | 1 |
| PETTYCOT CRESCENT | 1 |
| PUMP LANE | 1 |
| ROWNER RD | 1 |
| TUKES AVE | 1 |

DRUNKENESS**1GE01**

| | |
|---------------|---|
| DOCK RD | 1 |
| PAVILLION WAY | 5 |

| | |
|--------------|---|
| FORTON RD | 1 |
| THE REDAN | 2 |
| SOUTH STREET | 1 |
| WEEVIL RD | 5 |

1GE02

| | |
|-------------------|----|
| | 1 |
| ANNES HILL RD | 3 |
| BROCKHURST RD | 1 |
| BURY RD | 9 |
| FOSTER RD | 7 |
| FORTON RD | 10 |
| LAVINIA RD | 2 |
| LEES LANE | 1 |
| MULBERRY CLOSE | 1 |
| PRIVETT RD | 1 |
| STOAKES BAY RD | 1 |
| TRAFALGAR SQUARE | 1 |
| WHITEACREAS CLOSE | 2 |
| WILMOTT CLOSE | 1 |

1GE03

| | |
|------------------|---|
| COVE RD | 1 |
| ELSON RD | 1 |
| BLACKTHORN DRIVE | 1 |
| SEDGELEY GROVE | 1 |
| VADNE GARDENS | 1 |
| GREEN LANE | 5 |

1GE04

| | |
|----------------|----|
| | 12 |
| HIGH STREET | 4 |
| MUMBY RD | 22 |
| SOUTH STREET | 2 |
| SOUTH STREET | 4 |
| STOKE RD | 1 |
| THE WATERFRONT | 1 |
| WALPOLE RD | 10 |

1GW01

| | |
|---------------|---|
| | 1 |
| DARWIN WAY | 1 |
| DAMPIER CLOSE | 1 |
| RAMBLER DRIVE | 2 |

1GW02

| | |
|-----------------|---|
| CARISBROOKE RD | 1 |
| FAIRWATER CLOSE | 1 |
| FAREHAM RD | 1 |
| FELL DRIVE | 1 |
| GREGSON AVE | 1 |
| GREGSON AVENUE | 1 |

| | |
|---------------|---|
| KIEDLER GROVE | 1 |
| LONG DRIVE | 1 |
| NOBES AVE | 1 |
| ORANGE GROVE | 1 |
| PORTSMOUTH RD | 1 |
| ROWNER RD | 1 |
| STONERS CLOSE | 1 |
| WYCH LANE | 1 |

1GW03

| | |
|-----------------|---|
| CARISBROOKE RD | 1 |
| FAIRWATER CLOSE | 1 |
| FAREHAM RD | 1 |
| GREGSON AVE | 1 |
| GREGSON AVENUE | 1 |
| KIEDER GROVE | 1 |
| LONG DRIVE | 1 |
| NOBES AVENUE | 1 |
| ORANGE GROVE | 1 |
| ROWNER RD | 1 |
| STONERS CLOSE | 1 |
| WYCH LANE | 2 |

PUBLIC ORDER

1GE00

| | |
|------------------|---|
| LAUNCESTON CLOSE | 1 |
| HAM LANE | 3 |

1GE01

| | |
|--------------------|---|
| AVENUE RD | 2 |
| BURNHAMS WALK | 1 |
| CLAYHALL RD | 9 |
| DOCK RD | 4 |
| DOLMAN RD | 1 |
| ELMHURST RD | 1 |
| FORT RD | 4 |
| FORTON RD | 1 |
| GEORGES WALK | 1 |
| HASLAR RD | 1 |
| HILTON RD | 1 |
| LEVENTHORPE COURT | 1 |
| LITTLE ANGLESEY RD | 3 |
| MARINERS WAY | 3 |
| MAYFIELD RD | 4 |
| MILITARY RD | 2 |
| MUMBY RD | 1 |
| NYRIA WAY | 2 |
| OLD RD | 3 |
| PARK RD | 1 |
| PEEL RD | 1 |

| | |
|--------------------|---|
| PORTSMOUTH RD | 1 |
| QUEENS RD | 1 |
| RAMPART ROW | 2 |
| SOUTH STREET | 1 |
| SPRING GARDEN LANE | 1 |
| ST EDWARDS RD | 1 |
| TAMWORTH PLACE | 2 |
| VALERIE RD | 1 |
| WILLIS RD | 1 |

1GE02

| | |
|-----------------------|----|
| ALEXANDER STREET | 1 |
| ANNS CRESCENT | 3 |
| ANNS HILL RD | 4 |
| BROCKHURST RD | 6 |
| BURY RD | 16 |
| FORD RD | 1 |
| GOMER LANE | 1 |
| GORDON RD | 1 |
| GRANGE CRESCENT | 1 |
| HAMBROOK RD | 1 |
| HOUSE FARM RD | 1 |
| JELICOE AVE | 2 |
| JESSIE RD | 1 |
| KINGSMILL CLOSE | 1 |
| LAVINIA RD | 5 |
| LEESLAND RD | 1 |
| MARLBOURGH RD | 1 |
| MOORE GARDENS | 1 |
| PELHAM RD | 8 |
| PRIVETT RD | 1 |
| RED HOUSE PARK GDNS | 1 |
| REDHOUSE PARK GARDENS | 1 |
| RICHMOND RD | 1 |
| RUSSELL STREET | 2 |
| STOKES BAY RD | 2 |
| THAMESMEAD CLOSE | 2 |
| THE AVENUE | 1 |
| TRAFALGAR SQUARE | 1 |
| VILLAGE RD | 1 |
| WHITES PLACE | 2 |
| WHITWORTH RD | 3 |
| WILLMOTT CLOSE | 1 |
| WINDSOR RD | 1 |

1GE03

| | |
|-----------------|---|
| AMBEREY RD | 1 |
| AVERY LANE | 1 |
| BEHRENDT CLOSE | 2 |
| BERYTON RD | 3 |
| CHANNY RD | 1 |
| COOMBE RD | 2 |
| DARTMOUTH COURT | 3 |

| | |
|--------------------|----|
| DUKES RD | 1 |
| DUNKELD RD | 1 |
| DURLEY RD | 1 |
| EASTBOURNE AVENUE | 3 |
| ELSON LANE | 1 |
| ELSON RD | 1 |
| FIVE POST LANE | 19 |
| FORTON RD | 1 |
| FREEMANTLE RD | 1 |
| GILES CLOSE | 1 |
| GODWIT CLOSE | 2 |
| GREEN LANE | 1 |
| GREENWAY RD | 6 |
| GROVE RD | 2 |
| HAM LANE | 1 |
| JERVIS DRIVE | 3 |
| KEALY RD | 1 |
| LEE RD | 5 |
| MELVILLE RD | 1 |
| MILL LANE | 1 |
| MILL LANE | 1 |
| NETHERTON ROAD | 15 |
| PALMYRA RD | 1 |
| PRIORY RD | 1 |
| PRIORY RD | 9 |
| SAN DIEGO RD | 1 |
| SEALARK RD | 1 |
| SEDGELEY GROVE | 1 |
| ST JOHNS SQUARE | 2 |
| THE CROSSWAYS | 6 |
| VADNE GARDENS | 2 |
| VALE GROVE | 1 |
| VINCENT RD | 1 |
| WELCH RD | 3 |
| 1GE04 | |
| BEMISTERS LANE | 3 |
| CREEK RD | 88 |
| HIGH STREET | 2 |
| JAMAICA PLACE | 1 |
| JOSEPH STREET | 31 |
| MINNITT RD | 1 |
| NORTH CROSS STREET | 26 |
| SOUTH STREET | 22 |
| STOKE RD | 1 |
| THORNGATE WAY | 9 |
| TRINITY GREEN | 10 |
| WALPOLE RD | 1 |
| WHITE LION WALK | 2 |
| 1GW00 | |
| TUKES AVENUE | 1 |
| THE COPPICE | 1 |
| GAZELLE CLOSE | 1 |
| PIER STREET | 3 |
| 1GW01 | |
| ALDERMOOR RD | 6 |

| | |
|----------------------|----|
| ANSON CLOSE | 2 |
| BALOUR CLOSE | 1 |
| BUCKSEY RD | 4 |
| CARLESS CLOSE | 2 |
| COCHRANE CLOSE | 1 |
| DARWIN WAY | 4 |
| DAVENPORT CLOSE | 1 |
| ENSIGN DRIVE | 1 |
| FILMER CLOSE | 1 |
| FORTON RD | 5 |
| FRANKLIN RD | 7 |
| GRANGE RD | 8 |
| HOW RD | 7 |
| HOWE RD | 1 |
| LAWRENCE WALK | 5 |
| LIDBERGH CLOSE | 1 |
| LITTLE WOODHAMS LANE | 1 |
| MAGENNIS CLOSE | 12 |
| MANTLE CLOSE | 6 |
| MILITARY RD | 1 |
| NEWBROKE RD | 3 |
| NIMROD DRIVE | 1 |
| PEGASUS CLOSE | 4 |
| RAMBLER DRIVE | 3 |
| RAVEN CLOSE | 1 |
| RODNEY CLOSE | 6 |
| ROWNER RD | 1 |
| SEDGEWICK CLOSE | 1 |
| SHACKLETON RD | 3 |
| ST NICHOLAS AVENUE | 1 |
| WESTLAND DRIVE | 2 |
| WILLIAMS CLOSE | 4 |
| 1GW02 | |
| AGNEW RD | 1 |
| ASHDOWN AVENUE | 1 |
| BEACHAMP AVENUE | 1 |
| BRACKEN CLOSE | 1 |
| BREWERS LANE | 1 |
| BRIDGEMARY RD | 1 |
| BRITTEN RD | 6 |
| CARISBROOKE AVENUE | 2 |
| CHARDEN RD | 1 |
| CHARNWOOD | 1 |
| CHICHESTER CLOSE | 1 |
| CUNNINGHAM DRIVE | 2 |
| DAYSHEES CLOSE | 1 |
| FAREHAM RD | 1 |
| FELL DRIVE | 1 |
| FOREST WAY | 1 |
| GORSLANDS WAY | 1 |
| GOSPORT RD | 1 |
| GREEN CRESCENT | 13 |
| GREGSON AVENUE | 1 |
| HANBIDGE WALK | 3 |
| HARWOOD RD | 5 |

| | |
|--------------------|----|
| HIGH STREET | 1 |
| HONEYSUCKLE CLOSE | 1 |
| KEYES ROAD | 2 |
| KEYS RD | 1 |
| MALLARD GARDENS | 1 |
| MARINE PARADE EAST | 4 |
| MARINE PARADE WEST | 1 |
| MEGSON DRIVE | 7 |
| NOBES AVENUE | 1 |
| NORTHWAY | 1 |
| PETTYCOT CRESCENT | 3 |
| PIER STREET | 1 |
| PRIE | 5 |
| QUEENS CLOSE | 1 |
| ROWNER CLOSE | 2 |
| ROWNER RD | 1 |
| RUSSEL ROAD | 3 |
| SKIPPER WAY | 1 |
| SOUTHWAY | 1 |
| STONERS CLOSE | 1 |
| SYCAMORE CLOSE | 1 |
| TEDDER RD | 1 |
| TERN WALK | 1 |
| THE PARADE | 5 |
| TICHBORNE WAY | 5 |
| TUKES AVENUE | 2 |
| TURNER AVENUE | 1 |
| TWYFORD DRIVE | 1 |
| VIVANCLOSE | 1 |
| WAVELL RD | 1 |
| WESTLAND DRIVE | 1 |
| WOODSIDE | 4 |
| WYCH LANE | 3 |
| 1GW03 | |
| AGNEW RD | 1 |
| ASHDOWN AVENUE | 1 |
| BEACHAMP AVENUE | 5 |
| BREWERS LANE | 1 |
| BRIDGEMARY RD | 6 |
| CARISBROOKE AVENUE | 2 |
| CHARDEN RD | 1 |
| CHARNWOOD | 1 |
| CHICHESTER CLOSE | 1 |
| CUNNINGHAM DRIVE | 2 |
| DAYSHERS CLOSE | 1 |
| FAREHAM RD | 1 |
| FOREST WAY | 1 |
| GORSLANDS WAY | 1 |
| GREEN CRESCENT | 12 |
| GREGSON AVENUE | 1 |
| HANBIDGE WALK | 3 |
| HARWOOD RD | 1 |
| HONEYSUCKLE CLOSE | 3 |
| KEYES ROAD | 1 |
| MALLARD GARDENS | 7 |

| | |
|-----------------------|---|
| NOBES AVENUE | 5 |
| NORTHWAY | 1 |
| PETTYCOT CRESCENT | 1 |
| PRIDEAUX-BRUNE AVENUE | 1 |
| ROWNER CLOSE | 2 |
| ROWNER RD | 1 |
| RUSSEL ROAD | 1 |
| SOUTHWAY | 1 |
| STONERS CLOSE | 1 |
| SYCAMORE CLOSE | 1 |
| TEDDER RD | 1 |
| TERN WALK | 1 |
| THE PARADE | 5 |
| TICHBORNE WAY | 6 |
| TUKES AVENUE | 1 |
| VIAN CLOSE | 1 |
| WAVELL RD | 1 |
| WOODSIDE | 4 |
| WYCH LANE | 2 |

ROWDY AND INCONSIDERATE

| | |
|--------------------|---|
| 1GE00 | |
| BROCKHURST RD | 2 |
| COCKLESHELL SQUARE | 8 |
| FORTON RD | 4 |
| HAM LANE | 1 |
| LAVINIA RD | 1 |
| ST HELENS RD | 2 |
| ST VINCENT RD | 3 |
| STOKE RD | 1 |
| TOWER CLOSE | 1 |
| WILMOTT CLOSE | 2 |
| 1GE01 | |
| ALVER RD | 2 |
| ANGLESEY WAY | 3 |
| ARMINERS CLOSE | 3 |
| ASTRA WALK | 6 |
| AVENUE RD | 1 |
| BEMINTERS LANE | 4 |
| BLAKE RD | 6 |
| BURNHAMS WALK | 1 |
| CARLTON WAY | 1 |
| CHURCH PATH | 3 |
| CLARENCE RD | 3 |
| CLAYHALL RD | 8 |
| COCKLESHELL SQUARE | 3 |
| CRANBOURNE RD | 3 |
| CREEK RD | 4 |
| CRESCENT RD | 2 |
| DAISEY LANE | 7 |
| DOCK RD | 3 |
| DOLMAN RD | 4 |
| DOLPHIN CRESCENT | 1 |
| DOLPHIN WAY | 5 |
| ELMHURST RD | 4 |
| FERROL RD | 2 |

| | |
|----------------------|----|
| FORT RD | 14 |
| FORTON RD | 21 |
| FOSTER RD | 1 |
| FRANCIS RD | 3 |
| FRIARY CLOSE | 3 |
| GEORGES WALK | 1 |
| GOSPORT RD | 3 |
| GROVE AVENUE | 2 |
| HASELWORTH DRIVE | 4 |
| HASLAR RD | 1 |
| HENRY PLAYER AVENUE | 63 |
| HIGH STREET | 2 |
| HILTON RD | 6 |
| JAMAICA PLACE | 10 |
| KINGS RD | 1 |
| KINGS STREET | 1 |
| LEONARD RD | 1 |
| LEYLAND CLOSE | 2 |
| LITTLE ANGLESEY RD | 1 |
| LONG WATER DRIVE | 1 |
| MARINE WAY | 5 |
| MARINERS WAY | 79 |
| MAYFIELD RD | 1 |
| MILITARY RD | 1 |
| MILITARY RD | 1 |
| MOLESWORTH RD | 41 |
| MUMBY RD | 2 |
| NORTH CROSS | 1 |
| NORTH CROSS STREET | 1 |
| NORTH STREET | 1 |
| NYRIA WAY | 2 |
| OLD GOSPORT RD | 20 |
| OLD RD | 6 |
| PARK RD | 15 |
| PAVILLION WAY | 1 |
| PEEL RD | 1 |
| PRINCE ALFRED STREET | 1 |
| PRINCE OF WALES RD | 16 |
| QUEENS RD | 1 |
| SEAHORSE WALK | 6 |
| SHAFTSBURY RD | 33 |
| SOUTH STREET | 2 |
| SPRING GARDEN LANE | 2 |
| ST ANDREWS RD | 2 |
| ST EDWARDS RD | 2 |
| ST GEORGES WALK | 1 |
| ST MARKS RD | 34 |
| STOKE RD | 2 |
| STOKE GARDENS | 1 |
| STOKESWAY RD | 7 |
| SUMBEAM WAY | 3 |
| SYDNEY RD | 1 |
| TESTCOMBE RD | 3 |
| THE ANCHORAGE | 3 |
| THE ESPLANADE | 1 |

| | |
|--------------------|----|
| THORNGATE WAY | 25 |
| TRINITY GREEN | 1 |
| VALERIE RD | 4 |
| VICTORIA STREET | 13 |
| WALPOLE RD | 5 |
| WATERLOO RD | 7 |
| WEEVIL LANE | 15 |
| WHITE LION WALK | 2 |
| WOODLEY RD | 2 |
| WOODSTOCK RD | 4 |
| 1GE02 | |
| | 1 |
| ALLENBY RD | 1 |
| ALMA STREET | 1 |
| ALVERCLIFFE DRIVE | 1 |
| AMERSHAW CLOSE | 2 |
| ANGELSEY RD | 21 |
| ANNS HILL RD | 1 |
| ASHBURTON RD | 5 |
| BAY RD | 16 |
| BROADSANDS DRIVE | 1 |
| BEECH GROVE | 1 |
| BRIAR CLOSE | 17 |
| BROCKHURST RD | 1 |
| BROUGHAM STREET | 3 |
| BURNEY RD | 7 |
| BURY HALL LANE | 33 |
| BURY RD | 11 |
| CAMBRIDGE RD | 1 |
| CAMDEN STREET | 1 |
| CARLYLE RD | 12 |
| CARNARVON RD | 7 |
| CHARLESBURY AVENUE | 5 |
| CHERITON RD | 30 |
| CHILWORTH GROVE | 1 |
| CHURCH RD | 2 |
| CHURCHER CLOSE | 1 |
| DURHAM STREET | 1 |
| EASTCROFT RD | 1 |
| FAIRTHORNE GARDENS | 4 |
| FOORTON RD | 2 |
| FORD RD | 75 |
| FORTON RD | 6 |
| GALE MOOR AVE | 13 |
| GOMER LANE | 28 |
| GORDON RD | 6 |
| GRANGE CLOSE | 2 |
| GRANGE CRESCENT | 2 |
| GRANGE RD | 1 |
| GREEN LANE | 6 |
| GREEN RD | 4 |
| HALLIDAY CLOSE | 3 |
| HAMBLE RD | 1 |
| HAMBROOK RD | 2 |
| HANDLEY RD | 2 |

| | |
|-----------------------|----|
| HARDING RD | 2 |
| HARTINGTON RD | 1 |
| HELENS RD | 3 |
| HERBERT RD | 1 |
| HIGH STREET | 3 |
| HILL PARK RD | 2 |
| INGLEDENE CLOSE | 2 |
| INVERNESS RD | 4 |
| JELICOE AVENUE | 3 |
| JESSIE RD | 1 |
| JUBILEE RD | 1 |
| KINGSTON AVE | 1 |
| LANDON COURT | 10 |
| LAVINIA RD | 8 |
| LEES LANE | 21 |
| LEESLAND RD | 2 |
| LESTER RD | 1 |
| LEVENSON CLOSE | 1 |
| LINNET COURT | 3 |
| LITTLE LANE | 2 |
| MADDEN CLOSE | 1 |
| MARLBOROUGH RD | 3 |
| MARTELLO CLOSE | 1 |
| MELROSE GARDENS | 2 |
| MIDDLECROFT LANE | 2 |
| MORELAND RD | 2 |
| MORTIMER RD | 1 |
| NEWLANDS AVE | 8 |
| NORMANDY GARDENS | 1 |
| NORMANDY RD | 1 |
| NORTHCROFT RD | 2 |
| ORANGE CLOSE | 3 |
| OVAL GARDENS | 1 |
| OVAL RD | 1 |
| PELHAM RD | 2 |
| PRIVETT PLACE | 33 |
| PRIVETT RD | 10 |
| PYRFORD CLOSE | 1 |
| REDHOUSE PARK GARDENS | 1 |
| REEDS PLACE | 2 |
| RICHMOND RD | 2 |
| ROBERTS RD | 1 |
| RUSSELL STREET | 1 |
| SAVILLE CLOSE | 1 |
| SHERWOOD RD | 1 |
| SHERWOOD RD | 5 |
| SMITH STREET | 1 |
| SOLENT WAY | 2 |
| SOUTHCROFT RD | 1 |
| ST ANNS CRESCENT | 1 |
| ST HELENS RD | 1 |
| ST JOHNS CLOSE | 8 |
| STANLEY PARK | 4 |
| STATION RD | 13 |
| STOKES BAY RD | 17 |

| | |
|-------------------|----|
| THE AVENUE | 1 |
| THE PADDOCK | 1 |
| TINTERN RD | 1 |
| TORONTO PLACE | 3 |
| TOWER CLOSE | 4 |
| TRAFALGAR SQUARE | 2 |
| VECTIS RD | 2 |
| VERNON RD | 10 |
| VILLAGE RD | 1 |
| VIRGINIA PARK RD | 1 |
| WALTON CLOSE | 1 |
| WARNFORD CLOSE | 11 |
| WESTERN WAY | 8 |
| WHITEACRES CLOSE | 2 |
| WHITES PLACE | 9 |
| WHITWORTH RD | 7 |
| WILMOTT CLOSE | 2 |
| WINDSOR RD | 1 |
| WOODWARD CLOSE | 4 |
| 1GE03 | 2 |
| ADMIRALTY CLOSE | 6 |
| ALBEMARLE AVENUE | 2 |
| AMBERLEY RD | 6 |
| AVERY LANE | 1 |
| BARHAM CLOSE | 1 |
| BEHRENDT CLOSE | 1 |
| BERYL RD | 26 |
| BERYTON RD | 5 |
| BITTERN CLOSE | 1 |
| BLACKTHORNE DRIVE | 1 |
| BOLTON DRIVE | 3 |
| BRIGHTON AVE | 2 |
| BRITANNIA WAY | 3 |
| BROCKHURST RD | 1 |
| BUCKLER RD | 8 |
| CHANTRY RD | 1 |
| CHESTNUT WALK | 2 |
| COOMBE AVENUE | 4 |
| COOMBE RD | 2 |
| CORONADO RD | 3 |
| COULMERE RD | 1 |
| DARTMOUTH COURT | 3 |
| DORRIEN RD | 22 |
| DUKES RD | 1 |
| DURLEY RD | 1 |
| EASTBOURNE AVENUE | 3 |
| EASTBROOK CLOSE | 5 |
| ELSON LANE | 17 |
| ELSON RD | 3 |
| EXMOUTH RD | 2 |
| FALCON CLOSE | 5 |
| FAREHAM RD | 1 |
| FELIX RD | 2 |
| FIELDMORE RD | 7 |

| | |
|--------------------|----|
| FINDON RD | 2 |
| FISGARD RD | 1 |
| FIVE POST LANE | 41 |
| FORTON RD | 3 |
| FRATER LANE | 4 |
| GILES CLOSE | 3 |
| GOODWOOD RD | 1 |
| GRAFTON CLOSE | 2 |
| GREEN LANE | 3 |
| GREENWAY RD | 13 |
| GROVE RD | 6 |
| GUNNERS WAY | 9 |
| HAM LANE | 2 |
| HASTINGS AVENUE | 1 |
| HAYLING CLOSE | 1 |
| HEATON RD | 7 |
| HERITAGE WAY | 1 |
| HEWITT CLOSE | 1 |
| HIGHFIELD RD | 4 |
| JERVIS DRIVE | 34 |
| KEALY RD | 2 |
| KEITH CLOSE | 2 |
| LAPWING CLOSE | 6 |
| LEE RD | 1 |
| LICHFIELD DRIVE | 1 |
| LUKES RD | 5 |
| MELVILLE RD | 1 |
| MERGANSER CLOSE | 1 |
| MILITARY RD | 21 |
| MILL LANE | 1 |
| MILL RD | 1 |
| MONKS WALK | 1 |
| NETHERTON RD | 1 |
| PRIEDEAUX BRUNE | 5 |
| PALMYRA RD | 35 |
| PANNALL RD | 2 |
| PARKLANDS CLOSE | 4 |
| PRIORY RD | 1 |
| QUAY RD | 3 |
| ROTHESEY RD | 17 |
| SAN DIEGO RD | 6 |
| SAPPHIRE CLOSE | 1 |
| SEA LARK RD | 1 |
| SEDGELEY GROVE | 4 |
| SELSEY AVENUE | 1 |
| SOVEREIGN AVENUE | 3 |
| ST EDWARDS TERRACE | 1 |
| ST HELIER RD | 1 |
| ST LUKES RD | 15 |
| ST VINCENT RD | 1 |
| TEIGNMOUTH RD | 17 |
| THE CROSSWAYS | 1 |
| THE SHRUBBERY | 10 |
| VADNE GARDENS | 10 |
| VALE GROVE | 3 |

