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5 March 2013

## **S U M M O N S**

**MEETING:** Policy and Organisation Board  
**DATE:** 13 March 2013  
**TIME:** 6.00 pm  
**PLACE:** Committee Room 1, Town Hall, Gosport  
**Democratic Services contact:** Vicki Stone

*Linda Edwards*

LINDA EDWARDS  
BOROUGH SOLICITOR

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### **MEMBERS OF THE BOARD**

The Mayor (Councillor Dickson) (ex-officio)  
Councillor Hook (Chairman)  
Councillor Burgess (Vice-Chairman)

Councillor Beavis	Councillor Langdon
Councillor Carter CR	Councillor Philpott
Councillor Chegwyn	Councillor Ronayne
Councillor Lane	Councillor Wright

### **FIRE PRECAUTIONS**

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

**In the event of the fire alarm 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.**

**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. Councillors are requested to note that, if any Councillor who is not a Member of the Board 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 disclosable pecuniary interest in any item(s) being considered at this meeting.*

3. MINUTES OF THE MEETING OF THE BOARD HELD ON 5 FEBRUARY 2013

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, 11 March 2013. 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, 11 March 2013).*

6. CONTRIBUTIONS TO THE VOLUNTARY & COMMUNITY SECTORS

PART II

*To recommend to Members a more robust consideration of funding to the voluntary and community sectors.*

Contact Officer:  
Ian Lycett  
Ext: 5201

7. DISCRETIONARY HOUSING PAYMENTS

PART II

*Report to follow.*

Contact Officer:  
Julian Bowcher  
Ext 5551

8. HONORARY ALDERMAN HEWITT – HONORARY FREEDOM OF THE BOROUGH

PART I

*To set out proposals for Honorary Alderman Hewitt to be conferred the Title of Honorary Freeman of the Borough.*

Contact Officer:  
Ian Lycett  
Ext: 5201

Policy and Organisation Board  
13 March 2013

9. GOSPORT LEISURE PARK (ICE RINK)

PART II

*Report to follow*

Contact Officer  
Ian Lycett  
Ext: 5201

10. NEW USES FOR HISTORIC BUILDINGS: A COLLABORATIVE APPROACH

PART II

*To inform Members of a proposal from English Heritage supported by PUSH for investment in bringing historic buildings in the area surrounding Portsmouth Harbour into productive use.*

Contact officer:  
Ian Lycett  
Ext 5201

11. ANY OTHER ITEMS

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

12. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information, for the reasons set out in the report.

Item No.	Item	Paragraph nos. 1 and 3 of Part I of Schedule 12A of the Act	
13.	STAFF CHANGES (Report to follow)	The report identifies a specific individual and information regarding their personal financial affairs rather than the Council overall financial affairs. The public interest in the Council's overall affairs can be met in other ways without releasing such personal information and therefore the public interest in maintaining the privacy of personal information outweighs the public interest in the Council's financial affairs.	PART II Contact Officer: Ian Lycett Ext: 5201

## AGENDA ITEM NO. 6

<b>Board/Committee:</b>	POLICY & ORGANISATION BOARD
<b>Date of Meeting:</b>	WEDNESDAY 13 <sup>TH</sup> MARCH 2013
<b>Title:</b>	CONTRIBUTIONS TO THE VOLUNTARY & COMMUNITY SECTORS
<b>Author:</b>	CHIEF EXECUTIVE
<b>Status:</b>	FOR DECISION

### **Purpose**

To recommend to Members a more robust consideration of funding to the voluntary and community sectors.

### **Recommendation**

Those voluntary and community sector organisations that receive over £20,000 per annum from this Council, be asked to make an annual presentation in respect of the funding to a Board/Committee of this Council.

#### **1 Background**

- 1.1 This Council has a long history of supporting financially the voluntary and community sectors.
- 1.2 The Budget for 2013/14 which was approved by Full Council on the 20<sup>th</sup> February 2013 indicated the following financial contributions:

Citizens Advice – Bureau Grant	£91,890.00
Gosport Victim Support	£ 3,320.00
Gosport Voluntary Action	£63,110.00
Dial-A-Ride	£24,090.00
Age Concern	£ 1,250.00
Solent Sea Rescue	£ 2,060.00
Gosporters	£ 830.00
Relate	£ 5,240.00

- 1.3 Over recent years, the relationship between local Councils and the voluntary and community sector has been subjected to increasing national focus. This Council has become a signatory to both the “One Compact for Hampshire” and the Compact Funding Code for Gosport.
- 1.4 Both of these documents are partnership agreements and recognise the roles each partner plays in improving the quality of life for local residents.

