



## NOTICE OF MEETING

<b>Meeting:</b>	<b>Cabinet</b>
<b>Date and Time:</b>	<b>Thursday, 4 July 2019 at 7pm</b>
<b>Place:</b>	<b>Council Chamber, Civic Offices, Fleet</b>
<b>Telephone Enquiries to:</b>	<b>01252 774141 (Mrs Gill Chapman)</b> <a href="mailto:committeeservices@hart.gov.uk">committeeservices@hart.gov.uk</a>
<b>Members:</b>	<b>Ambler, Bailey, Cockarill, Kinnell, Neighbour (Chairman), Oliver, Quarterman, Radley</b>

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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## AGENDA

**COPIES OF THIS AGENDA ARE AVAILABLE IN LARGE PRINT  
AND BRAILLE ON REQUEST**

- 1 At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- 2 The Chairman will announce that this meeting may be recorded and that anyone remaining at the meeting has provided their consent to any such recording – please see our protocol on [Attending and Reporting Meetings](#).**

**1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of 6 June 2019 are attached to be confirmed and signed as a correct record. **Paper A**

**2 APOLOGIES FOR ABSENCE**

**3 CHAIRMAN’S ANNOUNCEMENTS**

**4 DECLARATIONS OF INTEREST**

To declare disclosable pecuniary or any other interests.

**5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)**

**6 HART HEALTH AND WELLBEING PARTNERSHIP BOARD**

To note the minutes of the meeting of 13 June 2019. **Paper B**

**7 FOOD HEALTH AND SAFETY SERVICE PLAN 2019/20**

To consider the draft Food and Safety Service Plan for 2019/20 as set out in Appendix I. **Paper C**

**RECOMMENDATION to Council**

That the Hart Food and Safety Services Plan be recommended to Council for adoption.

**8 HARTLEY WINTNEY NEIGHBOURHOOD PLAN: EXAMINER’S REPORT AND REFERENDUM**

To set out the outcome of the independent examination into the Hartley Wintney Neighbourhood Plan (NP) and to seek agreement to the Examiner’s recommended changes (and other minor modifications) and to proceed to a local referendum.

**Paper D**

**RECOMMENDATION**

- 1 That the changes proposed to the Hartley Wintney Neighbourhood Plan as set out in the “Decision Statement” in Appendix I be agreed, and that subject to those changes, the Plan meets the ‘basic conditions’; and,
- 2 That the plan proceeds to a local referendum based on the geographic boundary of Hartley Wintney Parish consistent with the defined Neighbourhood Area; and
- 3 That, subject more than half of those voting at the referendum having voted in favour of the plan, the Hartley Wintney Neighbourhood Plan is referred directly to Council because under the provisions of Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended the Council is

statutorily obliged to “make” the neighbourhood plan so that it comprises part of the Development Plan for the local area.

## **9 CHANGES TO HART’S RECYCLING BRING SITES**

To seek approval to make changes to Hart’s recycling bring bank sites. **Paper E**

### **RECOMMENDATION**

- 1 That all paper and cardboard banks are removed from District Council bring sites for a 12 month trial period.
- 2 That improved signage is installed at all bring sites and a communications campaign run to highlight that surplus paper and cardboard can be left for collection next to resident's blue bins.

## **10 FLEET PARKING SCHEME PROPOSAL**

To seek approval for the Fleet Business Improvement District (BID) proposal to advertise a parking refund scheme on the back of car park tickets in Fleet. **Paper F**

### **RECOMMENDATION**

That the parking refund scheme proposed by Fleet BID is supported and approval given for them to advertise on the back of car park tickets in Fleet

## **11 DOG FOULING PUBLIC SPACE PROTECTION ORDER**

To seek Cabinet approval to consult on a proposed District wide Dog Fouling Public Spaces Protection Order (PSPO) The purpose of the order is to improve and replace current outdated dog fouling measures across the District. At the same time Cabinet is asked to agree to use the consultation opportunity to gather evidence about other dog related issues that may need to be included with a possible future Dog Control PSPO. **Paper G**

### **RECOMMENDATION**

- I That a proposed Hart Dog Fouling Public Spaces Protection Order be consulted on to include the following restrictions:

**District Wide** (any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission);

- a) Persons in charge of a dog must have with them appropriate means to pick up dog faeces deposited by that dog; and
- b) Persons in charge of a dog must remove the faeces and for it to be disposed off in an appropriate receptacle.

- 2 That the proposed consultation on a District Hart Dog Fouling Public Spaces Protection Order (PSPO) consultation is used as an opportunity to gather evidence about other issues that may need to be included within a future PSPO.

## **12 COMMERCIALISATION STRATEGY: STRAND C (DIGITALISATION) DRAFT DIGITAL STRATEGY**

To consider a proposed long term vision and strategic policy document for the Council for its future use of technology and data. It comprises a proposed Digital Strategy that recognises the importance of implementing a digital infrastructure and culture across the district and the Council – maximising the use of digital technology to drive better services and reduce costs – and helping to ensure that everyone who wants to, has the chance to benefit from these changes. **Paper H**

### **RECOMMENDATION**

That the proposed Digital Strategy be adopted for the following reasons:

- 1 Implementing the Digital Strategy will provide clear direction for service areas to work towards in the development of their service delivery models, guiding their choices about software and devices to help improve efficiency.
- 2 Supporting a consistent online experience for customers when engaging online with the Council.
- 3 Providing staff and Members with a clearer picture of how their working environment is going to evolve and change.

## **13 NOMINATIONS TO OUTSIDE BODIES**

To nominate representatives to Hampshire Alliance for Rural Affordable Housing (HARAH) and Blackwater Valley Advisory Committee for Public Transport.

## **14 CABINET WORK PROGRAMME**

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

**Date of Despatch: 25 June 2019**

## **CABINET**

**Date and Time:** Thursday, 6 June 2019 at 7pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

## **COUNCILLORS**

Ambler, Cockarill, Kinnell, Neighbour (Chairman), Oliver, Quarterman, Radley

**In attendance:** Councillors Axam, Crookes, Farmer and Forster

### **Officers:**

Patricia Hughes      Joint Chief Executive  
Andrew Vallance      Head of Corporate Services

## **1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of 4 April 2019 were confirmed and signed as a correct record.

## **2 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Bailey.

## **3 CHAIRMAN'S ANNOUNCEMENTS**

None.

## **4 DECLARATIONS OF INTEREST**

None declared.

## **5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)**

None.

## **6 HART FOODBANK – LEASE OF HARRINGTON HOUSE, FLEET**

Members considered the rent and service charge payments due for Harrington House.

## **DECISION**

That the Hart Food Bank be granted funding to cover the rent and service charge payments for Harrington House from 1 April 2019 until the end of the current lease.

## **7 DOGMERSFIELD NEIGHBOURHOOD PLAN: EXAMINER'S REPORT AND REFERENDUM**

Cabinet noted the outcome of the independent examination into the Dogmersfield Neighbourhood Plan (NP) agreed the Examiner's recommended changes (and other minor modifications), and agreed to proceed to a local referendum.

### **DECISION**

- 1 That the changes proposed to the Dogmersfield Neighbourhood Plan as set out in the "Decision Statement" be agreed, and that subject to those changes, the Plan meets the 'basic conditions'
- 2 That the plan proceeds to a local referendum based on the geographic boundary of Dogmersfield Parish consistent with the defined Neighbourhood Area
- 3 That it be noted that if there is a positive referendum outcome (more than 50% of those who vote, vote in favour of the Plan), that Council will formally 'make' the Neighbourhood Plan as part of the Hart Development Plan.

## **8 TREE SAFETY WORKS AT PALACE GATE, ODIHAM**

Cabinet were asked to approve the carrying out of urgent tree safety works under ecological supervision at Palace Gate.

Members sought clarification on whether with the advent of further tree diseases encroaching into the area, there may in future be greater calls on our budgets, it was confirmed that this may be the case.

### **DECISION**

- 1 That the Tree Officer's plan of works and resulting expenditure of £10,000 be approved.
- 2 That the use of specialist contractors based on the values as set out in paragraph 5.1 be approved.

## **9 REORGANISATION OF CORPORATE SERVICES**

Cabinet were asked to confirm the restructure of Corporate Services, post consideration by Staffing Committee and consultation with the staff and Unison.

Members asked whether some of the roles could be project based and whether the Council could 'spot purchase the skills' rather than through employing staff, however it was established that there is a 5 year plan for digitalisation, and long term ambitions around commercialisation.

### **DECISION**

That the new structure for Corporate Services be approved.

## **10 NOMINATIONS TO OUTSIDE BODIES 2019/20**

Members considered nominations to Hart's approved list of Outside Bodies.

It was agreed that further nominations for some organisations would be sought from interested Councillors.

### **DECISION**

That the list of nominations to Hart's approved list of Outside Bodies (attached as Appendix 1 to these Minutes) be approved.

## **11 URGENT ACTION TAKEN BY THE JOINT CHIEF EXECUTIVE**

Cabinet to note urgent action taken in consultation with the Leader of the Council and respective Portfolio Holder:

- 1 Removal of the Innovation Hub from the Five Councils contract
- 2 Removal of HR Professional Services from the Five Councils contract
- 3 New lease agreement with ACAS for accommodation within the Civic Offices.

### **DECISION**

That the actions taken by the Joint Chief Executive, in consultation with the Leader of the Council and the respective Portfolio Holder, be noted.

## **12 CABINET WORK PROGRAMME**

The Cabinet Work Programme was considered and amended.

The meeting closed at 8.04pm

**HART REPRESENTATIVES ON OUTSIDE BODIES 2019/20**

Outside Bodies are external organisations that have invited Hart to nominate a representative to participate in meetings etc.

<b>Outside Bodies</b>	<b>No. of Representatives</b>	<b>Nominee(s)</b>
Basingstoke Canal Joint Management Committee	2 Councillors (normally taken from Wards that include the line of the Canal)	1. Makepeace-Browne 2. Ambler
Blackbushe Airport Consultative Committee	2 Councillors 1 Reserve	1. Crisp 2. Harward Reserve: Quarterman
Blackbushe Metals Liaison Panel	2 Councillors	1. Crisp 2. Harward
Blackwater Valley Advisory Committee for Public Transport	2 Councillors 1 Reserve Councillor	1. Oliver 2. Vacancy Reserve: Radley
Blackwater Valley Recreation & Countryside Management Committee	2 Councillors (1xCabinet Member)	1. Kinnell 2. Neighbour
Citizens Advice Hart	1 Councillor (1xCabinet Member)	Bailey
Crookham Almshouse Charity (Trustee)	1 Councillor	Butler
District Councils Network	1 Councillor (Leader)	Neighbour
District Health and Wellbeing Forum	1 Councillor	Bailey
Enterprise M3 Leaders Board	1 Councillor (Leader)	Neighbour
Farnborough Aerodrome Consultative Committee (FACC)	2 Councillors 1 Reserve Councillor	1. Radley 2. Axam Reserve: Ambler
Fleet Business Improvement District	1 Councillor	Oliver
Fleet Pond Society	1 Councillor 1 Reserve Councillor	1. Wheale Reserve: Wright
Hampshire Partnership	1 Councillor, 1 Reserve (Leader & Deputy Leader)	1. Neighbour Reserve: Radley
Hampshire Police and Crime Panel	1 Councillor	Radley
Hart Voluntary Action	1 Councillor (1x Cabinet Member)	Bailey
HARAH (Hampshire Alliance for Rural Affordable Housing)	2 x Cabinet Members	1. Bailey 2. Vacancy
Inclusion Hampshire	1 Councillor	Bailey

LGA General Assembly (Annual Event)	1 Councillor (Leader or Deputy Leader)	Neighbour Reserve: Radley
Local Government Association HIOW	1 Councillor (Leader) 1 Reserve	Radley Reserve: Oliver
Military Community Covenant	1 Councillor 1 Reserve	Collings Reserve: Dorn
North East Hampshire CPRE	1 Councillor (Observer)	Clarke
North Hampshire Road Safety Council	1 Councillor 1 Reserve	Oliver Reserve: Wheale
Project Integra Strategy Board	1 Councillor 1 Reserve Councillor (2xCabinet Members)	Oliver Reserve: Neighbour
Safer North Hampshire Community Safety Partnership	1 Cabinet Member	Radley
South East England Councils (SEEC)	1 Councillor (Leader & Deputy Leader)	Neighbour Reserve: Radley
Thames Basin Heaths – Joint Strategic Partnership	1 Councillor 1 Reserve Councillor	Radley Reserve: Cockarill
Thames Basin Heaths – Strategic Access Management and Monitoring Project Board	1 Councillor 1 Reserve Councillor	Radley Reserve: Cockarill
The Vine Day Centre	2 Councillors	Bailey
Vivid Housing Association	1 Councillor (Observer)	1. Bailey 2. Head of Community Services



## Minutes

### Hart Health and Wellbeing Partnership Board Meeting

13 June 2019 at 2.00 pm

#### Present:

Patricia Hughes	Chairman
Councillor Butler	HDC
Councillor Makepeace-Browne	HDC
Liz Glenn (LG)	HDC
Gill Chapman	HDC
Stephen LaPensee	NEH&F & FMC Patients
Caroline Winchurch	Hart Voluntary Action
Dr Steven Clarke (SC)	Branksomewood Surgery & NEHCCG
Ginny East	Odiham Cottage Hospital
Jo Lockhart (JL)	HCC Public Health (remotely)
Jessica Berry (JB)	NHCCG
Eira Morgan Jones	NHCCG
Fran Campbell	FHFT Community Services
Cleon Hutton	Vivid
Natalie Austin	Everyone Active
Caitlin Hickman	Everyone Active

		<b>Actions</b>
<b>1</b>	<b>Apologies for Absence</b>	
	Councillors Bailey and Forster, Sally Plank and Jane Rumsam (CAB) Vicki Ibbott, Jenny Radley, Juliette Blake, Paul Davey	
<b>2</b>	<b>Minutes of the Previous Meeting (14 February 2019) and Matters Arising</b>	
	The minutes were agreed. No outstanding actions.	
<b>3</b>	<b>Hart Health and Wellbeing Profile</b>	
	Jo Lockhart – Public Health Principal, Hampshire County Council presented a profile of health and wellbeing outcomes for Hart District.  See attached slides	

	<p>Discussion and questions were around:</p> <ul style="list-style-type: none"> <li>• The challenges of reaching small pockets of deprivation/need within the district</li> <li>• Observation that in Basingstoke &amp; Deane, healthy weight outcomes in children had improved around the time of the Olympics and whether this could be due to impact of local physical activity initiatives linked to the games</li> <li>• Parenting behaviours and resulting levels of excess weight in children – county are developing training for early years providers</li> <li>• Levels of excess weight in adults in Hart had reduced by almost 10% over the period of a year and why this might be? Could be due to local initiatives, commissioned services etc or perhaps a blip in the data – monitor over coming years</li> <li>• Discussed alcohol related harm – levels are below England average but this doesn't account for impact of alcohol consumption on for example, cancer and cardiovascular incidence. Queried rate of liver disease – not significantly different to England average.</li> <li>• Mental health and wellbeing index – queried why crime highlighted as a vulnerability in Yateley East</li> <li>• Traveller communities</li> <li>• Overall still doing well and holding own on a lot of areas</li> <li>• Urology – what are the underlying reasons for this being higher in Hart?</li> <li>• Is the high breast cancer incidence an issue across the whole area (i.e. acute hospital trust level) or a specific Hart issue?</li> <li>• Hip fractures related to concentration of sheltered and assisted living homes?</li> <li>• Roads - is this the number of people living in Hart injured or number of people injured in Hart – eg A30 and M3 running through? Confirmed that it is the number of people injured in Hart.</li> <li>• Injury 15-24 yr olds – does that include self harm? Confirmed it does not.</li> </ul>	<p>LG</p>
	<p>Members asked for further clarification on Mental Health and Wellbeing indicators and Jo agreed to ask to a colleague to attend a future meeting to focus on the district indicators.</p>	<p>JL</p>
	<p><b>4 Draft Hart District Council Health and Wellbeing Plan</b></p>	
	<p>Liz Glenn – Health and Policy Project Officer presented the draft District Health and Wellbeing Plan.</p> <p>See attached draft.</p>	
	<p>Points to note included:</p> <ul style="list-style-type: none"> <li>• This plan sets out the health and wellbeing priorities the council will focus on between 2019 and 2024 and the approach we will take to delivering on these</li> </ul>	