| | |
|------------------|----|
| VANGUARD RD | 2 |
| VAROS CLOSE | 2 |
| WELCH RD | 7 |
| WHEELER CLOSE | 1 |
| WIDGEON CLOSE | 1 |
| WORTHING AVENUE | 5 |
| 1GW00 | |
| | 2 |
| ROWNER RD | |
| 1GW01 | 1 |
| BRITTEN RD | 22 |
| ANGLSEA RD | 3 |
| ANSTICE COURT | 1 |
| AYLING CLOSE | 3 |
| BALFOUR CLOSE | 7 |
| BEACH RD | 5 |
| BRACKEN CLOSE | 1 |
| BRITTEN RD | 1 |
| BROOM WAY | 3 |
| BROWNDOWN RD | 1 |
| CAMBRIDGE RD | 11 |
| CARLESS CLOSE | 4 |
| CHERRY CLOSE | 3 |
| CHERRY CLOSE | 3 |
| COCHRANE CLOSE | 5 |
| COMMON BARN LANE | 1 |
| COMPASS CLOSE | 9 |
| CORNWALL CLOSE | 3 |
| DARWIN WAY | 4 |
| DAVENPORT CLOSE | 1 |
| DERWENT RD | 2 |
| DOMINIE WALK | 14 |
| ELMORE RD | 20 |
| ENSIGN DRIVE | 1 |
| FAIRLEAD DRIVE | 6 |
| FELL DRIVE | 2 |
| FITZROY CLOSE | 4 |
| FROBISHER CLOSE | 7 |
| GAZELLE CLOSE | 2 |
| GIBSON CLOSE | 1 |
| GOLDFINCH LANE | 6 |
| GOSPORT RD | 3 |
| GRANGE LANE | 37 |
| GRANGE RD | 2 |
| GROVE RD | 1 |
| HARRIER CLOSE | 1 |
| HAWTHORNE WALK | 1 |
| HEADLEY CLOSE | 17 |
| HIGH STREET | 1 |
| HOLLYBANK | 1 |
| HOLT CLOSE | 2 |
| HOVERFLY CLOSE | 31 |
| HOWE RD | 1 |
| HUDSON CLOSE | 1 |

| | |
|---------------------|----------|
| HUNTER CLOSE | 1 |
| KIMPTON CLOSE | 2 |
| KINGS RD | 1 |
| LANYARD DRIVE | 1 |
| LAWRENCE WALK | 22 |
| LINDBERGH CLOSE | 1 |
| LITTLE WOODHAM LANE | 1 |
| LITTLE WOODHAM LANE | 3 |
| MAGENNIS CLOSE | 1 |
| MAGISTER DRIVE | 4 |
| MANOR WAY | 9 |
| MANTLE CLOSE | 8 |
| MARINE PARADE EAST | 18 |
| MARINE PARADE WEST | 16 |
| MARLIN CLOSE | 1 |
| MARTIN CLOSE | 1 |
| MARTINET DRIVE | 8 |
| MEGSON DRIVE | 35 |
| MILITARY RD | 1 |
| MONTSERRAT RD | 4 |
| NAPIER CLOSE | 33 |
| NIMROD DRIVE | 3 |
| OAKTHORN CLOSE | 1 |
| ORANGE RD | 4 |
| OSPREY GARDENS | 2 |
| PEGASUS CLOSE | 1 |
| PETRIE RD | 10 |
| PIER STREET | 1 |
| PORTSMOUTH RD | 1 |
| QUEENS CLOSE | 3 |
| QUEENS RD | 4 |
| RAMBLER DRIVE | 2 |
| RAVEN CLOSE | 2 |
| RAYNES RD | 7 |
| RODNEY CLOSE | 1 |
| RUSSELL RD | 1 |
| RYDE PLACE | 2 |
| SAILSBURY TERRACE | 3 |
| SAMSON CLOSE | 3 |
| SAUNDERS CLOSE | 1 |
| SEYMOUR RD | 13 |
| SKIPPER WAY | 5 |
| SPENCER DRIVE | 4 |
| ST NICHOLAS AVENUE | 2 |
| STUDLAND RD | 1 |
| SWANAGE RD | 19 |
| TWYFORD DRIVE | 1 |
| VICTORIA SQUARE | 2 |
| WESTLAND DRIVE | 28 |
| WILLIAMS CLOSE | 1 |
| WOODLAND CLOSE | 4 |
| 1GW02 | 3 |
| ACORN CLOSE | 1 |
| ALMONSIDE | 1 |

| | |
|--------------------|----|
| BBIDDLECOMBE CLOSE | 5 |
| BEAUCHAMP AVENUE | 2 |
| BIDDLECOMBE CLOSE | 1 |
| BOOKERS LANE | 1 |
| BOSHAM WALK | 1 |
| BRACKLESHAM RD | 1 |
| BRADING AVENUE | 1 |
| BRAEMER RD | 9 |
| BREWERS LANE | 3 |
| BRIDGEMARY AVENUE | 5 |
| BRIDGEMARY RD | 1 |
| BRIDGEMARY WAY | 1 |
| BROOKERS CLOSE | 1 |
| BROOKERS LANE | 1 |
| BRUNE LANE | 6 |
| BUCKSEY RD | 2 |
| CAMERON CLOSE | 13 |
| CARISBROOKE RD | 2 |
| CHARDEN RD | 4 |
| CHARNWOOD | 3 |
| CHATFIELD RD | 1 |
| CHICHESTER CLOSE | 1 |
| CONIFER GROVE | 1 |
| COPSE LANE | 2 |
| CRANE CLOSE | 4 |
| CUNNINGHAM DRIVE | 2 |
| DANDELION CLOSE | 29 |
| DAYSSES CLOSE | 1 |
| DOWNSIDE | 1 |
| EDGECOMBE CRESCENT | 1 |
| FAIRWATER CLOSE | 7 |
| FAREHAM RD | 2 |
| FILMER WAY | 4 |
| FISHER RD | 14 |
| FOREST WAY | 15 |
| FRANKLIN RD | 1 |
| FRASER RD | 1 |
| GLEBE DRIVE | 3 |
| GORSLANDS WAY | 2 |
| GREEN CRESCENT | 49 |
| GREGSON AVENUE | 3 |
| GULL CLOSE | 1 |
| HALE CLOSE | 8 |
| HANBRIDGE CRESCENT | 2 |
| HARRIS RD | 8 |
| HARWOOD RD | 1 |
| HAWKINS RD | 2 |
| HEATHER CLOSE | 4 |
| HOMER CLOSE | 4 |
| HORTON RD | 7 |
| JAMES CLOSE | 7 |
| JAMES RD | 2 |
| KEAST WALK | 1 |
| KENT RD | 1 |
| KEYES CLOSE | 6 |

| | |
|--------------------|----|
| KEYES RD | 2 |
| KITTIWAKE CLOSE | 7 |
| LAWN CLOSE | 10 |
| LAYTON RD | 1 |
| LERRYN RD | 6 |
| LOMBARDY RD | 1 |
| LONDON RD | 8 |
| LONG DRIVE | 1 |
| MEADOW WALK | 2 |
| MEON CLOSE | 5 |
| MONTGOMERY RD | 3 |
| NEWBROKE RD | 14 |
| NOBES AVENUE | 2 |
| NORTHWAY | 2 |
| OSBORN CRESCENT | 2 |
| PEEL COMMON | 8 |
| PETTYCOT CRESCENT | 2 |
| PINEWOOD | 1 |
| PORTAL RD | 1 |
| POUND CLOSE | 4 |
| PRIDEAUX-BRUNE AVE | 4 |
| PUFFIN GARDENS | 1 |
| ROW WOOD | 1 |
| ROWALLAN AVENUE | 3 |
| ROWNER CLOSE | 9 |
| ROWNER LANE | 9 |
| ROWNER RD | 5 |
| SAVERNAKE CLOSE | 1 |
| SHACKLETON RD | 3 |
| SOUTHWAY | 1 |
| ST NICHOLAS AVENUE | 1 |
| STOCKER PLACE | 4 |
| TEDDER RD | 2 |
| TERN WALK | 1 |
| THE CHINE | 2 |
| THE COPPICE | 4 |
| THE DRIVE | 3 |
| THE FAIRWAY | 1 |
| THE GLEN | 1 |
| THE HOE | 2 |
| THE LINKS | 1 |
| THE NOOK | 2 |
| THE PARKWAY | 2 |
| THE SPINNEY | 1 |
| THE THICKET | 4 |
| TICHBOURNE WAY | 1 |
| TUDOR CLOSE | 24 |
| TUKES AVENUE | 14 |
| TURNER AVENUE | 1 |
| VIAN CLOSE | 1 |
| VINESIDE | 2 |
| WARSASH GROVE | 2 |
| WAVELL RD | 1 |
| WITHIES RD | 3 |
| WOODSIDE | 19 |

| | |
|------------------------|----|
| WYCH LANE | 1 |
| WYCOTE RD | 10 |
| YEWSIDE | |
| CRIMINAL DAMAGE | |
| 1GE00 | 1 |
| ANGLESEY RD | 1 |
| FELIX RD | 2 |
| FORTON RD | 2 |
| ST VINCENTS RD | 1 |
| STOKE RD | 1 |
| THE CROSSWAYS | |
| 1GE01 | 4 |
| ALBERT STREET | 1 |
| ALECTO RD | 6 |
| ALVER RD | 1 |
| ANGLESEY ARMS RD | 1 |
| ANGLESEY ARMS RD | 1 |
| ANGLESEY RD | 6 |
| ARMINERS CLOSE | 1 |
| ASTRA WALK | 10 |
| AVENUE RD | 1 |
| BEMISTERS LANE | 1 |
| BEVIS RD | 2 |
| BLAKE RD | 1 |
| BURNHAMS WALK | 3 |
| CARLTON RD | 1 |
| CHURCH PATH | 6 |
| CLARENCE RD | 1 |
| CLAYHALL RD | 1 |
| CLEVELAND RD | 2 |
| COCKLESHELL SQUARE | 2 |
| CRANBOURNE RD | 1 |
| CRESCENT RD | 1 |
| CROSS STREET | 1 |
| DAISY LANE | 5 |
| DOCK RD | 7 |
| DOLMAN RD | 5 |
| DOLPHIN CRESCENT | 1 |
| DOLPHIN WAY | 1 |
| ELMHURST RD | 2 |
| FARRIERS WALK | 1 |
| FERROL RD | 2 |
| FORT RD | 12 |
| FORTON RD | 12 |
| FRANKTON WAY | 1 |
| GILKICKER RD | 2 |
| GROVE AVENUE | 4 |
| HARBOUR RD | 1 |
| HASLAR RD | 3 |
| HENRY PLAYER AVENUE | 49 |
| HIGH STREET | 9 |
| HILTON RD | 1 |
| HOLLY STREET | 6 |
| JAMAICA PLACE | 1 |

| | |
|----------------------|----|
| KENSINGTON RD | 1 |
| KING STREET | 10 |
| KINGS RD | 1 |
| LEAR RD | 1 |
| LEONARD RD | 3 |
| LEYLAND CLOSE | 1 |
| LINDEN GROVE | 1 |
| LITTLE ANGLESEY RD | 2 |
| MABEY CLOSE | 25 |
| MARINERS WAY | 26 |
| MAYFIELD RD | 4 |
| MILITARY RD | 1 |
| MINNITT RD | 2 |
| MOLES WORTH RD | 13 |
| MUMBY RD | 4 |
| NORTH CROSS STREET | 4 |
| NYRA WAY | 1 |
| OLD FORT RD | 18 |
| OLD RD | 1 |
| ORDNANCE RD | 1 |
| PARHAM RD | 7 |
| PARK RD | 2 |
| PAVILION WAY | 3 |
| PEEL RD | 2 |
| PRINCE ALFRED STREET | 3 |
| PRINCE OF WALES RD | 9 |
| QUEENS RD | 1 |
| RAMPART RD | 1 |
| SEAHORSE WALK | 3 |
| SHAFTSBURY RD | 43 |
| SOUTH STREET | 11 |
| SPRING GARDEN LANE | 5 |
| ST ANDREWS RD | 5 |
| ST EDWARDS RD | 2 |
| ST GEORGES WALK | 1 |
| ST MARKS CLOSE | 1 |
| STOKE GARDENS | 25 |
| STOKE RD | 1 |
| STONE LANE | 1 |
| STRATHMORE RD | 4 |
| SUNBEAM WAY | 12 |
| SYDNEY RD | 1 |
| TAMWORTH PLACE | 1 |
| TENNYSON GARDENS | 6 |
| THE ANCHORAGE | 2 |
| THE ESPLANADE | 2 |
| THOMAS GRANT AVENUE | 15 |
| TRINTY GREEN | 5 |
| VICTORIA STREET | 8 |
| WALPOLE RD | 7 |
| WEEVIL LANE | 5 |
| WHITE LION WALK | 6 |

1GE02

| | |
|--------------------|----|
| ALLENBY RD | 1 |
| ALVERCLIFFE DRIVE | 2 |
| ANNS CRESCENT | 29 |
| ANNS HILL RD | 2 |
| ASH CLOSE | 7 |
| ASHBURTON RD | 1 |
| BEECH GROVE | 1 |
| BRIAR CLOSE | 7 |
| BROADSANDS DRIVE | 18 |
| BROCKHURST RD | 1 |
| BURNEY RD | 2 |
| BURY HALL LANE | 16 |
| BURY RD | 9 |
| CAMBRIDGE RD | 5 |
| CAMDEN STREET | 1 |
| CANBERRA CLOSE | 2 |
| CARLYLE RD | 8 |
| CARNARVON RD | 1 |
| CEMETERY RD | 3 |
| CHARLESBURY AVENUE | 4 |
| CHERITON RD | 8 |
| CHILWORTH GROVE | 1 |
| CHURCH RD | 2 |
| CLIFTON STREET | 2 |
| CLYDE RD | 3 |
| COTTAGE GROVE | 1 |
| COWARD RD | 1 |
| DIEPPE GARDENS | 1 |
| DONNELLY STREET | 1 |
| DROXFORD CLOSE | 1 |
| DURHAM STREET | 2 |
| FORD RD | 25 |
| FORTON RD | 17 |
| GALE MOOR AVENUE | 6 |
| GOMER LANE | 1 |
| GORDON AVE | 3 |
| GORDON RD | 1 |
| GRANGE CLOSE | 6 |
| GRANGE CRESCENT | 1 |
| GRAYSHOTT RD | 2 |
| GREEN LANE | 1 |
| GREEN RD | 2 |
| GREENLEA GROVE | 1 |
| HALLIDAY CLOSE | 2 |
| HAMBLE RD | 3 |
| HANDLEY RD | 1 |
| HELENS RD | 4 |
| HERBERT RD | 1 |
| HIGHCLIFFE RD | 4 |
| HILL PARK RD | 3 |
| HOUSE FARM RD | 1 |
| INVERNESS RD | 2 |
| JELICOE AVE | 7 |
| JESSIE RD | 2 |
| JUBILEE RD | 1 |

| | |
|-----------------------|----|
| KINGSMILL CLOSE | 3 |
| KINGSTONE RD | 6 |
| LEES LANE | 15 |
| LEESLAND RD | 4 |
| LEVESON CLOSE | 1 |
| LINNETT COURT | 1 |
| LYNDHURST RD | 2 |
| MIDDLECROFT LANE | 1 |
| MILITARY RD | 3 |
| MOAT DRIVE | 1 |
| MORELAND RD | 1 |
| NEWLANDS AVE | 1 |
| NIGHTINGALE RD | 1 |
| NORFOLK RD | 1 |
| NORMAN RD | 3 |
| NORMANDY GARDENS | 1 |
| NORTHCOTT CLOSE | 1 |
| NORTHCROFT RD | 1 |
| OXFORD RD | 3 |
| PAGET RD | 1 |
| PALMERSTON WAY | 1 |
| PARK ST | 24 |
| PELHAM RD | 2 |
| PYRFORD CLOSE | 2 |
| REDHOUSE PARK GARDENS | 2 |
| RICHMOND RD | 2 |
| RUSSELL ST | 3 |
| SELBORNE GARDENS | 2 |
| SHERWOOD RD | 4 |
| SMITH STREET | 5 |
| SOLENT WAY | 5 |
| SOUTHCROFT RD | 5 |
| ST ANNS CRESCENT | 16 |
| STATION RD | 2 |
| STOKE BAY RD | 1 |
| TEBOURA DRIVE | 1 |
| THAMESMEAD CLOSE | 8 |
| THE AVENUE | 1 |
| THE PADDOCK | 2 |
| TORONTO PLACE | 1 |
| TOWER CLOSE | 2 |
| TRIBE RD | 1 |
| VECTIS RD | 1 |
| VERNON CLOSE | 1 |
| VERNON PARK RD | 1 |
| VERNON RD | 5 |
| VILLAGE RD | 1 |
| VIRGINIA PARK RD | 1 |
| WALTON RD | 5 |
| WESTERN WAY | 1 |
| WESTFIELD RD | 1 |
| WHITEACRES CLOSE | 8 |
| WHITWORTH RD | 18 |
| WILMOTT LANE | 1 |
| WINDSOR RD | 3 |

| | |
|----------------|---|
| WOODWARD CLOSE | 4 |
|----------------|---|

1GE03

| | |
|------------------|---|
| | 2 |
| CORONADO RD | 1 |
| FAREHAM RD | 1 |
| FINDON RD | 3 |
| DUKES RD | 1 |
| TEIGNMOUTH RD | 1 |
| FAREHAM RD | 1 |
| BERYL AVENUE | 4 |
| BERYTON RD | 1 |
| ELSON RD | 7 |
| ELSON RD | 1 |
| ELSON RD | 5 |
| AMBERLEY RD | 1 |
| ST THOMAS RD | 4 |
| GREENWAY RD | 1 |
| AVERY LANE | 1 |
| VADNE GARDENS | 1 |
| ELSON RD | 1 |
| BERYTON RD | 1 |
| RYDAL RD | 1 |
| PARKLANDS CLOSE | 1 |
| THE CROSSWAYS | 1 |
| SEDGELEY GROVE | 1 |
| FORTON RD | 1 |
| FORTON RD | 1 |
| PALMYRA RD | 1 |
| HERITAGE WAY | 1 |
| BROCKENHURST RD | 1 |
| BLENHIEM GARDENS | 1 |
| FORTON RD | 1 |
| PRIORY RD | 3 |
| MILL LANE | 1 |
| ALBEMARLE AVENUE | 1 |
| JERVIS DRIVE | 1 |
| WORTHING AVE | 1 |
| CORONADO RD | 1 |
| PARKLANDS CLOSE | 1 |
| EXMOUTH RD | 1 |
| HAMLET WAY | 1 |
| SEA LARK RD | 1 |
| CORONADO RD | 1 |
| ST VINCENTS RD | 1 |
| DUKES RD | 1 |
| GLADSTONE RD | 1 |
| TEIGNMOUTH RD | 3 |

1GW00

| | |
|---------------|---|
| | 5 |
| TUKES AVE | 1 |
| FELICIA FARM | 1 |
| GRANGE RD | 1 |
| ST ANDREWS RD | 4 |

1GW01

| | |
|----------------------|----|
| | 1 |
| ALDERMOOR RD | 1 |
| ANGLESEA RD | 11 |
| ANSON CLOSE | 3 |
| BALFOUR CLOSE | 2 |
| BAYNTUN DRIVE | 3 |
| BEACH RD | 1 |
| BEAUFORT CLOSE | 1 |
| BRACKEN CLOSE | 9 |
| BROOM WAY | 1 |
| BROOMFIELD CRESCENT | 3 |
| BROWNDOWN RD | 2 |
| BULLFINCH COURT | 6 |
| CAMBRIDGE RD | 12 |
| CARLESS CLOSE | 2 |
| CHESTER CRESCENT | 1 |
| CLIFTON RD | 2 |
| COCHRANE CLOSE | 2 |
| COMPTON CLOSE | 5 |
| CORNWALL CLOSE | 1 |
| CORSAIR CLOSE | 2 |
| COURT BARN CLOSE | 2 |
| DAMPIER CLOSE | 3 |
| DARWIN WAY | 8 |
| DAVENPORT CLOSE | 1 |
| DAVID NEWBERRY DRIVE | 2 |
| DOMINIE WALK | 4 |
| ELMORE AVENUE | 6 |
| ELMORE RD | 1 |
| ELSMORE AVENUE | 3 |
| ELSMORE RD | 3 |
| ENSIGN DRIVE | 2 |
| FALKLANDS CLOSE | 2 |
| FELL DRIVE | 1 |
| FIELDHOUSE DRIVE | 3 |
| FITZROY DRIVE | 4 |
| FROBISHER CLOSE | 7 |
| GAZELLE CLOSE | 1 |
| GOLDFINCH LANE | 2 |
| GOSPORT RD | 6 |
| GRANGE LANE | 75 |
| GRANGE RD | 1 |
| GRAYSON CLOSE | 3 |
| GRIFFIN WALK | 7 |
| GROVE RD | 2 |
| HARRIER CLOSE | 1 |
| HELM CLOSE | 20 |
| HIGH STREET | 1 |
| HOLT CLOSE | 2 |
| HOVERFLY CLOSE | 43 |
| HOWE RD | 6 |
| HUDSON CLOSE | 1 |
| KEEL CLOSE | 1 |

| | |
|----------------------|----|
| LANYARD DRIVE | 1 |
| LAURUS WALK | 1 |
| LAVE CLOSE | 1 |
| LEAMINGTON CRESCENT | 12 |
| LINDBERGH CLOSE | 2 |
| LITTLE WOODHAM LANE | 1 |
| LULWORTH RD | 6 |
| MAGENNIS CLOSE | 4 |
| MANOR WAY | 12 |
| MANTLE CLOSE | 22 |
| MARINE PARADE EAST | 1 |
| MARTLET CLOSE | 1 |
| MEGSON DRIVE | 9 |
| MILITARY RD | 2 |
| NAPIER CLOSE | 31 |
| NIMROD DRIVE | 1 |
| PEGASUS CLOSE | 1 |
| PETRIE RD | 3 |
| PIER STREET | 8 |
| PORTSMOUTH RD | 1 |
| RALEIGH WALK | 8 |
| RAMBLER DRIVE | 5 |
| RAVEN CLOSE | 3 |
| RAYNES RD | 2 |
| RICHMOND RD | 7 |
| RODNEY CLOSE | 4 |
| RUSSELL RD | 4 |
| SAMSON CLOSE | 3 |
| SANDHILL LANE | 2 |
| SAUNDERS CLOSE | 1 |
| SCHOONERS CLOSE | 1 |
| SHOOT LANE | 13 |
| SKIPPER WAY | 1 |
| SMEETON RD | 1 |
| SOUTH PLACE | 1 |
| SPENCER DRIVE | 1 |
| ST EDMONDSBURY COURT | 6 |
| ST NICHOLAS AVENUE | 2 |
| STUDLAND RD | 7 |
| TWYFORD DRIVE | 1 |
| VICTORIA SQUARE | 1 |
| WAVENEY CLOSE | 1 |
| WELLINGTON DRIVE | 1 |
| WESTLAND DRIVE | 2 |
| WHEATCROFT RD | 16 |
| WILLIAMS CLOSE | 2 |
| WOODLAND CLOSE | 2 |
| WOOTTON RD | 1 |
| YORK CRESCENT | 3 |

1GW02

| | |
|--------------|---|
| | 1 |
| AGNEW RD | 3 |
| ALDERMOOR RD | 1 |
| ALMONDSIDE | 6 |

| | |
|-------------------|----|
| ASHDOWN | 1 |
| AUSTERBERRY WAY | 1 |
| AVOCET WALK | 13 |
| BEAUCHAMP AVENUE | 1 |
| BIDDLECOMBE CLOSE | 3 |
| BIRCH DRIVE | 1 |
| BIRCHMORE RD | 5 |
| BRACKLESHAM RD | 1 |
| BRAEMAR CLOSE | 4 |
| BREWERS LANE | 8 |
| BRIDGEMARY AVE | 3 |
| BRIDGEMARY RD | 6 |
| BROOKERS FIELD | 2 |
| BROOKERS LANE | 3 |
| BRUNE LANE | 1 |
| BUCKSEY RD | 5 |
| CAMERON CLOSE | 5 |
| CAMP RD | 6 |
| CARISBROOKE RD | 1 |
| CHARDEN AVE | 4 |
| CHARDEN RD | 6 |
| CHATFIELD RD | 1 |
| CONIFER GROVE | 1 |
| COPSE LANE | 2 |
| COWSLIP CLOSE | 1 |
| CRANE CLOSE | 4 |
| CUNNINGHAM DRIVE | 1 |
| DANDELION CLOSE | 2 |
| DAYSIES CLOSE | 12 |
| FAREHAM RD | 1 |
| FILMER CLOSE | 5 |
| FILMER CLOSE | 4 |
| FISHER RD | 8 |
| FOREST WAY | 1 |
| FOXBURY LANE | 5 |
| FRANKLIN RD | 1 |
| GILBERT COSE | 1 |
| GORRAN AVE | 19 |
| GORSELANDS WAY | 6 |
| GREEN CRESCENT | 18 |
| GREGSON AVE | 2 |
| GULL CLOSE | 1 |
| HANBIDGE WALK | 2 |
| HARRIS RD | 2 |
| HARWOOD CLOSE | 4 |
| HARWOOD RD | 1 |
| HEATHER CLOSE | 1 |
| HERON WAY | 2 |
| HOMER CLOSE | 1 |
| HONEYSUCKLE CLOSE | 1 |
| HORTON RD | 1 |
| HOYLAKE CLOSE | 1 |
| HURST GREEN | 5 |
| JAMES CLOSE | 4 |
| JAMES RD | 8 |