## **2 Proposal**

- 2.1 The Compact documents clearly recognise the need for financial transparency and for the need for all partners to ensure value for money for Council Tax payers.
- 2.2 In all cases voluntary and community organisations who receive financial support from this Council will in future be asked to provide details of their organisation's aims and objectives and a financial plan for the financial year in question.
- 2.3 For those organisations who receive substantial funding (suggested over £20,000 per annum) it is now proposed that a more formal consideration be made of these awards by Members.
- 2.4 This consideration should include for each organisation:
- Aims and objectives
  - Expected outcomes/output
  - Business Plan for the coming year(s)
  - Financial Plan for the coming year(s)
  - Assessment for Value for Money
  - Management controls
  - Accountability and Audit arrangements
  - An assessment of Value for Money
  - What the Council's money has been used for and what has been achieved as a result of this funding
  - The Board/Committee should then recommend appropriate funding from this Council for the next financial year for the organisation.
- 2.5 Currently three organisations receive in excess of £20,000 per annum from this Council; Dial-A-Ride, Gosport Voluntary Action and Citizens Advice Bureau.
- 2.6 It is recommended that both Gosport Voluntary Action and Citizens Advice Bureau be asked to make a presentation to this Board; Gosport Voluntary Action during the June cycle and Citizens Advice Bureau during the September cycle. These will then be annual events.
- 2.7 Dial-A-Ride are the subject of an on-going scrutiny by the Overview & Scrutiny Committee and until this Committee are satisfied that they have completed their work, it is not currently proposed to ask for a presentation to this Board. Hampshire County Council act as lead authority for the joint funded Gosport and Fareham Dial a Ride Service and regular monitoring meetings are held with Community Action Fareham attended by officers from Hampshire County

Council, Gosport Borough Council and Fareham Borough Council. Dial a Ride will be asked to make a presentation to this Board in the November cycle.

### **3 Financial Implications**

- 3.1 In this time of ever increasing financial constraints, it is imperative that this Council ensures that Council Tax payer's money is being accounted for correctly and that funding given to the voluntary and community sectors is proving value for money and is being targeted correctly.

### **4 Risk Assessment**

- 4.1 The targeting of those community and voluntary organisation receiving over £20,000 is cost effective and ensures that the Council has adequate controls over its financial contributions to the voluntary and community sectors.
- 4.2 The additional financial transparency and dialogue will provide greater assurance that the Council's and voluntary organisations priorities are better aligned and will give a further opportunity to raise any concerns that either party has regarding current and future service provision.

<b>Financial Services comments:</b>	As contained in paragraph 3.
<b>Legal Services comments:</b>	None
<b>Crime and Disorder:</b>	None
<b>Equality and Diversity:</b>	None
<b>Service Improvement Plan implications:</b>	Nil
<b>Corporate Plan:</b>	Partnering is a strategic value of the Council
<b>Risk Assessment:</b>	See paragraph 4 above
<b>Background papers:</b>	Nil
<b>Appendices/Enclosures:</b>	n/a
Appendix 'A'	
Appendix 'B'	
<b>Report author/ Lead Officer:</b>	Ian Lycett, Chief Executive

## AGENDA ITEM NO. 8

<b>Board/Committee:</b>	POLICY AND ORGANISATION BOARD
<b>Date of Meeting:</b>	13 MARCH 2013
<b>Title:</b>	HONORARY ALDERMAN HEWITT – HONORARY FREEMAN OF THE BOROUGH
<b>Author:</b>	CHIEF EXECUTIVE
<b>Status:</b>	FOR RECOMMENDATION TO COUNCIL

### **Purpose**

To set out proposals for Honorary Alderman Hewitt to be conferred the Title of Honorary Freeman of the Borough.