<ul style="list-style-type: none"> <li>• Will be a 5 year plan</li> <li>• Priorities remain fairly consistent with the previous 2 year plan</li> </ul> <ol style="list-style-type: none"> <li>1. Promote healthy weight and physical activity</li> <li>2. Improve mental wellbeing and emotional resilience</li> <li>3. Increase social connections</li> </ol> <ul style="list-style-type: none"> <li>• Related plans and strategies, partner organisations included</li> </ul> <p>Discussion and questions were around:</p> <ul style="list-style-type: none"> <li>• New data just presented will be incorporated into the plan</li> <li>• Reflecting that work is already underway to improve mental wellbeing and emotional resilience</li> <li>• The role of digital technology in delivering on priorities</li> <li>• At risk groups - small pockets more hard to reach with services and interventions and challenges of some services to help may be outside the district</li> <li>• Add reference to the Hart Vision 2040 which includes priorities around physical activity, health and wellbeing etc</li> <li>• Add a list of health and wellbeing indicators to be monitored over the plan period</li> </ul>	
<p>LG would circulate an updated version asking for final feedback by first week in July and then reissue the final version.</p>	<p>LG</p>
<p><b>5 Primary Care Networks update – social prescribing and prevention</b></p>	
<p>Jessica Berry updated on North Hampshire CCG</p> <ul style="list-style-type: none"> <li>• Explained that Primary Care Networks (PCN) are groups of practices working together, some working across districts</li> <li>• PCNs are being introduced nationally as part of NHS long term plan</li> <li>• Opportunities to work at scale, eg extending surgery opening hours</li> <li>• PCNs will be introducing social prescribing link workers – different models being adopted in different areas, building on existing social prescribing service provided by British Red Cross</li> <li>• PCNs will be operational from July</li> <li>• PCNs will look at prevention priorities depending on local demographics and needs</li> </ul>	
<p>Dr Steven Clarke updated on North East Hampshire &amp; Farnham CCG</p> <ul style="list-style-type: none"> <li>• PCNs being established in the North East Hampshire &amp; Farnham CCG area as well – will include Yateley (28,000 patients) and Fleet/Crondall (47,000 patients)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Social prescribing link workers will be introduced in each PCN as above. These will complement existing Making Connections service run by Hart Voluntary Action.</li> <li>• Ongoing discussions with PCNs trying to get a degree of consistency in roles, where and how to work and who will be the employer.</li> <li>• Social prescribers seen as additional to what is already there.</li> <li>• Clinical Directors, boundaries and participating practices agreed, number of contractual details being worked through. Everything progressing as planned.</li> <li>• Priorities for PCNs will initially be getting arrangements in place, identifying priorities and introducing the social prescribing and pharmacist roles</li> </ul> <p>Issues discussed included:</p> <ul style="list-style-type: none"> <li>• What a PCN is going to look like from the patient’s perspective. Eira to provide a handout produced by the Hampshire CCG Partnership.</li> <li>• Main two deliverables are to ensure sufficient extended access and hours across all practice and 20% of appointments bookable on line</li> <li>• Further down the line the focus will be on new models of care, eg access to other allied staff (paramedics, physio etc,) access to wider type of workforce than used to, different locations and practices access</li> <li>• Will there be a list of KPIs to monitor? Practices and CCGs are monitored on a wide range of indicators on a regular basis.</li> </ul>	<p>Eira Morgan-Jones</p>
<b>6</b>	<b>Stakeholder engagement event update</b>	
	<p>Liz Glenn reported that the Stakeholder event would take place on 17 October. This would be an opportunity to come together to look at how we can collaborate, identifying common challenges, ideas, collective action, opportunities to develop shared solutions. HVA would be co-host, firming up the programme, with an external organisation to deliver workshop. This would mean an extended meeting on 17 October, 1300 to 1630, with venue to be announced.</p> <p>Expected outcomes would include greater awareness, a stronger position to reach people early, are groups/organisations healthy and resilient, where do we need further workshops and training, etc</p>	
	<p>LG would circulate the brief and would contact CCGs regarding who best to invite.</p>	<p>LG</p>
<b>7</b>	<b>Updates from members and AOB</b>	
	<p>LG reported good news on funding from Sport England. We are working with Everyone Active and North East Hampshire Recovery College to introduce a course to support people living with mental health conditions in getting more active.</p>	

<b>8</b>	<b>2019 meeting dates</b> Stakeholder engagement event – 17 October 13.00 – 16.30	

**CABINET**

**DATE OF MEETING:** 4 JULY 2019

**TITLE OF REPORT:** **FOOD HEALTH AND SAFETY SERVICE PLAN 2019/20**

**Report of:** Environmental Health Team Leader

**Cabinet Member:** Councillor Sara Kinnell, Regulatory

**1 PURPOSE OF REPORT**

- 1.1 To consider the draft Food and Safety Service Plan for 2019/20 as set out in Appendix I.

**2 RECOMMENDATION to Council**

That the Hart Food and Safety Services Plan be recommended to Council for adoption.

**3 BACKGROUND INFORMATION**

- 3.1 The Food Safety Service Plan is a statutory plan that sets out the key actions that will be undertaken during the coming year to deliver the Council's objectives and priorities in relation to food safety and health and safety enforcement.
- 3.2 There are no proposals to amend the Key Performance Indicators that the Service already reports against and are monitored alongside the quarterly review of all Service Plans.

**4 POLICY IMPLICATIONS**

- 4.1 This Service Plan and the Service Planning process form part of the Council's existing performance management framework.

**5 FINANCIAL AND RESOURCE IMPLICATIONS**

- 5.1 The draft Service Plan is linked to the agreed budget for 2019/20, which reflects the resources available to the Council. Should Members wish to introduce new or expanded work streams then additional resources will first need to be identified.

**6 MANAGEMENT OF RISK**

- 6.1 If the Council does not adopt a Service Plan with clear targets and tasks that are aligned with its budget, there is a risk that it will fail to deliver its objectives and priorities.

**7 ACTION**

- 7.1 Cabinet is requested to consider the draft Service Plan which would be provided to Council for adoption.

**CONTACT:** Dympna Sanders, Ext 4286, [dympna.sanders@hart.gov.uk](mailto:dympna.sanders@hart.gov.uk)

**APPENDICES:**

Appendix I – Draft Food and Safety Service Plan for 2019/20

# Service Plan

Food and Safety

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**2019 - 2020**

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Environmental Health Team



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## Introduction

You may be interested in the following facts about Hart District Council's food safety service:

- ✓ It is currently responsible for enforcing food safety in 796 food premises, including, restaurants, hotels, pubs, schools and shops.
- ✓ Last year we received 94 complaints about food premises and 31 allegations of food poisoning associated with food premises.
- ✓ 9 improvement notices were served in relation to unsatisfactory food premises and/or practices.
- ✓ Officers voluntarily closed two food premises due to unsatisfactory practices and a large volume of unfit food was voluntarily surrendered from one of these premises in the past year.

Hart District Council has a major role to play in promoting food safety and protecting consumers from food poisoning and food related allergic reactions. The purpose of this plan is to let you know how are going to achieve this and the different measures that were are taking, in partnership with businesses, to promote and enhance food safety in the District, including:

- ✓ Inspection of food businesses based on risk
- ✓ Investigating complaints and concerns regarding food safety
- ✓ Investigating allegations of food poisoning or allergic reactions
- ✓ Providing information, advice and training
- ✓ Recognising high standards of hygiene through our Award of Excellence Scheme

This plan is reviewed every year and we would welcome your comments and suggestions on how it could be further improved. Please send your views to [EH@hart.gov.uk](mailto:EH@hart.gov.uk).

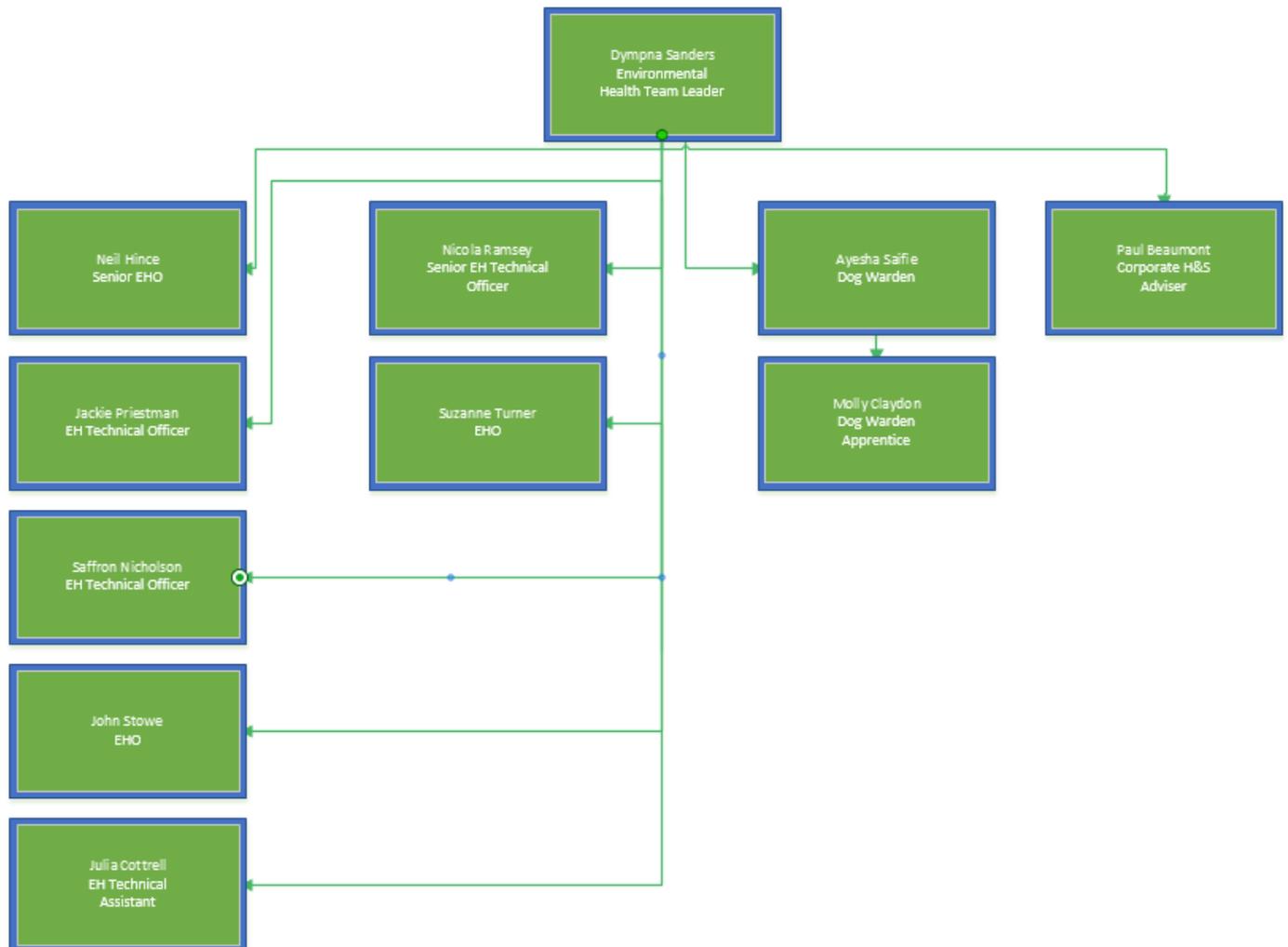
To find out more about the Service and initiatives that we are planning this year, please read on!

## About Hart District Council

Hart district lies in the North-East of Hampshire covering an area of 83m<sup>2</sup> with a population of 91,033 (2011 Census). The Urban areas are concentrated in Blackwater, Fleet, Hook and Yateley with a number of villages with the majority of the population speaking English as their first language.

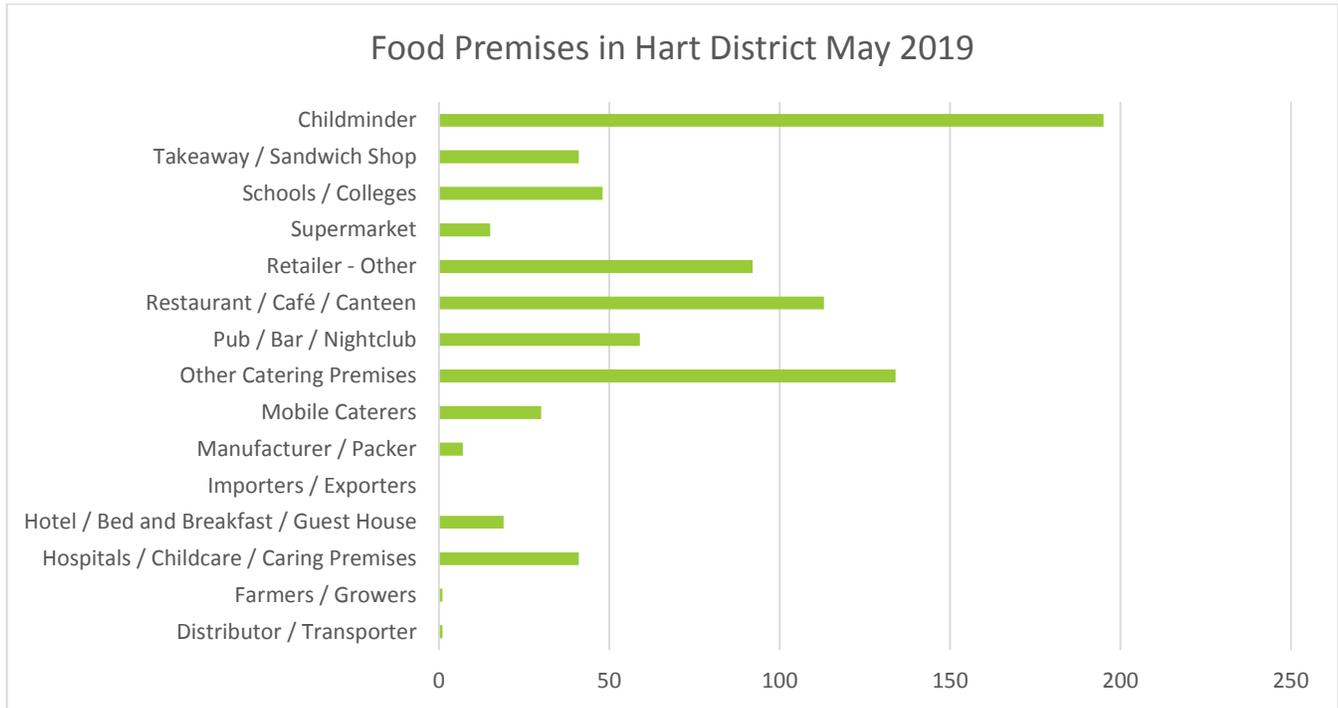
The Food Safety and Health and Safety Service are within the Environmental Health Team, which is currently part of Regulatory Services. Please see the structure chart below:

### Environmental Health Team Structure Chart, May 2019



## Demands of the Service

On 13 May 2019, there were 796 food premises in the district, broken down by the following premises types:



The number of food premises has remain stable compared to 2018.

The hygiene rating of the food businesses in Hart, which determines how frequently they are inspected was as follows in May 2019:

Premises Risk Category	Frequency of Inspection	No. of Premises
A	6 months	0
B	12 months	25
C	18 months	297
D	24 months	82
E	Alternative intervention and full inspection every 9 years	340
New/ Unrated		13
<b>Total</b>		<b>757</b>

The Food Hygiene Risk Ratings for food premises in Hart in May 2019 were:

Food Hygiene Rating	Meaning of Rating	Number of Premises
5	Hygiene standards are <b>Very Good</b>	378
4	Hygiene standards are <b>Good</b>	102
3	Hygiene standards are <b>Generally Satisfactory</b>	41
2	Some <b>Improvement Necessary</b>	11
1	<b>Major Improvement Necessary</b>	9
0	<b>Urgent Improvement Necessary</b>	2



The figures above do not include Childminders and other businesses excluded from the risk rating scheme, for example, military premises. The figures above equate to 96% of businesses in Hart comply with food law, which is the same percentage as May 2018, which is very positive.

Premises that are rated 0 to 2 are always revisited as they are deemed to be failing to meet their legal obligations. The aim of the revisit is to determine whether improvements have been made within the business and to ensure that it is complying with the law. Revisits will be undertaken until such time as the business complies with the law. Should the business continue to fall short of their duties, our enforcement policy is followed in escalating enforcement action until such time that compliance is attained or formal action is taken.

As Hart is an inland Local Authority and Blackbushe Airport is not used to import food, the Authority doesn't have any imported food responsibilities.

## Our Vision for Hart

The primary objective of the Environmental Health Service is to protect the health, safety and welfare of the community through education and effective regulation.

The Service links to each of the four Corporate Priorities as follows:

### A Thriving Local Economy

The Service promotes a level playing field through its Enforcement Policy, which takes a graduated approach to enforcement based on risk. We carry out our duties in an open, fair and consistent manner that promotes economic development.

We recognise that most businesses want to comply with the law, therefore, we want to support and enable businesses to meet their duties without unnecessary cost. We aim to deliver a healthy regulatory environment where good businesses thrive by using risk-based, proportionate and targeted enforcement. Firm action will be taken, however, where there is a blatant and/or persistent disregard for the law.

The Environmental Health Team routinely help new and developing businesses by providing advice based on best practice and signposting businesses to other agencies and resources. The team also provide training events, newsletters and advisory visits.