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|------------------------|----|
| KENT RD | 10 |
| KEYES RD | 2 |
| KITTIWAKE CLOSE | 2 |
| LAPTHORN CLOSE | 1 |
| LAWN CLOSE | 8 |
| LAYTON RD | 1 |
| LEDERLE LANE | 1 |
| LERRYN RD | 2 |
| LONG DRIVE | 1 |
| MALLARD GARDENS | 1 |
| MAYNARD CLOSE | 1 |
| MEADOW WALK | 7 |
| MEON CLOSE | 4 |
| MONTGOMERY RD | 2 |
| MOUNTBATTEN CLOSE | 2 |
| NEWBROKE RD | 2 |
| NICHOLL PLACE | 1 |
| NITON CLOSE | 21 |
| NOBES AVE | 2 |
| NORTHWAY | 1 |
| NORTHWAY | 1 |
| NURSERY CLOSE | 2 |
| ORANGE GROVE | 5 |
| OSBORN CRESCENT | 2 |
| OWEN CLOSE | 2 |
| PETTYCOT CRESCENT | 2 |
| PINEWOOD | 1 |
| PORTAL RD | 3 |
| POUND CLOSE | 7 |
| PRIDEAUX BRUNE | 1 |
| PUFFIN GARDENS | 2 |
| ROWNER RD | 1 |
| ROWNER CLOSE | 1 |
| ROWNER GREEN | 5 |
| ROWNER LANE | 14 |
| ROWNER RD | 3 |
| SAVERNAKE CLOSE | 2 |
| SHACKLETON RD | 1 |
| SHEARWATER CLOSE | 1 |
| SOUTHWAY | 1 |
| ST CHRISTOPHER GARDENS | 6 |
| ST NICHOLAS AVE | 1 |
| STOCKER PLACE | 2 |
| STONERS CLOSE | 5 |
| SYCAMORE CLOSE | 11 |
| TEDDER RD | 2 |
| THE CHINE | 3 |
| THE CURVE | 1 |
| THE DRIVE | 2 |
| THE FAIRWAY | 1 |
| THE GLEN | 1 |
| THE HOE | 1 |
| THE LIMES | 2 |
| THE LINKS | 5 |
| THE PARKWAY | 2 |

| | |
|---------------|-------------|
| THE SPINNEY | 3 |
| TICHBORNE WAY | 2 |
| TONERS CLOSE | 1 |
| TOTLAND RD | 5 |
| TUDOR CLOSE | 17 |
| TUKES AVE | 24 |
| TURNER AVENUE | 1 |
| VIAN CLOSE | 4 |
| WAVELL RD | 2 |
| WITHIES RD | 5 |
| WOODSIDE | 10 |
| WYCH LANE | 11 |
| WYCOTE RD | 4 |
| TOTAL | 5929 |

C12's from 28/03/2006 to 28/02/2007

| Area | St Drinking | Alc Seizure | Rowdy & Incon | Crim Dam | ASB Rel |
|--------------------------------|-------------|-------------|---------------|----------|---------|
| Alexandra Street | | | 1 | | |
| Alexandra Street | | | 1 | | |
| Alexandra Street | | | | 1 | |
| Alver Road | | | | 1 | |
| Anglesey Road | 1 | | | | |
| Ann's Hill Cemetry | | | | 1 | |
| Ann's Hill Crescent | 1 | 1 | | | |
| Ann's Hill Road | 1 | 1 | | | |
| Ann's Hill Road | | | 1 | | |
| Ann's Hill Road | 1 | 1 | | | |
| Ann's Hill Road | | | 1 | | |
| Ann's Hill Road | | | 1 | | |
| Ann's Hill Road | | | 1 | | |
| Ann's Hill Road | | | 1 | | |
| Arminers Close | 1 | 1 | | | |
| Avenue Road | | | 1 | | |
| Averly Lane | 1 | 1 | | | |
| Barclays House, Trinity Street | | | 1 | | |
| Beauchamp Avenue | | | 1 | | |
| Beauchamp Avenue | 1 | 1 | | | |
| Beauchamp Avenue | 1 | 1 | | | |
| Beauchamp Avenue | | | 1 | | |
| Beauchamp Avenue | | | 1 | | |
| Beauchamp Avenue | | | 1 | | |
| Beriton Road | 1 | 1 | | | |
| Beriton Road | 1 | 1 | | | |
| Beriton Road | 1 | 1 | | | |
| Beriton Road | 1 | 1 | | | |
| Beriton Road | 1 | 1 | | | |
| Bowling Green Anglesey Road | | | | 1 | |
| Bowling Green Anglesey Road | | | | 1 | |
| Bowling Green Anglesey Road | | | 1 | | |
| Bowling Green Anglesey Road | | | 1 | | |
| Bowling Green Anglesey Road | | | | 1 | |
| Bracken Close LOTS | 1 | | | | |
| Bracken Drive LOTS | | | | | 1 |
| Bracken Way LOTS | | | | | 1 |
| Bracken Way LOTS | | | 1 | | |
| Bridgemary Health Centre | | | | | 1 |
| Bridgemary Park | 1 | 1 | | | |
| Bridgemary Road | | | | 1 | |
| Bridgemary Road | | | | 1 | |
| Bridgemary Road | | | | 1 | |
| Bridgemary Road | 1 | 1 | | | |
| Bridgemary Road | | | | 1 | |
| Bridgemary Road | | | | 1 | |
| Broadsands Drive | | | | | 1 |
| Brockhurst Road | | | 1 | | |
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| Brockhurst Road | 1 | 1 | | | |
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| Brockhurst Road | | | 1 | | |
| Brockhurst Road | | | 1 | | |
| Bucklers Road | | | | | 1 |
| Budgens Co-op, LOTS | | | | 1 | |
| Bury Hall Lane | 1 | 1 | | | |
| Bury Hall Lane | 1 | 1 | | | |
| Bury Hall Road | 1 | 1 | | | |
| Bury Road | | | 1 | | |
| Bury Road | 1 | 1 | | | |
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| Bury Road | | | 1 | | |
| Bury Road | 1 | 1 | | | |
| Bury Road | | | | 1 | |
| Cambridge Road | | | 1 | | |
| Cambridge Road | 1 | 1 | | | |
| Cambridge Road | | | | | 1 |
| Cameron Close Underpass | | | 1 | | |
| Cameron Close Underpass | | | | 1 | |
| Cameron Close Underpass | | | | 1 | |
| Cameron Close Underpass | | | | 1 | |
| Cameron Close Underpass | | | | 1 | |
| Cameron Close Underpass | | | | 1 | |
| Cannock Walk | 1 | 1 | | | |
| Carisbrooke Road | 1 | 1 | | | |
| Carisbrooke Road | 1 | 1 | | | |
| Carisbrooke Road | | | 1 | | |
| Carlton Road | | | | 1 | |
| Carnarvon Road | 1 | 1 | | | |
| Carnarvon Road | 1 | | | | |
| Carnarvon Road | 1 | 1 | | | |
| Carnarvon Road | 1 | | | | |
| Carnarvon Road | 1 | | | | |
| Caroline Place | | | | | 1 |
| Chantry Road | 1 | | | | |
| Chantry Road | 1 | | | | |
| Charnwood | 1 | | | | |
| Cheriton road | 1 | | | | |
| Cheriton Road | 1 | 1 | | | |
| Cheriton Road | 1 | | | | |
| Clarence Road | | | 1 | | |
| Cochrane Close | | | 1 | | |
| Cochrane Close | | | 1 | | |
| Coulmere Road | | | 1 | | |
| Coulmere Road | 1 | 1 | | | |
| Crescent Road | 1 | 1 | | | |
| Crescent Road | | | 1 | | |
| Crossways | 1 | | 1 | | |
| Crossways | | | 1 | | |
| Crossways | 1 | | 1 | | |
| Daisy Lane | | | | | |
| Daisy Lane | 1 | 1 | | | |
| Daisy Lane | 1 | | | | |
| Daisy Lane | 1 | 1 | | | |

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| Dock Road | | | | 1 | |
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| Dukes Road | 1 | 1 | | | |
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| Dukes Road | 1 | 1 | | | |
| Dukes Road | 1 | 1 | | | |
| Elmhurst Road | | | 1 | | |
| Elmore Avenue, LOTS | | | | 1 | |
| Elmore Road, LOTS | 1 | 1 | | | |
| Elson Park | 1 | 1 | | | |
| Fairhome Close | 1 | 1 | | | |
| Falklands Gardens | 1 | | | | |
| Falklands Gardens | 1 | | | | |
| Ferry Gardens | | 1 | 1 | | |
| Ferry Gardens | 1 | | 1 | | |
| Ferry Gardens | | | 1 | | |
| Ferry Gardens | 1 | 1 | | | |
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| Ferry Gardens | 1 | | | | |
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| Ferry Gardens | | | | | 1 |
| Ferry Gardens | 1 | | | | |
| Ferry Gardens | 1 | | 1 | | |
| Ferry Gardens | 1 | | 1 | | |
| Forton Park | 1 | 1 | | | |
| Forton Park | 1 | | | | |
| Forton Recreation Ground | 1 | 1 | | | |
| Forton road | | | | 1 | |
| Forton road | 1 | | | | |
| Forton Road | | | 1 | | |
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| Forton Road | 1 | 1 | | |
| Forton Road/Crossways | | | 1 | 1 |
| Forton Road/Crossways | | | 1 | |
| Foster Road | 1 | 1 | | |
| Founders Way | | | 1 | |
| Galemoor Road | | | 1 | |
| Gomer Junion School | | | 1 | |
| Gomer Junion School | | | 1 | |
| Gomer Junion School | | | 1 | |
| Gomer Junion School | 1 | | 1 | |
| Gomer Lane | 1 | 1 | | |
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| Gomer Lane | 1 | | | |
| Gomer Lane | | | 1 | |
| Gomer School | | | 1 | 1 |
| Gordon Road | | | 1 | |
| Gordon Road | | | 1 | |
| Gordon Road | | | 1 | |
| Gorran Avenue | | | 1 | |
| Gosport Precinct | | | 1 | |
| Gosport Road/Wych Lane | | | | 1 |
| Grange Road | | | | 1 |
| Grange Road | | | | 1 |
| Grange Road | | | | 1 |
| Grange Road | | | 1 | |
| Grange Road | | | 1 | |
| Grange Road | | | 1 | |
| Grange Road | 1 | 1 | | |
| Grange Road | | | 1 | |
| Grange Road | | | 1 | |
| Green Lane | 1 | 1 | | |
| Gregson Avenue | | | 1 | |
| Gregson Avenue | | | 1 | |
| Gregson Avenue | | | 1 | |
| Gregson Avenue | 1 | 1 | | |
| Gregson Avenue | | | 1 | |
| Gregson Avenue | 1 | | | 1 |
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| Gregson Avenue | | | 1 | |
| Gregson Avenue | | | 1 | |
| Grove park | | | 1 | |
| Grove Park | 1 | 1 | | |
| Grove Park | 1 | | 1 | |

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| Grove Road | | | 1 | | |
| Grove Road | 1 | | | | 1 |
| Hammond Court, South Street | | | | 1 | |
| Harbour Road | | | | 1 | |
| Harbour Road | | | | 1 | |
| Harbour Towers | | | 1 | | |
| Harcourt Road | 1 | | | | |
| Hardway | | | | 1 | |
| Haslar Road | | 1 | | | |
| Haslar Road | | | 1 | | |
| Haslar Road | | | 1 | | |
| Heritage Way | | | | | 1 |
| Heritage Way | | | | 1 | |
| Heritage Way | | | | 1 | |
| Heritage Way | 1 | 1 | | | |
| Heritage Way | 1 | 1 | | | |
| Heritage Way | | | 1 | | |
| High Street | | | 1 | | |
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| High Street | | | 1 | | |
| High Street | | | 1 | | |
| High Street | | | 1 | | |
| High Street LOTS | 1 | 1 | | | |
| HMS Sultan | | | 1 | | |
| Holbrook Cycle Track | | | 1 | | |
| Holbrook Ice Rink | 1 | | | | |
| Holbrook Ice Rink | 1 | | | | |
| Holbrook Ice Rink | 1 | | | | |
| Holbrook Leisure Centre | | | 1 | | |
| Holbrook Recreation Park | | | 1 | | |
| Holbrook Recreation Park | 1 | 1 | 1 | | |
| Hove Court | | | | | 1 |

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| Hove Court | | | | | 1 |
| Hove Court | | | 1 | | |
| Jellicoe Avenue | | | 1 | | |
| Jellicoe Avenue | | | | | 1 |
| Jervis Drive | | | | 1 | |
| Kealy Road | 1 | | | | |
| Kealy Road | 1 | 1 | | | |
| King Street | | | | 1 | |
| Kings Road | | | | 1 | |
| Kings Road | | | | 1 | |
| Kings Road | | | | 1 | |
| Kings Road | | | | 1 | |
| Ladram Road | 1 | 1 | | | |
| Ladram Road | 1 | 1 | | | |
| Lavinia Road | 1 | 1 | | | |
| Lavinia Road | 1 | 1 | | | |
| Lavinia Road | 1 | 1 | | | |
| Leesland Junior School Grounds | 1 | | | | |
| Leesland Junior School Grounds | 1 | 1 | | | |
| Leesland Park | 1 | 1 | | | |
| Leesland Park | 1 | 1 | | | |
| Leesland Park | 1 | | | | |
| Leesland Park | 1 | 1 | | | |
| Leesland Park | 1 | 1 | | | |
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| Leesland Park | 1 | 1 | | | |
| Leesland Park | 1 | 1 | | | |
| Leesland Park | | | 1 | | |
| Leesland Park | | | | 1 | |
| Leesland Park | 1 | 1 | | | |
| Leesland Road | 1 | 1 | | | |
| Leesland School, Whitworth Road | | | | | 1 |
| Leesland School, Whitworth Road | | | | 1 | |
| Leesland Skate Park | 1 | 1 | | | |
| Leesland Skate Park | 1 | 1 | | | |
| Little Green | 1 | 1 | | | |
| Little Woodham Lane | | | | 1 | |
| Little Woodham Lane | | | | | 1 |
| Little Woodham Lane | | | | | 1 |
| LOTS Seafront | 1 | 1 | | | |
| Marine Parade East | 1 | 1 | | | |
| Marine Parade West | 1 | 1 | | | |
| Marine Parade West | 1 | 1 | | | |
| Mayfield Road | 1 | | | | |
| Mayfield Road | 1 | 1 | | | |
| Melville Road | | | 1 | | |
| Melville Road | 1 | | | | |
| Melville Road | 1 | 1 | | | |
| Melville Road | 1 | | | | |
| Melville Road | | | 1 | | |
| Melville Road | 1 | 1 | | | |
| Melville Road | 1 | 1 | | | |
| Military Road | | | | 1 | |
| Military Road | 1 | 1 | 1 | | |
| Military Road | 1 | 1 | | | |

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| Mill Road | | | 1 | | |
| Millenium Walkway | | | 1 | | |
| Millenium Walkway | | | 1 | | |
| Millenium Walkway | | | 1 | | |
| Millenium Walkway | 1 | | 1 | | |
| Montgomery Road Underpass | | | | 1 | |
| Morrison's, Walpole Road | | | 1 | | |
| Mount Pleasant Road | | | | 1 | |
| Mumby Road | | | 1 | | |
| Mumby Road | | | | 1 | |
| Mumby Road | | | 1 | | |
| Mumby Road | | | 1 | | |
| Mumby Road/Harbour Road | | | | 1 | |
| Newlands Avenue | | | 1 | | |
| Nimrod Drive | | | 1 | | |
| Nimrod Drive | | | 1 | | |
| Nobes Avenue | 1 | 1 | | | |
| Nobes Avenue | | | 1 | | |
| Nobes Avenue | | | | 1 | |
| Nobes Avenue | 1 | | | | |
| Nobes Avenue | | | | | 1 |
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| Nobes Avenue | | | | 1 | |
| Nobes Avenue | 1 | | | | |
| Nobes Avenue | | | 1 | | |
| Nobes Avenue Field | 1 | 1 | | | |
| Nobes Avenue Shops | 1 | 1 | | | |
| North Cross Street | | | 1 | | |
| Opposite Sapphire Close | 1 | 1 | | | |
| Outside St Vincents College | 1 | 1 | | | |
| Outside St Vincents College | 1 | 1 | 1 | | |
| Oval Gardens/Bury Hall Lane | 1 | 1 | | | |
| Palmyra Road | | | | | 1 |
| Palmyra Road | | | 1 | | 1 |
| Palmyra Road | | | 1 | | |
| Palmyra Road | | | 1 | | |
| Palmyra Road | 1 | 1 | | | |
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| Park opp St Vincents College | | | 1 | | |
| Parkland Close | 1 | 1 | | | |
| Parklands Close | | | | 1 | |
| Parklands Close | 1 | 1 | | | |
| Parklands close | 1 | 1 | | | |
| Pavillion Way | | | | | 1 |
| Pettycot Crescent | 1 | 1 | | | |
| Portsmouth Road LOTS | 1 | | | | |
| Portsmouth Road LOTS | 1 | 1 | | | |
| Privett Gardens | 1 | 1 | | | |
| Privett Gardens | 1 | 1 | | | |
| Privett Gardens | 1 | | | | |
| Privett Park | | | | | 1 |
| Privett Park | | | 1 | | |
| Privett Park | | | 1 | | |
| Privett Park | 1 | 1 | | | |
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| Privett Park | 1 | 1 | | | |
| Privett Park | 1 | 1 | | | |
| Privett Park | | | 1 | | |
| Privett Road | 1 | 1 | | | |
| Privett Road | | | 1 | | |
| Privett Road | 1 | 1 | | | |
| Privett Road | 1 | 1 | | | |
| Privett Road LOTS | 1 | 1 | | | |
| Pump Lane | 1 | 1 | | | |
| Pump Lane | 1 | | | | |
| Queens Road | | | | 1 | |
| Queens Road LOTS | | | | | 1 |
| Queens Road LOTS | | | | | 1 |
| Queens Road LOTS | | | | | 1 |
| Queens Street | | | | | 1 |
| Queens Street LOTS | | | | | 1 |
| Queens Street LOTS | | | | | 1 |
| Queens Street LOTS | | | | | 1 |
| Queens Street LOTS | | | | | 1 |
| Rambler Drive | 1 | | | | |
| Rear of Huhtamaki | 1 | | | | |
| Rear of Huhtamaki | 1 | | | | |
| Rothesay Road | 1 | 1 | | | |
| Rowner Precinct | 1 | | 1 | | |
| Rowner Road | | | 1 | 1 | |
| Rowner Road | | | | | 1 |
| Rowner Road | 1 | | | | |
| Rowner Road | | | | | 1 |
| Rowner Road | | | | 1 | |
| Rowner Road | 1 | 1 | | | |
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| Rowner Road | 1 | 1 | | | |
| Rowner Road | | | | | 1 |
| San Diego Road | | | 1 | | |
| San Diego Road | | | 1 | | |

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| San Diego Road | 1 | | | |
| San Diego Road | | | | 1 |
| San Diego Road | 1 | | | |
| Smith Street | 1 | 1 | 1 | |
| Solent Way | 1 | 1 | | |
| South Cross Street | 1 | 1 | | |
| South Parade West | 1 | 1 | | |
| South Street | 1 | | | |
| South Street | 1 | 1 | | |
| South Street | 1 | | | |
| South Street | 1 | 1 | | |
| South Street | | | 1 | |
| St Nicholas Avenue | | | 1 | |
| St Vincent College | | | 1 | |
| St Vincent College | | | | 1 |
| St Vincent College | 1 | | | |
| St Vincent College | 1 | | | |
| St Vincent Road | | | | 1 |
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| St Vincents College | | | 1 | |
| St Vincents Road | 1 | | | |
| St Vincents Road | | | | 1 |
| Stanley park | 1 | | 1 | |
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| Stoke Road | 1 | 1 | | |
| Stokes Bay Road | 1 | 1 | | |
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| Stokes Bay Road | 1 | 1 | | |
| Stokes Bay Road | 1 | 1 | | |
| Stokes Bay Road | | | 1 | |

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| Sunbeam Way | | | 1 | | |
| Tescos, Carless Close | | | 1 | | |
| Tewkesbury Avenue | | | 1 | | |
| The Anchorage | | | 1 | | |
| The Cocked Hat Car Park | 1 | 1 | | | |
| The Copse, Park Area | | | | 1 | |
| The Crescent | | | 1 | | |
| The Drive | | | 1 | | |
| The Links | 1 | | | | |
| Time Piece Harbour Towers | 1 | 1 | | | |
| Time Piece Harbour Towers | 1 | 1 | | | |
| Time Piece Harbour Towers | 1 | 1 | | | |
| Trafalgar Square | 1 | 1 | | | |
| Tukes Avenue | 1 | 1 | | | |
| Tukes Avenue | | | | 1 | |
| Tukes Avenue | | | | 1 | |
| Turner Avenue | 1 | 1 | | | |
| Twyford Drive | | | 1 | | |
| Twyford Drive | | | 1 | | |
| Twyford Drive LOTS | | | 1 | | |
| Twyford Drive LOTS | | | 1 | | |
| Twyford Drive LOTS | | | 1 | | |
| Twyford Drive LOTS | | | | | 1 |
| Twyford Drive LOTS | | | 1 | | |
| Vadne Gardens | 1 | 1 | | | |
| Vectis Road | 1 | 1 | | | |
| Village Road | | | 1 | | |
| Village Road | 1 | 1 | | | |
| Village Road | | | 1 | | |
| Village Road | | | 1 | | |
| Village Road | 1 | 1 | | | |
| Village Road | 1 | 1 | | | |
| Village Road | 1 | 1 | | | |
| Walpole Park | | | 1 | | |
| Walpole Park | | | | | 1 |
| Walpole Park | 1 | 1 | | | |
| Walpole Park | | | | | 1 |
| Walpole Park | | | | | 1 |
| Walpole Park | | | 1 | | |
| Walpole Park | | | 1 | | |
| War Memorial Grounds | | | 1 | | |
| War Memorial Grounds | 1 | 1 | | | |
| War Memorial Grounds | | | 1 | | |
| Waterfront South Street | 1 | | 1 | | |
| Weavil Lane | | | 1 | | |
| Weevil Lane | | | 1 | | |
| Welch Road, Elson | | | 1 | | |
| Welch Road, Elson | | | | 1 | |
| Western Way | 1 | 1 | | | |
| Western Way | 1 | 1 | | | |
| Western Way | 1 | 1 | | | |
| Western Way | | | | | 1 |
| Western Way | | | 1 | | |
| Western Way | | | 1 | | |

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|-------------------|---|---|---|---|
| Western Way | | | | 1 |
| Western Way | | | 1 | |
| Wheeler Close | | | 1 | |
| Wheeler Road | | | 1 | |
| Whitchurch School | 1 | | 1 | |
| Whitchurch School | 1 | | 1 | |
| Whitworth Road | 1 | 1 | | |
| Whitworth Road | 1 | 1 | | |
| Whitworth Road | 1 | 1 | | |
| Williams Close | | | 1 | |
| Williams Close | 1 | | | |
| Wilmott Lane | | | 1 | |
| Windsor Road | 1 | 1 | | |

| Date | Time | |
|----------|-------|---|
| 30.11.06 | 19.35 | |
| 30.11.06 | 19.50 | |
| 30.11.06 | 19.45 | A |
| 14.10.06 | 19.39 | |
| 18.05.06 | 23.51 | |
| 12.07.06 | 19.57 | |
| 23.09.06 | 21.40 | |
| 28.10.06 | 20.30 | |
| 22.10.06 | 00.00 | |
| 18.08.06 | 21.35 | |
| 22.10.06 | 00.00 | |
| 22.10.06 | 00.00 | |
| 22.10.06 | 00.00 | |
| 22.10.06 | 00.00 | |
| 18.05.06 | 19.24 | |
| 22.04.06 | 00.45 | |
| 03.11.06 | 21.20 | |
| 03.11.06 | 16.00 | |
| 15.07.06 | 18.50 | |
| 02.06.06 | 20.55 | |
| 02.06.06 | 20.50 | |
| 26.06.06 | 18.20 | |
| 26.06.06 | 18.20 | |
| 26.06.06 | 18.20 | |
| 22.07.06 | 21.15 | |
| 30.06.06 | 23.21 | |
| 22.07.06 | 21.13 | |
| 22.07.06 | 21.17 | |
| 18.08.06 | 18.40 | |
| 08.10.06 | 19.15 | |
| 26.04.06 | 19.15 | |
| 26.09.06 | 19.20 | |
| 26.09.06 | 19.22 | |
| 26.09.06 | 19.15 | |
| 14.06.06 | 21.40 | |
| 14.06.06 | 21.35 | |
| 14.06.06 | 21.17 | B |
| 14.06.06 | 21.30 | |
| 24.02.07 | 20.20 | |
| 22.07.06 | 20.24 | |
| 21.09.06 | 20.29 | |
| 21.09.06 | 21.00 | |
| 21.09.06 | 20.34 | |
| 22.09.06 | 23.15 | |
| 21.09.06 | 21.00 | |
| 21.09.06 | 21.00 | |
| 01.01.07 | 18.42 | |
| 20.10.06 | 20.30 | |
| 18.11.06 | 20.44 | |
| 14.10.06 | 03.32 | |
| 20.10.06 | 20.30 | |
| 08.04.06 | 22.10 | |
| 20.10.05 | 20.30 | |

| | |
|----------|-------|
| 17.11.06 | 20.45 |
| 20.10.06 | 20.30 |
| 20.10.06 | 20.30 |
| 20.10.06 | 20.30 |
| 07.04.06 | 14.15 |
| 20.11.06 | 18.33 |
| 18.05.06 | 20.45 |
| 18.05.06 | 20.45 |
| 18.05.06 | 20.50 |
| 29.04.06 | 12.18 |
| 22.04.06 | 20.22 |
| 07.09.06 | 00.25 |
| 29.04.06 | 00.14 |
| 28.04.06 | 23.20 |
| 05.08.06 | 00.40 |
| 23.09.06 | 21.45 |
| 30.06.06 | 20.05 |
| 17.11.06 | 20.30 |
| 19.04.06 | 21.40 |
| 19.04.06 | 21.25 |
| 19.04.06 | 21.25 |
| 19.04.06 | 21.32 |
| 19.04.06 | 21.25 |
| 19.04.06 | 21.40 |
| 10.11.06 | 21.15 |
| 14.07.06 | 22.50 |
| 14.07.06 | 22.45 |
| 15.07.06 | 23.21 |
| 14.01.07 | 14.50 |
| 28.10.06 | 20.20 |
| 28.10.06 | 20.20 |
| 27.10.06 | 20.18 |
| 28.10.06 | 20.20 |
| 28.10.06 | 20.20 |
| 22.09.06 | 22.46 |
| 27.05.06 | 20.30 |
| 27.05.06 | 20.30 |
| 15.09.06 | 19.00 |
| 18.08.06 | 21.13 |
| 18.08.06 | 21.15 |
| 18.08.06 | 21.15 |
| 28.06.06 | 01.15 |
| 18.10.06 | 20.00 |
| 18.10.06 | 20.05 |
| 20.10.06 | 22.40 |
| 08.10.06 | 00.20 |
| 19.07.06 | 01.55 |
| 19.07.06 | 01.55 |
| 28.04.06 | 23.55 |
| 28.04.06 | 23.58 |
| 28.04.06 | 23.56 |
| 10.11.06 | 16.35 |
| 31.10.06 | 21.26 |
| 31.10.06 | 21.20 |
| 31.10.06 | 21.20 |