### **Recommendation**

It is recommended that, in accordance with Section 249(5) of the Local Government Act 1972, and in recognition of his eminent services to the people and Borough of Gosport over many years, the Board request that an Extraordinary Council Meeting be called, to confer the Title of Honorary Freeman of the Borough to Honorary Alderman Hewitt.

#### **1 Background**

- 1.1 In accordance with the Council's Constitution (Part 2, Chapter 4, Paragraph 4.02(g)) a decision to confer the Title of Honorary Freeman of the Borough is reserved to full Council.

#### **2 Proposal for the Award of the Freeman Honour**

- 2.1 The Mayor has kindly provided the following statement in support of the proposal:

Over the past 50 years Honorary Alderman Hewitt has served the residents of Gosport with distinction. He was a Councillor for 16 years and Mayor for 2 years. He attended Gosport Grammar School and worked all of his life for The Portsmouth News.

He was heavily involved with the Gosport-Royan twinning since its start in 1959.

He has been involved with the MS Society for 30 years serving as Chairman of the Gosport and Fareham Branch for 20 years and as President for the last three. In that time the branch has raised in excess of £450k for the Charity. He has also served as a Member of the MS National Board for 7 years and has been on the Wiltshire, Hampshire and Islands regional committee since its inception.



He is an inspiration to all who know him and is still involved with the Borough of Gosport despite a number of medical problems since his retirement. He is much respected and has dedicated a large part of his life to the residents of Gosport.

### **3. Risk Assessment**

3.1 There are no business risks associated with this proposal.

### **4 Financial Implications**

4.1 There are no significant costs associated with this proposal.

### **5 Conclusion**

5.1 Honorary Alderman Hewitt has worked tirelessly for the people of the Borough of Gosport over the years and it is appropriate that the Council consider the proposal that he be conferred the Title of Honorary Freeman of the Borough.

<b>Financial Services comments:</b>	There are no significant costs associated with this proposal.
<b>Legal Services comments:</b>	Contained within the Report
<b>Service Improvement Plan implications:</b>	There are no Service Plan implications.
<b>Corporate Plan:</b>	There are no Corporate Plan issues.
<b>Risk Assessment:</b>	There are no business risks associated with this proposal.
<b>Background papers:</b>	None.
<b>Appendices/Enclosures:</b>	None.
<b>Report author/ Lead Officer:</b>	Ian Lycett, Chief Executive

## AGENDA ITEM NO. 09

<b>Board/Committee:</b>	POLICY & ORGANISATION BOARD
<b>Date of Meeting:</b>	WEDNESDAY 13 <sup>th</sup> MARCH 2013
<b>Title:</b>	GOSPORT LEISURE PARK (ICE RINK)
<b>Author:</b>	CHIEF EXECUTIVE
<b>Status:</b>	FOR DECISION

### **Purpose**

To request Board approval for changes to the current lease on the Gosport ice rink and the investment of £100,000 towards the refurbishment and improvement of the facility.

### **Recommendation**

It is recommended that the Board:

- (i) Authorises the Borough Solicitor and Deputy Chief Executive to negotiate and agree amendments to the current lease between this Council and Arena (Gosport) Limited as outlined in this report; and
- (ii) Request that Policy and Organisation Board approves a Supplementary Capital Estimate of £100,000 for a contribution towards the recladding of the walls/roof of the ice rink

### **1 Background**

- 1.1 Members will have had the opportunity to visit the Borough's new Leisure Centre which opened on the 31<sup>st</sup> December 2012.
- 1.2 The Leisure Centre and its associated outside football facilities is the first part of the creation of the Gosport Leisure Park. Works have now started on the construction of the Hotel and Pub restaurant and a new children's play area is to be installed in the Spring.
- 1.3 The ice rink, of which the Council owns the freehold, was constructed in 1988, is looking tired and is in need of modernisation.
- 1.4 The lessee of the ice rink has changed companies over the years but in 2012 was assigned to Arena (Gosport) Limited (Arena).
- 1.5 The Leader of the Council and myself have been in negotiation with representatives of Arena for a number of months with a view to achieving improvements to the ice rink to bring it up to the standard of the rest of the Gosport Leisure Park.