The Food Hygiene Rating Scheme provides an open and transparent platform for all food businesses, giving the public the opportunity to view the hygiene rating of businesses at: <https://ratings.food.gov.uk/>. The public can then choose whether to visit those food premises based on how well they comply with food law.

Hart District Council run an Award of Excellence Scheme for local, independent food business that achieve excellent standards of food hygiene at the time of their routine food hygiene inspection. For details of our award winners, please see: <https://www.hart.gov.uk/food-safety-0>.

### Promote a Clean, Green and Safe Environment

Fly Tipping became part of the Environmental Health Service in May 2018. The aim of the service is to tackle serious fly tipping in open spaces within the District.

The service has made a commitment to reduce dog fouling in monitored areas by 40% a year. The service has adopted the use of overt monitoring to deter dog fouling and identify owners who do not pick up after their dogs.

The service responds to planning consultations to mitigate potential issues relating to the environment, such as contaminated land, noise and odour and to ensure that developers meet their obligations in relation to these areas, so far as is permitted within the confines of the law and statutory guidance.

The service also tackles filthy and verminous premises, unsecured buildings and land attracting vermin. This can also positively impact the likelihood of crime and the perception of crime in these areas.

### **Working with Partners to promote a Healthy Community and People**

The Environmental Health Service contributes to this priority in a number of ways including:

- i. responding effectively and proportionately to a wide range of complaints from food safety, health and safety through to statutory nuisance and licensing;
- ii. actively participating in the Vulnerabilities Operational Group (VOG), which seeks to deal with crime and anti-social behaviour through a multi-agency approach; and
- iii. chairing the Council's Safety Advisory Group (SAG), which ensures public events are well managed and safe in consultation with partner organisations such as the emergency services, Highways and the Licensing Authority.

### **An Efficient and Effective Council**

The Environmental Health Service continues to provide cost efficiency by ensuring Environmental Health staff are competent and multi-skilled, which improves resilience within the small team.

The database provider for Environmental Health and Planning is currently being reviewed with a view to introducing technology to improve the efficiency and effectiveness of the Service, for example, through the use of mobile technology for food officers.

There are also simple ways to improve the Service's efficiency and effectiveness by, for example, linking standard letters to our database; having a central library of policies, procedure and forms; and maximising support from our Business Support Unit. This also promotes greater consistency within the Service.

The Team Leader also carries out routine quality assurance checks to ensure consistency of approach in relation to food hygiene inspections and risk ratings.

## How did we perform?

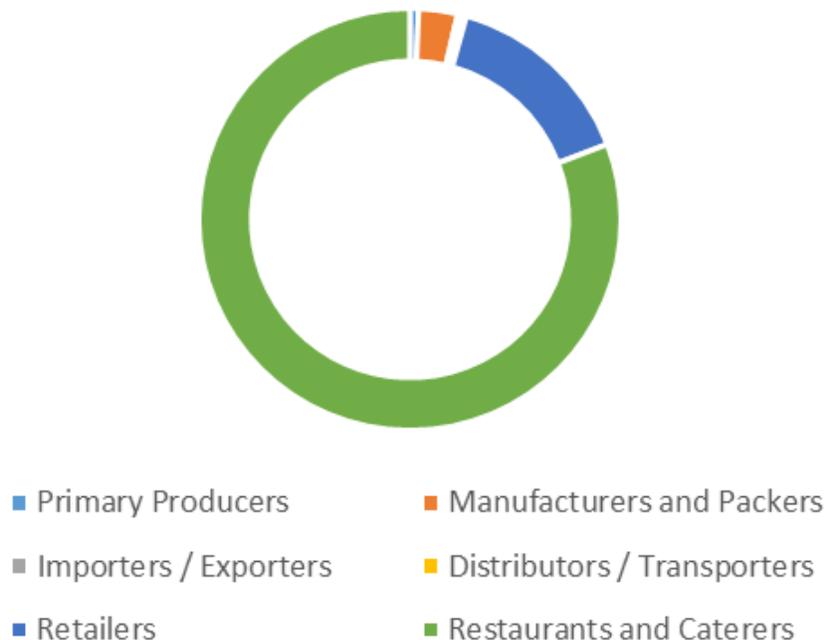
Our Service Plan is reviewed on an annual basis and provides the opportunity to record our achievements and identify those key issues that still may need to be redressed.

### Food Hygiene Inspections

All Local Authorities have a duty to inspect the food premises in their area based on a frequency determined by a national risk rating scheme.

In 2018/19 we inspected 294 food premises, the majority of which were restaurants and caterers as demonstrated in the pie chart below.

### Number of Food Premises inspected by Business Type in 2018/19



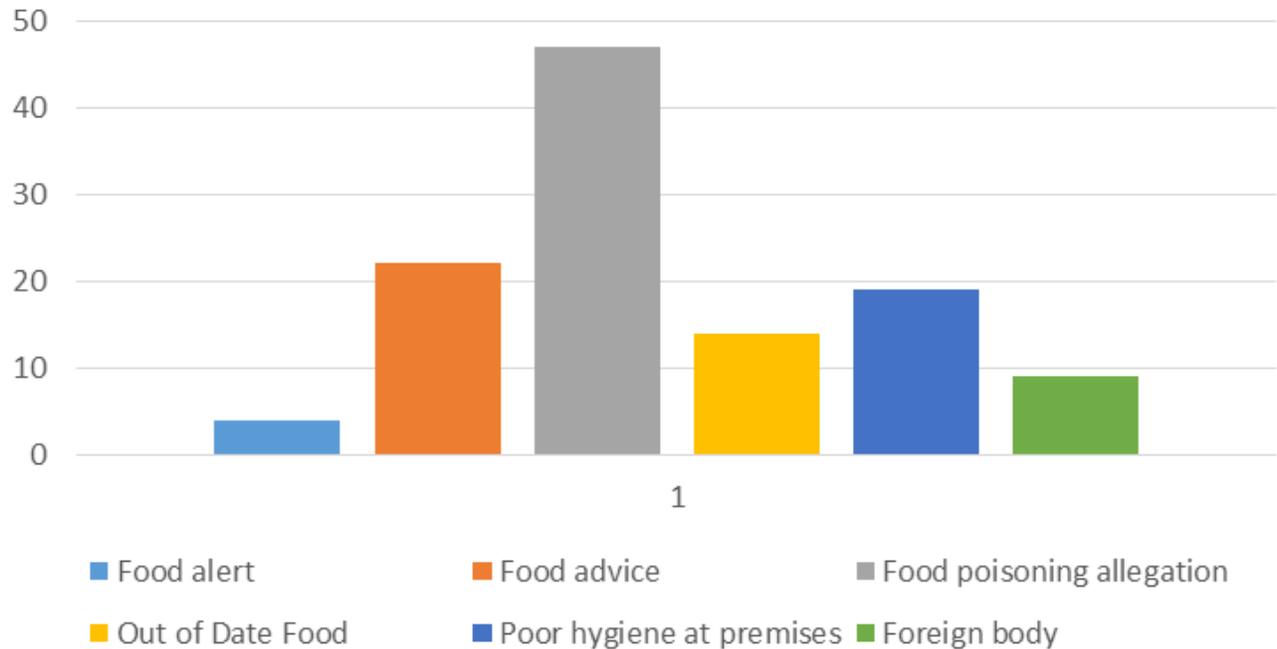
These inspections resulted in 277 warning letters being sent. 99% of food businesses that were due were completed within the financial year. 93% of inspections were carried out within 28 days of their due date. Last year, 52 new premises opened in the District, requiring an initial food hygiene inspection. Officers carried out revisits to 27 food businesses that were not complying with the law at the time of the routine food hygiene inspection.

This year we aim to carry out 236 high risk (Categories A to D) food hygiene inspections.

## Food Complaint Investigations

We continue to receive consumer enquiries and complaints about standards of hygiene in food premises and food contamination. We investigate all such complaints based on risk.

### Food Complaints by Type received 2018/19



The most common type of complaint that we receive as a service is in relation to allegations of food poisoning. Many people associate an illness with the last meal that they have eaten, whereas, food poisoning symptoms can take between 12 hours to 10 days to manifest themselves.

The Service dealt with two food poisoning outbreaks in summer 2018 alleged to be linked to food premises. Further investigation, in partnership with Public Health England, did not substantiate the allegations.

## Information, Training and Other Initiatives

We provide advice and information links to all new business owners before they set up their food businesses.

Last year we ran two courses for food businesses that were struggling to achieve good food hygiene ratings in partnership with Hart District Council's business development team.

- ✓ We currently have 25 local businesses who have received our Award of Excellence.
- ✓ We produce press releases and Facebook posts throughout the year in relation to key subjects.
- ✓ We produce a Food Safety and Health and Safety newsletter for local businesses.
- ✓ Hart District Council has a Primary Authority partnership agreement with British Car Auctions (BCA) and works with the company to provide specialist advice in relation to health and safety issues with the aim to improve standards in their sites, which are located throughout Great Britain. We recover full costs for providing this service to BCA.

## Food Enforcement Action

We adopt comprehensive measures to protect consumers and promote food safety. We actively work with businesses to meet these shared goals.

Any enforcement action taken will be graduated, proportionate and in line with Hart District Council's Enforcement Policy. A copy of the policy can be found at: <https://www.hart.gov.uk/hart-site-search?term=enforcement%20policy>.

### Summary of Enforcement Action taken in 2018/19

Enforcement Action	No. Actions
Written Warnings	277
Improvement Notices	9
Emergency Closures	0
Voluntary Closure	1
Seizure and Detention of Food	0
Voluntary Surrender of Food	1
Simple Cautions	1
Prosecutions	0

## Key Performance Indicators (KPIs)

Hart District Council's KPIs for the Food Safety and Health and Safety Service are as follows:

KPI No.	Description	Target	Actual Performance
R01	% of proactive inspections due that were completed within prescribed time	98%	93%
R02	% Environmental Health complaints responded to on time	98%	93.5%
R03	% of infectious diseases complaints responded to within 3 working days	100%	94%
R04	% of Food Premises categorised 0 to 2 under Food Hygiene Rating Scheme	Monitored	3%
RS04	% of serious accidents responded to within 1 working day	100%	No serious accidents

Appendix I summarises how the Service performed against its Action Plan for 2018/19. The right hand column is highlighted in Green, Amber and Red to indicate whether targets were met with a summary explanation.

A member of staff was absent for 6 months in 2018/19, which resulted in a dip in performance against our KPIs as outlined on page 12. A trusted Contractor was employed in June 2018 to undertake statutory inspection work.

For this reason, a number of activities from last year's Service Plan were not completed, including routine food sampling and Level 2 Food Hygiene Training courses.

## Health and Safety

Hart District Council is designated as an Enforcing Authority under the Health and Safety (Enforcement Authority) Regulations 1998. It is responsible for the enforcement of the Health and Safety at Work Etc. Act 1974 and its associated Regulations in Local Authority enforced premises, which include: retailers, wholesalers, offices, catering premises, hotels, residential care homes and leisure centres.

In line with the Health and Safety Executive's National Code, Local Authorities now adopt a risk based intervention approach to health and safety enforcement, rather than undertaking proactive / routine inspections.

In 2018/19 the team focused its intervention project on high footfall premises. Eight in-depth inspections were undertaken to the following types of premises:

Premises Type	No. Interventions
Large Hotel	2
Riding School	1
Golf Club	1
Motorway Services	2
Car Auction Site	1
Nail Bar	1

2 of the inspections were undertaken following complaints related to the premises and a third was undertaken due to issues highlighted through reportable accidents.

Gas safety and chemical safety have remained a priority when officers are undertaking routine food hygiene inspections. Compliance with gas safety is an on-going issue and, as a result, officers routinely request a copy of the business' current Gas Safe Certificate.

The safe use of chemicals and correct use and provision of personal protective equipment is also assessed during routine food inspections due to on-going concerns regarding unreported dermatitis and misuse of chemicals in food businesses.

## Investigation of Workplace Accident, Ill-Health and Dangerous Occurrences

Businesses are responsible for reporting certain types of accidents, ill-health and dangerous occurrences that occur in association with their business.

Last year we received 42 official notifications, 39 of which related to injuries to workers and members of the public, 1 relating to workplace dermatitis and 2 relating to dangerous occurrences.

When a notification is received, an assessment is carried out by the investigating officer to determine whether there:

- ✓ has been a serious breach of health and safety; or
- ✓ is a pattern of on-going accidents that may require attention.

If either of the above criteria are met, an accident investigation will be carried out.

## Health and Safety Complaints

Last year the service received 28 enquiries and complaints in relation to health, safety and welfare issues.

## Health and Safety Enforcement Action

Last year, 3 Improvement Notices, 1 Notice requiring information and 1 Prohibition Notice were served for health and safety offences.

A piece of equipment was voluntarily surrendered as the person was not licensed to use it. The owner of a local hotel has recently pleaded guilty to health and safety offences; sentencing for which is pending.

There are a further two on-going investigations into a fatal accident and in relation to the mis-management of asbestos.

## Variation from Service Plan

Departures from this Service Plan will be exceptional, capable for justification and be fully considered by the Environmental Health Team Leader and Head of Service before varying action is taken. Reasons for any departure will be fully documented.

## Areas for Development

We always strive to move the Service forward. In order to achieve this, we set targets and identify areas for development during the coming year. Appendix A outlines the Action Plan for 2018/19 with proposed time-frames.

## Striving for Excellence

### Staff Resourcing

The Food Service sits within the Environmental Health Team and currently employs 2 Full Time Equivalent (FTE) staff members. 3 warranted officers undertake food enforcement activities. The breakdown of time is estimated as follows:

Activity	Staff (FTE)
Inspections	1.3
Complaints and service requests	0.05
Advice	0.2
Food sampling	0.05
Infectious diseases	0.1
Food safety incidents	0.05
Liaison with partners	0.1
Training / education and promotion	0.05
Management and administration	0.1
<b>Total</b>	<b>2.0</b>

There are currently 3 officers warranted to undertake health and safety enforcement. It is estimated that the time spent on health and safety last year was 0.8 FTE due to a prosecution and two on-going health and safety investigations.

In 2018/19, the Service cost Hart District Council £172k (awaiting figure from Finance).

## Quality Assurance

The Service will continue to scrutinise the work of its officers in order to ensure that it complies with its legal requirements, the Food Law Code of Practice and internal policies and procedures.

## Staff Development

A number of training events were attended by staff to improve their competency in specific areas and to meet the Chartered Institute of Environmental Health's Continuing Professional Development requirements. The following courses were attended:

Food Safety Conference

London Food Study Group

Allergen training

Public Health England training on listeria

Accident investigations

HSE webinars including: Enforcement Management Model, electrical safety and inflatables.

Prosecution training

## Further Information Resources

If you would like further information regarding our Service, or would like to speak to an officer for advice on food safety matters, please contact us at:

Email: [EH@hart.gov.uk](mailto:EH@hart.gov.uk)

Tel. 01252 774421

## Useful Websites

### Food

Food Standards Agency	<a href="http://www.food.gov.uk">www.food.gov.uk</a>
Food Hygiene Ratings	<a href="https://ratings.food.gov.uk/">https://ratings.food.gov.uk/</a>
Safer Food, Better Business	<a href="https://www.food.gov.uk/business-guidance/safer-food-better-business">https://www.food.gov.uk/business-guidance/safer-food-better-business</a>
Allergen Guidance for Businesses	<a href="https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses">https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</a>
Free Allergen Training	<a href="https://allergytraining.food.gov.uk/">https://allergytraining.food.gov.uk/</a>

### Health and Safety

Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
The Royal Society for the Prevention of Accidents	<a href="http://www.rosa.com">www.rosa.com</a>

## Food and Health and Safety Action Plan 2018/19 Review

Hart Priority	Intervention	Target	Date	Outcome of Intervention	Review 2019
Keeping Hart Healthy and Safe	Continue to Deliver Programme of Food Hygiene Inspections	100% inspection of all food hygiene inspections due in line with Food Hygiene Rating Scheme	Mar 2019	All food businesses rated according to risk and appropriate enforcement action taken in line with enforcement policy	99% of businesses inspected in last financial year. Those missed were seasonal businesses. 93% of inspections were carried out within 28 days of their due date.
	Continue strategy to support poor performing food businesses	Arrange bespoke training to support businesses to comply with law	September 2018	Improved knowledge of FH and safety issues and compliance with the law in poor performing businesses	Successful delivery of course with further courses planned in conjunction with the Business Development Unit
	Support Food Safety Week	Press release and social media exposure	Awaiting release date	Increased awareness of who is responsible for keeping our food safe	Press release in conjunction with Safe Summer Food Campaign in June 2019 & various Social Media updates in line with Food Standards Agency campaigns

## Food and Health and Safety Action Plan 2018/19 Review (continued)

Hart Priority	Intervention	Target	Date	Outcome of Intervention	Performance Review 2019
Keeping Hart Healthy and Safe (Cont.)	Continue to Deliver Programme of Health and Safety Inspections and Interventions	100% inspection of category A premises inspected	Mar 2019	All high risk businesses rated according to risk and appropriate enforcement action taken in line with enforcement policy	No A rated Health and Safety premises due for inspection. Historic target. Move more to interventions based on local risks and priorities in line with HSE's code.
	Plan and deliver a Health and Safety project focused on highest risk activities in Hart District Council	To target premises where health and safety of greatest concern, for example, Licensed venues	March 2019	Improved health and safety standards and protection of workers in highest risk businesses in District	8 in-depth interventions carried out as described on page 12 of this report
	Continue to focus on Gas and Electrical Safety during routine inspections to Food Premises	Seek gas and electrical safety certificates from all food businesses inspected	On-going	Monitoring of maintenance of high risk catering equipment with a view to protecting health and safety of employees	Officers continue to request Gas Safe Certificates during food hygiene inspections. When not available, given short period to provide evidence.