C

| | | |
|----------|-------|---|
| 02.04.06 | 21.50 | |
| 02.04.06 | 21.50 | |
| 09.09.06 | 21.30 | |
| 07.10.06 | 10.37 | |
| 10.11.06 | 19.05 | |
| 04.08.06 | 19.05 | D |
| 18.11.06 | 20.58 | |
| 22.09.06 | 22.30 | |
| 04.08.06 | 19.02 | |
| 08.09.06 | 19.40 | |
| 18.11.06 | 00.20 | |
| 05.02.06 | 15.12 | |
| 08.09.06 | 19.44 | |
| 25.11.06 | 20.11 | |
| 26.11.06 | 20.40 | |
| 21.10.06 | 18.00 | |
| 21.10.06 | 18.05 | |
| 24.06.06 | 00.08 | |
| 08.09.06 | 15.15 | |
| 28.06.06 | 13.11 | |
| 07.07.06 | 01.45 | |
| 28.06.06 | 13.11 | |
| 08.09.06 | 15.15 | |
| 08.09.06 | 15.15 | |
| 24.06.06 | 00.05 | |
| 16.02.07 | 23.30 | |
| 08.09.06 | 15.15 | |
| 08.09.06 | 15.15 | |
| 08.09.06 | 15.15 | |
| 27.10.06 | 22.40 | |
| 22.09.06 | 22.30 | |
| 26.05.06 | 21.30 | |
| 03.11.06 | 19.20 | |
| 08.04.06 | 22.11 | E |
| 16.04.06 | 19.58 | |
| 25.05.06 | 19.46 | |
| 19.11.06 | 19.50 | |
| 19.11.06 | 19.50 | |
| 03.11.06 | 19.15 | |
| 03.11.06 | 19.15 | |
| 15.11.06 | 21.00 | |
| 08.11.06 | 16.32 | |
| 03.11.06 | 19.15 | |
| 24.11.06 | 21.27 | F |
| 23.04.06 | 00.23 | |
| 15.10.06 | | |
| 04.11.06 | 17.05 | |
| 11.09.06 | 23.40 | |
| 15.10.06 | 19.07 | |
| 23.01.07 | 19.25 | |
| 03.11.06 | 19.30 | |
| 16.09.06 | 01.34 | |
| 04.11.06 | 23.35 | |
| 02.11.06 | 18.40 | |
| 21.11.06 | 20.09 | |

| | | |
|----------|-------|---|
| 02.01.07 | 20.55 | |
| 03.11.06 | 19.15 | |
| 03.11.06 | 19.15 | |
| 03.11.06 | 21.00 | |
| 04.08.06 | 22.13 | |
| 17.11.06 | 21.30 | |
| 20.10.06 | 23.40 | |
| 20.10.06 | 23.40 | |
| 20.10.06 | 23.40 | |
| 20.10.06 | 23.40 | |
| 18.05.06 | 18.47 | |
| 21.10.06 | 21.10 | |
| 07.12.06 | 21.00 | |
| 18.05.06 | 22.50 | |
| 18.05.06 | 23.00 | |
| 18.05.06 | 23.00 | |
| 18.08.06 | 21.54 | |
| 19.08.06 | 00.30 | |
| 19.08.06 | 00.31 | |
| 01.12.06 | 21.15 | |
| 19.08.06 | 00.30 | |
| 01.12.06 | 21.00 | |
| 18.08.06 | 22.16 | |
| 19.08.06 | 00.30 | |
| 20.10.06 | 23.45 | |
| 09.11.06 | 18.54 | |
| 26.11.06 | 17.18 | G |
| 09.11.06 | 18.54 | |
| 07.06.06 | 19.25 | |
| 24.06.06 | 00.08 | |
| 14.04.06 | 03.40 | |
| 01.04.06 | 01.48 | |
| 27.04.06 | 22.15 | |
| 01.04.06 | 01.45 | |
| 24.07.06 | 20.25 | |
| 06.07.06 | 00.22 | |
| 27.04.06 | 22.05 | |
| 29.09.06 | 21.00 | |
| 06.07.06 | 00.20 | |
| 06.07.06 | 00.22 | |
| 28.07.06 | 23.15 | |
| 11.11.06 | 18.18 | |
| 22.04.06 | 03.30 | |
| 11.11.06 | 18.18 | |
| 14.07.06 | 19.50 | |
| 22.08.06 | 19.38 | |
| 18.11.06 | 22.30 | |
| 24.02.03 | 20.35 | |
| 11.11.06 | 18.18 | |
| 11.11.06 | 18.18 | |
| 11.11.06 | 18.34 | |
| 11.11.06 | 18.24 | |
| 26.05.06 | 22.20 | H |
| 26.05.06 | 20.15 | |
| 26.05.06 | 22.22 | |

| | | |
|----------|-------|---|
| 26.05.06 | 22.20 | |
| 20.05.06 | 22.30 | |
| 27.05.06 | 21.00 | |
| 26.05.06 | 22.27 | |
| 17.06.06 | 21.55 | |
| 21.07.06 | 21.00 | |
| 21.07.08 | 21.00 | |
| 26.05.06 | 23.00 | |
| 09.12.06 | 14.55 | |
| 20.05.06 | 22.28 | |
| 26.05.06 | 02.56 | |
| 16.05.06 | 23.06 | |
| 20.05.06 | 22.26 | |
| 26.05.06 | 22.00 | |
| 20.05.06 | 22.26 | |
| 26.05.06 | 22.30 | |
| 11.05.06 | 21.30 | |
| 01.10.06 | 20.00 | |
| 01.10.06 | 20.05 | |
| 24.08.06 | 03.40 | |
| 11.08.06 | 19.55 | |
| 11.09.06 | 20.10 | |
| 28.05.06 | 00.05 | |
| 21.04.06 | 23.11 | |
| 30.08.06 | 19.45 | |
| 03.07.06 | 19.44 | I |
| 11.09.06 | 20.00 | J |
| 11.09.06 | 19.56 | |
| 11.09.06 | 19.58 | |
| 17.06.06 | 21.40 | |
| 17.06.06 | 21.40 | |
| 11.09.06 | 20.10 | |
| 28.05.06 | 02.25 | |
| 30.06.06 | 21.08 | |
| 10.11.06 | 21.50 | |
| 01.07.06 | 19.00 | |
| 20.09.06 | 18.55 | |
| 18.05.06 | 02.15 | K |
| 16.02.07 | 23.45 | |
| 13.09.06 | 13.52 | |
| 15.04.06 | 19.15 | |
| 08.04.06 | 20.57 | |
| 15.07.06 | 02.20 | |
| 15.07.06 | 02.10 | |
| 18.05.06 | 02.06 | |
| 25.08.06 | 22.00 | |
| 30.06.06 | 23.41 | |
| 05.08.06 | 18.15 | |
| 07.10.06 | 22.20 | |
| 07.10.06 | 22.25 | |
| 08.04.06 | 21.25 | |
| 27.06.06 | 02.00 | |
| 05.08.06 | 18.23 | L |
| 13.10.06 | 22.30 | |
| 25.06.06 | 19.21 | |

| | |
|----------|-------|
| 25.06.06 | 14.31 |
| 25.06.06 | 19.20 |
| 21.07.06 | 03.30 |
| 28.04.06 | 23.59 |
| 01.08.06 | 23.25 |
| 17.10.06 | 22.25 |
| 07.10.06 | 22.45 |
| 01.08.06 | 16.25 |
| 19.11.06 | 19.43 |
| 19.11.06 | 19.33 |
| 19.11.06 | 19.40 |
| 10.11.06 | 20.00 |
| 24.08.06 | 22.55 |
| 24.08.06 | 22.55 |
| 04.08.06 | 19.47 |
| 27.10.06 | 18.00 |
| 04.08.06 | 18.47 |
| 04.02.07 | 21.45 |
| 04.02.07 | 21.15 |
| 30.06.06 | 18.45 |
| 21.07.06 | 20.40 |
| 25.08.06 | 20.10 |
| 21.07.06 | 20.26 |
| 31.05.06 | 17.40 |
| 25.08.06 | 20.22 |
| 30.06.06 | 18.45 |
| 21.07.06 | 20.30 |
| 08.04.06 | 18.10 |
| 21.07.06 | 21.16 |
| 20.12.06 | 19.05 |
| 25.05.06 | 23.01 |
| 21.09.06 | 13.50 |
| 03.06.06 | |
| 29.09.06 | 20.30 |
| 25.08.06 | 20.10 |
| 07.04.06 | 21.50 |
| 17.01.07 | 18.45 |
| 17.01.07 | 19.00 |
| 17.01.07 | 18.53 |
| 05.05.06 | 22.30 |
| 24.06.06 | 22.25 |
| 30.06.06 | 23.37 |
| 05.05.06 | 22.30 |
| 01.04.06 | 18.45 |
| 01.04.06 | 18.40 |
| 02.12.06 | 22.50 |
| 03.11.06 | 20.20 |
| 16.06.06 | 21.30 |
| 03.11.06 | 20.25 |
| 02.12.06 | 22.50 |
| 03.11.06 | 20.15 |
| 02.12.06 | 23.00 |
| 24.06.06 | 00.45 |
| 30.06.06 | 23.45 |
| 09.09.06 | 19.30 |

M

| | | |
|----------|-------|---|
| 05.09.06 | 17.30 | |
| 17.07.06 | 13.31 | |
| 17.07.06 | 13.31 | |
| 17.07.06 | 13.31 | |
| 19.07.06 | 21.41 | |
| 26.02.07 | 19.40 | |
| 14.10.06 | 15.50 | |
| 08.09.06 | 23.20 | |
| 25.06.06 | 23.43 | |
| 28.05.06 | 02.05 | |
| 17.09.06 | 03.30 | |
| 16.09.06 | 21.44 | |
| 09.10.06 | 12.40 | |
| 22.04.06 | 23.45 | |
| 03.07.06 | 03.15 | |
| 31.07.06 | 22.10 | |
| 21.04.06 | 20.27 | |
| 21.04.06 | 20.23 | |
| 31.07.06 | 22.15 | |
| 20.10.06 | 22.50 | |
| 21.04.06 | 20.23 | |
| 31.07.06 | 22.15 | |
| 20.10.06 | 22.45 | |
| 20.06.06 | 22.40 | |
| 20.10.06 | 22.48 | |
| 12.08.06 | 23.21 | |
| 31.07.06 | 22.15 | |
| 20.10.06 | 22.45 | |
| 31.07.06 | 22.15 | |
| 04.08.06 | 21.35 | |
| 31.07.06 | 21.15 | |
| 31.07.06 | 22.15 | |
| 20.10.06 | 22.50 | |
| 21.04.06 | 21.25 | |
| 04.08.06 | 18.25 | |
| 22.09.06 | 19.15 | N |
| 05.11.06 | | |
| 27.05.06 | 20.00 | |
| 03.11.06 | 23.20 | |
| 03.11.06 | 23.30 | |
| 28.04.06 | 20.40 | |
| 25.10.06 | 17.11 | |
| 02.11.06 | 20.40 | |
| 31.10.06 | 16.59 | |
| 02.11.06 | 20.40 | |
| 27.05.06 | 20.15 | O |
| 25.10.06 | 17.20 | |
| 15.11.06 | 17.25 | |
| 02.11.06 | 20.40 | P |
| 02.11.06 | 20.40 | |
| 02.11.06 | 20.40 | |
| 25.10.06 | 17.10 | |
| 02.11.06 | 20.40 | |
| 03.11.06 | 20.50 | |
| 16.01.07 | 17.40 | |

| | | |
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| 08.08.06 | 17.25 | |
| 19.08.06 | 20.40 | |
| 30.11.06 | 19.45 | |
| 20.10.06 | 21.25 | |
| 20.10.06 | 21.30 | |
| 02.01.07 | 19.20 | |
| 22.09.06 | 22.25 | |
| 12.09.06 | 02.55 | |
| 08.09.06 | 20.45 | |
| 27.07.06 | 20.35 | |
| 08.09.06 | 20.25 | |
| 07.07.06 | 23.30 | |
| 31.10.06 | 19.15 | |
| 31.10.06 | 19.15 | |
| 11.05.06 | 18.28 | |
| 04.08.06 | 19.40 | |
| 09.06.06 | 20.50 | |
| 13.10.06 | 21.10 | |
| 18.04.06 | 23.55 | |
| 09.06.06 | 20.48 | |
| 04.08.06 | 19.40 | |
| 11.05.06 | 18.15 | |
| 24.08.06 | 22.59 | |
| 25.04.06 | 21.17 | |
| 28.04.06 | 21.26 | |
| 07.09.06 | 19.50 | |
| 18.05.06 | 18.42 | |
| 14.07.06 | 21.40 | |
| 14.07.06 | 21.45 | |
| 10.11.06 | 20.00 | |
| 07.05.06 | 20.45 | Q |
| 07.05.06 | 20.45 | |
| 07.05.06 | 20.45 | R |
| 07.05.06 | 20.45 | |
| 07.05.06 | 20.45 | |
| 07.05.06 | 20.45 | |
| 07.05.06 | 20.45 | |
| 07.05.06 | 20.45 | |
| 09.06.06 | 20.10 | |
| 16.09.06 | 19.30 | |
| 16.09.06 | 19.30 | |
| 24.11.06 | 21.00 | |
| 11.10.06 | 20.30 | |
| 19.04.06 | 23.50 | |
| 12.01.07 | 19.30 | |
| 20.09.06 | 23.20 | |
| 12.01.07 | 19.34 | |
| 10.06.06 | 23.50 | |
| 18.11.06 | 23.25 | |
| 12.01.07 | 19.31 | |
| 14.04.06 | 23.59 | |
| 18.11.06 | 23.30 | S |
| 12.01.07 | 19.33 | |
| 23.07.06 | 19.42 | |
| 08.11.06 | 19.47 | |

| | |
|----------|-------|
| 26.05.06 | 21.20 |
| 04.11.06 | 19.04 |
| 24.10.06 | 21.48 |
| 13.05.06 | 20.18 |
| 09.06.06 | 22.21 |
| 21.08.06 | 22.00 |
| 24.06.06 | 22.21 |
| 06.12.06 | 00.30 |
| 06.10.06 | 21.03 |
| 19.08.06 | 22.29 |
| 06.10.06 | 21.05 |
| 16.09.06 | 21.50 |
| 19.04.06 | 17.00 |
| 10.10.06 | 17.19 |
| 11.10.06 | 19.14 |
| 03.11.06 | 23.45 |
| 03.11.06 | 23.25 |
| 21.01.07 | 18.50 |
| 31.07.06 | 01.14 |
| 31.07.06 | 01.24 |
| 31.07.06 | 01.20 |
| 11.10.06 | 20.09 |
| 03.11.06 | 23.30 |
| 10.10.06 | 17.44 |
| 10.10.06 | 17.25 |
| 10.10.06 | 17.10 |
| 10.10.06 | 17.20 |
| 26.05.06 | 21.00 |
| 26.05.06 | 21.00 |
| 15.08.06 | 00.12 |
| 18.05.06 | 20.10 |
| 18.05.06 | 20.00 |
| 18.05.06 | 19.45 |
| 18.05.06 | 18.30 |
| 18.05.06 | 21.27 |
| 18.06.06 | 21.43 |
| 13.04.06 | 18.57 |
| 18.05.06 | 19.48 |
| 18.05.06 | 20.05 |
| 18.05.06 | 19.41 |
| 18.08.06 | 21.39 |
| 24.05.06 | 18.35 |
| 11.11.06 | 23.37 |
| 11.11.06 | 23.37 |
| 16.09.06 | 18.20 |
| 05.04.06 | 19.00 |
| 31.10.06 | 22.10 |
| 09.04.06 | 14.53 |
| 31.10.06 | 22.10 |
| 21.08.06 | 22.20 |
| 13.10.06 | 21.40 |
| 07.06.06 | 00.39 |
| 07.07.06 | 21.20 |
| 13.10.06 | 21.43 |
| 24.04.06 | 17.30 |

T

| | | |
|----------|-------|---|
| 21.05.06 | 01.50 | |
| 01.11.06 | 17.55 | |
| 26.10.06 | 02.13 | |
| 15.04.06 | 02.00 | |
| 28.04.06 | 21.25 | |
| 04.08.06 | 17.55 | |
| 19.07.06 | 01.55 | |
| 28.04.06 | 23.55 | |
| 22.04.06 | 16.45 | |
| 28.07.06 | 21.10 | |
| 28.07.06 | 21.15 | |
| 28.07.06 | 21.10 | |
| 29.07.06 | 19.20 | |
| 01.04.06 | 20.26 | |
| 21.05.06 | 00.12 | |
| 01.09.06 | 19.32 | V |
| 06.07.06 | 23.40 | |
| 03.10.06 | 00.34 | |
| 04.09.06 | 21.30 | |
| 18.08.06 | 22.15 | |
| 18.08.06 | 22.20 | |
| 03.10.06 | 00.30 | |
| 20.01.07 | 00.20 | W |
| 04.09.06 | 21.30 | |
| 22.09.06 | 20.30 | |
| 22.09.06 | 21.45 | |
| 08.04.06 | 19.25 | |
| 21.07.06 | 23.55 | |
| 13.10.06 | 22.05 | |
| 13.10.06 | 22.14 | |
| 13.10.06 | 22.05 | |
| 22.04.06 | 20.43 | |
| 18.05.06 | 21.57 | |
| 15.05.06 | 22.46 | |
| 13.05.06 | 05.30 | |
| 13.05.06 | 05.30 | |
| 17.06.06 | 17.39 | |
| 13.05.06 | 05.30 | |
| 13.05.06 | 05.30 | |
| 02.07.06 | 22.10 | |
| 11.11.06 | 01.07 | |
| 16.11.06 | 18.10 | |
| 22.12.06 | 23.05 | |
| 17.11.06 | 17.25 | |
| 24.06.06 | 00.08 | |
| 10.06.06 | 19.55 | |
| 10.06.06 | 19.55 | |
| 16.01.07 | 18.00 | |
| 18.05.06 | 20.48 | |
| 18.05.06 | 23.35 | |
| 18.05.06 | 23.00 | |
| 15.08.06 | 00.15 | |
| 15.08.06 | 00.05 | |
| 14.08.06 | 00.10 | |

| | | |
|----------|-------|---|
| 15.08.06 | 00.15 | |
| 14.08.06 | 00.07 | |
| 07.10.06 | 20.45 | |
| 07.10.06 | 20.48 | |
| 04.10.06 | 18.35 | |
| 04.10.06 | 18.40 | |
| 29.09.06 | 20.45 | |
| 29.09.06 | 20.45 | |
| 27.10.06 | 18.18 | |
| 04.08.06 | 23.12 | |
| 25.08.06 | 22.35 | |
| 27.11.06 | 19.50 | Z |
| 27.10.06 | 20.16 | |

The Map Showing The Issue:



RMS Incidents previously described shown by location across Borough

Red = 10 incidents

Brown = 5 incidents

Yellow = less than 5 incidents

The Map Showing Incidents and C12 Stop & Accounts



All RMS Incidents and C12 Stop & Account Checks over review period.

Green = C12 Stop and Account Checks.

GOSPORT BOROUGH COUNCIL

| | |
|-----------------------|--|
| REPORT TO THE: | POLICY & ORGANISATION BOARD |
| MEETING DATE: | 27 JUNE 2007 |
| TITLE: | BUDGET STRATEGY 2008/9 |
| AUTHOR: | BOROUGH TREASURER |
| STATUS: | FOR DECISION |

PURPOSE OF REPORT

To consider the strategy for preparation of the 2008/9 General Fund budget in the light of the Medium Term Financial Strategy.

RECOMMENDATION

That the budget process for 2008/9 be considered and approved.

1.0 BACKGROUND

- 1.1 The Council has to prepare a budget for General Fund services in order to ascertain the amount required to be raised from Council Tax in the next financial year.

2.0 REPORT

- 2.1 Budget preparation will commence in July and will incorporate requirements resulting from Council priorities identified from Capital Strategies, Community Strategy, Corporate Plan and Best Value action plans.
- 2.2 There is a statutory requirement to produce a robust balanced budget with formal consideration of reserve levels.
- 2.3 The Council's Medium Term Financial Strategy considered by the Board in March indicates that action needs to be taken to avoid Council Tax increases in 2008/9 and beyond that are in excess of the Council's policy of "no more than 4%". A rolling programme of service efficiency reviews has been started with a view to examining all areas of the Council's business over a 3-year period and this should help identify areas where economies might be made.

- 2.4 To achieve a 4% council tax increase and comply with Council policy, the forecast General Fund budget requirement needed to deliver existing service commitments in 2008/9 must be reduced by more than £0.5M. This must be achieved by a combination of increasing income and reducing expenditure on services, including achieving efficiencies. (The increased commitments forecast for 2008 primarily relate to inflation, changes to Exchequer grant support, the costs of local elections and the revenue impact of the Capital Programme).
- 2.5 Budget preparation for 2008/9 will initially be in accordance with previous policy i.e. "zero-based" where appropriate and new bids will be minimised. Maintenance proposals will be provided for according to revised Asset Management Planning requirements.
- 2.6 Discussions with group leaders will be held in due course (as agreed by the Board in March) in order to identify areas where savings may be made.
- 2.7 For information, the following provisions are considered prudent and will be used in the build up of the initial budgets for 2008/9:
- a) General Inflation 3%
 - b) Pay awards 2.5%
 - c) Base Rate 5.25%
- (It should be noted that many areas of the Council's expenditure eg contracts, are subject to inflationary pressures that can substantially exceed general inflation.)
- 2.8 There is a need to consider and prioritise capital projects within the Capital Programme and consider affordability. In view of the increasing impact of capital expenditure on Council Tax levels due to greatly reduced availability of capital receipts, the draft capital programme will be examined earlier in the budget preparation cycle when the Boards meet in November. In any case, substantial long term borrowing will be necessary over the next few years, particularly in respect of the ferry landing stage and Decent Homes Standard (Housing Revenue Account).
- 2.9 In order to minimise the Council Tax increase required for 2008/9 it is important that fees and charges are increased so that service users are not increasingly subsidised via local taxation. Proposals for fees and charges to apply in 2008/9 will therefore be examined with a view to increases of at least 4% and proposals will be brought to the Boards during the November cycle.

3.0 CONCLUSION

- 3.1 Preparation of the General Fund budget 2008/9 for is going to extremely challenging given the financial issues facing the Council. This report indicates the process that will be adopted in order to prepare a draft budget for consideration during January 2008.

SUPPORTING INFORMATION

| | |
|---|---------------------------------------|
| Financial Implications: | See Report |
| Legal Implications: | Set out in the report |
| Service Improvement Plan implications: | |
| Corporate Plan: | - |
| Risk Assessment: | - |
| Background Papers: | None |
| Background papers: | Medium Term Financial Strategy |
| Appendices/Enclosures: | |
| Report Author/Lead Officer | Peter Wilson |

GOSPORT BOROUGH COUNCIL

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|-------------------------|--|
| BOARD: | POLICY & ORGANISATION BOARD |
| DATE OF MEETING: | 27 JUNE 2007 |
| TITLE: | APPROVAL OF THE 2006/2007 STATEMENT OF ACCOUNTS |
| AUTHOR: | DEPUTY CHIEF EXECUTIVE & BOROUGH TREASURER |
| STATUS: | FOR APPROVAL |

SUMMARY OF REPORT AND RECOMMENDATIONS

This report sets out the background to the requirement for members to approve the 2006/2007 Statement of Accounts, which is shortly to be made available for public inspection and audit, together with some brief notes on the Statement and outturn position

Recommendations

1. Members are recommended to receive and approve the Statement of Accounts for the financial year ending 31 March 2007.
2. The Board note the revenue variances detailed in Appendix C.
3. The Board note the capital programme slippage detailed in Appendix D
4. The Board note the write offs approved under delegated authority at Appendix E

1.0 PURPOSE OF REPORT

- 1.1 To recommend the approval of the Statement of Accounts for 2006/2007.