## **2 Proposal**

- 2.1 Arena recognises the need to update their facility and have proposed a scheme costing £825,000. This would include £225,000 to replace the external wall and roof cladding and £600,000 on internal works which will include the relocation of the entrance and the creation of a café area for spectators/parents. It may be necessary to vary the lease to include minor additional areas of land upon which the new entrance is to be constructed.
- 2.2 Arena is asking that the Council, as owners of the freehold of the ice rink, make a financial contribution to this project.
- 2.3 Within the 1988 lease between this Council and Arena, there is a clause which provides for the Council to receive a share of any profits made in connection with the ice rink.
- 2.4 In the 25 years since this lease was signed, the Council has not been entitled to receive any income and it is felt that the wording of this clause is such that the Council is unlikely to receive any income in future years. Arena has requested that this Clause is removed as it is an impediment to them raising funds towards the proposed project.
- 2.5 In lieu of this Clause it is proposed the Council would be entitled to receive £5,000 per annum for ground rent with this being reviewed every five years. The Council's valuer considers this is acceptable.
- 2.6 Arena has asked if the Council as freeholder would also consider making capital investment in the proposed works. It is common practice for a freeholder to contribute to the refurbishment of a building that is the subject of a lease, if the proposals significantly contribute to the life of the building and protect the building's fabric in the long term.
- 2.7 The current ice rink is certainly in need of extensive refurbishment and improvement and it would be sensible in terms of good estate management for the Council as freeholder to consider a contribution towards the work.
- 2.8 A greatly enhanced and modern ice rink would increase the opportunities for Gosport residents to improve their health and wellbeing by encouraging sport and exercise and would complete and enhance the Gosport Leisure Park encouraging more families to use the Park.
- 2.9 It is therefore proposed that the Council contributes £100,000 towards the replacement of the wall/roof cladding which in addition to improving the appearance of the building would also help to protect and prolong the fabric of the building.

### **3 Risk Assessment**

- 3.1 The Council has asked for a copy of the full specification and quotes for the proposed works and these will be fully scrutinised. In addition, the payment of the financial contribution and the revision to the lease will all be subject to the proposed works being completed on site.
- 3.2 Should the company owning the lease cease to operate and not be able to assign the Lease to another party, then the Council as the Freeholder of the building could take it back.

### **4 Financial Implications**

- 4.1 The proposals would see the Council receiving £5,000 per annum.
- 4.2 Provision for the £100,000 contribution will need to be made in the Capital Programme.

### **5 Conclusion**

- 5.1 The creation of the Gosport Leisure Park is now well advanced and when fully complete will not only be a first class facility for the people of the Borough but also an attraction for visitors and tourists, bringing income and jobs to Gosport.
- 5.2 A completely refurbished ice rink both internally and externally will be a regional facility of which Gosport can be proud.

<b>Financial Services comments:</b>	As detailed in Paragraph 4 of the report.
<b>Legal Services comments:</b>	The Council as freeholder can vary the lease with the agreement of the lessee and also has the power to provide funding which will secure improvements to its assets.
<b>Crime and Disorder:</b>	
<b>Equality and Diversity:</b>	
<b>Service Improvement Plan implications:</b>	
<b>Corporate Plan:</b>	
<b>Risk Assessment:</b>	
<b>Background papers:</b>	
<b>Appendices/Enclosures:</b>	
Appendix 'A'	
Appendix 'B'	
<b>Report author/ Lead Officer:</b>	Ian Lycett, Chief Executive

## AGENDA ITEM NO. 10

<b>Board/Committee:</b>	POLICY AND ORGANISATION BOARD
<b>Date of Meeting:</b>	WEDNESDAY 13 MARCH 2013
<b>Title:</b>	NEW USES FOR HISTORIC BUILDINGS: A COLLABORATIVE APPROACH
<b>Author:</b>	CHIEF EXECUTIVE
<b>Status:</b>	FOR DECISION

### **Purpose**

To inform Members of a proposal from English Heritage supported by PUSH for investment in bringing historic buildings in the area surrounding Portsmouth Harbour into productive use.