## Food and Health and Safety Action Plan 2018/19 Review (continued 2)

Hart Priority	Intervention	Target	Date	Outcome of Intervention	Performance Review 2019
Helping businesses to get established and grow	Food Hygiene Training Courses	Deliver Level 2 food hygiene training twice annually	March 2019	Improved understanding of food hygiene and improved prosperity in local businesses	Unable to provide this training as one officer off for 6 months and accreditation needs to be sought on new product.
	Continue to promote Award of Excellence Scheme in local businesses	Consider local businesses attaining Food Hygiene Rating of 5 for an award	On-going as part of Food Hygiene Inspection Programme	Supporting growth of local food businesses	Currently 25 local business hold the Award of Excellence
		Publicise businesses who are awarded on website and Facebook	On-going		Links sent via Facebook to raise awareness of Award winners
	Improve knowledge and understanding of key food hygiene and safety issues in local businesses	Script and deliver 2 Business Newsletters	Twice annually		One newsletter delivered as one officer off for six months.

## Food and Safety Action Plan 2019/20

Hart Priority	Intervention	Target	Date	Outcome of Intervention
<b>Keep Hart Healthy and Safe</b>	Continue to Deliver Programme of Food Hygiene Inspections	100% inspection of all food hygiene inspections due in line with Food Hygiene Rating Scheme	Mar 2020	All food businesses rated according to risk and appropriate enforcement action taken in line with enforcement policy
	Support Food Safety Week	Press release and social media exposure	Subject and dates to be confirmed	Increased awareness of food safety in local population
	Undertake proactive health and safety interventions targeted at premises where local intelligence suggests that controls may not be sufficiently managed.	To target at least 8 premises that offer skin invasive treatments, such as tattooing and micro-blading	March 2020	Improved health and safety standards and greater protection of workers and customers.
	Continue to focus on Gas Safety and Chemical Safety during routine inspections to Food Premises	Seek gas safety certificates from all food businesses inspected	On-going	Monitoring of maintenance of high risk catering equipment with a view to protecting health and safety of employees

## Food and Safety Action Plan 2019/20 (continued)

Hart Priority	Intervention	Target	Date	Outcome of Intervention
Help businesses to become established and grow	Food Hygiene Training Courses	Deliver food hygiene training twice annually	March 2020	Improved understanding of food hygiene and improved prosperity in local businesses
	Continue to promote Award of Excellence Scheme in local businesses	Consider local businesses attaining Food Hygiene Rating of 5 for an award	On-going during Food Hygiene Inspection Programme	Supporting growth of local businesses
		Publicise businesses who are awarded on website and Facebook	Twice annually	
	Improve knowledge and understanding of key food hygiene and safety issues in local businesses	Script and deliver 2 Business Newsletters	Twice annually	Improved understanding of food hygiene and improved prosperity in local businesses
	Continue to act as Primary Authority for BCA Marketplace Plc	Provide a designated health and safety officer to offer specialist advice and guidance and to liaise with other Local Authorities in relation to the business	On-going	Supporting growth of national business. Income generation

## Food and Safety Action Plan 2019/20 (continued 2)

Hart Priority	Intervention	Target	Date	Outcome of Intervention
Increasing efficiency by extending the use of Information Technology	Development of Arcus database for Environmental Health Service	Review current procedures to maximise efficiency and effectiveness of IT systems including mobile working	End Q4 2020	System that supports the functioning of the Service more effectively and efficiently; more accurate performance monitoring; and time efficiency
		Testing of new Arcus database	Q1 2020	To ensure that system is fit for purpose and performs as it should be full transition
		Full implementation of Arcus database	April 2020	Fully functioning Arcus database for Environmental Health Service that effectively supports the operation of the Service including mobile working

**CABINET**

**DATE OF MEETING:** 4 JULY 2019

**TITLE OF REPORT:** HARTLEY WINTNEY NEIGHBOURHOOD PLAN:  
EXAMINER'S REPORT AND REFERENDUM

**Report of:** Corporate Strategy and Policy Development Manager

**Cabinet member:** Councillor Graham Cockarill, Place

**I PURPOSE OF REPORT**

1.1 To set out the outcome of the independent examination into the Hartley Wintney Neighbourhood Plan (NP) and to seek agreement to the Examiner's recommended changes (and other minor modifications) and to proceed to a local referendum.

**2 OFFICER RECOMMENDATION**

2.1 That the changes proposed to the Hartley Wintney Neighbourhood Plan as set out in the "Decision Statement" in Appendix I be agreed, and that subject to those changes, the Plan meets the 'basic conditions'; and,

2.2 That the plan proceeds to a local referendum based on the geographic boundary of Hartley Wintney Parish consistent with the defined Neighbourhood Area; and

2.3 That Cabinet notes that if there is a positive referendum outcome (more than 50% of those who vote, vote in favour of the Plan), that Council will formally 'make' the Neighbourhood Plan as part of the Hart Development Plan.

**3 BACKGROUND**

3.1 The Council has a statutory duty to assist communities in the preparation of Neighbourhood Development Plans and Orders and to take plans through a process of Examination and Referendum.

3.2 The Hartley Wintney Neighbourhood Plan has been prepared with on-going engagement with the local community. Prior to Examination, it has been through the following statutory stages of preparation:

- Designation as a Neighbourhood Area (October 2014)
- Consultation on a Pre-Submission version (May – July 2017)
- Submission to Hart District Council (January 2019)
- Submission consultation (January – March 2019)

3.3 Following the close of the Submission consultation, Andrew Ashcroft was appointed to undertake an Independent Examination of the Neighbourhood Plan. The purpose of the Examination is to consider whether the Plan complies with the relevant legislative requirements, in particular with the Neighbourhood Planning (General) Regulations 2012, and to consider whether the Plan meets a set of 'Basic Conditions' – these are:

- i) To have regard to national policies and advice contained in the guidance issued by the Secretary of State;
- ii) To contribute to the achievement of sustainable development;
- iii) To be in general conformity with the strategic policies contained in the development plan for the area; and
- iv) To not breach, and be otherwise compatible with, EU obligations.

### **The Examination**

- 3.4 Mr Ashcroft carried out the examination by written representations and provided his final report on 22 May 2019. Overall, he concluded:  
*‘Subject to a series of recommended modifications set out in this report I have concluded that the Hartley Wintney Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.’*
- 3.5 The Examiner’s Report can be viewed at [www.hart.gov.uk/hartley-wintney](http://www.hart.gov.uk/hartley-wintney). Appendix I sets out the Examiner’s recommended modifications and the proposed response (“the Decision Statement”). The Examiner has recommended a number of modifications to the Neighbourhood Plan. These include a number of modifications to the wording of policies to ensure that they meet the basic conditions but also includes the deletion of:

#### **Policy HW1 Nero Brewery (allocation for about 9 dwellings)**

The Examiner was not satisfied that the Policy had regard to national policy in relation to flood risk.

#### **Policy HW2 James Farm (allocation for about 6 dwellings)**

Having regard to the location of the site, the Examiner was not satisfied that the proposed development of the site for residential development represented sustainable development.

#### **Policy HW5 Maximum number of dwellings on one site (50 dwellings)**

Having regard to the evidence available the Examiner was not satisfied that parts of the Policy met the basic conditions or were supported by appropriate evidence.

## **4 CONSIDERATIONS**

- 4.1 The next stage of the Regulations requires the Council to:
- Decide what action to take in response the recommendations of the Examiner;
  - Publish the decision and their reasons for it in a Decision Statement;
  - Determine whether to proceed to a local referendum and confirm the geographic boundary for that referendum.
- 4.2 The responsibility to decide whether the Examiner’s amendments are incorporated or not lies with the Local Planning Authority (i.e. the District Council). However, the Examiner’s Report and the modifications have been discussed with Hartley Wintney Parish Council. Appendix 2 sets out an extract from the relevant Minute of the Hartley Wintney Parish Council meeting on 3<sup>rd</sup> June 2019. This notes the Parish Councils comments made to the Examiner in response to his draft ‘Fact Check’ Report. In

particular it makes comments on the retention of HW5, on Nero’s Brewery and on Policy 9 – Control of Artificial Light.

- 4.3 It is recommended that all of the Examiner’s recommended modifications be made for the reasons set out in Appendix I.

**5 FINANCIAL AND RESOURCE IMPLICATIONS**

Is the proposal identified in the service plan?	Yes
Is the proposed being funded from current budgets?	Yes
Have staffing resources already been identified and set aside for the proposal?	Yes

- 5.1 Support for neighbourhood plans is identified in the current Planning Policy service plan. The referendum will be funded by Hart District Council. Once a date for the referendum is set, the Council can apply for a government grant of £20,000 towards the costs of the Council’s involvement in preparing the Hartley Wintney Plan (including the costs of the Examination and referendum).

**6 ACTION**

**Referendum**

- 6.1 Following agreement to the Modifications, and the publication of the Decision Statement, the Hartley Wintney NP can proceed to a referendum which will be organised by the District Council. The Examiner has recommended that the referendum should be based on the neighbourhood area (Hartley Wintney Parish) and that there is no reason to extend this area for the purposes of the referendum. There are not considered to be any circumstances which would justify any alternative approach to this.
- 6.2 At referendum if over 50% of those voting, vote in favour of the Neighbourhood Plan, then the Plan must be ‘made’ (adopted) by the Council and will form part of the statutory Development Plan.
- 6.3 A potential date for the Hartley Wintney Referendum has been identified as 3 October 2019.

**Decision making**

- 6.4 Section 70 (2) of the Town and Country Planning Act 1990 (as amended) provides that a local planning authority must having regard to a post-examination draft neighbourhood plan, so far as it is material to an application. As the Plan is now at an advanced stage, it therefore has considerable weight in decision making with regards to any planning applications to be determined within Hartley Wintney Parish.

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**APPENDICES**

Appendix 1 – Decision Statement

Appendix 2 – Minute from Hartley Wintney Parish Council meeting

**BACKGROUND PAPERS**

- Hartley Wintney Neighbourhood Development Plan 2016-2032 Examiner's Report

**Hart District Council**

**Hartley Wintney Neighbourhood Plan:**

**POST EXAMINATION DECISION STATEMENT**

**The Neighbourhood Planning (General) Regulations 2012 (as amended)**

This document is the decision statement required to be prepared under Regulation 18(2) of the Neighbourhood Planning (General) Regulations 2012 (as amended). It sets out the Council's response to each of the recommendations contained within the Report to Hart District Council of the Independent Examination of the Hartley Wintney Neighbourhood Development Plan ("the Plan") by Independent Examiner Andrew Ashcroft, which was received by the Council on 22 May 2019.

**1.0 BACKGROUND**

- 1.1 Under the Town and Country Planning Act 1990 (as amended), Hart District Council ("the Council") has a statutory duty to assist communities in the preparation of neighbourhood (development) plans and to take plans through a process of examination and referendum. The Localism Act 2011 (Part 6, Chapter 3) sets out the Local Planning Authority's responsibilities under Neighbourhood Planning.
- 1.2 This statement confirms that the modifications proposed by the Examiner's report have been considered and accepted, that the Plan has been altered as a result of it, and that this Plan may now be submitted to local referendum.
- 1.3 The Hartley Wintney Neighbourhood Plan relates to the area that was designated by the Council as a Neighbourhood Area on 2nd October 2014. This area is coterminous with the Hartley Wintney Parish boundary and is entirely within the Local Planning Authority area.
- 1.4 Hartley Wintney Parish Council undertook pre-submission consultation on the draft Plan in accordance with Regulation 14 between May and July 2017.
- 1.5 Following the submission of the Hartley Wintney Neighbourhood Plan to the Council in January 2019, the Council publicised the draft Plan for a six-week period and representations were invited in accordance with Regulation 16. The publicity period ended in March 2019.

**2.0 INDEPENDENT EXAMINATION**

- 2.1 The Council appointed Mr Andrew Ashcroft, with the consent of Dogmersfield Parish Council, to undertake the examination of the Hartley Wintney Neighbourhood Plan and to prepare a report of the independent examination.
- 2.2 The Examiner's report was received on 22 May 2019. The report concludes that subject to making the modifications recommended by the Examiner, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood

Planning referendum. The Examiner also recommended that the referendum area was based on the Neighbourhood Area that was designated by the Council in October 2014.

- 2.3 Having considered each of the recommendations made in the Examiner's report and the reasons for them, the Council has decided to make the modifications to the Hartley Wintney Neighbourhood Plan set out in Table I below. **The Council is satisfied that subject to those changes/modifications which it considers should be made to the Plan as set out in Table I below, that the Plan meets the basic conditions set out in the legislation.**

### 3.0 DECISION AND REASONS

- 3.1 The Neighbourhood Planning (General) Regulations 2012 (as amended) requires in Regulation 18 for the local planning authority to outline what action to take in response to the recommendations of an Examiner in relation to a neighbourhood plan.
- 3.2 Having considered each of the recommendations in the Examiner's report and the reasons for them, the Council, with the agreement of Hartley Wintney Parish Council, has decided to accept the modifications to the draft Plan. This decision was made at Cabinet on 4 July 2019. These are set out in Table I below.
- 3.3 The Council is also required to consider whether to extend the area to which the referendum is to take place under Regulation 18(1e). The Examiner recommended that the Neighbourhood Plan should proceed to a referendum based on the area that was designated by Hart District Council as a Neighbourhood Area. The Council has considered this recommendation and the reasons for it, and has decided to accept it. The referendum on the Hartley Wintney Neighbourhood Plan will be based on the designated Hartley Wintney Parish Neighbourhood Area.

Table I: Examiner's Recommended Modifications and Amendments

Neighbourhood Plan Policy / Para	Examiner's Report reference	Recommended Modification	HDC Consideration / Justification
HW Policy 1 Nero Brewery	Para. 7.21	Delete the policy. Delete paragraphs 5.4.1 to 5.4.17	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 2 James Farm	Para. 7.28	Delete the policy. Delete paragraphs 5.5.1 to 5.5.8	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para. 7.34	Replace the opening part of the policy with: 'Land at Pools Yard is allocated for residential development. The development of the site for residential purposes will be supported subject to the following criteria:	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para.7.34	Insert an additional criterion at the beginning of the list of criteria to read: 'The development of the site should conserve or enhance the character or appearance of the Hartley Wintney Conservation Area. In particular the development of the site should take account of relevant elements of the Hartley Wintney Conservation Area Character Appraisal'	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para.7.34	Replace the first criterion with: 'The height and massing of the buildings should have regard to the character of the surrounding area' Delete the second criterion of the submitted policy.	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para. 7.34	In the third criterion of the submitted policy replace 'The site will deliver the majority of development as' with 'The development of the site should deliver' Delete the fourth criterion of the submitted policy.	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para. 7.34	In the sixth criterion of the submitted policy replace 'Adequate....to be' with 'Car parking is'	Agree with the modifications for the reasons set out in the Examiner's Report.