2.0 BACKGROUND

- 2.1 The Accounts and Audit Regulations issued by the Secretary of State for the Environment set out the requirements for the production and publication of the annual Statement of Accounts.
- 2.2 It is currently a requirement that a committee or the Council should approve the Statement by the end of June following the financial year end with publication following by the end of September.

- 2.3 This report and the Statement of Accounts meet the 2006/2007 reporting requirements. It should be noted that the prompt year end closedown and reporting of accounts is challenging and requires materiality judgements and some estimates.

3.0 STATEMENT OF ACCOUNTS

- 3.1 A copy of the Statement of Accounts will be sent to board members under separate cover.
- 3.2 The audit of the accounts will be undertaken by the Council's external auditors (Mazars) over approximately four weeks from 16th July and any material changes that may be necessary will be reported back to a future Board. The Audited Accounts will be despatched to all members at the earliest opportunity once the Auditors have signed them off.
- 3.3 The Statement of Accounts for 2006/07 reflects the revised reporting and accounting requirements encompassed in the SORP 2006 (the mandatory statement of recommended practice that all local authorities must adhere to) and the next years statement for 2007/08 will also reflect additional changes in the, as yet unpublished, SORP 2007.
- 3.4 Some of the required statements and notes are fundamentally different to those that have gone before and the explanatory foreword and accompanying notes in the statement have attempted to outline and explain these. The published statement is aimed at a wide audience and the finance unit welcome interest and questions from all readers.
- 3.5 The accounts will be available for public inspection from 2nd July to 27th July and the Council's auditor will be available from 30th July to receive questions from any Gosport local elector.
- 3.6 Appendix A to this report summarises the key outturn figures for the General Fund, Housing Revenue Account, Capital Programme and Reserves arising from the 2006/2007 accounts. These are considered in more detail below.

4.0 GENERAL FUND AND WORKING BALANCE

- 4.1 The Council's revised budget for 2006/2007 included a contribution to the General Fund working balance of £19,000 and a net contribution from the Revenue Financing Reserve of £419,100. After making these contributions as budgeted, the General Fund was underspent by £101,820 which been allocated to the Revenue Financing Reserve in line with Council policy. The net transfer from the Building Control Reserve towards the General Fund was £8,070 in line with the Local Authority Building Control Regulations.
- 4.2 Appendix B summarises the actual expenditure and income figures for 2006/2007 by Board and Service. Revenue budget carry forwards total £82,810 and will be met in 2007/2008 from the underspend referred to in paragraph 4.1.

- 4.3 Appendix C sets out a summary of the main variances that comprise the £101,820 underspend with the major ones being considered below. Variances that are the result of capital charges for depreciation, impairment or deferred charges are not included as they are offset by transfers within the accounts and consequently have no direct effect on expenditure
- 4.4 Concessionary Travel – an overspending of £35,400 against the farepass element of the budget that resulted from the successful appeal by the bus operators that exceeded the budgetary provision.
- 4.5 Local Tax Collection – improved court costs income of £52,700. This income stream continues to perform beyond that budgeted and will be examined as part of the budget process for 2008/2009.
- 4.6 Bad Debt Provisions – maintaining realistic provisions for bad and doubtful debts is a key requirement and a review of the level of bad debt provisions at the year end resulted in increases for the provisions of both homeless related debts (£47,500) and for general debtor balances (£32,770).
- 4.7 Wessex Slaughterhouse Board (WSB) – income of £73,560 was received during the year from the distribution of surplus assets arising from the dissolution of the WSB – a body that was originally set up in 1954 and dissolved in 1981. This is further described in the statement of accounts.
- 4.8 Those variations from 2006/2007, both positive and negative, that are likely to continue into the current financial year will be reviewed as part of the budget process for 2008/2009 and where necessary will be reflected in budget monitors.

5.0 RESERVES

- 5.1 The General Fund working balance at 31st March 2007 is £840,000 (7% of the net revenue budget) as projected in the Budget Report for 2007/2008.
- 5.2 The Revenue Financing Reserve at 31st March 2007 is £391,740 which exceeds the forecast balance of £289,650 by £101,820 because of the underspending outlined above. This balance will, however, be reduced over time by the revenue budget carry forwards totalling £82,810.

6.0 HOUSING REVENUE ACCOUNT

- 6.1 The Housing Revenue Account was forecast to have a revenue deficit of £90,000 for 2006/2007 which would decrease the account balance to £900,750 at 31st March 2007. The actual position for the year was a deficit of £420,840, an overspending of £330,840, with a resulting account balance of £569,910 at 31st March 2007.

- 6.2 The main variations include increases in repairs and maintenance expenditure (£123,000) particularly increased repairs on void properties and supervision and management (£100,000) including backdated job evaluation costs for scheme managers and significant increases in utility costs. In addition to these there was also a reduction in anticipated income for supporting people, leasehold service charges and leasehold insurance of £60,000.

7.0 CAPITAL PROGRAMME

- 7.1 The revised Capital Programme for 2006/2007 was budgeted at £7,704,000. The actual capital spend reflected in Appendix A is £6,540,260 an underspending of £1,163,740.
- 7.2 Scheme slippage, to be carried forward into 2007/2008 and which is largely covered by the underspending, has been identified as £1,187,100. Appendix D gives a detailed list of the 2006/2007 programme, expenditure and slippage.
- 7.3 The budget process for 2008/2009 requires a close examination of the capital programme and its funding in the November cycle of board meetings. The Council's ability to support its capital investment from in house or external sources together with the revenue consequences of borrowing - both interest costs and minimum revenue provisions for the repayment of debt – are major factors affecting Council Tax levels.

6.0 TREASURY MANAGEMENT

- 6.1 At 31st March 2007, the Council had investments of £11.3 million, including £9 million temporary investments with building societies and £2.3 million short term investments with money market placed through the Council's Global Treasury Fund and Corporate Deposit Account.
- 6.2 Long term borrowing remains at £8 million. These loans were taken with the Public Works Loan Board in January 2006 at favourable rates of interest and were in line with policy and the need to fund the Council's future capital programme.
- 6.3 The Council was therefore in a net investment position of £3.3 million at the end of the financial year.

7.0 COLLECTION FUND

- 7.1 The surplus on the collection fund, which reflects income from Council Tax and Non Domestic Rates together with the spending requirements of Gosport Borough, Hampshire County Council, Hampshire Police Authority and the Hampshire Fire and Rescue Authority is £620,000 which exceeds the forecast.

- 7.2 The treatment of collection fund balances in the statement of accounts of billing authorities has been amended from 2006/2007 to more transparently reflect the different proportions that accrue to the precepting authorities (above). Gosport's share is approximately £91,000, £36,000 more than anticipated.

8.0 WRITE OFFS

- 8.1 Under Financial Regulations, the Borough Treasurer has delegated authority to approve write offs up to £10,000. These are summarised on Appendix E for the year to June 2007 along with the previous year for comparison.

9.0 RISK ASSESSMENT

- 9.1 The Council's published budgetary risk assessment listed the following budget areas as having (depending on their nature) high to low risks of occurrence with varying potential impacts on the Council's financial position.

Homelessness
Housing Benefits
Gosport Market Income
Maintenance and Administration
Land Charges Income
General Income
Inflation
Insurance
Concessionary Fares
Net Interest Income
Vacancy Savings

- 9.2 The variances detailed in section 4 generally fall within these categories which while endorsing the accuracy of the risk assessment also highlights the need to further improve monitoring and control of these areas.

10.0 CONCLUSION

- 10.1 This report summarises the contents of the Council's Statement of Accounts (subject to audit) for 2006/2007 and recommends its approval by members.

| | |
|--|--|
| Financial Implications: | As set out in the report and contained within the Statement of Accounts for 2006/2007. |
| Legal Implications: | The Council is required to approve the Statement of Accounts for 2006/2007 by 30 th June 2007. |
| Service Improvement Plan implications: | This report and the Statement of Accounts reflect both service improvement plans and the corporate plan. |
| Corporate Plan: | Ditto. |
| Risk Assessment: | Section 9 of the report |
| Background papers: | Final Accounts working papers |
| Appendices/Enclosures: | A Outturn 2006/2007 – Summary B Outturn 2006/2007 – By Board and Service C General Fund Variances D Capital Programme 2006/2007 – Summary E Write Offs |
| Report Author/Lead Officer | John Norman |

| SUMMARY OF ACTUALS 2006/07 | | | |
|---|---------------------------|----------------------------|--------------------------|
| | REVISED 2006/2007 £ | ACTUAL 2006/2007 £ | VARIANCE * £ |
| GENERAL FUND | | | |
| Community & Environment | 6,764,130 | 6,743,630 | (20,500) |
| Housing | 561,390 | 621,220 | 59,830 |
| Policy & Organisation | 4,818,520 | 4,680,810 | (137,710) |
| Total Net Expenditure | 12,144,040 | 12,045,660 | (98,380) |
| Transfer to / (from) GF Working Balance | 19,000 | 19,000 | 0 |
| Transfer to / (from) Building Control Reserve | (4,630) | (8,070) | (3,440) |
| Transfer to / (from) Revenue Financing Reserve | (419,100) | (419,100) | 0 |
| Transfer to / (from) Revenue Financing Reserve - GF Surplus | | 101,820 | 101,820 |
| Budget Total | 11,739,310 | 11,739,310 | 0 |
| HOUSING REVENUE ACCOUNT | | | |
| Net Deficit / (Surplus) | 90,000 | 420,840 | 330,840 |
| | REVISED 2006/2007 £ | FORECAST 2006/2007 £ | VARIANCE * £ |
| CAPITAL PROGRAMME | | | |
| Housing - HRA | 4,250,000 | 4,387,230 | 137,230 |
| Housing - GF | 1,180,000 | 930,510 | (249,490) |
| Community & Environment | 1,581,000 | 679,390 | (901,610) |
| Policy & Organisation | 693,000 | 543,130 | (149,870) |
| Total Programme | 7,704,000 | 6,540,260 | (1,163,740) |
| <i>* Note : the figures in brackets denote an underspending</i> | | | |
| | Actual 01-Apr-06 £ | Revised 31-Mar-07 £ | Actual 31-Mar-07 £ |
| GF - WORKING BALANCE | (821,000) | (840,000) | (840,000) |
| As a % of Estimated Budget 2006/07 | | 7.17% | 7.17% |
| GF - REVENUE FINANCING RESERVE | (708,750) | (289,650) | (391,470) |
| Variation | | | (101,820) |
| GF - BUILDING CONTROL RESERVE | (69,260) | (64,630) | (64,630) |
| Variation | | | 0 |
| HRA - REVENUE ACCOUNT BALANCE | (990,750) | (900,750) | (569,910) |
| Variation | | | 330,840 |

OUTTURN 2006/2007 - BY BOARD AND SERVICE

| | Expenditure | Income | Net | Revised | Variance * |
|---------------------------------------|-------------------|---------------------|-------------------|-------------------|------------------|
| | £ | £ | Expenditure £ | Budget £ | £ |
| Gosport Market | 10,147 | (185,235) | (175,088) | (169,620) | (5,468) |
| Cemetery | 261,610 | (201,864) | 59,746 | 52,620 | 7,126 |
| Leisure & Culture | 2,755,093 | (420,764) | 2,334,329 | 2,357,390 | (23,061) |
| Waste | 1,682,608 | (207,187) | 1,475,421 | 1,454,610 | 20,811 |
| Streetscene | 1,781,883 | (944,225) | 837,658 | 889,510 | (51,852) |
| Concessionary Travel | 1,129,092 | (203,867) | 925,225 | 890,760 | 34,465 |
| Landing Stage | 73,130 | (2,439) | 70,691 | 71,170 | (479) |
| Misc Environmental & Transportation | 693,148 | (228,573) | 464,575 | 454,140 | 10,435 |
| Environmental Health Services | 765,177 | (15,789) | 749,388 | 760,550 | (11,162) |
| C&E BOARD | 9,151,888 | (2,409,943) | 6,741,945 | 6,761,130 | (19,185) |
| Home Improvement Grants | 856,981 | (800,538) | 56,443 | 58,800 | (2,357) |
| Private Sector Housing | 115,374 | (450) | 114,924 | 100,290 | 14,634 |
| Homelessness | 2,261,084 | (1,811,231) | 449,853 | 402,300 | 47,553 |
| HOUSING BOARD | 3,233,439 | (2,612,219) | 621,220 | 561,390 | 59,830 |
| Registration of Electors | 155,850 | (1,307) | 154,543 | 164,430 | (9,887) |
| Local Land Charges | 149,193 | (306,974) | (157,781) | (153,870) | (3,911) |
| Mobile Home Park | 48,996 | (101,201) | (52,205) | (61,030) | 8,825 |
| Housing Benefits | 18,914,031 | (18,277,699) | 636,332 | 647,990 | (11,658) |
| Local Taxation | 764,212 | (295,959) | 468,253 | 509,200 | (40,947) |
| Marketing and Tourism | 107,885 | 0 | 107,885 | 108,640 | (755) |
| Economic Prosperity | 312,062 | (15,528) | 296,534 | 296,670 | (136) |
| Community Safety | 678,942 | (293,461) | 385,481 | 388,310 | (2,829) |
| Development Services | 1,146,536 | (487,966) | 658,570 | 693,460 | (34,890) |
| Depot (Landlord Account) | 120,856 | (155,784) | (34,928) | (43,760) | 8,832 |
| Licensing & Registration | 222,106 | (111,472) | 110,634 | 105,580 | 5,054 |
| Priddy's Hard | 884,592 | (262,383) | 622,209 | 614,500 | 7,709 |
| Assistance to Voluntary Organisations | 241,250 | (43,303) | 197,947 | 198,790 | (843) |
| Corporate & Civic Expenses | 1,966,478 | 16,730 | 1,983,208 | 2,040,390 | (57,182) |
| Miscellaneous Services | 968,291 | (106,139) | 862,152 | 821,320 | 40,832 |
| Other Corporate Areas | (1,425,078) | (134,701) | (1,559,779) | (1,509,100) | (50,679) |
| P&O BOARD | 25,256,202 | (20,577,147) | 4,679,055 | 4,821,520 | (142,465) |
| TOTAL FOR ALL BOARDS | 37,641,529 | (25,599,309) | 12,042,220 | 12,144,040 | (101,820) |

* Note : the figures in brackets denote an underspending compared to the revised budget

GENERAL FUND VARIANCES

| | REVISED 2006/2007 £ | ACTUAL 2006/2007 £ | VARIANCE £ |
|--|---------------------------|--------------------------|---------------|
| COMMUNITY AND ENVIRONMENT BOARD | | | |
| <u>Cemetery</u> | | | |
| Income - Cemetery Fees | (74,410) | (63,283) | 11,127 |
| <u>Leisure & Culture</u> | | | |
| Open Spaces | | | |
| Open Spaces | | | |
| Special Maintenance | 72,820 | 65,057 | (7,763) |
| Third Party Payments (inc Enterprise & Other) | 27,940 | 44,356 | 16,416 |
| Holbrook Recreation Centre | | | |
| Holbrook (Client) - Equipment Maintenance | 4,200 | 0 | (4,200) |
| Stokes Bay Pool - Premises - Special Maintenance | 7,000 | 0 | (7,000) |
| Playground Inspections | | | |
| Supplies & Services - Equipment & Consultants | 19,250 | 14,090 | (5,160) |
| <u>Waste</u> | | | 0 |
| Waste Collection | | | 0 |
| Domestic Refuse Collection - Additional Properties | 1,029,280 | 1,073,496 | 44,216 |
| Amenity Bin Service | 34,820 | 27,288 | (7,532) |
| Other Collections Costs (inc Gardens, Clinical etc) | 144,910 | 146,450 | 1,540 |
| Waste Recycling | | | |
| Supplies & Services - Advertising | 6,150 | 173 | (5,977) |
| Third Party Payments - Refuse Collection Contract | 33,300 | 38,276 | 4,976 |
| Income - Sales | (80,320) | (88,240) | (7,920) |
| <u>Streetscene</u> | | | |
| Car Parks | | | |
| Premises & Supplies & Services | 114,010 | 92,308 | (21,702) |
| Income - Fines, Permits & Fees | (689,920) | (684,481) | 5,439 |
| Street Cleansing | | | |
| Supplies & Services - Dog/Litter Bins | 18,000 | 1,969 | (16,031) |
| Third Party Payments | 23,300 | 20,126 | (3,174) |
| Flower Bed, Shrubbery & High Street Maintenance | | | |
| Supplies & Services - Consultants | 4,000 | 0 | (4,000) |
| Gosport In Bloom | | | |
| Premises, Supplies & Services & Income | 6,570 | (3,322) | (9,892) |
| <u>Concessionary Travel</u> | | | |
| Tokens | 418,340 | 419,975 | 1,635 |
| Farepass | 425,810 | 461,207 | 35,397 |
| <u>Misc Environmental & Transportation</u> | | | |
| On the Water Front | | | |
| Rents (£10k full year - only let for part year) | (10,000) | (4,363) | 5,637 |
| Tenanted Buildings - Stokes Bay Day Huts | | | |
| Premises - Special Maintenance & Vandalism | 4,550 | 229 | (4,321) |
| Bus Station | | | |
| Repairs & Maintenance & Window Cleaning | 13,510 | 7,785 | (5,725) |
| Rent (Rent Review) | (47,490) | (50,677) | (3,187) |
| Navigational Aids | | | |

GENERAL FUND VARIANCES

| | REVISED 2006/2007 £ | ACTUAL 2006/2007 £ | VARIANCE £ |
|--|---------------------------|--------------------------|------------------|
| Navigational Aids - Notice Boards & Equipment Mainten | 3,400 | 462 | (2,938) |
| <u>Environmental Health Services</u> | | | |
| Pollution - Supplies and Services - Analyst/Monitoring F | 22,240 | 16,495 | (5,745) |
| HOUSING BOARD | | | |
| Home Improvement Grants | 11,000 | 0 | (11,000) |
| Homelessness | | | |
| Bad Debt Provision | 30,000 | 77,500 | 47,500 |
| POLICY AND ORGANISATION BOARD | | | |
| Housing Benefits | | | |
| Rent Allowances - payments net of subsidy | (47,010) | (27,862) | 19,148 |
| Council Tax Benefits - payments net of subsidy | (12,300) | (42,516) | (30,216) |
| Local Taxation | | | |
| Court Cost Income | (150,000) | (202,700) | (52,700) |
| Depot (Landlord Account) | | | |
| Electricity | 14,000 | 18,441 | 4,441 |
| CCTV | 0 | 7,389 | 7,389 |
| Rents | (61,610) | (69,782) | (8,172) |
| Recharge of Utility Costs | (48,100) | (40,772) | 7,328 |
| Priddys Hard | | | |
| Priddys Hard Site | | | |
| Repair & Maintenance of Buildings | 16,000 | 29,274 | 13,274 |
| Income - Rents (Ground Rent - Only half sold) | (20,420) | (13,290) | 7,130 |
| Explosion | | | |
| Employees - Salaries | 87,890 | 81,840 | (6,050) |
| Premises - Electricity | 11,390 | 8,550 | (2,840) |
| Supplies & Services - Café Goods for Resale | 15,500 | 11,210 | (4,290) |
| Miscellaneous Services | | | |
| Performance Indicators - Supplies & Services - Misc | 16,000 | 10,104 | (5,896) |
| Use of Consultants | 15,000 | 5,695 | (9,305) |
| Bad Debt Provision - Increase | 0 | 32,771 | 32,771 |
| Haslar Hospital Campaign | 10,380 | 587 | (9,793) |
| Other Corporate Areas | | | |
| External Interest Receivable | (661,900) | (653,755) | 8,145 |
| MRP | 22,990 | 16,990 | (6,000) |
| Net Internal Interest Payable | 148,370 | 170,807 | 22,437 |
| Wessex Slaughterhouse Board - extraordinary income | 0 | (73,563) | (73,563) |
| OTHER BUDGETS | | | |
| Administration Recharges to all Services | 10,668,360 | 10,665,177 | (3,183) |
| All other non specified variations | 547,240 | 498,188 | (52,492) |
| TOTAL NET EXPENDITURE | 12,144,040 | 12,045,660 | (101,820) |

CAPITAL PROGRAMME SUMMARY 2006/07

| SCHEME | REVISED 2006/07 £ | ACTUAL 2006/07 £ | SLIPPAGE £ |
|--|-------------------------|------------------------|----------------|
| HOUSING BOARD (HRA) | | | |
| LA Tenants DP Grant | 50,000 | 50,000 | |
| Improvements to Stock | 4,200,000 | 4,337,227 | |
| Board Total | 4,250,000 | 4,387,227 | 0 |
| HOUSING BOARD (GF) | | | |
| Disabled Facilities | 307,000 | 306,897 | |
| Conversion Grants | | 10,000 | |
| Housing Renewal | | 57,213 | |
| Energy Efficiency | 207,000 | 0 | 30,000 |
| Social Housing | 366,000 | 226,400 | |
| Steane Contribution to PHA | 300,000 | 300,000 | 109,600 |
| Social Housing Future Schemes | | 30,000 | |
| Board Total | 1,180,000 | 930,510 | 139,600 |
| COMMUNITY & ENVIRONMENT BOARD | | | |
| Aid to Voluntary Organisations | 63,000 | 27,411 | 35,200 |
| Town Centre Historic Parks | 15,000 | 4,822 | 10,600 |
| Alver Valley | 34,000 | 7,500 | 26,500 |
| Replacement Landing Stage | 110,000 | 16,056 | 93,900 |
| Bastion No 1 | 7,000 | 692 | 6,300 |
| St Vincent - Leisure Facilities | 20,000 | 20,000 | |
| St Vincent Artificial Turf Pitch | 18,000 | 0 | 17,500 |
| Alverstoke Flood Protection | | 17,669 | |
| Forton Flood Protection | | 11,776 | |
| L-O-S Embankment Regrade | 10,000 | 15,457 | (5,500) |
| Regional Coastal Monitoring | 3,000 | 3,205 | |
| Lee Skate Park - Additional Equipment | 14,000 | 28,658 | |
| New Cemetery | 15,000 | 37,437 | (22,400) |
| Nobes Hall | 4,000 | 3,393 | |
| Open Space Security Measures - Cemetery | 7,000 | 0 | |
| Open Space Security Measures - Parks | 12,000 | 0 | 10,000 |
| Amenity Lighting - Contribution to HCC Scheme | 5,000 | 4,919 | |
| Waste Recycling - Project Integra Contribution | 7,000 | 6,965 | |
| Park Road Allotments - Fence Renewal | 4,000 | 0 | |
| Waste Performance & Efficiency Grant | 33,000 | 27,749 | 5,300 |
| Allotments - Provision of Security | 55,000 | 48,037 | 7,000 |
| Falkland Gardens - New Public Convenience | 100,000 | 77,583 | 7,500 |
| Alver Valley Habitat Creation | 342,000 | 1,354 | 340,600 |
| Ramparts Railings Upgrade | 10,000 | 0 | |
| Bow Top Railings, Equipment Upgrade & Skate Park Extension - Various Locat | 46,000 | 0 | 8,000 |
| Stokes Bay Tennis Courts Resurfacing | 15,000 | 28,664 | |
| Walpole Park South - Green Bow Top Railings | 14,000 | 11,107 | 2,900 |
| High Street Refurbishment | 213,000 | 127,775 | 85,200 |
| Tukes Avenue Playing Field - Facility Upgrade | 5,000 | 0 | 5,000 |
| Privett Park - Tennis Courts, Fencing Upgrade | 4,000 | 7,470 | |
| Privett Park - Football & Cricket, Perimeter Upgrade | 1,000 | 0 | |
| Privett Park - Crazy Paving Area to Grass | 5,000 | 0 | |
| Walpole Park - Basketball / Football Facility, Surfacing | 8,000 | 0 | |
| Walpole Park - Basketball / Football Facility, Railings | 2,000 | 0 | |
| Elson Recreation Ground - Football Pavilion, Pavings | 13,000 | 8,498 | 4,500 |
| Elson Recreation Ground, Football Fields, Footways | 7,000 | 0 | 7,000 |
| Nobes Avenue - Play Area, Equipment Renewal | 10,000 | 0 | 10,000 |

CAPITAL PROGRAMME SUMMARY 2006/07

| SCHEME | REVISED 2006/07 £ | ACTUAL 2006/07 £ | SLIPPAGE £ |
|--|-------------------------|------------------------|------------------|
| Forton Infrastructure Works | | 3,440 | |
| Privett Park Pavilion | 169,000 | 40,975 | 128,000 |
| Solent Gardens Improvements | 15,000 | 0 | 15,000 |
| Stokes Bay Paddling Pool - Customer Toilet | 19,000 | 18,062 | |
| Stokes Bay Paddling Pool - Increased Height Railings | 8,000 | 700 | 7,300 |
| Stokes Bay Road - Traffic Island | 8,000 | 0 | |
| Replacement Bottle Banks | 15,000 | 16,410 | |
| Privett Park Play Area Equipment | 8,000 | 10,465 | |
| Leesland Road Play Area Equipment | 4,000 | 0 | 4,000 |
| Fairway Play Area Equipment | 7,000 | 0 | 3,500 |
| Kings Road Play Area | 27,000 | 34,457 | |
| LOS Rec Play Area C&E 30/10/06 | 18,000 | 0 | 18,000 |
| Leesland Park C&E 30/10/06 | 15,000 | 0 | 15,000 |
| Rowner Bowling Club C&E 30/10/06 | 16,000 | 0 | 16,000 |
| Forton Recreation Ground - pathway & teenshelter | 22,000 | 10,685 | 11,300 |
| Board Total | 1,582,000 | 679,391 | 873,200 |
| POLICY & ORGANISATION BOARD | | | |
| CCTV - Cherque Farm | 28,000 | 26,086 | |
| CCTV - Northcott House | 28,000 | 27,490 | |
| Priddys Hard - Ramparts Fencing | | (3,049) | |
| Priddys Hard - MOD Pier Bellhouse | | (600) | |
| Priddys Hard - Brickwork Repairs 205/6/8/9 | | (5,093) | |
| Priddys Hard - Refurbishment Building 209 | | 86 | |
| Priddys Hard - Refurbishment E Magazine | | 26,372 | |
| Priddys Hard - Ramparts | 47,000 | 1,667 | 45,300 |
| Priddys Hard - Millenium Grant Income | | (1,981) | |
| Priddys Hard - Disposal Fees | | 1,169 | |
| Priddys Hard - Project Management | | 4,259 | |
| Mobile Home Park | 10,000 | 965 | 9,000 |
| Westfield Road Depot | 86,000 | 82,446 | 3,500 |
| Bus Station | 22,000 | 0 | 22,000 |
| IT Equipment | 178,000 | 162,193 | 15,800 |
| IEG | 145,000 | 66,331 | 78,700 |
| Inprint | 30,000 | 34,547 | |
| Town Hall Major Repairs | 118,000 | 120,248 | |
| Board Total | 692,000 | 543,136 | 174,300 |
| Total all Boards | 7,704,000 | 6,540,264 | 1,187,100 |

CUMULATIVE WRITE OFFS TOTALS UNDER DELEGATED AUTHORITY**JUNE 2006/JUNE 2007**

| | 2005-2006 | 2006-2007 |
|------------------|-----------------------|-----------------------|
| | £ | £ |
| Council Tax | 110,732 | 53,073 |
| NNDR | 41,906 | 11,582 |
| Housing Rents | 66,420 | 38,565 |
| Sundry Debtors | 32,949 | 21,725 |
| Housing Benefits | 48,454 | 5,398 |
| TOTALS | <u>300,461</u> | <u>130,343</u> |

GOSPORT BOROUGH COUNCIL

| | |
|-----------------------|---|
| REPORT TO THE: | POLICY & ORGANISATION BOARD |
| MEETING DATE: | 27 JUNE 2007 |
| TITLE: | Local Authority Business Growth Incentive Scheme (LABGI) |
| AUTHOR: | BOROUGH TREASURER |
| STATUS: | FOR DECISION |

PURPOSE OF REPORT

To consider how Local Authority Business Growth Incentive Scheme grant monies should be applied

RECOMMENDATION

That the priorities contained in the report (para. 2.2) for application of Local Authority Business Growth Incentive Scheme grant be considered and approved.