### **Recommendation**

That Policy and Organisation Board :-

1. Notes the proposal including the proposed matched funding from English Heritage
2. Agrees to provide financial support for the proposed Project Officer post in the sum of £3000 per annum for 3 years.
3. Agrees to employ the Project Officer

### **1 Background**

- 1.1 In December 2012 PUSH considered a report on a proposal from English Heritage for investment in bringing heritage buildings in the area surrounding Portsmouth Harbour into a productive use.
- 1.2 PUSH agreed to provide funding for a project officer and have been working with a number of local authorities to move the proposal forward.

### **2 Report**

- 2.1 Protecting South Hampshire's heritage has been a priority for the PUSH Quality Places Delivery Panel for a number of years. The Portsmouth Harbour area of which Gosport forms a significant part is an area of historic significance which tells the story of the British Navy, past, present and future and gives it and the area international recognition. It is important to the local maritime and visitor economy and is a part of the area's identity. The Portsmouth Harbour area encompasses buildings and facilities in the administrative areas of 6 local authorities, Portsmouth, Fareham, Gosport, Hampshire and parts of Winchester and Havant.

- 2.2 English Heritage undertook work for PUSH in 2010/11 which identified the harbour area as having one of the highest densities of historically significant buildings in England and a number of these may be at risk of decay. That report noted that many of these buildings are likely to be released by the Ministry of Defence in the coming years and that in order to avoid adding them to the heritage at risk register they must be put into long term sustainable use.
- 2.3 English Heritage, the Arts Council and local authorities in East Kent have worked in partnership on a project to help property owners to find ways of utilising historic buildings which contribute to economic growth. The East Kent project involved investing in a specific post ('Project Officer') which took a lead and worked with the local authorities Conservation, Planning and Economic Development Officers to identify historic buildings which may offer viable economic uses.
- 2.4 English Heritage is proposing that a similar approach is taken to the Portsmouth Harbour area.
- 2.5 To further support alternative uses English Heritage have also earmarked £500,000 project funding for the Portsmouth Harbour area which could support detailed feasibility work to explore the viability of new uses and would assist in bringing forward bids for Heritage Lottery Funding which has identified Gosport, Portsmouth and Havant as a priority area for future funding.
- 2.6 The Project Officer needs to be employed by one of the local authorities for about a 3 year period. The post would be funded by contributions from the following, for the 3 year period:-
- |         |   |
|---------|---|
| £60 000 | English Heritage  |
| £30 000 | Hampshire County Council  |
| £ 9 000 | Portsmouth City Council   |
| £ 9 000 | Gosport BC  |
| £ 3 000 | Fareham BC  |
| £ 3 000 | Winchester CC   |
| £ 3 000 | Dockyard Naval Base Property Trust                              |
| £ 6 000 | PUSH (note £1 000 of this is already committed so 5k available) |
- 2.7 It is proposed that the Council would take the lead on this project and employ the Project Officer with the costs including any redundancy payment at the end of the fixed term contract being covered by the funding set out above. The Project Officer would report to the Borough Solicitor and Deputy Chief Executive and be located in the Conservation and Design Team.

### **3 Risk Assessment**

- 3.1 As the costs of the Project Officer post is to be reimbursed as set out above the financial risk to the Council is minimised.
- 3.2 The proposal should help the Council to discharge its obligations in relation to heritage assets and also contribute to improvements in the local economy.

### **4 Conclusion**

- 4.1 This collaborative approach provides an opportunity to manage and maintain local naval heritage and so keep alive the story of the area's links with the Navy since the 16th Century. A modest investment by the Council together with the investment from other partners will allow access to £500,000 from English Heritage.
- 4.2 The proposal also leaves the partners well placed to access significantly more money from the Heritage lottery Fund to secure a sustainable future for these important heritage assets which can contribute to the local economy.

<b>Financial Services comments:</b>	The Council's contribution can be identified from existing budgets
<b>Legal Services comments:</b>	Contained in report
<b>Crime and Disorder:</b>	
<b>Equality and Diversity:</b>	
<b>Service Improvement Plan implications:</b>	
<b>Corporate Plan:</b>	
<b>Risk Assessment:</b>	Contained in Section 3
<b>Background papers:</b>	
<b>Appendices/Enclosures:</b>	None
<b>Report author/ Lead Officer:</b>	Ian Lycett/Linda Edwards