		Replace the seventh and eighth criterion in the submitted policy with: ‘The development of the site should maintain any identified biodiversity assets either on-site or offsite in accordance with the scale and significance of the assets concerned’	
HW Policy 3 Pools Yard	Para. 7.34	Replace the ninth and tenth criteria in the submitted policy with: ‘The development of the site should take necessary measures to prevent recreational impacts on the Thames Basin Heaths Special Protection Area. As required payments towards Sustainable Alternative Natural Greenspace and Strategic Access Management and Monitoring should be secured at the planning application stage’	Agree with the modifications for the reasons set out in the Examiner’s Report.
HW Policy 3 Pools Yard	Para. 7.34	Add a further criterion to read: ‘The finished floor levels of residential accommodation on the site should take account of the Environmental Agency’s assessment of the flood risk modelling undertaken in 2018 and as set out in its letter of 7 September 2018’	Agree with the modifications for the reasons set out in the Examiner’s Report.
HW Policy 3 Pools Yard	Para. 7.34	At the end of paragraph 5.6.1 add the contents of paragraph 5.6.13 Replace 5.6.3 with: ‘In September 2018 the Environment Agency advised that the site is located outside of the critical 1 in 100-year climate change extent. This means that the site is now capable of development subject to sequential testing.’ Delete paragraph 5.6.5.	Agree with the modifications for the reasons set out in the Examiner’s Report.
HW Policy 3 Pools Yard	Para. 7.34	Replace paragraph 5.6.7 with: ‘Following the detailed work undertaken on flood risk assessment the policy requires that the development	Agree with the modifications for the reasons set out in the Examiner’s Report.

		of the site takes account of this important work. It concluded that finished floor levels are set no lower than 61.45 metres above Ordnance Datum. These details will be an essential part of the determination of planning applications on the site and the associated imposition of planning conditions.'	
HW Policy 3 Pools Yard	Para. 7.34	Replace paragraph 5.6.8 with the deleted paragraph 5.4.16 (replacing Policy 1 with Policy 3) Examiner's Note: In the final version of the Plan Policy 3 may be given a different number due to other recommended modifications to the Plan Delete paragraph 5.6.9.	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para. 7.34	At the end of paragraph 5.6.11 add: 'The development of the site will need to take account of its location within the Hartley Wintney Conservation Area. Development proposals should be designed to take account of relevant elements of the Hartley Wintney Conservation Area Character Appraisal. In particular the height and massing of new buildings will be particularly important.' Delete paragraph 5.6.12 and 5.6.13.	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 3 Pools Yard	Para. 7.34	Include additional paragraphs of supporting text as follows: 'Whilst the site is located within the heart of the village centre any detailed proposals should include an assessment of its biodiversity assets. As appropriate the development of the site should maintain any identified biodiversity assets either on-site or offsite in accordance with the scale and significance of the assets concerned.'	Agree with the modifications for the reasons set out in the Examiner's Report.

		‘The development of the site should also take appropriate measures necessary to prevent recreational impacts on the Thames Basin Heaths Special Protection Area. This has been an important part of the Habitats Regulations Assessment work undertaken on the Plan. The need for new development to address this matter has been a key part in the Plan meeting the basic conditions. As required payments towards Suitable Alternative Natural Greenspace and Strategic Access Management and Monitoring should be secured at the planning application stage’	
HW Policy 4 Design Guide	Para. 7.39	In the third part of the policy replace ‘will be encouraged to’ with ‘will be supported which’	Agree with the modifications for the reasons set out in the Examiner’s Report.
HW Policy 5 Maximum number of dwellings on one site	Para. 7.45	Delete the policy Delete the supporting text (paragraphs 5.8.1 to 5.8.8)	Agree with the modifications for the reasons set out in the Examiner’s Report.
HW Policy 6 Protection of Local Greenspace	Para. 7.48	Replace the policy with the following: ‘The following parcels of land are designated as Local Green Space: [List the nine bullet points from the policy] Development will not be supported on Local Green Spaces other than in very special circumstances.’	Agree with the modifications for the reasons set out in the Examiner’s Report.
HW Policy 6 Protection of Local Greenspace	Para. 7.48	At the end of paragraph 6.1.9 add: ‘The policy follows the approach identified in the NPPF. In particular it ensures that the approach for managing development within the designated LGSs should be consistent with national policy for Green Belts. Plainly it is impractical to identify the potential very special circumstances which may justify a departure from this approach in the policy itself. In any event they will be matters for HDC to determine	Agree with the modifications for the reasons set out in the Examiner’s Report.

		based on its consideration of all the material considerations that would apply to such planning applications. However very special circumstances may exist when proportionate development comes forward which would protect or enhance their roles as local green spaces. In other cases, the development of essential utilities infrastructure may also justify a different approach.'	
HW Policy 7 Protection of distinctive views	Para. 7.51	Replace the opening part of the policy with: 'New development should take account of the local landscape features. In particular new development should not cause any unacceptable loss or reduction of the attractiveness and aspect of the following distinctive views in the neighbourhood area' After the list of distinctive views add: 'The distinctive views as identified above are defined by the shaded areas on Figure 18'	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 8 Conservation Areas	Para. 7.55	Replace the policy with: 'Development within the various conservation areas in the neighbourhood area (as shown in Figure 24) or within the setting of any of the conservation areas should demonstrate that it will conserve or enhance the heritage asset or its setting in accordance with its significance.  In particular new development proposals will be supported where they take account of the key elements of the character or appearance of the relevant conservation area as set out in its Conservation Area Character Appraisal'	Agree with the modifications for the reasons set out in the Examiner's Report.
HW Policy 8 Conservation Areas	Para. 7.55	In paragraph 6.8.1 replace 'the conservation area and listed buildings' with 'its conservation areas and listed buildings'.	Agree with the modifications for the reasons set out in the Examiner's Report.

		<p>At the end of paragraph 6.8.1 add:          ‘The neighbourhood area has a rich built environment. It has seven conservation areas as follows:</p> <ul style="list-style-type: none"> <li>• Church House Farm;</li> <li>• Diple;</li> <li>• Elvetham;</li> <li>• Elvetham Farm;</li> <li>• Hartfordbridge;</li> <li>• Hartley Wintney; and</li> <li>• West Green.</li> </ul> <p>Each of the conservation areas is supported by a detailed Conservation Area Appraisal.’</p> <p>At the end of paragraph 6.8.6 add:          ‘The second part of Policy 8 takes account of the Appraisals.’</p>	
<p>HW Policy 9          Control of Artificial Light</p>	<p>Para. 7.57</p>	<p>Replace the opening part of the policy with:          ‘All development should be designed in a way that does not require external lighting or the use of street lighting. Proposals for any necessary street and external lighting should comply with the current guidelines established for rural areas by the Institute of Lighting Engineers.’</p> <p>Thereafter, and immediately before the two criteria listed in the submitted policy add: ‘Within this context proposals for external lighting and/or development proposals that incorporate external lighting will be supported where:’</p> <p>In the first criterion replace ‘appropriate’ with ‘proportionate’ and add ‘and’ after the semi-colon.</p>	<p>Agree with the modifications for the reasons set out in the Examiner’s Report.</p>

<p>HW Policy 9 Control of Artificial Light</p>	<p>Para. 7.57</p>	<p>At the end of paragraph 6.9.5 add: 'It has been designed around the key principles set out in the current guidelines established for rural areas by the Institute of Lighting Engineers. The principles are set out in Guidance Note for the reduction of Obtrusive Light No1:2011. Plainly this may be updated during the Plan period. At the end of paragraph 6.9.6 add: 'Policy 9 includes two specific matters which development proposals are required to meet'</p>	<p>Agree with the modifications for the reasons set out in the Examiner's Report.</p>
<p>HW Policy 11 Cycleways and Footpaths</p>	<p>Para. 7.62</p>	<p>Replace 'The protection and enhancement of' with 'Development proposals that protect or enhance'</p>	<p>Agree with the modifications for the reasons set out in the Examiner's Report.</p>
<p>HW Policy 12 Protection of Retail Premises</p>	<p>Para. 7.66</p>	<p>In the first part of the policy replace 'HW' with 'Hartley Wintney' In the first part of the policy replace 'there will be.....retail centre' with 'proposals for new retail uses and the reconfiguration or extension of existing retail uses will be supported' Delete the second part of the policy (on permitted development rights).</p>	<p>Agree with the modifications for the reasons set out in the Examiner's Report.</p>
<p>HW Policy 12 Protection of Retail Premises</p>	<p>Para. 7.66</p>	<p>In the third part of the policy replace the opening part with: 'Proposals for the change of use of premises within the primary shopping area to restaurants and cafes (Use Class A3) or drinking establishments (Use Class A4) will be supported where' At the end of the first criterion add 'or its overall retail attractiveness and viability' In the second criterion replace adversely impact' with 'have an unacceptable impact on the'.</p>	<p>Agree with the modifications for the reasons set out in the Examiner's Report.</p>

<p>HW Policy 12 Protection of Retail Premises</p>	<p>Para. 7.66</p>	<p>Replace the final part of the policy with: ‘Development proposals within the primary shopping area, including proposals for changes of use, should be designed in a way which retains existing residential accommodation on the upper floors of the building concerned. Development proposals which would provide either new residential accommodation on upper floors in the primary shopping area and/or new independent access to upper floors will be supported.</p>	<p>Agree with the modifications for the reasons set out in the Examiner’s Report.</p>
<p>HW Policy 12 Protection of Retail Premises</p>	<p>Para. 7.66</p>	<p>Replace the policy title with: ‘Hartley Wintney Primary Shopping Area’ At the end of paragraph 8.1.4 add: ‘Nevertheless, the policy acknowledges that the wider shopping experience is now more varied. On this basis it provides an opportunity for the introduction of additional food and drink establishments into the primary shopping area where they would complement its wider attractiveness and viability’ ‘At the end of paragraph 8.1.7 add: In particular it requires that new development should retain existing residential accommodation and supports proposals that would create or re-establish independent access to upper floors to facilitate further residential accommodation’</p>	<p>Agree with the modifications for the reasons set out in the Examiner’s Report.</p>
<p>HW Policy 13 Re-use of agricultural buildings</p>	<p>Para. 7.68 – 7.69</p>	<p>Delete the second sentence of the policy In the third sentence replace ‘Strong’ with ‘particular’ Replace the policy title with: The Rural Economy</p>	<p>Agree with the modifications for the reasons set out in the Examiner’s Report.</p>
<p>Other Matters - General</p>	<p>Para. 7.74</p>	<p>Modification of general text (where necessary) to achieve consistency with the modified policies.</p>	<p>Agree with the modifications for the reasons set out in the Examiner’s Report.</p>

Other Matters – Appendices	Para. 7.75	<p>Only include the following appendices:  Appendix 1 Hart Saved Policies  Appendix 5 Community Aspirations  Appendix 8 Hartley Wintney Parish Design Guide</p> <p>On this basis these appendices will need to be renumbered. Additionally, the references to the other appendices will need to be deleted from the submitted Plan</p>	Agree with the modifications for the reasons set out in the Examiner’s Report.
Other Matters – Wording of Text	Para. 7.76	<p>In paragraph 2.1.1 second sentence insert ‘and Hart District Council’ after ‘the Parish Council’  In paragraph 2.1.1 third sentence add ‘of those who vote’ after ‘vote’  In Table 1 change the date on the SCI to ‘July 2014 with updates in April 2017’  Delete paragraph 3.3.1  In paragraph 3.3.3 delete the first bullet point and associated text  Paragraph 4.4 Objective 1 insert ‘a minimum of before 23. In objective 5 replace ‘settlements’ with ‘developments’  In paragraph 5.1.17 replace ‘local homes’ with ‘homes for local people’</p>	Agree with the modifications for the reasons set out in the Examiner’s Report.
Other Matters – Monitoring and Review	Para. 7.78	<p>Replace 2.3.2 with: ‘The Plan will be reviewed formally on a five-year cycle. The need or otherwise for a review of the Plan will be considered by the Parish Council at the point at which the emerging Hart Local Plan Strategy and Sites 2016-2032 is adopted by Hart District Council.</p>	Agree with the modifications for the reasons set out in the Examiner’s Report.
Other Matters – Policy numbering	Policy 7.79	<p>Apply a consistent approach to policy numbering using a HW prefix</p>	Agree with the modifications for the reasons set out in the Examiner’s Report.

**Minute from Hartley Wintney Parish Council meeting  
3 June 2019 Minute ref 19/20PC 29**

**Hartley Wintney Neighbourhood Plan**

**Examiner's Response**

We would like to thank the Examiner for his very detailed and diligent report and his welcomed guidance which reflects a clear appreciation of what makes Hartley Wintney so special.

We find no factual errors but would add:

- Records show that some 500 new dwellings have been built in the parish since 2004;
- Since the 2011 census the number of registered voters has increased from 4189 to 4706.

As regards Policy 5 (see accompanying Paper):

I. We strongly believe that this Policy which seeks to set the parameters for development at 50

dwellings on any one site should be retained. It emerged as a strong preference (90%) from the community consultations with the aim of protecting the rural character of the village and;

II. In respect of a refused Planning Application (17/02620/FUL & 17/02621/FUL), Hart District Council referenced Winchfield Parish Council's Neighbourhood Plan and the wishes of the community in regard to the scale of any potential developments;

III. There is a precedent for the principle of this approach - see Tattenhall Neighbourhood Plan  
Judicial Review and;

IV. The arguments put forward by Hart District Council in respect of determining applications on their own merits already exists and as such, this policy is in conformity with the national legislation.

In addition, whilst not specifically called for at this stage we would also like to make the following comments:

- Nero's Brewery appears to have the same advantages as a site for development as Pools Yard subject to meeting the Environment Agency's criteria and with this caveat Policy 1 could therefore remain in the Plan;

- Policy 9 - Control of Artificial Light is a specific response to the increasing number of conversions and extensions to existing properties within the Parish and concern over the aggregate impact they have on light pollution. It is therefore designed to complement and re-inforce existing requirements for compliance.

The Parish Council would welcome the opportunity to explore these matters further.

**Diana Harvey: Chairman Hartley Wintney Planning Committee**

**Chris Farrance: Chairman Hartley Wintney Parish Council.**

**CABINET****DATE OF MEETING: 4 JULY 2019****TITLE OF REPORT: CHANGES TO HART'S RECYCLING BRING SITES****Report of: Head of Environment & Technical Services****Cabinet member: Councillor Alan Oliver, Environment****1 PURPOSE OF REPORT**

1.1 To seek approval to make changes to Hart's recycling bring bank sites.

**2 OFFICER RECOMMENDATION**

- 2.1 (a) That all paper and cardboard banks are removed from District Council bring sites for a 12 month trial period.
- 2.2 (b) That improved signage is installed at all bring sites and a communications campaign run to highlight that surplus paper and cardboard can be left for collection next to resident's blue bins.

**3 BACKGROUND**

- 3.1 The Council currently manages 26 Bring Sites in Hart; most of these sites operate effectively, however problems are experienced at some sites, particularly those which include paper and cardboard banks.
- 3.2 Of the 26 sites managed by Hart the 8 Bring Sites listed in table 1 below contain recycling banks for paper, cardboard, glass and charity textiles.

	Table 1
Blackwater	Memorial Hall, Hawley Green, Blackwater GU17 9BW
Fleet	Church Road Car Park, Church Road, Fleet GU51 4LY
Fleet	Morrisons Supermarket, Elvetham Heath Way, Fleet GU51 IGY
Hartley Wintney	Monachus Lane Car Park, Monachus Lane, Hartley Wintney RG27 8NP
Hook	Reading Road Car Park, Reading Road, Hook RG27 9EA
Hook	Tesco Supermarket, Station Road, Hook RG27 9JE
Odiham	Colt Hill Car Park, London Road, Odiham RG29 1DH
Yateley	Waitrose Supermarket, Tresham Crescent, Yateley GU46 6FR

**3.3** The 7 sites listed in table 2 below only have recycling banks for glass and charity textiles.

	Table 2
Crandall	Bowling Alley Lay-by
Eversley	The Chequers Inn, Reading Road, Eversley Cross RG27 0NS
Fleet	Basingbourne Park, Basingbourne Road, Church Crookham GU52 6TE
Fleet	Victoria Road Car Park, Fleet GU51 4AE
Hartley Wintney	Hartley Wintney Football Club, Green Lane, Hartley Wintney RG27 8DX
Odiham	Deer Park View Car Park, Deer Park View, Odiham RG29 1JY
Yateley	Village Hall, Old School Lane Yateley GU46 6NG

**3.4** The remaining 11 sites listed in table 3 only have charity textile banks, which are owned and maintained by third party charities such as British Heart Foundation/Salvation Army/Traid and others.

	Table 3
Blackwater	The Bell Pub, 36 Frogmore Road, Blackwater GU17 0NP
Fleet	HDC Civic Offices, Harlington Way, Fleet GU51 4AE
Fleet	The Co-operative, 20 Kings Road, Fleet GU51 3ST
Greywell	The Fox & Goose Pub, Greywell Lane, Greywell RG29 1BY
Odiham	RAF Odiham, Kersley Crescent, Odiham RG29 1QT
South Warnborough	The Village Shop, Alton Road, South Warnborough RG29 1RS
Yateley	The Co-operative, 13 Reading Road, Yateley GU46 7UH
Yateley	Discoveries at St Peters, The Green, Reading Road, Yateley GU46 7LS
Yateley	Yateley Shoe Centre, 12 Reading Road, Yateley GU46 7UN
Yateley	One Stop, 115 Reading Road, Yateley GU46 7LR
Yateley	Frogmore Leisure Centre, Potley Hill Road, Yateley GU46 6AG

**3.5** This report was debated by Overview and Scrutiny at its June meeting where the following recommendations to Cabinet were agreed:

- a) The Committee requests Cabinet not to proceed with the proposal to remove the paper and cardboard banks from Bring Sites until alternative measures had first been discussed with Serco to assess if other measures/contractual obligations were available.
- b) Should Cabinet nevertheless still be minded to proceed with the removal of paper and cardboard banks from the Bring Sites, it should only be for a trial period of 12 months so that the full implications could be assessed. The results of any trial period could then be reported back to Committee prior to any final decision being made by Cabinet.