1.0 BACKGROUND

- 1.1 The LABGI scheme is intended to allow local authorities to keep a proportion of the business rates collected locally above a certain threshold. This is a direct financial reward for achieving business growth.
- 1.2 Each local authority has been set an annual business rate growth target they must reach before they can benefit through the scheme based on the historical growth in the area. If the council exceeds the target it receives a proportion of the business rates collected above the target.
- 1.3 The scheme is running for 3 years from 2006/7.

2.0 REPORT

- 2.1 Gosport did not qualify for any grant in the first year but is set to receive at least £193,000 in the current year. Whilst the formula is currently subject to review, it is certain that a further significant amount of grant will be received, either later this year or in 2008/9.
- 2.2 Whilst the grant is not ringfenced, any resources generated through the scheme could be used to increase economic growth in the Borough and therefore, potentially, generate further resources in the future. The final decision on the allocation of funds rests with the local authority and the priorities identified by officers are as follows:
1. Ongoing revenue support for 3 years allowing the retention of Town Centre Christmas Lighting £30,000 p.a., Rowner Neighbourhood Management Scheme £12,000 p.a. and social inclusion interventions in the Borough's two other areas of multiple deprivation £10,000 p.a. (The £52,000 for these items is already included in the current year's approved budget).
 2. Older Industrial Estates design study (Environmental Improvements) £20,000
 3. Economic Impact Study (MOD sites) £30,000
 4. Investment Marketing Materials £10,000
 5. Any remaining funds to be used implementing schemes based on designs produced by item 2.
- 2.3 In relation to the priorities 2-5 which are not included in this year's budget, as and when specific proposals are developed and sufficient funds are confirmed these will be brought to the Board for consideration.

3.0 CONCLUSION

- 3.1 Receipt of substantial funds from the Local Authority Business Growth Incentive Scheme allows the Council the opportunity to prioritise investment to encourage further economic growth.

SUPPORTING INFORMATION

| | |
|---|--------------------------------------|
| Financial Implications: | See Report |
| Legal Implications: | None |
| Service Improvement Plan implications: | - |
| Corporate Plan: | See PR1/01, PR5/01 and PR5/03 |
| Risk Assessment: | - |
| Background Papers: | None |
| Background papers: | None |
| Appendices/Enclosures: | |
| Report Author/Lead Officer | Peter Wilson |

AGENDA ITEM NO. 15

| | |
|-------------------------|--|
| Board/Committee: | POLICY & ORGANISATION BOARD |
| Date of meeting: | 27 JUNE 2007 |
| Title: | PLAY STRATEGY |
| Author: | LEISURE & CULTURAL SERVICES MANAGER |
| Status: | FOR APPROVAL |

Purpose

The Report seeks the approval of the Policy & Organisation Board to the draft Play Strategy.

Recommendation

The Board is recommended to approve the draft Play Strategy attached to this report.

1. Background

- 1.1 The Community & Environment Board considered a report at its meeting on 18 June 2007 to adopt the draft Play Strategy, a copy of which is attached to this report as Appendix A. The Board were requested to approve the draft Strategy and to seek approval from this Board.
- 1.2 The preparation of the draft Play Strategy has been undertaken through the creation of an internal team working with external groups and organisations; this group is known as the Gosport Play Partnership Group. This work is included in the Leisure & Cultural Services Improvement Plan.
- 1.3 The draft Strategy has been prepared following extensive consultation with a wide range of other organisations, both voluntary and statutory, that have an interest in children's play. The full list of those involved is shown in Appendix C of the Strategy.
- 1.4 The Council's Corporate Policy Section has been involved throughout the preparation of the draft Strategy to ensure that the document follows the approved style for production of Council strategies.

2. Report

- 2.1 Following approval by this Board, an application will then be submitted to the Big Lottery for funding for a range of appropriate initiatives to be implemented throughout the Borough.

2.2 A key outcome of the Strategy is the Action Plan. This will feature in a number of actions within the Operational Plans of the Unit and involve collaborative action with other Council services and associated agencies.

2.3 Annual monitoring and review of the Strategy will be undertaken by the Leisure & Cultural Services Unit.

3. Risk Assessment

3.1 The Council adopted the Children and Young Persons Policy in March 2007. This was in response to an outcome from CPA in September 2003 that resulted in the Council deciding to produce a Strategic Approach for Services to Young People.

3.2 Partly arising from that Policy, and also from the need to ensure strategic guidance on play provision, it was identified that the production of a Play Strategy would provide the Council with the necessary strategic approach to one of the key aspects of its leisure services.

3.3 Appendix G of the draft Strategy specifically refers to the various risks associated with the implementation of the Strategy and how these are addressed.

3.4 It has to be recognised that the implementation of the Action Plan will impact on Council staff. Therefore, as the Council's priorities may vary from time to time, this is likely to affect the rate of progress.

3.5 Partnership working is vital to achieve successful and effective service provision as the Council is not the sole provider of services to children and young people. It is important that effective arrangements continue to be in place to deliver key outcomes.

3.6 Funding resources are the other key element of achieving effective delivery of the Strategy and its Action Plan. The process of regular monitoring and an annual review will assist the Council in evaluating its priorities against resources available.

4. Conclusions

4.1 The production of the Play Strategy is a positive response by the Council to the provision of services for children and young people. In particular, it demonstrates that the Council recognises the extensive value that play, in all its forms, has for this age group within the community.

- 4.2 The implementation of key elements of the Strategy will be through the Action Plan, although it must be recognised that the rate of progress will be dependent upon the level of resources available from year to year.
- 4.3 Following adoption of the Play Strategy by the Council, it is intended to submit a bid to the Big Lottery for funding for resources to assist in the implementation of the Action Plan.

| | |
|---|--|
| Financial Services comments: | Funding proposals arising from the strategy will be considered as part of the budget process in the context of the Council's financial position. |
| Legal Services comments: | None for the purposes of this report. |
| Service Improvement Plan implications: | The production of the Play Strategy is in the Leisure & Cultural Services Improvement Plan. |
| Corporate Plan: | <p>The production of the Strategy will assist in addressing a large number of the Council's Strategic Priorities including:</p> <p>PEOPLE Fewer instances of anti-social behaviour Less crime against people Less crime against property Improved health facilities Better Leisure facilities and increased usage</p> <p>PLACES Quality public areas and green spaces</p> <p>PROSPERITY Improved social inclusion</p> <p>PURSUIT OF EXCELLENCE Enhanced customer service</p> |
| Risk Assessment: | As identified in Section 3 of the report |
| Background papers: | Referenced within the Strategy |
| Appendices / Enclosures: | |
| Appendix 'A' | Draft Play Strategy |
| Report Author / Lead Officer: | Leisure & Cultural Services Manager |



D R A F T

GOSPORT PLAY STRATEGY

2007 – 2012

Gosport Borough Council is committed to equal opportunities for all. If you need this document in large print, on tape, in Braille or in other languages, please ask:

Leisure & Cultural Services
Gosport Borough Council
Leisure Services
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Gosport
Hampshire PO12 1EB
e-mail: leisure.services@gosport.gov.uk
Telephone: 023 9254 5729

Published: June 2007

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1.0 INTRODUCTION

- 1.1 This Strategy has been produced in recognition of the critical part that play has in making a positive contribution to the overall development of a child or young person.
- 1.2 It recognises the importance of providing a variety of play opportunities (Appendix A) for all children and young people.
- 1.3 This Strategy has been founded on:
 - a) The principles of the United Nations Convention on the Rights of the Child:
 - Every child has the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child, and to participate freely in cultural life and the arts.
 - Member governments shall respect and promote the rights of the child to participate fully in cultural and artistic life, and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.
 - Children and young people have the right to express their views and have their opinions taken into account in decisions which affect them.
 - b) The Government's Green Paper, "Every Child Matters" – Change for Children (Children Act 2004). This recognises the need for play, formally, and "the importance of having communities where there is somewhere safe to go and something to do" by providing recreational activities for children and young people (Appendix B).
 - c) Hampshire County Council's Children and Young People's Plan and Gosport Children and Young People's Plan which aims to "increase opportunities for play, leisure and recreation for all" (Appendix B).

2.0 PURPOSE

- 2.1 The purpose of this Strategy is to enable Gosport Borough Council to establish a clear six-year framework to provide a wide range of good quality, inclusive, safe, accessible play, leisure and youth activities, both in and out of doors, for all children and young people to enjoy.

- 2.2 This Strategy will enable the Borough Council to fulfil its duty to contribute to enhancing the quality of life and well-being of all children and young people (Appendix B).

3.0 KEY PRINCIPLES

- 3.1 This Strategy has been developed through wide consultation and partnership working. In order to achieve the objectives of this strategy, the Council is committed to maintaining strong, effective partnerships.
- 3.2 The principles of participation of children and young people have been fundamental in the development of this Strategy and will continue to be essential in achieving the key objectives.

4.0 CORPORATE PLAN

- 4.1 This Strategy contributes towards the Council's Mission Statement "to work with the community to improve everyone's quality of life, establishing a sustainable future for the Borough."
- 4.2 In addition to this, this Strategy also contributes to the Council's Strategic Priorities:
- Better leisure facilities with increased usage
 - Fewer instances of anti-social behaviour
 - Improved social inclusion
 - Quality public areas and green space
 - Enhanced customer service
- 4.3 This Strategy links to the following Borough Council key strategies, policies and plans:
- Leisure and Cultural Strategy
 - Housing Strategy
 - Children and Young People's Policy (including the Youth Charter)
 - Children and Vulnerable Person's Protection Policy
 - Equal Opportunities Policy
 - Local Development Framework

5.0 METHODOLOGY

This Strategy and associated Action Plan has been developed through the following mechanisms and informed by:

- Review of current legislation, guidance and best practice (Appendix B & C)
- Consultation events, workshops and meetings with children and young people; key partners, stakeholders, voluntary and community groups (Appendix C & F);
- Review of the child population in Gosport (Appendix D)
- Review of current play provision and identification of gaps in provision within Gosport (Appendix E)
- Review of national and local research
- Review of relevant consultations (Appendix F), reports and other strategies
- Public consultation on the draft Action Plan

6.0 KEY OBJECTIVES

6.1 Based on research and consultation findings, the key objectives of this Play Strategy for children and young people, which will be delivered through the Action Plan, (Appendix H) are referenced in the Plan as:

- Promote the importance of play
- Improve the quality, quantity and range of play provision for the enjoyment of children and young people
- Provide better information about play provision
- Improve the cleanliness and safety of play areas
- Improve the access and inclusiveness of play provision

7.0 RISK ASSESSMENT

7.1 This Strategy and associated Action Plan have been risk assessed with both operational and management controls identified to mitigate against these (Appendix G).

7.2 Any amendments made to the Strategy or associated Action Plan will be subject to a risk assessment and revisions to existing controls will be made as appropriate.

8.0 MONITORING AND REVIEW

- 8.1 The Action Plan will be monitored on a quarterly basis by the Play Partnership, which will include children and young people, and will contribute to an annual review of the Strategy and its objectives.
- 8.2 The Action Plan will be revised in light of progress achieved and any new requirements identified.

WHAT IS PLAY?

Play is a process that is freely chosen, personally directed and intrinsically motivated. Children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way and for their own reasons. (Taken from the Play Principles, endorsed by Skills Active, the national training body for sports, play and recreation in May 2005).

Play can come in many forms; quiet play, boisterous play, time spent with others, time spent alone, with equipment, with imagination alone; it can have an end product, be creative or it can appear unproductive. Children and young people choose how they want to play; some would even state they are not playing, they are “just hanging around”; this in itself is play in just one of its many forms. All types of play are valuable and need to be given the respect they warrant.

THE BENEFITS OF PLAY FOR CHILDREN

Importance of Play

Play can contribute greatly to the development of children in several ways; when playing they explore, investigate and learn through making choices and fulfilling their wishes.

During play, children set their own targets and monitor their own achievements and failures whilst enjoying the freedom to play as they wish. This is vital to a healthy lifestyle and contributes to the child's social, physical, intellectual, cultural and emotional well-being and development.

In a quality play setting children feel comfortable and nurtured whilst knowing they may learn to take reasonable risks and still remain safe. Through all of this, they are given independence to make their choices, have their opinions listened to, and encouraged to contribute positively to the planning of their day.

Good quality play provision provides children with experiences of the world and helps them to understand how they are included in it. Good quality play provision contributes to the community's economic and social well-being whilst providing a base where families and children can feel safe and respected.

Childhood Obesity

The Department of Health Guidelines “Choosing Activity – A Physical Activity Action Plan” March 2005 recommended – “Community level interventions to promote physical activity, use of green space and play projects to tackle childhood obesity, identified as one of the most serious threats to long-term community health.”

The National Institute for Health and Clinical Excellence has strategies for reducing and preventing obesity in children and young people. In these, the value of play and the need for opportunities for children to play are explicit.

As part of this, it is recommended that local authorities and partners should maximise local environments to provide opportunities for activity by creating incidental and planned physical activity, including cycling and walking routes and integrated play areas.

Mental Health

When children play freely they are constantly practising social skills and interaction with others. Whilst playing, children learn values and norms in their culture and wider society, and can find their own level and place within it.

Free play is important for children to develop emotional literacy. Taking acceptable risks, using their initiative and dealing with conflict are all essential skills needed to build their resilience to dealing with life difficulties, and so reduces the risk of them developing mental health problems.

Healthy Heart

The British Heart Foundation (BHF) “Get Kids on the Go” published 2005 gives lots of advice to parents about how to help children to build a healthy heart and develop strong bones and muscles; they include “playing outside rather than watching TV.”

They also publish teaching resources and advice about making school playgrounds better places for active play. The BHF go on to say “There is evidence that the shift from unstructured to structured activities for children is one of the causes of their decrease in walking and, that letting children go out to play, is one of the best things that we can do for their health. Outdoor play uses as many calories as organised activities and is more likely to be associated with walking.”

FACTORS AFFECTING CHILDREN’S PLAY

Barriers to Play

Research for the Children’s Play Council shows that fewer children have freedom to play outside than ever before, and most adults and children think it is a bad thing.

Below is a list of potential barriers drawn up by the Play Partners Group:

- Cost - entry fees and travel; access – times open
- Bullying, vandalism, maintenance of equipment, inadequate equipment, weather, territorial issues, neighbourhood culture.
- Location, geographical area, roads to cross, not close enough to home.
- Lack of information on where and when places / services are available.

- Limited range of facilities and activities on each site. No ancillary facilities e.g. telephone, toilets, lights, refreshments, and adults.
- Perception of risk by parents, lack of safety, the risk of children getting hurt. The safety of younger children when older young people are also using the area.
- Restrictions on use of open space, lack of choice.
- Lack of equipment for use by children with disabilities.

Parental Role - Safety Awareness

The parental role is important and is central to children's play, as they are the first playmates the child has. They choose the age appropriateness and safety of different forms and types of play for their child.

As children grow, they gain ability to do things for themselves and learn responsibilities; however, as individuals, they develop at different rates.

There is no rule as to when a child is old enough to go out unaccompanied, but sensible parents ensure that their child has developed safety awareness through school, older siblings, other family members and by parental example.

Parents normally do this by imposing realistic limits on the time and distance allowed without parental supervision, as well as boundaries of behaviour and discipline that help the child to make judgements.

Parents have mixed ideas on the places that are safe for their child to play and sometime ensure that they are accompanied by an older sibling or friend. This balances their fears on such things as "stranger danger" but still allows a degree of independence. This eventually leads to the young person having complete independence, as they demonstrate how, in teenage years, they can take responsibility for themselves.

Play Safety - Risk Taking

Children & Young People need opportunities to engage in beneficial risk taking within acceptable levels of risk,

Managing Risk in Play Provision (Play Safety Forum 2002), endorsed by the Health and Safety Executive, makes it clear that: - "Playing in play provision is a comparatively low risk activity for children. Of the two million or so childhood accident cases treated by hospitals each year, less than 2 per cent involve playground equipment.

Participation in sports like soccer, widely acknowledged as 'good' for a child's development, involves a greater risk of injury than visiting a playground. Fatalities on playgrounds are very rare – about one per three or four years on average. This compares with, for instance, over 100 child pedestrian fatalities a year and over 500 child fatalities from accidents overall."

Equality of Opportunity

Parents and carers of disabled children are often subject to double disadvantage as more are in poverty, or are single parent families, than the

average for non-disabled children. Having a disabled child is a barrier itself to being able to work because of the difficulty in finding childcare. Some parents of disabled children are unable to afford childcare and have a lack of transport available.

Disabled children are in particular need of good quality play provision as an opportunity for making friends and socialising, as they are often less able to be independent.

Gosport Borough Council has been successful for a number of years in attracting funding to support the families of children with additional needs, so that the child can attend the appropriate play provision with the necessary support they require. In some cases, it is by covering the cost of the child's place at a play centre, or transport, or by covering the cost of a support worker, or additional provision specifically for them. This not only ensures that the child has access to play provision, but also that the family has much needed respite.

Gosport Borough Council provides, through the Children's Fund, for children with additional needs to be supported to enable them to attend mainstream provision of their choice, including the free open-access schemes, full day care holiday provision, after school and breakfast clubs. It also supports one-off projects and specific, special needs schemes with this funding allocation.

Research has shown that some children and families have difficulties accessing play provision because they have a fear of crime or prejudice, or are from marginalised or socially excluded groups which could include:

- those from black and minority ethnic groups
- those living in poverty
- those who are homeless
- asylum seekers
- those looked after or considered vulnerable
- those confined to home because of parental illness or disability

This Strategy aims to address areas of inequality by further developing inclusive play facilities and services.

The focus for the Strategy is also based on the "3 Frees" principles:

- FREE – no charge
- FREE – children and young people choose what they do
- FREE – children and young people can come and go as they wish

This Strategy also includes provision that is not free, but valued and needed in Gosport. The Play Strategy covers development work to address "Barriers to Inclusion" that prevent some people attending and taking part.

STATEMENT OF PLAY PRINCIPLES

All children need to play

Children have a natural inclination to play. Play is critically important to children's development, healthy growth, well-being, creativity and ability to learn. Their future capacity as an adult will be affected by their access to a range of play opportunities. Through play, children gain self-confidence, independence and resilience. They access essential information about themselves and the world around them, which helps them cope with difficult and stressful situations, learn skills of social interaction and fosters social inclusion. While the needs of older children and teenagers are different from those of young children, they are no less important.

Children need freedom to play

Children and young people engage in play for its own sake, not for any external goal or reward. Children play because they wish to do so, it is under their control, is chosen by them and is undertaken solely because it is satisfying and is an outcome in itself. In supervised provision, trained playworkers have an important role in supporting children to create and explore their own play experiences.

Children need space to play

Children need access to a variety of good quality play environments which offer challenge and stimulation. As well as supervised play services, children need access to play at home and in outdoor unsupervised spaces close to home. General community spaces such as streets or spaces between buildings are as important as dedicated play provision.

Children need access to a range of types of play

The play experience is only complete when there is access to a full range of play types.

Children need time to play

Children should have the chance to play every day, when they are not being told what to do, who to do it with or where to go.

Children must feel safe and welcome where they play

All communities must make safe, welcoming and accessible provision for all children to play. Play needs to be diverse; there are cultural diversities in the way children play which have a right to be valued and celebrated.

NATIONAL AND REGIONAL INFLUENCES

EVERY CHILD MATTERS:

This Play Strategy has been developed in line with the Government's Green Paper, "Every Child Matters", which is dedicated to achieving the five outcomes for children and young people.

- Enjoying and Achieving
- Being Healthy
- Staying Safe
- Making a positive contribution
- Economic well-being

Implementation of this Strategy will make a direct contribution to achieving these outcomes.

YOUTH MATTERS:

The Government's paper, "Youth Matters", is targeted specifically for young people aged 13 to 19, and highlights the need for empowering young people, giving them somewhere to go, something to do and someone to talk to.

Young people need to have more choice and influence over services and facilities that are available to them. They should be encouraged to volunteer and to contribute to their local community. This Strategy has provided an excellent opportunity for young people's involvement.

Enjoying and Achieving

The Strategy recognises that, as well as being fun, play opportunities are key to enriching the lives of children, young people and communities. They are stimulating and rewarding, and can be an alternative to anti-social behaviour.

It recognises the importance of ensuring people know where and when play opportunities are; therefore effective publicity and promotion is required.

It aims to work towards all provision to be accessible and inclusive with a priority on where it is most needed.

Being Healthy

The Strategy recognises that play informal activities are vital in improving the health and well-being of children and young people. They provide opportunities to promote active and healthy lifestyles.

Staying Safe

The Strategy seeks to improve play and youth facilities and services in respect of children and young people's safety and security.

It recognises that play and youth facilities need to be stimulating and challenging and that “controlled risk” is an essential part of the design and management.

The aim is to ensure public spaces are as child friendly as possible and that the Borough is safe and as conducive as possible to children’s play and outdoor activity.

Making a Positive Contribution

The Strategy recognises the role that play can have in developing communities through providing opportunities for children to play.

Enabling young people and communities to develop ownership, skills and gain work experience on play projects makes a positive contribution.

Children, young people, parents and residents will be consulted and involved in the planning of play opportunities. Consultation will include “hard to reach” communities and children and young people at risk from social exclusion.

Economic Well-Being

The Strategy will seek to maximise the potential of planning obligations with developers to enhance and improve facilities, and to support future maintenance.

CHILDREN AND YOUNG PEOPLE’S PLANS:

This Play Strategy has actions which will contribute to achieving the priorities in Hampshire County Council and Gosport’s Children & Young People’s Plans (CYPP);

- Increased access to play, leisure and recreation for all
- Increased healthy eating and physical activity and reduced obesity
- Reduced incidence of bullying

GOSPORT PLAY PARTNERSHIP

Play partners have been identified from a variety of organisations and departments since December 2006, they have all expressed an interest and commitment by attending partnership meetings, sharing information and supporting consultation activities.

Current partners are detailed below:

Gosport Borough Council

| | |
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| Leisure & Cultural Services | Head of Leisure & Recreation Development Head of Parks & Services Facilities Leisure Development Officer Child Care Development Worker Sports Development Worker Arts Development Officer Countryside Officer Trainee Leisure Officer |
| Corporate Policy & Performance Section | Corporate Policy Officer |
| Housing | Resident Involvement Team Community Development Worker |
| Planning | Planning Policy Officer |
| Environmental Services | Streetscene Officer |
| Community Safety | Anti Social Behaviour Co-ordinator |

External Partners

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| Groundwork Solent | Operations Manager Project Officer for the Community Team and the Youth & Education Manager |
| Hampshire Early Education and Childcare Unit | Senior Development Officer for Play |
| Hampshire Children's Services | Senior Youth Officer |

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| Hampshire Children and Family Forum (0-19 yrs) voluntary org. | Gosport Branch Co-ordinator |
| Hampshire Children's Fund | Senior Development Officer |
| Portsmouth Housing Association | Community Development Worker |
| Education | Extended Services Co-ordinator, Brune Park Community College |
| Education | Extended Services Co-ordinator & School Sports Partnership Manager Bridgemary Sports College |
| Hampshire Library Service | Discovery Centre |
| Hampshire Museums | SEARCH |
| National Childminding Ass'n | Gosport Childminders |
| Pre School Learning Alliance | Co-ordinator |
| Private provider of Childcare | Woodpeckers Childcare |
| Private provider of Childcare | Springfield Holiday Playscheme |
| After School Club | Alverstoke |
| Private provider of Childcare | Holbrook Recreation Centre (Camp Adventure) |
| Children's Centre | Sure Start Rowner staff and parents forum |
| Children's Centre | The Haven Early Years' Centre staff, childminders and parents' forum |
| Community | |
| Residents' Associations | Bridgemary, Beryton, Lee on the Solent |
| Vision4Lee | Residents, businesses, young people |
| Gosport Youth Council | Young people |
| Gosport Voluntary Action | Voluntary groups and organisations |
| Gosport Access Group | Members with disabilities |

Gosport Play Partnership Vision:

We are committed to ensuring that all our play and recreation facilities and services are safe, attractive, welcoming and accessible to every child. The Council will work towards increasing play opportunities for, and eliminating barriers to, the take-up of play provision by disabled children and children with specific cultural needs.

Statement of Principles for the Gosport Play Partnership Group:

(Directly adapted from the Audit Commission's Best Value Performance Indicators Library - BVP1 115)

The Partnership /Partnership Group recognises the significance and value of play and the poverty of play opportunities in the general environment. It is committed to ensuring that all children have access to rich, stimulating environments, both in and out of doors, free from unacceptable risks, thereby offering them the opportunity to explore through their freely chosen play, both themselves and the world. The development of a Play Strategy is based on the understanding that every child needs opportunities to play, both on their own and, crucially, with others.

The Partnership/Partnership Group is committed to ensuring that environments, services and provision for play are attractive, welcoming and accessible to every child.

The Partnership/Partnership Group will work towards increasing play opportunities and eliminate barriers to the take-up of play provision. This will take the form of developing increased inclusive provision or, if necessary, separate provision, recognising that separate provision may sometimes be a valuable staging post for particularly vulnerable children. Use of specialist services should only be at the choice of the child or their advocate, and all mainstream services must be welcoming and accessible to all children.

The Partnership recognises that:

- children play in a variety of public spaces as well as in dedicated provision
- play environments should provide safe, stimulating play opportunities that place children at the centre of the play process
- children need to encounter and learn to manage an acceptable level of risk in their play
- children's views should be sought and listened to
- children should have access to the widest possible range of play experiences and play environments, both indoors and outside.

Judgement about quality in provision will be based on the degree to which children are provided with opportunities to experience directly:

- the natural elements - earth, air, fire and water
- fabricated and natural materials and tools - consumables, 'loose parts'

- challenge - in the physical environment, in the social context and in private
- free movement - running, jumping, climbing, rolling, balancing emotions - both painful and pleasurable, the change to validate a range of feelings
- a variety of stimulation to the senses - hearing, taste, smell, touch, sight
- play with identity - drama, dressing up, role plays, masks, face painting
- varied social interactions - freely chosen across the age, ability, gender, ethnic and cultural barriers, co-operating, resolving conflict, chatting, negotiating, sharing
- change - building/demolishing, transforming environments, the effect of the seasons and weather, growth and decay, predicting and planning, interesting physical environments - plantings, varied levels, enclosed/open spaces, mounds, steps, walls, shelters, surfaces, platforms, seating, privacy, vistas, flexibility.

Terms of Reference

- To promote the importance of play
- To provide current information relating to play and youth provision in the Borough (facilities and services)
- To assist the Local Strategic Partnership to achieve its objectives
- To gain support for the Play Strategy from key partners
- To develop a Play Strategy for the Borough of Gosport
- To undertake consultation on the Play Strategy
- To agree the priorities for the Action Plan to the Play Strategy
- To prioritise a portfolio of play projects
- To implement the Play Strategy Action Plan and to ensure sustainability of projects.
- To monitor, review and evaluate the Strategy at key stages over the period of the Play Strategy
- To work in partnership to obtain external funding for projects e.g. BIG Lottery

CHILD POPULATION IN GOSPORT

Gosport Child Population/Poverty and Children in Need

Indices of Multiple Deprivations¹ (IMD) 2004 - Gosport has several areas of need, demonstrated in the IMD 2004. Areas of Grange, Leesland and Town wards are ranked within the 20% most deprived areas in the country. 19 Super Output Areas² fall within the top 30% for crime deprivation, including the entire wards of Grange, Town, Brockhurst and Forton. There are also 19 super output areas within the top 30% in England for education.

This includes the entire wards of Bridgemary South, Grange, Rowner and Holbrook. Both Grange and Town wards have super output areas in the top 10% for income deprivation affecting young people, whereas Leesland has a super output area within the top 15% for income deprivation affecting older people.

The selection criteria for the Children's Centre programme was based on the 30% most deprived super outputs areas in IMD 2004, which qualified Leesland, Forton and Town for new Children's Centres.

Working with the existing Children's Centres at the Haven and Surestart Rowner, the new centres will provide services for families with children under 5 years old, including early education and child care, child and family health, and family support.

There are 11,711 young people between the ages of 0 – 11 years old in the Borough, with a further 8,128 aged 12-18 years old; this represents 26% of the total population compared to Hampshire with 23.5%.

Grange ward has a very young population, with 41% aged 18 or under, compared to Lee West with 16% and Alverstoke with 17%. This is of particular concern, as areas within the ward are in the top 10% for income deprivation affecting young people. There are many causes and effects of exclusion for young people, ranging from exclusion from education, risk of involvement in crime and anti-social behaviour, to substance and alcohol misuse, and these problems, at an early age, can lead to multiple problems in later life, with the consequential costs to society.

Young people in Gosport are more likely to be absent from school than other young people in Hampshire and the rest of the country, and a lower percentage of young people achieve A to C grades in 5 GCSEs than the national average. Gosport has the highest percentage of young people in care in Hampshire.

Some of the issues faced by young people will be addressed by the emerging Children's Centres that will exist in the Borough, but there is still a need for Gosport, as a local authority to identify and address the issues that young

people may face, by early identification of vulnerable young people and their families, and strong partnership working between Council units and other agencies working with young people.

Whilst unemployment rates in Gosport are low, there are some higher levels of economic inactivity and benefits claimants. Gosport has a working age population of 44,718 and, in February 2006, there were 5530 benefits claimants, with the majority of claimants claiming incapacity benefit.

Both Grange and Town wards have a much higher percentage of claimants than the national average. Town ward has a high rate of incapacity benefit claimants at 11.95% compared to the Gosport average of 5.66% and the Hampshire average of 4.82%; this has increased from 8.88% in the last 4 years, representing an additional 75 claimants. Grange ward has a high rate of Lone Parents at 6.97% compared to a Gosport average of 2.17% and a Hampshire average of 1.66%.

Over the last 4 years, there has been a steady decrease in the numbers of lone parents in Grange ward, although statistically, it still has the second highest percentage of any ward in Hampshire, including Portsmouth & Southampton.

1. Indices of Multiple Deprivation

This is the most comprehensive mapping of deprivation across England and was launched in April 2004 by the Office of the Deputy Prime Minister (ODPM). The indices are based on 37 indicators classified into seven domains of deprivation:

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| • income deprivation | • employment deprivation |
| • health deprivation and disability | • living environment deprivation |
| • barriers to housing and services | • education, skills and training deprivation |
| • crime | |

2. Super Output Areas

These are small areas within wards used by the Office for National Statistics and other organisations for statistical purposes.

PLAY PROVISION IN GOSPORT**Play In Parks and Open Spaces**

Gosport has many good quality parks and open spaces. In the Gosport Youth Strategy 2002, consultation indicated that most young people valued the open spaces, parks, beach areas, waterfront, shopping, leisure and sports facilities.

The Council has recognised areas of shortage of public space and facilities in the Open Space Monitoring Report 2004 and has addressed much of this with new play areas, a refurbished paddling pool, skate parks, BMX track, multi use games areas, youth shelters and sports facilities.

Natural Play Environments

Gosport benefits from a vast area of sea front and beach areas, offering families, children and young people the opportunity to explore water activities. Gosport also benefits from having some large areas of open space including the Alver Valley and Gilkicker. The Alver Valley Master Plan was developed through public consultation in 2000 and has already provided a BMX track, with an equestrian centre, golf driving range, nature trails, ponds, visitors centre and additional sports and play facilities included in future proposals. A number of other parks offer a mixture of activities including sports, skate boarding and walks as well as having trees, woods, and open space to explore.

Sports Facilities

Gosport has a wide range of facilities including Holbrook Recreation Centre, Gosport Ice Rink, Bowling Clubs, Sailing Clubs, Football pitches, Cricket pitches and Tennis courts.

A number of projects to improve the Borough's sports facilities have received funding from developer contributions. Projects include a new artificial turf pitch at St Vincent College, a new boathouse for the Gosport Model Yacht Club in Walpole Park and a new rugby pavilion in Gosport Park.

Other projects that are in the pipeline are a new cricket pavilion at Privett Park, to be funded by developer contributions. There are also plans to expand the sports facilities at Bridgemary Community Sports College, which has been awarded specialist status.

Investment in, and development of facilities, are key to developing greater participation in sport. The Council is investigating the re-development of Holbrook Recreation Centre, and is developing a Facility Strategy that will identify key actions and enable the Council to apply for funding to support new and improved facilities. The development of sports facilities in Gosport will increase opportunities for "things to do" for young people. Gosport Youth Council is involved in this work and represents the views of young people as to what is most needed by them.

Open Access Play Schemes

The Council's Leisure Development Team operates a variety of free open access playschemes at locations throughout the Borough during Summer school holidays. The schemes normally open from 10-12noon and 2-4pm each weekday and cater for children aged 5-11 years old. Some schemes are registered with Ofsted; others do not operate for long enough to be registered. However, all are operated in accordance with the national standards.

This provision is based at a variety of locations including parks, schools, community centres, leisure centres and in church halls. It is provided solely as play opportunities for children and not childcare; children are free to come and go as they wish. In 2006, the Council operated 11 venues, with a staff team of 54 playworkers and a total attendance of 13,250 over four weeks.

Childcare

Through the work of the Childcare Development Worker post, Gosport now has a range of breakfast clubs and after school clubs in schools and community facilities, as well as holiday clubs offering full day care activities in all school holidays. These all require payment to attend, have to be pre booked and are registered with Ofsted.

Children with additional needs are included within these childcare provisions. In addition to this, there are also 3 other providers of specific schemes catering for children with additional needs.

Play in Schools

In addition to the childcare offered at many schools, training for lunchtime supervisors has been introduced and is designed to support children's play in break times.

Since the introduction of Extended Services, schools own provision of free after school activities has expanded, as has the opportunity, particularly at senior school sites, of a more diverse range of activities provided by specific clubs and groups e.g. sports clubs, music and special interest groups such as "games" clubs for computer games and "war hammer" games. These are not free of charge, but are promoted widely to give greater opportunity for participation.

Housing Services

The Housing Services Resident Involvement Strategy states that '...we will work with all our residents to challenge service provision to deliver quality services and continue to meet residents' aspirations'.

The Resident Involvement Team provides and develops new initiatives to involve everyone. The Team has worked with residents and young people in recent years to improve Forton Park which now has a multi use games area, and a youth shelter is planned. The Team has also worked with individual tenants and a variety of tenant led groups to provide Carnivals and Community Champion Fun days on estates.

Much of the work of the section is linked to the areas identified in the IMD as these have a high number of Council tenants. One of the outcomes of the needs of these residents is that the Team includes a Community Development Officer, funded through Children's Fund, who works closely with Council tenants on a number of projects during term time and school holidays.

The Team works closely with the Council's Community Safety Section and both are involved in hosting crime reduction diversionary activities in targeted areas. The focus for development of initiatives and provision has been in response to crime hotspots and resident involvement. These projects are for young people aged 11+; they are open access, and include football, street art and dance projects. There is scope for expansion of these projects, although this is dependent upon external funding.

Following on from the successful "Football Frenzy" project in 2006 which was run in conjunction with the police and resulted in a downturn in anti-social behaviour, this project will continue in 2007 and incorporate sessions in the winter months. In addition, a Gosport Little League Softball project is being developed for Summer 2007.

The Resident Involvement Team also facilitated a Junior Warden Scheme for 5 -14 year olds. This was piloted in Beryton Road in April 2004 and was funded by the Children's Fund. It has continued to operate in school holidays and has expanded to Seafield, Clarence and Holbrook estates. The sessions are free and open access. Children are encouraged to become "members" of the "team" and get involved in litter picks, planting and environmental activities; they are provided with a uniform and given rewards for taking part.

There are many benefits to Junior Warden Schemes. They assist in the prevention of anti-social behaviour through the diversionary activities, help to change children's views on the environment and local community in which they live. The children gain confidence and ability in themselves, and the schemes help to raise their own aspirations on what they can achieve. There is potential for development of these projects if funding is available.

The Council works closely with other housing providers including Portsmouth Housing Association, who have developed provision in Mill Pond, Seafield, and Rowner.

Groundwork Solent

Groundwork Solent has operated a Junior Warden Programme in the Grange ward for over two years with match funding from the Single Regeneration Budget Round 6 (connecting communities, the Wecock and Rowner Compact) and Young People and Friendly Neighbourhoods which is funded through the Big Lottery Fund. The project is a free, open access provision that incorporates regular sessions and one-off events. It is targeted at over-8 year olds living in the local community. It provides positive activities that benefit the children, young people and community. The members are involved in every aspect of the development of the sessions and events.

Groundwork Solent have also expanded their provision in Rowner and now offer a Young Roots 'Time Team' Project which is supported by The National Lottery through the Heritage Lottery fund. The project is an 18 month project which works with young people, aged 13 -19yrs olds, from the Rowner estate, and supports them to investigate and research their local heritage.

Through participating in the scheme, young people are able to engage in activities, such as designing their own coat of arms, researching their family tree, making and designing 17th century clothing, making bread, researching the change in land use, making clay pots and learning a 17th Century circle dance.

Gosport Youth Council (GYC)

The Youth Council consists of young people from 11 to 19 years of age. The GYC was established in 2001 and is supported by Gosport Borough Council and the County Youth Service. The GYC meets weekly at Brune Park Youth Centre. Once a month, they hold their Full Council meeting in the Council Chamber at the Town Hall. GYC are consulted on issues relating to young people; they make recommendations to the Council and input to plans and policies.

The GYC are members of our Play Partnership and play a key role in the development process, in particular, the prioritising of developments for improvements, monitoring and consultation.

Youth Services

The Borough has three premises managed by the County Youth Service. They currently have 5 full time staff and 15 part time staff (total 12.5 FTE) providing a range of provision including open access, targeted work and special needs work throughout the year, both in term time and school holidays.

Locally, the youth service works with young people aged 11-24, with at least 80% allocation to the 13-19 priority age group. There are four key issues affecting young people across Gosport: Youth Crime in relation to criminal damage and youth nuisance, culture of drug misuse, exclusion from school and teenage pregnancy.

The youth service provides targeted and universal programmes identified through analysis of need in the area. For example; Inclusion-based work, open access youth clubs, detached youth work, music projects, outdoor education plus youth involvement and participation forums, development of the Gosport Youth Council and support for the Youth Strategy. Local Borough Council action groups and decision-making forums consult with the Youth Council to ensure young people's views are considered and young people have an opportunity to consult with their peers on issues that affect them. Youth workers also support schools Personal, Social, Health and Education (PSHE) programmes and deliver issue based programmes across all projects.

Examples of innovative pieces of youth work include: Teenzone, (alternative education provision for young people at risk of being excluded from school), Trailblazers outdoor education programme, Teenscheme Summer programme for young people with additional needs, DJ workshops and access to safe play at local Multi Use Games Areas via youth worker support.

The “Rowner Youthy” is a purpose-built centre was opened in April 2007, funded by Hampshire County Council, the Youth Opportunities Fund and SEEDA Regeneration Programme. Young people have shaped the development of this resource for the local community.

The service works in partnership with Connexions, Community Safety, Youth Offending Team, Drug Action Team, as well as other relevant agencies, including voluntary youth organisations and Gosport Borough Council.

Gosport Youth Concern

This is a multi-agency group who meet to identify, support and address the needs of young people in Gosport. This group has applied for funding, supported Gosport Youth Council, and facilitated the grant application process for the High Voltage funds by including and supporting young people to be on the panel. It developed the Youth Strategy for Gosport and continues to keep informed and address relevant youth issues.

Youth Conference

This event has been hosted annually by the Gosport Youth Council (GYC) since 2001. The Conference is supported by the Borough Council and the County Youth Service. Each year the GYC select a topic for debate and invite representatives from each of the secondary schools/colleges in the Borough to attend. This enables young people to discuss and raise issues with appropriate personnel from the private, public, community and voluntary sectors on issues that affect them. This event also helps to promote a positive image of young people.

In March 2007 the theme was “Rights and Responsibilities”; the Council's Children and Young People's Policy was launched at this event. 60 young people attended, and they were consulted using the Play Strategy survey and draft Play Strategy Action Plan.

High Voltage Dance Nights

These are substance-free music events for 11-16 year olds, held at local venues with local youth bands, DJ's and dance groups performing.

The net proceeds from these events are given back to young people's groups via an application to the Gosport Youth Concern group. Current developments are for a local nightclub to host a monthly event of this kind for under-18 year olds.

Alive & Activ8

This event was first held in July 2005 to celebrate the 800th anniversary of Gosport and to showcase a positive contribution that young people make.

This event was supported by the Local Strategic Partnership, Gosport Borough Council, Local Businesses and many voluntary organisations. It was a massive open-air, multi agency event that provided young people with a variety of interesting, free activities to 'have a go' during the day and to find out more about what is on and available to do in Gosport.

In the evening, a "Party in the Park" was held; this was a dance and music event on the same basis as the "High Voltage" events. Both these events were very well received, and feedback, from over 500 young people, showed that this was the sort of positive event they wanted. It has continued to be supported annually and is designed and developed by the Gosport Youth Council.

Music Fusion

This is a 3 year joint-funded project that enables young people to develop and practice musical skills.

Carnivals

The Rowner Carnival started in 2003 as a community capacity building project. It is now a well-established annual event that includes a series of workshops leading up to the Summer event and the programme includes a Christmas event.

The same model has been used to develop a Carnival at Seafield and carnivals within community/youth events like Alive & Kicking and Alive & Activ8.

In 2006, funding was awarded for the "Carnival Factory" project to expand workshops and carnivals to other areas of Gosport. In 2007, this programme will include a carnival in Bridgemary.

The workshops and carnivals are all free activities that engage a wide range of children, young people and families. They are a positive experience and have improved the community atmosphere of all those involved.

LAND USE

Priorities

In providing play services within the Borough, research has been undertaken on a number of areas including the priorities of residents, shortfalls of provision and demographics and socio-economic profile of the local population.

Surveys have been undertaken and there are many systems through which feedback is gathered from all sectors of the community, in order to develop the Action Plan to this Strategy for the service changes and improvements required.

A comprehensive audit of public open space was carried out for the Open Space Monitoring Report, which was published as a background paper to the Local Plan Review in 2004. The report found a clear deficiency of all types of open space in the Borough and provided justification for policies in the Local Plan Review to protect all existing open space and facilitate new provision. The Open Space Monitoring Report will be reviewed and updated in 2008.

Developers' Contributions

The Local Plan Review states that all development proposals within the Borough that result in the creation of more homes, and thus put more pressure on existing facilities, are required to make provision for public open space facilities.

In large developments, such as Cherque Farm, these can be provided on site. However, on small sites, where it is neither practicable nor desirable to do this, the payment of commuted sum is required in lieu of provision.

The contributions received from developers are spent on providing new facilities and upgrading existing ones. An example of a scheme that has in recent years benefited from this scheme is the floodlit artificial turf sports pitch and changing facilities at St Vincent College. Smaller schemes include the play area at Bridgemary Park, The Grove and Leesland Park, and Pirates Cove in Lee on the Solent.

FUNDING SOURCES

Financing the various projects planned will vary dependent upon the type of facility/service provided and the different combination of partners involved.

Sources may include: Hampshire County Council, South East England Development Agency (SEEDA), Single Regeneration Bid (SRB), Arts Lottery, Big Lottery, Lottery Community Fund, Parks Heritage, English Nature, English Heritage, Housing Developers, Local Network Fund, Global Grants, Gosport Borough Council.

The Big Lottery funding is similar to some other sources of funding and is over a fixed period, in this case 3 years, with a need to demonstrate the sustainability of each project.

In the case for new or re-furbished play areas, parks and open space, the Council remains responsible for the upkeep of these facilities, therefore the future of these is "secure" once they have been installed. The Council direct provision of open access playschemes has been core funded by the Council for over 30 years; it is a well established and valued provision.

New or extended play services will be sustainable through ongoing application to relevant funding bodies and via Developers' Contributions.

QUALITY SERVICE - PLAY SAFETY AND SAFEGUARDS IN GOSPORT

Standards for Open Space and Play Areas

The Council's play areas are currently cleaned on a weekly basis, with additional cleaning being provided as required. However, it is the Council's intention to increase the number of these cleans in conjunction with the renewal of the existing contract specifications, due in 2009.

The current inspection programme provides for a weekly physical inspection by the Council's Leisure Maintenance Team of all play area equipment. The team is experienced in this work and responsible for any immediate action required.

In addition to the inspections, the Unit's Leisure Inspectors undertake weekly visits to the facilities to undertake a general visual inspection and to action any issues identified.

An independent inspection is undertaken on an annual basis to each of the Council's play areas by a qualified company; this incorporates a detailed report providing specific recommendations and priorities.

All play equipment purchased complies with the European Standard EN1176.

Standards for Supervised Play

Supervised play settings follow national guidelines from governing bodies or organisations to which they are registered. These set out a range of essential aspects to protect the child from harm and ensure the provision is a safe environment.

National Standards for Day Care & Childminding

These services are registered and inspected by Ofsted. They are graded according to how they meet the national standards required.

Hampshire County Council's Open Country Pursuits Policy and Good Practice

This Policy is used by youth services and schools, clubs and groups when taking children off site for activities.

Training

The key to developing good quality provision is to ensure there is a commitment to ensuring staff and volunteers have the appropriate skills and knowledge.

Playwork, as a profession, is now more widely accepted, and proper training is available for those working with provision or services for children of school age in an 'out of school' play environment. Training is available from basic certificate level through to diploma and degree level.

There are also readily available a range of associated professional development units including: First Aid, Child Protection, Behaviour Management, Health & Safety and Food Hygiene.

CONSULTATION FINDINGS - SUMMARY

1.0 Play Strategy Survey 2007

Children, young people, parents, grandparents, childminders and youth workers have provided information on where children and young people normally play/meet and what they think of that facility, including suggestions for improvements.

The survey was carried out during January to March 2007 at a variety of settings including: school parents' events, crime reduction event, holiday play schemes, pre-school, nurseries, a young women's day and a healthy living day. Information was also gathered at Gosport Youth Conference and through Vision4Lee youth meetings.

The survey information indicates that the majority of children and young people play/meet outside or near to their home or that of a friend. They play/meet in the garden, street, the courtyard or in a nearby green, park or recreation ground.

They also travel further to play/meet at the beach, or to use local community/leisure facilities and to use indoor play centres (in Fareham).

The majority of comments returned were in relation to free, open access parks and open space play facilities.

When asked "What are the best things about the place where you (they) play?" the top three comments from 129 respondents were:

- The range of facilities and activities available (59)
- The opportunity to play and interact with others (43)
- Safety and security (20)

When we asked "What are the worst things about the place where you (they) play?" the top three comments from 124 respondents were:

- Cleanliness, areas being dirty with problems with litter and glass (37)
- Dog mess (25)
- Presence of older children (19)

When asked "What do you think could be added to the place you (they) normally play to make it even better" the top three comments from 99 respondents were

- Improved and increased facilities and equipment at parks and the provision of particular pieces of equipment. (40).

- Improved cleanliness of play areas, particularly in relation to dog mess and the provision of bins. Respondents also requested additional regular cleaning of play areas (26).
- More parks and play areas (13)

2.0 Vision 4Lee

The Vision4Lee group are working to develop and improve the Lee-on-the-Solent area. They hosted two meetings to gather the views of the local young people.