- 3.6 The Serco contract makes provision for the emptying of 1100 litre paper and card bins from the bring sites. Should it be agreed that this option should be implemented then the estimated ongoing costs for Hart will be £12k/annum.
- 3.7 In Hampshire the majority of authorities do not collect paper and card at bring sites. The only authorities that do are Test Valley, Hart and Basingstoke and Deane. Test Valley have confirmed that they will be removing paper and card banks from their sites imminently.
- 3.8 Having considered the Overview and Scrutiny recommendation the officer recommendation in this report has been amended to propose that the paper and card banks are removed on a 12 month trial. These facilities can then be reintroduced through the Serco contract should the need arise.

### Recycling Rates

- 3.4 The total tonnage of recycling (excluding glass) collected from all of Harts sites during 2017/18, was as follows:

	2017/18	2018/19
Bank recyclables	Tonnes	Tonnes
Clothing/textiles (charity banks)	231.66	223.40
Books (charity banks)	37.10	38.16
Shoes (charity banks)	3.89	3.50
Paper and Cardboard banks (Walker Transport – managed by Hart)	212.72	220.00
WEEE (small) computer salvage (managed by computer salvage specialists)	25.99	26.83
Batteries (various collection points around the district)	0.11	0.12
<b>Total</b>	<b>511.46</b>	<b>512.00</b>
<b>Recycling Rate % from Paper Banks</b>	<b>0.39%</b>	<b>0.91%</b>
<b>Total Recycling Rate %</b>	<b>41.60%</b>	<b>40.96%</b>

### Issues at Sites

- 3.5 There have been problems with fly-tipping at some sites, more notably where paper and card are collected; unreliable emptying of the banks by the existing contractor has meant that the banks are often full resulting in surplus cardboard often being left next to the banks.
- 3.6 Paper and card collections are available to Hart residents at the kerbside. It is therefore proposed that the paper/card banks are removed from all District Council sites, and residents encouraged to leave surplus cardboard next to their recycling (blue) bins for collection. In addition to domestic recycling, these bins are also used by some commercial businesses. The District Council has no responsibility for the disposal of commercial waste, and it is the businesses own responsibility to arrange this.

## **4 Considerations for the future**

- 4.1** Consideration has previously been given to replacing the existing paper/cardboard bins with smaller (1100ltr) bins, and provision for emptying these is included in the waste and recycling contract operated by Serco. Whilst it is now proposed that all paper/cardboard recycling should be removed from bring sites the provision of smaller bins could be considered in future if the need arises.
- 4.2** The removal of the paper and card banks will be publicised in the press, webpages and social media prior to implementation. Signage at all sites will be improved highlighting that residents can leave surplus paper and cardboard next to their recycling bins at the kerbside, and that the dumping of material at bring sites will be treated as fly tipping.
- 4.3** The future priority for bring sites will be to provide residents with the opportunity to recycle materials that are not collected at kerbside, and to promote charity collections that enable reuse as well as recycling of materials.
- 4.4** The use and provision of bring sites will be subject to continuous review to ensure that they reflect any changes to the County's waste disposal infrastructure, and changes in government legislation.
- 4.5 Provision of additional bring sites**
- 4.6** The locations and coverage of the existing bring site network has been reviewed and it is felt that coverage is generally sufficient to meet the districts existing and future needs. Consideration will however be given to the provision of additional bring sites following inspection by officers and consultation with all affected stakeholders; currently sites at Wickham Place and Crookham War Memorial are being assessed for their suitability.

## **5 FINANCIAL AND RESOUC E IMPLICATIONS**

- 5.1** Currently there are no costs incurred for the collection of paper from the eight bring site locations, and there are no costs associated with termination of the existing contract.
- 5.2** Hart District can claim recycling credits for the tonnage of paper and card recycled via the Bring Sites. Unfortunately, the collection contractor has not been able to provide us with verifiable data (copies of weighbridge tickets are required to evidence recycling credit claims) regarding tonnage collected for 18/19. However, recycling credits from the paper/cardboard banks for 17/18 generated an income of £9.5k.
- 5.3** The Council receives an income through the Project Integra partnership from the sale of recyclable material collected at kerbside. If most of the paper and cardboard currently collected at the bring sites, is collected at kerbside, then this will result in an increase in income from the sale of recyclable material. It has not been possible to estimate the level of this income, as the agreed method for allocating income from the sale of recycling materials does not differentiate between material types.

**6 ACTION**

- 6.1** Subject to Cabinet approving the recommendations of this report, arrangements will be made to have all paper/ cardboard banks removed and improved signage installed at all bring sites.

**Contact Details:** Sarah Robinson – Waste and Recycling Manager – Joint Waste Client Team, Extension 4426, Email: [sarah.robinson@hart.gov.uk](mailto:sarah.robinson@hart.gov.uk)

**APPENDICES / CONFIDENTIAL APPENDICES: None**

**BACKGROUND PAPERS: None**

**CABINET**

**DATE OF MEETING: 4 JULY 2019**

**TITLE OF REPORT: FLEET PARKING SCHEME PROPOSAL**

**Report of: Head of Environment and Technical Services**

**Cabinet member: Councillor Alan Oliver, Cabinet Member for Environment**

**1 PURPOSE OF REPORT**

1.1 To seek approval for the Fleet Business Improvement District (BID) proposal to advertise a parking refund scheme on the back of car park tickets in Fleet.

**2 OFFICER RECOMMENDATION**

2.1 That the parking refund scheme proposed by Fleet BID is supported and approval given for them to advertise on the back of car park tickets in Fleet

**3 BACKGROUND**

3.1 Fleet BID have sought permission to advertise their parking refund scheme on the back of tickets in Fleet car parks, see the example poster at appendix 1 and example window sticker at appendix 2, a copy of the proposed advert is attached at appendix 3.

3.2 The amount that people need to spend to get their parking costs reimbursed will be up to each individual business to agree. This is reflected on the posters.

3.3 The Council currently allows advertising on the back of car park tickets in all its car parks. This advertising is organised by the ticket manufacturer on the basis that tickets with advertising on them are then provided at no cost to the Council.

**4 CONSIDERATIONS**

4.1 Sainsbury's in Fleet currently operate a parking refund scheme and advertise this on the back of Church Road car park tickets. For this reason the Fleet BID proposal will not include advertising on the back of ticket issued in Church Road car park. No other parking refund schemes are operated in the Council car parks.

4.2 It is hoped that the parking refund scheme will encourage more shoppers to visit Fleet.

4.3 This report was considered by Overview and Scrutiny Committee at its June meeting where the following recommendation to Cabinet was agreed:

That the parking refund scheme proposed by Fleet BID be supported and approval given for them to advertise on the back of car park tickets in Fleet.

**5 FINANCIAL IMPLICATIONS**

**5.1** There are no material financial implications to the Council associated with this proposal.

**6 ACTION**

**6.1** The comments of Overview and Scrutiny Committee will be reported to Cabinet.

**Contact Details: John Elson – Head of Environment and Technical Services /  
Extension: 4491 / e-mail: [john.elson@hart.gov.uk](mailto:john.elson@hart.gov.uk)**

**APPENDICES**

Appendix 1 – Example Poster  
Appendix 2 – Example Window Sticker  
Appendix 3 – Proposed ticket advert

**BACKGROUND PAPERS: None**

**CABINET****DATE OF MEETING: 4 JULY 2019****TITLE OF REPORT: DOG FOULING PUBLIC SPACE PROTECTION ORDER****Report of: Corporate Strategy and Policy Development Manager****Cabinet member: Councillor Sara Kinnell, Regulatory Services****I PURPOSE OF REPORT**

- 1.1 To seek Cabinet approval to consult on a proposed District wide Dog Fouling Public Spaces Protection Order (PSPO) The purpose of the order is to improve and replace current outdated dog fouling measures across the District. At the same time Cabinet is asked to agree to use the consultation opportunity to gather evidence about other dog related issues that may need to be included with a possible future Dog Control PSPO.
- 1.2 Nothing within this report seeks to impose a financial burden or obligation on any third party. The designation of a PSPO simply gives enforcing authorities and landowners a legal tool to enforce compliance should they wish to.

**2 OFFICER RECOMMENDATION**

- 2.1 That a proposed Hart Dog Fouling Public Spaces Protection Order be consulted on to include the following restrictions:

**District Wide** (any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission);

- a) Persons in charge of a dog must have with them appropriate means to pick up dog faeces deposited by that dog; and
- b) Persons in charge of a dog must remove the faeces and for it to be disposed of in an appropriate receptacle.
- 2.2 That the proposed consultation on a District Hart Dog Fouling Public Spaces Protection Order (PSPO) consultation is used as an opportunity to gather evidence about other issues that may need to be included within a future PSPO.

**3 BACKGROUND**

- 3.1 There is a current Dog Fouling Order in place across the District (this automatically converted to a PSPO in October 2017). However the Order only covers very limited parts of the District as there are a range of exclusions (carriageways with a speed limit of more than 40mph, land used for agriculture or for woodlands, land which predominantly marshland, moor, or heath, and rural common land). In any event, it will expire in 2020 and therefore there is a need to review it.

#### **4 PROPOSED DOG FOULING PSPO**

- 4.1 PSPO's can be made where the Council is satisfied on reasonable grounds that the activities are carried out, or likely to be carried out, in a public place. Dog fouling is both unpleasant and a danger to health, and the Council is committed to tackling it in all public places across the district. While the majority of owners behave responsibly and pick up after their dogs, there remains a minority of dog owners who do not and it is these people who the Council aims to target through its enforcement and awareness initiatives.

#### **5 INFORMAL STAKEHOLDER CONSULTATION ON DOG CONTROL ISSUES**

- 5.1 Early stakeholder engagement has to date taken place with a number of organisations including all Town and Parish Councils, Ministry of Defence, The Kennel Club and Dogs Trust and Hampshire County Council. Views were sought on a range of possible dog controls and was not limited to dog fouling alone.
- 5.2 Whilst not all stakeholders have responded, a mix of views has been received with a number supporting additional controls but others concerned at undue restrictions on responsible dog owners exercising their dogs, and on the ability of any restrictions to be enforced. In terms of the initial parish and town council responses Crondall, Dogmersfield and Long Sutton do not wish to be subject to a PSPO.
- 5.3 Overview and Scrutiny Committee was consulted in February on a more widely ranging draft PSPO which included the potential for much greater dog control measures. The current proposed PSPO for consultation deals solely with dog fouling and therefore does not raise the same issues with regard to concerns about the number of signs required and enforcement.

#### **6 PROPOSED CONTROLS**

- 6.1 Controls can only be imposed where there is evidence of a specific problem. They cannot be imposed simply on a precautionary basis. In this regard the Council received 66 complaints last year, but anecdotal evidence shows that the majority of dog fouling instances go unreported.
- 6.2 Whatever controls are imposed however, they must be readily enforceable and that whatever area is designated can readily be defined on the ground. The wording proposed has to be specific and cannot be left open to doubt or interpretation otherwise it would make the control void due to uncertainty.
- 6.3 With regard to enforcement the current dog fouling enforcement arrangements with the respective Parish and Town Council's will essentially continue unchanged under the proposed new dog fouling PSPO. There is also the possibility to delegate the authority to parish and town councils themselves to enforce the proposed dog fouling PSPO provisions should they choose to take up this role.

## 7 NEXT STEPS

7.1 The next steps in preparing the Dog Fouling PSPO for consultation are:

Tasks	Dates
Prepare Draft Order and consultation documents	July-August 2019
Undertake formal public consultation on the Draft Order and supplementary questions	September-October 2019
Review consultation responses	November 2019
Report to Cabinet	December 2019

7.2 In addition, the proposed consultation will include a request for consultees to provide evidence of other dog control matters that may need to be addressed through (subject to consultation) a future PSPO.

## 8 FINANCIAL IMPLICATIONS

8.1 There will inevitably be a budgetary impact on the implementation of the proposed dog fouling PSPO as there will be a requirement for additional signage in appropriate locations. The costs for signage for the district wide PSPO in relation to dog fouling is an estimate. Costs are estimated at around £6k. These costs will be met by the Council and resources would need to be agreed. This however, will be the subject of a budget bid through the forthcoming round of 2020/2021 budget setting as it not intended to bring any PSPO into effect until 1 April 2020 at the earliest.

8.2 Any revenue generated through Fixed Penalty Notices will be retained by the Council. Certain legal costs are likely to be incurred if an individual fails to pay a Fixed Penalty Notice fine.

8.3 The current position for parish and town councils remains largely unchanged for the current 2017 PSPO arrangements. No additional cost will imposed by the proposed PSPO but if they wish to have it enforced upon their land they will need to fund the provision of suitable receptacles for the disposal of dog waste, and also fund any enforcement arrangements.

## 9 ACTION

9.1 This is a recommendation solely to consult on a proposed dog fouling PSPO. Following consultation a further report will be brought to Cabinet for final consideration as to whether a PSPO should be adopted. This final report will address detailed issues such as the practical arrangement of implementation and enforcement.

**Contact Details: Katie Bailey – Corporate Strategy and Policy Development  
Manager / Extension: 4146 / e-mail: [Katie.bailey@hart.gov.uk](mailto:Katie.bailey@hart.gov.uk)**

**BACKGROUND PAPERS:** None

## CABINET

**DATE OF MEETING:** 4 JULY 2019

**TITLE OF REPORT:** **COMMERCIALISATION STRATEGY: STRAND C (DIGITALISATION) - PROPOSED DIGITAL STRATEGY**

**Report of:** Joint Chief Executive

**Cabinet Member:** Councillor Simon Ambler, Digital

### I PURPOSE

- 1.1 To consider a proposed long term vision and strategic policy document for the Council for its future use of technology and data. It comprises a proposed Digital Strategy that recognises the importance of implementing a digital infrastructure and culture across the district and the Council – maximising the use of digital technology to drive better services and reduce costs – and helping to ensure that everyone who wants to, has the chance to benefit from these changes.
- 1.2 The drafting of the Digital Strategy has been informed by the input of a small cross party group of Members (selected by the respective Group Leaders) and was considered at the Overview and Scrutiny Committee in June.

### 2 OFFICER RECOMMENDATION

- 2.1 That the proposed Digital Strategy be adopted for the following reasons:
- i) Implementing the Digital Strategy will provide clear direction for service areas to work towards in the development of their service delivery models, guiding their choices about software and devices to help improve efficiency.
  - ii) Supporting a consistent online experience for customers when engaging online with the Council.
  - iii) Providing staff and Members with a clearer picture of how their working environment is going to evolve and change.

### 3 BACKGROUND

- 3.1 In 2018 the Council adopted a Commercialisation Strategy. It has three key themes:
- a. To increase income broadly via asset based investments (Strand A);
  - b. To reduce costs through such approaches as the LGA insurance mutual, better utilisation of the civic offices and other Council owned assets, and a review of the value of shared services (Strand B); and

- c. To improve efficiency of services, decreasing current or future costs e.g. through digitalisation and demand reduction. Increasing the use of Information Technology to maximise efficiencies (Strand C).

This report deals with the 'Strand C' - increasing the use of Information Technology (IT) to maximise efficiencies.

## 4 COMMENTARY

- 4.1 The proposed Digital Strategy (attached as Appendix I) is intended to support the strategic aims of the organisation as a whole. It comprised part of the visioning work that seeks to set out what the future Council will look at and therefore it should be seen in the context of the emerging Vision for Hart and Priority 4 in particular: *Developing The Organisation - Increasingly use digital solutions to provide the services that our residents both need and expect, helping them to get the services 24/7 and enabling the council to focus resources on the digitally excluded and most vulnerable or complex cases.*
- 4.2 For this reason the proposed Digital Strategy is not simply about the introduction of one single piece of software and neither is it an Information Technology (IT) strategy. It is intended as a detailed narrative that describes at a relatively high level how the Council will seek in the longer term to make full use of technology to meet its organisational aims, at the same time reducing cost as well as creating commercial opportunities for the Council so we can continue to deliver services amidst increasing budgetary pressures.
- 4.3 There are clear efficiencies to be gained from moving appropriate transactions to digital. National figures from the Society of IT Managers (SOCITM) suggest that every face-to-face contact costs on average around £8.62 whereas each digital transaction costs a Council around 15p.
- 4.4 Changing our method of service delivery to predominantly digital is a significant challenge. For our staff, digital can be a difficult subject area to keep pace with – complex concepts, technical jargon and a bewildering array of software and devices to choose from makes it difficult for teams to develop an approach to service delivery that is sustainable and cost-effective, whilst maximising the use of digital technologies.
- 4.5 When faced with uncertainty, people have a tendency to stick with what they know best and this may mean continuing the use of paper based, administratively burdensome processes, in preference to the more risky toe in the waters of digital service delivery. Such an approach will not deliver the necessary step change in service delivery for the Council.
- 4.6 It is against this background that the Council requires a strategic direction that can be adopted by all involved in the delivery of our services. The adoption of a Digital Strategy is, therefore, about more than just the technology we use. It will enable the Council (Members and Officers) to radically rethink how we work with our staff, suppliers and partners to deliver efficient, cost effective and high quality services for customers, in line with their expectations.

## 5 THE PROPOSED DIGITAL STRATEGY

- 5.1 This proposed Strategy is designed to be the catalyst for technological innovation and change, to propel the Council into the future.
- 5.2 The ambitious advances that we have already made over the past years through the adoption of a ‘cloud’ strategy (storing and accessing data and programmes over the internet rather than on local hard drives and servers) has created a strong foundation for the next five years, enabling us to think bigger and more creatively about the challenges and opportunities and how we are best positioned to benefit from them.
- 5.3 The proposed Strategy and its accompanying roadmap sets out in the necessary (albeit still relatively high level) detail, the guiding principles and objectives. It contains the key achievements we will meet, ensuring critically important and interdependent milestones are managed to completion. This includes:
- a. The creation of a digital platform that pulls together integrated data and intelligent systems enabling us to properly integrate and automate transactions for all our customers.
  - b. The introduction of artificial intelligence (AI) and AI powered voice control, which over time will automate responses to increasingly complex customer demands, reducing the time staff spend resolving the queries.
  - c. Being 100% cloud software based, meaning a simplified, lower maintenance Information Communication and Technology (ICT) model.
  - d. Being more flexible in our working environment and the way we interact with users of our services.
  - e. Taking a more strategic approach - to what we do and what we buy.
- 5.4 The Key Messages of the Vision are:
- Provide the same digital experience and channel shift for all users
  - Recognising that data collection, storage and analysis is key to achieving our aims
  - The resilience of our platform becomes a measure of the resilience of our business
  - Traditional IT cost base becomes indiscernible from the ongoing cost of serving our customers
  - Staff become experts in our business, our customers and the use of our platform
  - Specialised staff become experts in our data, turning our data into information we can use
  - Create, promote and support commercial opportunities
  - Technology choices, in line with the strategy, are appraised and informed by the needs of our users
  - Our data and information becomes a commercial opportunity for both our organisation and the district
  - Security controls are transparent and evident from the start, with the focus on visibility not deniability.

## 6 OVERVIEW AND SCRUTING COMMITTEE (O&S) COMMENTS

- 6.1 O&S endorsed the recommendation to adopt the proposed Digital Strategy but highlighted not only the need for Cabinet to ensure that sufficient resources are made available to deliver the Strategy, but also that both IT security and project risk are properly articulated in each of the individual project business cases.

## 7 RISK MANAGEMENT

- 7.1 Implementing the digital strategy in its broadest sense will provide clear direction for service areas to work towards in the development of future service delivery models, guiding choices about software and devices, whilst ensuring a consistent end-user experience when engaging with the Council.
- 7.2 Failing to provide a clear direction and strategy for the delivery of digital services risks teams duplicating spend on software, creating many different online services which are inconsistent to use for the customer, and failing to spot opportunities to join up services and improve efficiency.
- 7.3 Each individual component of the strategy will require its own bespoke IT security and risk assessment to accompany all the respective business cases which will then need to be monitored and reviewed on an ongoing case-by-case basis.

## 8 FINANCIAL IMPLICATION

- 8.1 The 2018 Local Government Association (LGA) Peer Review look in some detail at the Council's approach to Commercialisation. The Review acknowledged that *'commercial activities often require initial 'invest to save' funding to support commercial or other transformational activity'*.
- 8.2 This proposed Strategy outlines a **policy framework** which will have an impact on the future shape of customer delivery and transformation outcomes. In itself, it does not have any direct financial consequences but many of the proposals contained within it to deliver its objectives would need to be resourced and indicative costings included.
- 8.3 Undoubtedly the shift towards digitally enabled services along with the transformation programme will deliver efficiencies, but at this stage they cannot be defined. As specific platforms to enable the digital services are proposed, separate business cases with bespoke risk and security assessments will need to be considered at that time.

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### Appendices

Appendix I Proposed Digital Strategy



# A Digital Strategy for a more efficient, effective, and smarter Council

## **Our Vision**

**is to create digital services that are so good, people prefer to use them.**

## **Our Aim**

**is to use technology and change the way we work to make ourselves a more efficient, effective, and smarter Council.**

## **Why we need a Digital Strategy**

1. Resident's expectations are changing, and the way people interact with the council is evolving. Like many of their experiences elsewhere in their daily life, they expect low-effort, intuitive services, where they do not have to repeat themselves and that are available 24/7 on-demand. Making requests, payment, and tracking progress should be easy and wherever possible, immediate.
2. In response, we need to change the way we deliver and offer services. We need to provide the digital services residents want and expect, and we should exploit the opportunities this brings to reduce costs (through reducing demand management) and maintain or improve the quality of our services.
3. There is enormous potential for digital to transform the way we work and deliver services. Adopting a Digital Strategy gives the council a recognised framework and methodology that will allow us to achieve our ambition. By focusing on customer needs, skilling multidisciplinary teams, and making data-driven decisions, we will be able to free up resources and allow for the implementation of digital services that meet the requirements of our customers, using software solutions that can be refined and improved upon.
4. Providing better digital services need not be at the expense of those who may have difficulty accessing them. By designing end to end services to be digital first, it is possible to provide better, more cost effective services in a number of ways (online, phone, face to face for example) and so ensuring that our services are accessible to all who need them remains central to how we will implement service changes.
5. The adoption of a Digital Strategy is also about more than just the technology we use. It will enable the Council to radically rethink how we deliver efficient, cost effective and high quality services for customers, as well as how we enable our staff to work.

## **What we have already done**

6. Over the past few years we have followed a "Cloud First" approach to our Information Technology (IT) infrastructure. We have migrated many of our end user applications to systems that are hosted remotely and are capable of interacting with other systems. Many of our systems are already hosted within cloud environments. Other systems such as Revenues and Benefits, telephony and Customer Relationship Management (CRM) have moved to shared solutions hosted by partner organisations.
7. In parallel, we have standardised around a suite of core applications within the organisation. The use of Microsoft Office 365 and its cloud based collaborative tools for example, has enabled us to provide staff with the very latest mobile office applications on any device, at any location, at any time.
8. In terms of the future, device, application and data management are crucial in providing any mobile environment that is safe and secure. To ensure secure access and productive staff, as well as protecting against security threats and the accidental leakage of data, compliance and security tools such as 2-Factor Authorisation (2FA)<sup>1</sup>, self-service password management, conditional application management and proactive reporting have been implemented.
9. These advances have created a strong, secure foundation, enabling us now to think bigger and more creatively about the challenges and opportunities and how we are best positioned to benefit from them.

## **What we want to do now**

10. Building on our past approach, we want to set out the guiding principles and objectives for our future direction of travel. The principles are covered in more detail in the section below, but our objectives are:
  - i) The creation of a knowledge platform that connects data and intelligent systems enabling us to integrate and automate transactions where this can improve the service we give.
  - ii) Careful application of Artificial Intelligence (AI) data analytics and insight, reducing the time customers spend seeking something and staff spend resolving queries.
  - iii) Becoming freed from a physical location, through adoption of cloud based services to increase resilience and remove any dependency on physical IT infrastructure/assets.
  - iv) For new or changing services; being digital by design, co-designed with a range of customers and ensuring convenient access with a level of consistency that makes services feel familiar and easy to use.
  - v) Applying a consistent approach to procuring and reusing technologies to reduce costs of delivery and also to remove any cost associated with the maintenance and overhead of any fixed IT infrastructure.

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<sup>1</sup> **2FA** is an extra layer of security used to make sure that people trying to gain access to an online account are who they say they are. First, a user will enter their username and a password. Then, instead of immediately gaining access, they will be required to provide another piece of information.

11. Our Organisational Development Strategy reinforces these ambitions by confirming our aim to reduce the cost to serve our residents, increasing service responsiveness, and ensuring that the customer gets the service that they want at a time that is convenient to them.
12. We recognise that our staff and are key to delivering our objective. They are our business experts who understand our organisation needs. Supported by our transformed technology function, we want to make sure that they are equipped with the relevant skills and are empowered to continuously improve, find opportunities and implement solutions that can be measured using real time information to provide better, faster and cheaper outputs.
13. We also recognise that the implementation of this strategy could create opportunities for the council as it becomes more commercial in its outlook in order to achieve service delivery in a cost effective way.

## Our Digital Principles

14. The Digital Principles form our guiding framework. These are to be used to help the organisation remain focused on delivering the ambitions set out within this strategy.

### Smarter – A technological-first approach

- Digital will be the primary channel for providing information about council services and for simple, high volume transactions.
- We will enable all services to be accessed, applied for or signposted through technological channels.
- We will continue to offer other channels where appropriate, for example for complex services to meet differing personal circumstances. **Similarly, we will ensure there are sufficient safety nets and facilitated access to our services for those customers who are less able to access technological services.**

### Customer Perspective

#### Sustainable – value for money and getting it right first time

- We will deliver efficient online services through My Account.
- Our staff will be agile, taking advantage of technology to deliver services at a time and place which match customer needs.
- We will explore emerging innovative and disruptive technologies to redesign smarter public services.

#### Smarter – exploiting collaborative opportunities

- We will use technology to work with partners and neighbouring councils. We will standardise on systems, share resources and coordinate actions more effectively than operating in isolation.
- By having a cross-cutting view of how we support those most in need we will remove duplication and streamline case work.

**Stronger - our digital strategy relies on the highest possible standards**

- **Quality:** We will ensure our digital services are high quality, meet customer needs and compare well to the best in the public and commercial sector.
  - **Simplicity:** We will ensure our services are simple to use.
  - **Security:** We will take a robust approach to data security management to protect users, customers and partners from cyber threats. We will protect privacy through effective information management and ensure effective data sharing arrangements are in place.
  - **Resilience:** We will invest to ensure our residents, businesses, and staff have access to reliable and resilient online services and technology.
  - **Accessible:** We will ensure digital service design can benefit everyone and that accessibility is externally tested and measured.
  - **Inclusive:** We will start with customer need and ensure we have plans to support those who have difficulty in accessing digital services and need to access services quickly and conveniently.
  - **Value for money:** We will make sure digital changes deliver best value and save time and money for customers and the council by designing digital services around the users. We will redesign and automate our internal processes and apply a 'buy once, use many times' approach to technology.
15. Our Digital Roadmap (Appendix A) and Action Plan (Appendix B) set out how we will deliver this strategy and implement the required changes to ensure the organisation applies these Digital Principles.

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## Appendix A – Digital Roadmap

Appendix A sets out our roadmap with indicative costings. It will be reviewed annually. It envisages two core approaches:

**core structural changes** - changes to our core systems to principally enable staff to be mobile and work remotely

**digital projects** – primarily delivering customer service outcomes for residents. For example, the move towards the 24/7 integrated service delivery.

Further digital projects will come out of a strategic review of our end user systems - we need to assess what we have and if it is fit for a digital workplace i.e. can we access the data, interfaces, as well as usability and also identify potential blockages. This will determine projects in years 3/4/5 which aren't included as yet.

- **Web platform redesign** - we want to achieve more than just having a website. Our new web platform will include bespoke customer accounts, properly integrated web forms, geographical mapping and integration with 3<sup>rd</sup> party hosted systems i.e. revenue/benefits, and waste management services. This will require a structural change involving the different approach being adopted to creating a fully functional and cohesive web platform. This in itself is a major project if we are to achieve a 24/7 delivery model.
- **Any web platform design and application review must complement each other.** This work will need to be completed at the same time because they both will determine the programme and the detailed work packages.
- **The programme envisages that much work is required in the autumn of 2019 through to 2020.** This is because if we are to meet our ambitions we will need by March 2020 to have an understanding of how we are going to conceptually build and redesign our web platform, which tools we want to use, and applications to bring on line and when.
- **Resourcing.** To achieve our ambition adequate resources must be made available. This includes both financial and staff resources. The resources implications will be determined through the annual budget making process. It cannot necessarily be assumed however, that we have skilled resources in house. Outside support will be necessary and in house skill sets will need to be developed. In addition, to achieve the change envisaged by this programme, it will need to be developed in conjunction with a **change management programme.** This relates both to Members as well as Council staff.



**Digital Roadmap - Timetable**

		2019							2020							2021-2023								
		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
<b>Core Structural Changes</b>	Transition to Azure Seamless Sign on	█	█																					
	WIFI/Network Upgrade				█	█	█	█	█	█	█													
	Migrate fileservers to SharePoint online	█	█	█	█	█	█	█	█	█														
	User Device replacement programme	█	█	█	█	█	█	█	█	█														
	Windows 10 upgrade			█	█	█	█	█	█	█														
	Elections system OS Upgrade and virtualisation				█	█	█	█																
	Migrate to cloud-based backup solution			█	█	█	█	█																
	Migrate to cloud-based system management tools											█	█	█	█	█								
	Implement mobile device management								█	█	█	█	█											
<b>Digital Projects</b>	Strategic review of all corporate systems																							
	Implementation of Regulatory Services Software	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
	Digitalise Committee Reporting Process																							
	Housing replacement project																							
	Website Development	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
	Website review																							
	Web platform redesign																							
	Creation of customer account																							
	Integrated Eforms																							
	GIS Integration																							
	AI Bots																							
	Telephony replacement																							
	Contact centre replacement																							

**Digital Roadmap – Indicative Costs**

	Budgeted costs	Estimated Costs
<b>Core Structural Changes</b>	Transition to Azure Seamless Sign on	£4k
	WIFI/Network Upgrade	£50k
	Migrate file servers to SharePoint online	Internal
	User Device replacement programme	130k
	Windows 10 upgrade	£40k
	Elections system OS Upgrade and virtualisation	£6k
	Migrate to cloud-based backup solution	£10k
	Migrate to cloud-based system management tools	£5k
	Implement mobile device management	£5k
<b>al Projects</b>	Strategic review all corporate systems	Internal
	Implementation of Regulatory Services Software	£350k
	Digitalise Committee Reporting Process	£20k
	Housing replacement project	£70k
	Website Development	(breakdown below)
	Website review	£20k
	Web platform redesign	£15k
	Creation of customer account	£20K
	Integrated Eforms	£6k
	GIS Integration	£10k
	AI Bots	£20k
	Telephony replacement	£20k
	Contact centre replacement	£20k

## To form an Action Plan...

We will put in place a light touch form of IT administration. This involves:

- moving more key systems to cloud based software-as-a-service (SaaS – where software is licensed on a subscription basis and held for us by an external partner). This means developing further the use of cloud services such as MS Azure and Amazon web services for virtual server hosting,
- the integration of Azure Active Directory with multiple cloud platforms,
- the ability to purchase pre-built devices from suppliers using MS Autopilot and
- the introduction of Windows 10 to ensure high availability systems, simplified access and significantly reduced core IT administration costs.

**By the end of 2020** we will implemented an electronic Committee Management system and have completed the move from Uniform Idox to the Arcus cloud based Built Environment and Regulatory Service product (encompassing Planning, Building Control, Environmental Health and Housing).

**By 2024** we will:

- have further developed our cloud based Customer Relationship Management (CRM) to create a single connected platform to enable us to:
  - better manage customer information and interactions;
  - help start the replacement of legacy applications; and
  - capture a single data and information hub for internal and external customers
- Worked with our partners to decommission, wherever possible, remaining Information Communications Technology (ICT) assets (such as scanners, network switches etc.), in favour of more agile cloud consumption models, by using AI and digital voice-control for multiple scenarios, and have successfully integrated the remaining ones;
- made home working and remote working the 'new normal' for the majority of staff the majority of the time and position our staff to deal with high-complexity-high-value demand while AI solutions meet the rest; and
- created opportunities, yet unforeseen, as a result of the preparatory work on better management and exploitation of our data.

## To update our Procurement Policy...

**Purchases will meet the following principles:**

- **Business and financial needs being met**
  - Having a champion who understands the business need
  - Pricing model (i.e. a transparent, cloud pricing model in keeping with cost visibility)
  - Contracts compliant to the new contract clauses (data and intellectual property ownership)
  - Meets service level minimums (availability, performance, modes of support)
- **Technical needs being met**
  - Product is entirely SaaS
  - Use of well documented API's
  - Compatibility of API's with our platform(s)
  - Browser based
  - No code or low code, absolute clarity on skill requirements

- **Security and compliance**
  - Compatibility with our chosen identity and authentication providers
  - Compatible with activity visibility and reporting mechanisms
  - Assurance level and controls in place proportionate to its use
  - General Data Protection Regulation (GDPR) impact
- **Strategic**
  - Complies with principles
  - Can't be done with existing tools
  - Enables us to consolidate other tools into it
  - Is purchased with our customers in mind
  - Doesn't require tailoring such that the real total cost of ownership (TCO) defeats the business case
  - Procurement
  - Contract length.