When we asked “what do you like about Lee-on-the-Solent” the top three comments out of 57 responses received were:

- Beach and sea (13)
- Recreation park (7)
- Café/ice cream shops (6)

When we asked “what do you dislike about Lee-on-the-Solent” the top four comments out of 34 responses received were:

- Traffic busy and annoying (6)
- Older children being silly on road and in school (4)
- Housing development – losing green spaces (3)
- Not enough new clothes/sports shops (3)

We then asked “what ideas do you have to improve Lee-on-the-Solent” the top three comments out of 77 responses received were:

- Other types of leisure activities (16).
- More shops and less charity shops (12)
- A swimming pool (5)

3.0 Play Partners 2006

The Play Partners meeting in 2006, indicated possible solutions to identified barriers to play:

- Programme of development, repair, replacement of equipment.
- Improve involvement by residents and young people for “ownership” and development by more specific consultation with users or potential users as a norm for the development of equipment and range of provision.
- Adult presence, staffed activities, presence in parks, checks (friendly face), CCTV
- Advertising of provision and facilities being kept up to date.
- Improve publicity, especially of activities like singing and dancing.
- More provision, mixture of small local play areas and a few bigger, better ones.
- Consider strategically positioned large well equipped facilities incorporating supervised play areas, skate park, MUGA at

venues such as St Vincent, Holbrook, Bridgemary, Lee on the Solent with a mixture of indoor and outdoor.

- Develop parents' education on the importance of play, and for children to take risk.
- Develop provisions suitable for whole age range.
- Greater use of community and school facilities for wider community use out of normal hours.
- Consider ways to provide subsidies and links with bus services

4.0 Summer Playscheme Feedback 2006

Children aged 5 -11 years old attending one of the Council's open access Summer play schemes are given the opportunity to give feedback on their experiences. They normally reflect this in writing and drawings and during group discussions, stating what they liked best about playscheme and what would they change.

Parents of children that attend one of the Council's Summer playschemes are also always given the opportunity to give feedback. In 2006, parents were surveyed when calling at the Schemes; a total of 85 responses were recorded from parents.

The majority said that they would change nothing about playscheme and were very positive. When not attending playschemes, children play mostly in the home and garden, and on the whole, parents said that they do not require childcare. Nearly all parents felt that the local park should be improved with more supervised activities.

The majority found the "Stuff 2 Do" brochure to be most informative when learning about playscheme; most parents had seen the brochure and thought that it was a useful publication.

When replying to what they would change about the playscheme, many would not change anything, some requested more art and games, others wanted longer hours and some asked for the age to be extended so their older friends could attend.

Feedback on the playscheme showed that 100% of parents were happy with the provision; those who commented on changes said that longer hours and more weeks open were needed. Parents were positive about the locations, most of which are in schools, the variety of activities, and that they were free. Parents found the play-schemes to be a very positive play experience with lots of benefits for all.

When asked the question "What other activities would you like to be available in your area?" the following responses were received:

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| Local Park, supervised activities | 53 |
| Local school, supervised activities | 23 |
| Leisure centre | 20 |
| Music/drama/art clubs | 20 |

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| Sports Clubs | 10 |
| Guides/Brownies/Scouts | 7 |
| Skate park | 5 |
| Other | 8 |

5.0 Childcare & Play Survey 2006

As part of the Extended Services remodelling, the Childcare Sub Group undertook consultation with parents/carers. The survey was given to parents via the primary schools. Of the 648 respondents, all indicated that they would like to access holiday playschemes. These figures indicate at least three more holiday playschemes may be sustainable. Families are reluctant to travel out of their cluster area.

A number of families representing 30 children would like to be able to access open access playschemes. The current provision did not reach capacity during the open period of the Summer; two factors for this may be transport and also a lack of knowledge of the provision.

A small percentage, representing 100 children, would like to access after school childcare. This could be achieved by having one central club in each cluster.

The survey asked parents/carers "What other activities would you like to be available in your area?" Out of a total of 648 respondents, the top four activities were:

- Local Park, supervised activities (315)
- Sports clubs (266)
- Local School, supervised activities (265)
- Music/Drama/Art clubs (264)

This consultation concluded that there seems to be development opportunities within schools, parks and the recreation centre. Signposting needs to be improved and there is scope for more development of sports and other specific clubs like arts, music, and drama groups. Despite these development opportunities, parents highlighted they are completely happy with facilities and feel there are already plenty available.

6.0 Addressing Barriers to Accessing Information – July 03/March04

This was a Children's Fund Project carried out by Hampshire County Library Service to look at addressing barriers to accessing information. 345 children and young people were interviewed in a variety of settings including two schools, Gosport Borough Council Playschemes, Camp Adventure at Holbrook, St Vincent Holiday Club, Bridgemary Multi Sports Camp, at three museum events, at a netball club and three after school clubs. These interviews were to gain an understanding how children perceived the activities provided and the information associated with them.

They were asked “what can you do in Gosport?”, “what would you like to be able to do in Gosport?” and “what is the best way to give information about what to do in Gosport?”

Perception of activities available - 79% out of the 160 respondents were satisfied with the activities available in Gosport for children during the Summer holidays whilst 21% thought they were poor. However, ward analysis of data shows over 25% of parents within Forton, Hardway and Rowner and over 30% in Bridgemary and Town regard them as poor.

Factors to increase activity attendance - 59% of parents cited that the most required factor to improve their children’s ‘take-up’ of activities was ‘better information’, apart from Forton and Hardway which was affordability.

46% of parents wanted better activities for their children. Apart from Elson, this was ranked in the top three priorities for all wards.

40% of parents highlighted cost as a factor in preventing them taking their children to activities. Parents from Forton and Leesland regarded cost to be their main issue.

39% of parents felt that the environment needed to be safer and cleaner. This was highlighted in reference to both the cleanliness of the parks and swimming pool

Ease of finding information - 54% of parents found information satisfactory to find. Bridgemary, Rowner and Town have far more parents who find it harder to find information.

Source of information - the school is overwhelmingly the greatest source for Gosport parents (74%) and also consistently the best source across all wards. Friends and family are a useful source of information. 33% of parents cited that local papers were a good source of information, although websites were not a popular source amongst parents with only 3% of parents suggesting current usage.

Improving information - suggestions from parents on how information could be improved were predominately about better advertising. 59% of parents require better information regarding activities for children; this was largely consistent across most wards, apart from Forton and Hardway.

How Parents want to receive information - consistently across age and wards, parents stated their preference as being via school and direct to themselves. Other methods mentioned were libraries, shops, local papers and radio.

Format to receive information - parents stated several formats including booklets, posters, leaflets and the internet.

7.0 Open Space Monitoring Report 2004 – Provision for Children and Young People

This report summarised the views of the general public and interested groups who were consulted in various ways to establish the identified needs when considering developers are providing new on-site open space:

- Provide a new Adventure Golf Facility at Stokes Bay.
- Provide youth shelters at agreed sites.
- Provide skate park and/or other play areas in the Rowner neighbourhood.
- Provide a new skate park at Lee-on-the-Solent.
- Provide an improved play area in Walpole Park.
- Provide greater number of casual activity areas (i.e. skate park, basketball) that do not create a disturbance to local residents.
- Increase local provision of sites.
- Provide more equipment in certain play areas.
- Improve the standards of Local Areas for Play (LAPs)
- Provide more imaginative play facilities where appropriate.
- Investigate the provision of information signage including name of facility and Council contact information.
- Review cleaning operation and inspection programmes.
- Establish programme of installing rubber safety surfacing in play areas, where appropriate.
- Increase enjoyment levels in play areas (install games in play areas such as 'Hop Scotch').
- Undertake a continual programme of usage surveys to establish current and future requirements.

A summary of key findings relating to identified needs, quality, value and quantity is set out below:

- There is a Borough-wide deficiency of provision for children and young people with significant shortfalls in areas where there are high proportions of under 16s and, specifically, under 10's in Grange ward.
- The quality of play spaces varies across the Borough with the need to improve those that scored low or medium in the assessment.
- There have been some good recent examples of well-designed play areas, such as Pirates Cove in Lee-on-the Solent and the Grove Community Gardens in Christchurch ward.
- There has also been an increased emphasis on providing facilities for young people with the provision of skate parks, youth shelters and hardcourts in several locations across the Borough.
- Vandalism has been a particular problem in certain areas.

- There is scope to enhance play facilities at a number of neighbourhood parks/recreation grounds across the Borough.
- There is scope to provide additional play areas for young children close to home by exploring the use of appropriate amenity areas.
- Further research is required on the use of Local Areas of Play. Many appear to be under-used and lack basic facilities such as an eye-catching feature of interest to young children. Many also lack a bench or bin so parents can meet and supervise.
- In areas where there is a particular shortage of play areas, it may be useful to investigate using school sites out of school hours.

Many of the above have been addressed since the 2004 report. However, outstanding developments will be included in the Action Plan for this Strategy.

RISK ASSESSMENT OF THE PLAY STRATEGY

A full risk assessment of this Play Strategy has been carried out in accordance with Gosport Borough Council's guidelines and with the assistance of the Internal Audit Section. The key findings from this assessment are set out below.

Some of the key risks which are negated or minimised by having a Play Strategy and achieving its outcomes, include:

- Lack of a clear framework for play provision
- Partners unclear on the future way forward in respect of play provision
- GBC criticised for the quality of its play provision
- Failure to address access and equality issues.

The Action Plan will help to deliver the outcomes in the Strategy and the generic risks associated with action planning include:

- Overspending or failing to spend or deliver projects as agreed with funding bodies
- GBC or partners criticised for failure or poor delivery of projects/facilities
- Quality and delivery of projects/facilities has a significant negative environmental impact
- Inappropriate location of projects/facilities.

These risks are negated or minimised through a variety of operational controls which include:

- Clear funding agreements
- Appropriate accounting and monitoring systems
- Use of project management principles
- Partnership agreements and effective working practices
- Consultation activity.

The more detailed actions in the Action Plan are risk assessed as they are evaluated, developed and implemented.

PLAY STRATEGY FOR GOSPORT - DRAFT ACTION PLAN 2007-2012

This action plan has been developed on the results of consultation and in association with the Play Partners Group to deliver the key objectives of this Play Strategy. In addition to this all the actions within this plan contribute to one or more of the outcomes as detailed in “Every Child Matters”¹ and aims of HCC Children and Young People’s Plan² and Gosport Children and Young People’s Plan³

| Action Plan No | Objectives (shaded and in bold) and actions | Lead | Partners | Comments | Start Date | Complete Date |
|----------------|--|---------------------|--|--|------------|---------------|
| O1 | Promote the importance of play | | | | | |
| O1 / 01 | Provide information to organisations including at school, for parents, carers and teachers and at community events and activities. | Play Partners Group | Education Voluntary Orgs Youth Council Library/Museum | Alive & Kicking Alive & Activ8 Carnivals | Jul 07 | |
| O2 | Improve the quality, quantity and range of play provision for the enjoyment of children and young people | | | | | |
| O2 / 01 | Increase the number and range of free, open access play opportunities in school holidays and after school. | Play Partners Group | Private providers Schools, GBC Voluntary Organisations | Dependent on funding from Big Lottery | Apr 08 | |
| O2 / 02 | Identify locations for additional youth provision such as Multi use games areas (MUGA's), shelter, skate parks and BMX | GBC | Youth Council Groundwork Solent | Dependent on funding from Big Lottery | Jul 07 | |
| O2 / 03 | Develop opportunities for children, young people, | Play | GBC | | Sep 07 | |

¹ Enjoy and Achieve; Be Healthy; Stay Safe; Make a Positive Contribution; Economic Prosperity.

² “To improve the health and well-being of children and young people and to raise their aspirations and expectations”

³ “Increased opportunities for play, leisure and recreation for all”; “Reduced incidence of bullying”; “Increased healthy eating and physical activity and reduced obesity”

| | | | | | | |
|-----------|--|---------------------------|--|---------------------------------------|--------|--|
| | parents and residents to be involved in the planning, consultation, review and development of play provision and facilities. | Partners Group | Housing Youth Council | | | |
| 02 / 04 | Identify and implement a programme for improvement of lighting in parks, MUGA's, cycle ways, paths and open spaces | GBC | HCC | Funding resources to be identified | Apr 08 | |
| 02 / 05 | Increase the number of hours and range of opportunities for children and young people to participate in sport in school time. | School Sports Partnership | GBC Education Health Sports Clubs Sports Facilities | | Apr 07 | |
| 02 / 06 | Increase the number of opportunities on school sites for children and young people to participate in art, music, drama, sport, play and other leisure activities out of school hours, weekends, school holidays, that are free or at an affordable rate. | Extended Services | Education Children's Services | Dependent on funding from Big Lottery | Jul 07 | |
| 02 / 07 | Increase the number of volunteering opportunities for children, young people and the community e.g. junior warden, Roots, conservation volunteering | Ground work | GBC Groundwork Streetscene Education Children's Services | Dependent on funding from Big Lottery | Sep 07 | |
| 02 / 08 | Develop and Promote appropriate "natural" play spaces. | GBC | Countryside Section Education | Dependent on funding from Big Lottery | Apr 08 | |
| | | | | | | |
| O3 | Provide better information about play provision | | | | | |
| 03 / 01 | Develop a mechanism for improving the availability of, and access to, information on play provision. | Play Partners Group | Health Education Library Service | | Jul 07 | |
| 03 / 02 | Promote healthy eating and exercise opportunities in conjunction with Children's Centres and out of school provision | Children's Centres | Health Education | | Sep 07 | |
| O4 | Improve the cleanliness and safety of play areas | | | | | |
| 04 / 01 | Identify ways to improve the cleanliness, maintenance of | GBC | Streetscene | Review Contract | Jul 07 | |

| | | | | | | |
|-----------|--|-----------------------------|---|--|--------|--|
| | play areas, beaches, parks and open spaces. | | "Friends" groups | Specification | | |
| O4 / 02 | Identify and implement a programme to reduce bullying and anti-social behaviours | Crime Reduction Partnership | GBC Housing Police Community Safety Youth Council | Cross refer with Crime Reduction Partnership | Jan 08 | |
| O5 | Improve the access and inclusiveness of play provision | | | | | |
| O5 / 01 | Improve access to toilets in parks, play areas, beaches and open spaces. | GBC | Streetscene Leisure | | Jun 07 | |
| O5 / 02 | Increase the number and range of play areas, leisure and sports activities to improve accessibility for those with a disability. | GBC | Groundwork Solent Gosport Access Group & Disability Forum | Dependent on funding from Big Lottery | Jan 08 | |
| O5 / 03 | Identify and develop an increased number of cycle ways to include links and signage to play, leisure and sports facilities | GBC | GBC Traffic Section HCC Groundwork | | Sep 08 | |
| O5 / 04 | Explore issues related to barriers to play for the socially excluded and marginalised groups and identify options for implementation | Play Partners Group | GBC Health Education | | Sep 08 | |
| | | | | | | |

AGENDA ITEM NO. 16

| | |
|-------------------------|---|
| Board/Committee: | POLICY & ORGANISATION BOARD |
| Date of meeting: | WEDNESDAY 27 JUNE 2007 |
| Title: | FERRY PONTOON PROGRESS ON REPLACEMENT FACILITY |
| Author: | LEISURE & CULTURAL SERVICES MANAGER |
| Status: | For Noting |

Purpose

The purpose of this report is to advise Members of the status of the project to replace the existing pontoon.

Recommendation

The Board is requested to note the current status of the project.

1. Background

- 1.1 A report was considered by the Community & Environment Board in September 2006 to engage WS Atkins Consultant Engineers Ltd. to assist with delivery of the project.
- 1.2 Extensive background research and data gathering has been undertaken over the past few months so that all relevant information is available upon which critical design details can be formulated.
- 1.3 Discussions have taken place with the Gosport Ferry Company to ensure that the proposed layout and design will meet operational requirements for current and future needs.

2. Report

- 2.1 The Board was advised at the September meeting that some key issues were to be addressed in the design of the replacement pontoon. These were:
 - reduced gradients for the convenience of the elderly and disabled, especially at low water;
 - a longer pontoon to accommodate larger boats;
 - construction of 1 large rigid pontoon to replace the 3 hinged section pontoon for comfort of passengers during rough weather;

- lengthening the brow by 15 metres to extend the new pontoon beyond the shelf where boats have previously grounded at low water spring tides.

2.2 The outline design has accommodated these issues and the concept sketch attached at Appendix A shows how these have been incorporated.

2.3 In terms of the existing and proposed pontoon designs, the following table lists the comparative data for each issue.

| ISSUE | CURRENT | PROPOSED |
|-----------------------------|--------------------------------------|--|
| Gradient (max. at low tide) | 1 in 7 | 1 in 15 |
| Pontoon Length | 60.9 metres | 70.12 metres |
| Construction | 3 hinged structures | 1 single structure |
| Brow Length | 41.4 metres | 53 metres |
| Brow Width | 6 metres | 7 metres |
| Canopy | Profiled metal sheeting with windows | Extra glazed areas to add light into structure |

2.4 Work on the detailed design is underway and a revised programme has been produced to indicate the anticipated rate of progress. This may, of course, be subject to variation depending upon some issues that may not be foreseen at this stage. The draft programme schedules the new pontoon being operational in Autumn 2008.

2.5 Tenders for construction are programmed for receipt at the end of 2007. A further report will be brought to the Board at the relevant time for acceptance and approval to proceed.

3. Financial Implications

3.1 The outline design phase has indicated a replacement cost in the order of £3m. However, this may need to be revised once detailed design work is completed prior to invitation of tenders.

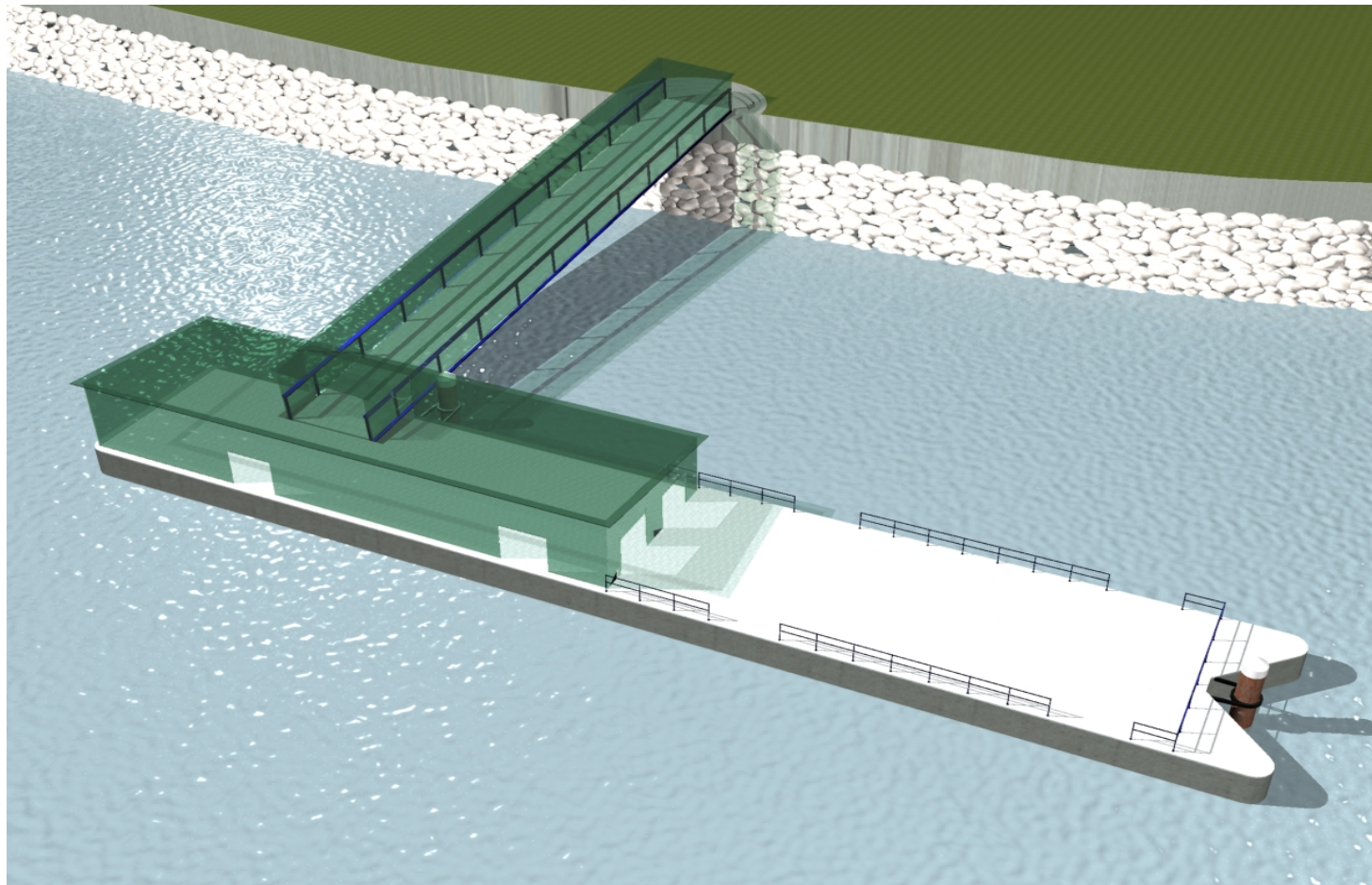
3.2 Hampshire County Council has been requested to contribute to the overall cost of the project as the pontoon provides a vital transportation link between Gosport and Portsmouth.

- 3.3 The Council is unable to fund any contribution towards the project from prudential borrowing unless the revenue implications of both the costs of financing the debt and any major repair liabilities can be resourced from income arising from the operation of the landing stage.

4. Risk Assessment, Implications & Contingency

- 4.1 The risk implications remain as originally identified in the report to the Board in September 2006.
- 4.2 The pontoon is in need of replacement and the Council's action in implementing the project is taking the necessary steps to achieve that replacement within the next twelve to eighteen months.
- 4.3 Whilst the work to procure the replacement facility is being progressed, the Council has devised a contingency plan to be implemented in the event of the current pontoon not being fully available for use.
- 4.4 The regular programme of inspection and monitoring continues in line with the approved scheme; the scheme has also been independently verified.
- 4.5 The Council's Insurers have confirmed that they are satisfied with the actions of the Council.

| | |
|---|---|
| Financial Services comments: | See Section 3 of the report |
| Legal Services comments: | None for the purposes of this report |
| Service Improvement Plan implications: | The proposed action is included within the Leisure & Cultural Services Plan |
| Corporate Plan: | The project is referred to within the Corporate Plan |
| Risk Assessment: | See Section 4 of the report |
| Background papers: | n/a |
| Appendices/Enclosures: | Appendix A – Concept Sketch |
| Report author/Lead officer: | Leisure & Cultural Services Manager |



APPENDIX A

GOSPORT BOROUGH COUNCIL

| | |
|-------------------------|--|
| BOARD/COMMITTEE: | POLICY & ORGANISATION BOARD |
| DATE OF MEETING: | 27th June 2007 |
| TITLE: | BANKING ARRANGEMENTS |
| AUTHOR: | FINANCIAL SERVICES MANAGER |
| STATUS: | FOR DECISION |

PURPOSE

This report sets out the background to the Council's banking arrangements.

RECOMMENDATIONS

Approval is sought for officers to negotiate and engage consultants in order to obtain the most cost effective contract for the Council.

1.0 BACKGROUND

- 1.1 The Council's present banking contract is with the National Westminster Bank plc.
- 1.2 This contract has been in effect since 1st April 1998 and was renewed on the 1st April 2005 to run through to 31st March 2008. (P&O Board 21/09/04) Annual bank charges are approximately £35,000.

2.0 FUTURE BANKING ARRANGEMENTS

- 2.1 Financial Regulations (C.34) state that: "arrangements and terms for banking shall be in accordance with a contract that shall from time to time be subject to competitive tender". It is now time to consider the way forward from 1st April 2008.
- 2.2 Important factors that may influence re-letting the contract include:

- Ensuring value for money for Council Tax payers
- Ensuring a responsive and supportive banker
- Future changes to the way that banking matters are conducted (e.g. electronic payments)
- The time and cost involved in any re-tendering exercise
- The logistics and additional cost caused by changing banking arrangements (e.g. re-arranging direct debits and reprinting stationery)
- Adherence to Financial Regulations

2.3 Bearing in mind the factors above, approval is sought to undertake the following course of action:

- Officers meet with the present banking contractor and, without commitment, discuss likely future tariffs and service provision;
- A consultant is engaged to undertake a review and benchmarking exercise of the possible future cost;
- Following the consultancy exercise, officers are empowered to tender and/or negotiate with a supplier as necessary in order to secure the most cost effective option for the Council;
- The result of this exercise is reported to this Board at a future meeting.

3.0 RISK ASSESSMENT

- 3.1 Council Tax Payers will not receive Value for Money if no Banking Review is conducted.
- 3.2 Potentially changing banks could result in administrative disruption and systems integration issues.
- 3.3 To mitigate against these risks an independent banking consultant, will be appointed to advise on achieving Value for Money for future banking arrangements.

4.0 CONCLUSION

- 4.1 This report recommends a process to ensure future Value for Money Banking Arrangements.

| | |
|---|---|
| Financial Services comments: | None for this report |
| Legal Services comments: | None for the purposes of this report |
| Service Improvement Plan implications: | Sound and cost effective banking arrangements in underpinning Service Delivery. |
| Corporate Plan: | |
| Risk Assessment: | See Section 3 |
| Background papers: | None |
| Appendices/Enclosures: | None |
| Report Author / Lead Officer | Richard Wheeler |