## **To update our Commercial Principles...**

We will

- Procure standard tried and tested 'off the shelf' software solutions that do not require significant development or configuration (buy not build/develop, sourcing expertise from the market and internal resources)
- Utilise knowledge of our customer to provide services across the organisation and ensure services are designed from the customers perspective
- Provide a single and informed view of our customers
- Own the customer relationship regardless of customer delivery model
- Support organisational flexibility from start up to maturity
- Create empowered and appropriately skilled and equipped staff and teams
- Enable and encourage upsell opportunities
- Encourage 'up front' payment
- Understand demand and cost of delivery
- Maximise self-service and automation for all processing
- Provide anytime, anywhere end user focused, easy to use services and systems for customers and staff
- Automate customer interaction, test with end users and enable continuous improvement
- Remove complexity
- Be consistent in design
- Ensure service management, not equipment provision
- Provide standard, predictable, user-based costs
- Provide a scalable, agile platform for the future and be horizon scanning
- Buy not build/develop, sourcing expertise from the market and internal resources
- Ensure systems have open interfaces
- Ensure solutions meet security standards
- Ensure good information management and provide single, logical data model.

## CABINET

### KEY DECISIONS/ WORK PROGRAMME, AND EXECUTIVE DECISIONS MADE

July 2019

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
Fleet Business Improvement District (BID) parking scheme proposal	May 19	Post consideration by Overview & Scrutiny, to seek approval for the Fleet Business Improvement District (BID) proposal to advertise a parking refund scheme on the back of car park tickets in Fleet	July 19			AO	TS
Bring Site Review	July 18	Post consideration by Overview & Scrutiny Committee, to seek approval to make changes to Hart's recycling bring bank sites	Dec 18	July 19	Y	AO	TS
Hartley Wintney Neighbourhood Plan	Feb 19	To agree the examiners modifications and agree to go to referendum.	July 19			GC	RS
Commercialisation Strategy: Strand C (Digitalisation)	Sept 18	Post consideration by Overview & Scrutiny Committee, to consider a proposed long term vision and strategic	Nov 18	July 19		SA	JCX

PAPER 1

<b>Report Title</b>	<b>Date item agreed for report</b>	<b>Outline/Reason for Report/Comments</b>	<b>Original Due Date</b>	<b>Revised Due Date</b>	<b>Key Decision Y? Note 1</b>	<b>Cabinet Member (Note 2)</b>	<b>Service (Note 3)</b>
		policy document for the Council for its future use of technology and data and to recommend to Council that the proposed Digital Strategy be adopted.					
Food and Health and Safety Service Plan	Annual	Recommend to Council that the annual Food Safety Plan be adopted	July 19			SK	RS
Public Space Protection Order - dog fouling	Oct 18	To seek Cabinet approval to consult on a proposed District wide Dog Fouling Public Spaces Protection Order (PSPO)	Nov 18	July 19		SK	RS
Revenue and Capital Outturn 2018/19	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on outturn.	Aug 19			DN	F
Treasury Management 2018/19	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on Treasury Management Activities 2018/19	Aug 19			DN	F
Service Plans	April 19	Post consideration by Overview & Scrutiny Committee, to approved the Planning Policy Service Plans and to agree a revised format and content of Service Plans	July 19	Aug 19		DN	All

<b>Report Title</b>	<b>Date item agreed for report</b>	<b>Outline/Reason for Report/Comments</b>	<b>Original Due Date</b>	<b>Revised Due Date</b>	<b>Key Decision Y? Note 1</b>	<b>Cabinet Member (Note 2)</b>	<b>Service (Note 3)</b>
Civil Parking Enforcement And Traffic Management Agency	June 19	Post consideration by Overview & Scrutiny Committee, to receive an update since February report	Aug 19		I	AO	T3
Fleet Neighbourhood Plan	Feb 19	To agree the examiners modifications and agree to go to referendum.	Aug 19			GC	RS
Street Care	June 19	Post consideration by Overview & Scrutiny Committee, to agree the future Street Care specification for contract with Basingstoke and Deane BC	Sept 19			AO	TS
Budget Monitoring	Quarterly	Post consideration by Overview & Scrutiny Committee, to consider a report on Quarterly Budget Monitoring	Sept 19 Dec 19 Mar 20			DN	F
Parking Charge Review	April 19	Post consideration by Overview & Scrutiny Committee, to review District Parking Charges	Oct 19		Y	AO	TS
Housing Strategy 2020-2025	Feb 19	Post consideration by Overview & Scrutiny Committee, to recommend to Council the District Housing Strategy 2020-2025	Nov 19			SB	H

<b>Report Title</b>	<b>Date item agreed for report</b>	<b>Outline/Reason for Report/Comments</b>	<b>Original Due Date</b>	<b>Revised Due Date</b>	<b>Key Decision Y? Note 1</b>	<b>Cabinet Member (Note 2)</b>	<b>Service (Note 3)</b>
Medium Term Financial Strategy	Annual	Post Consideration by Overview and Scrutiny to consider the Medium Term Financial Strategy	Dec 19		Y	JR	F
Treasury Management 2019/20	Annual	Post consideration by Overview & Scrutiny Committee, to consider a Half Year review report on Treasury Management Strategy 2018/19	Dec 19			JR	F
Update on Peer Review further to revisit of LGA	Dec 18	Post consideration by Overview and Scrutiny - to consider the outcomes of the revisit of the LGA.	Jan 20			DN	JCX
Draft 2020/21 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2020/21 Revenue Budget, Capital Programme and Council Tax Proposals.	Feb 20			JR	F
Draft 2020/21 Capital Strategy and the Treasury Management Strategy Statement	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2020/21 draft Capital Strategy and the 2020/21 Treasury Management Strategy Statement	Feb 20			JR	F

<b>Report Title</b>	<b>Date item agreed for report</b>	<b>Outline/Reason for Report/Comments</b>	<b>Original Due Date</b>	<b>Revised Due Date</b>	<b>Key Decision Y? Note 1</b>	<b>Cabinet Member (Note 2)</b>	<b>Service (Note 3)</b>
Service Plans	Annual	Post consideration by Overview & Scrutiny Committee, agree the 2019/20 Service Plans	April 20			DN	All
Outside Bodies	Annual	Post consideration by Overview & Scrutiny Committee of the effectiveness of the Council's involvement outside bodies, to confirm the Council 2020/20 representatives.	June 20			DN	JCX
The Long Term Vision for Hart	Sept 18	Post consideration by Overview & Scrutiny Committee, consideration of the Vision further to public consultation and to recommend to Council that the Vision is adopted	TBA			DN	JCX
Future of Harlington	Nov 18	To consider next steps with regard to redevelopment of the 'Civic Quarter'	TBA			DN	F
Future High Street Fund	Feb 19	Subject to successful application funding, to agree potential investment options.	TBA		Y	DN	F
Planning Development Management Peer review	May 19	To receive a Peer Review report on the Council's Development Management Service	TBC			GC	RS

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
Crandall Neighbourhood Plan	June 19	To agree the examiners modifications and agree to go to referendum.	TBC			GC	RS
Hook Neighbourhood Plan	June 19	To agree the examiners modifications and agree to go to referendum	TBC				

### Note 1

A “key decision” means an executive decision which, is likely to -

- a) result in Council incurring expenditure or the making of savings which amount to £30,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or
- b) be significant in terms of its effects on communities living or working in an area comprising two or more wards within the area of the district of Hart.

### Note 2

#### Cabinet Members

DN Leader

SK Regulatory

SA Digital

AO Environment

RQ Commercialisation

JR Finance and Corporate Services

SB Community

GC Place

### Note 3

#### Service:

JCX Joint Chief Executive

CSF Community Safety

F Finance

SLS Shared Legal Services

CS Corporate Services

PP Planning Policy

H Community Services

MO Monitoring Officer

RS Regulatory Services

TS Environmental & Technical Services

### EXECUTIVE DECISIONS -

30/05/19

Cllr Neighbour

Release of S106 funding for the provision of a zip wire at South Warnborough

Not called in



## **CABINET**

**Date and Time:** Thursday, 4 July 2019 at 7pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

## **COUNCILLORS**

Ambler, Cockarill, Kinnell, Neighbour (Chairman), Oliver, Quarterman, Radley

**In attendance:** Councillors Crampton, Crookes, Farmer, Smith, Tomlinson

### **Officers:**

Patricia Hughes	Joint Chief Executive
Daryl Phillips	Joint Chief Executive
John Elson	Head of Environmental and Technical Services

## **13 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of 6 June 2019 were confirmed and signed as a correct record.

## **14 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Bailey.

## **15 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman asked the Joint Chief Executive to give a brief update on the Garden Community designation by MHCLG, announced last week.

- That MHCLG were aware of the change in the policy position relating to a new settlement between submission of the bid and declaration
- That the Council would not be making further announcements until Officers had met with Homes England which is not anticipated until early August
- All information currently available is on the Council's website.

## **16 DECLARATIONS OF INTEREST**

None declared.

## **17 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)**

**Item 20** - Chris Farrance, Chairman of Hartley Wintney Parish Council and Chairman of the Neighbourhood Plan Steering Group made a statement regarding the Hartley Wintney Neighbourhood Plan. He raised concerns regarding the Examiner's report proposing the;

- Removal of Policy HW5 (maximum number of dwellings (50) on one site) which had emerged as a result of numerous consultations.
- Alterations to Policy HW 9 (artificial light) which he felt had not been understood by the Examiner.
- The timescale for the referendum (scheduled for October 2019).

The Joint Chief Executive responded that the Examiner was a professionally qualified planner who was independent of the Council. The Examiner had also given the Parish Council the opportunity to clarify its position with regard to both Policy HW5 and Policy HW9 and had taken the Parish Council's comments into account in finalising his report. His opinion's therefore carried great weight. In terms of the proposed October referendum date this was simply a resourcing issue over the summer holidays and therefore it made more sense to bring a number of possible Neighbourhood Plan referendum together and have them collective scheduled for the same day in October.

**Item 22** - Councillor Woods of Fleet Town Council asked if Cabinet would have an issue in principle, if Stagecoach could be encouraged to do something similar on environmental grounds. The Chairman responded that as it wouldn't involve our parking machines, we wouldn't have any issue if the arrangement was between the retailers and Stagecoach – we would encourage any activity that would encourage sustainable transport.

**Item 24** - Councillor Woods of Fleet Town Council noted that we needed to ensure the digital strategy does not disenfranchise nor prevent access for senior citizens. The Joint Chief Executive responded that the aim is to deliver great customer services to those who want to provide services on-line enabling us to continue to provide those front line services to those who cannot access services online.

## **18 HART HEALTH AND WELLBEING PARTNERSHIP BOARD**

The minutes of the meeting of 13 June 2019 were noted.

Members requested information regarding the context associated with why crime was highlighted in Yateley East. The Joint Chief Executive advised that the intention was to send the presentation to all Councillors.

## **19 FOOD HEALTH AND SAFETY SERVICE PLAN 2019/20**

Cabinet considered the draft Food and Safety Service Plan for 2019/20 as set out in Appendix I.

Members queried whether food premises could be obliged to publish a “score” for food hygiene on their premises. The Portfolio Holder confirmed it was a matter for central government and not yet a legal or statutory requirement in England, albeit it was in Wales.

## **RECOMMENDATION to Council**

That the Hart Food and Safety Service Plan be recommended to Council for adoption.

## **20 HARTLEY WINTNEY NEIGHBOURHOOD PLAN: EXAMINER'S REPORT AND REFERENDUM**

Cabinet considered the outcome of the independent examination into the Hartley Wintney Neighbourhood Plan (NP), and the Examiner's recommended changes (and other minor modifications), and agreed to proceed to a local referendum.

Members debated the issues raised by the Chairman of Hartley Wintney Neighbourhood Plan Steering Group, the process that such reports go through and the examination by an independent Inspector.

### **DECISION**

- 1 That the changes proposed to the Hartley Wintney Neighbourhood Plan as set out in the "Decision Statement" in Appendix I be agreed, and that subject to those changes, the Plan meets the 'basic conditions'; and,
- 2 That the plan proceeds to a local referendum based on the geographic boundary of Hartley Wintney Parish consistent with the defined Neighbourhood Area; and
- 3 That Cabinet notes that if there is a positive referendum outcome (more than 50% of those who vote, vote in favour of the Plan), that Council will formally 'make' the Neighbourhood Plan as part of the Hart Development Plan.

## **21 CHANGES TO HART'S RECYCLING BRING SITES**

Approval had been sought to make changes to Hart's recycling bring bank sites. It was noted that most Local Authorities in Hampshire have already removed their paper and cardboard bring banks.

The Council had now received figures, from Project Integra, which set out the income if all cardboard currently collected in the bring bank sites were to be collected via kerbside collection; there would be an estimated additional income of between £500 - £1000 per annum. This was to be set in the context the costs of continued provision of the bring banks of £12,000.

The Chairman highlighted the concern raised by Overview and Scrutiny Committee around how the side collections of cardboard will be managed with the inclement weather (so it is wet or blown around). However it was noted that Hart District Council was one of the last remaining authorities in Hampshire who had cardboard bring sites, and that the methods for mitigating this risk were undoubtedly well tried and tested with other local authorities.

This proposal is likely to have a positive environmental impact, reducing the use of vehicles to take waste to the bring bank. It was noted that there would need to be a

substantial communications plan in place to ensure residents are made aware of the policy change and use this as an opportunity to refresh residents on what can and cannot be recycled.

## **DECISION**

- 1 That all paper and cardboard banks are removed from District Council bring sites for a 12 month trial period.
- 2 That improved signage is installed at all bring sites and a communications campaign run to highlight that surplus paper and cardboard can be left for collection next to resident's blue bins.

## **22 FLEET PARKING SCHEME PROPOSAL**

Approval had been sought for the Fleet Business Improvement District (BID) proposal to advertise a parking refund scheme on the back of car park tickets in Fleet. Members considered the proposal.

## **DECISION**

That the parking refund scheme proposed by Fleet BID be supported and approval given for them to advertise on the back of car park tickets in Fleet.

## **23 DOG FOULING PUBLIC SPACE PROTECTION ORDER**

The approval of Cabinet to consult on a proposed District wide Dog Fouling Public Spaces Protection Order (PSPO) was sought. The purpose of the order was to improve and replace current outdated dog fouling measures across the District. At the same time Cabinet was asked to agree to use the consultation opportunity to gather evidence about other dog related issues that may need to be included with a possible future Dog Control PSPO.

Cabinet considered the proposals and considered the issues around the resources required for enforcement, the provision of dog litter bins and the appropriate wording of the consultation document.

## **DECISION**

- I That a proposed Hart Dog Fouling Public Spaces Protection Order be consulted on to include the following restrictions:

**District Wide** (any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission);

- a) Persons in charge of a dog must have with them appropriate means to pick up dog faeces deposited by that dog; and
- b) Persons in charge of a dog must remove the faeces and for it to be disposed of in an appropriate receptacle.

- 2 That the proposed consultation on a District Hart Dog Fouling Public Spaces Protection Order (PSPO) consultation be used as an opportunity to gather evidence about other issues that may need to be included within a future PSPO.

## **24 COMMERCIALISATION STRATEGY: STRAND C (DIGITALISATION) DRAFT DIGITAL STRATEGY**

Cabinet considered a proposed long term vision and strategic policy document for the Council for its future use of technology and data, comprising a proposed Digital Strategy that recognised the importance of implementing a digital infrastructure and culture across the district and the Council – maximising the use of digital technology to drive better services and reduce costs – and helping to ensure that everyone who wants to, has the chance to benefit from these changes.

It was noted that the Roadmap included within the appendix was indicative, timescales and costs were also indicative. Cabinet was not being asked to approve the costs nor project plan, rather it was a high level overview of our anticipated approach.

Members asked what reporting mechanism was anticipated. There was already a small Member group with whom aspects had been discussed. There was scope for a cross political Member subgroup to be established, which could focus on particular aspects. Overview and Scrutiny Committee could also scrutinise performance.

Members debated the need to create a balance between customer service and cost cutting, with the priority on delivery of great services to residents.

Members asked if it was possible to integrate services offered by Parish and Town Councils into the web based digital hub: the answer was yes, and there was an opportunity to commercialise aspects of this following the approach of Aylesbury Vale District Council.

### **DECISION**

That the proposed Digital Strategy be adopted for the following reasons:

- 1 Implementing the Digital Strategy will provide clear direction for service areas to work towards in the development of their service delivery models, guiding their choices about software and devices to help improve efficiency.
- 2 Supporting a consistent online experience for customers when engaging online with the Council.
- 3 Providing staff and Members with a clearer picture of how their working environment is going to evolve and change.

## **25 NOMINATIONS TO OUTSIDE BODIES**

To nominate representatives to Hampshire Alliance for Rural Affordable Housing (HARAH) and Blackwater Valley Advisory Committee for Public Transport.

The following Cabinet members were nominated:

Hampshire Alliance for Rural Affordable Housing (HARAH) – Councillor Neighbour  
Blackwater Valley Advisory Committee for Public Transport – Councillor  
Quarterman

## **26 CABINET WORK PROGRAMME**

The Cabinet Work Programme was considered and amended.

The meeting closed at 8.15pm