

RUSHMOOR BOROUGH COUNCIL RECORD OF EXECUTIVE DECISION



Decision Taken: To submit a planning application for permission to utilise the new Farnborough Town Square area for the weekly market, monthly craft fayre and one-off events.

DECISION MAKER (Name and designation)

Julie Hall – Economy, Skills and Regeneration Portfolio Holder

DECISION AND THE REASON(S) FOR IT

Cabinet approved the delivery of the Farnborough Town Square public realm scheme as part of the UK Shared Prosperity Fund (UKSPF) project list at its meeting on 6th February 2024 having considered report FIN2406.

The aim of the project is to create a new purpose-built space in the centre of the town capable of hosting the twice weekly market and monthly craft fayre as well as other one-off events.

Incorporating the Town Square into existing layouts will enhance accessibility, stallholder visibility and pedestrian flow while creating a more inviting and flexible public space benefitting surrounding businesses.

The new area will also improve access into and out of the northern entrance of The Meads Shopping Centre better promoting the asset as an opportunity for potential commercial tenants.

Detailed designs have been developed and a contractor appointed who commenced their works on 6th January 2025. Their latest programme indicates a project completion date of 8th May 2025.

This application seeks permission to utilise the new Town Square in Farnborough town centre to support the provision of the town market's operation (trading weekly on Tuesday and Friday), its Craft Fayre (trading monthly on the 1st Saturday of each month) and the delivery of other individual event occasions (12 over a calendar year).

This application also seeks to vary the existing permission 16/00841/FUL and the subsequent revision 21/00680/REV, amending the day the Craft Fayre is expected to take place from the 3rd Saturday of each month to the 1st Saturday.

Under the Council's constitution, Portfolio Holders are permitted to authorise Heads of Service to apply for planning permission. The Portfolio Holder is, therefore, asked to authorise the submission of this application.

DATE DECISION TAKEN

1st April 2025

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

(Those examined by officers and generated by consultation, etc)

Should RBC choose not to obtain a planning permission for the new Town Square area it will not be able to be utilised to host the regular weekly market, monthly craft fayre or other one-off events.

This will severely limit its potential as a town centre space and value to wider town centre residents.

ANY CONFLICTS OF INTERESTS DECLARED

(conflict of interests of any executive member who is consulted by the officer which relates to the decision. A note of dispensation should be attached).

None

Signed 

(Portfolio Holder)

Signed _____

Designation: Not a key decision.

Guidance notes for using this form

Recording executive decisions

New regulations¹ came into effect on 10 September 2012, under which Council officers and Cabinet members are required to record every decision they take which is connected to the discharge of a function which is the responsibility of the Executive (Cabinet). This applies whether the decision is taken by an officer or an individual Cabinet member. This record must be published on the Council's website.

Which executive decisions must be recorded?

The regulations state that any decision connected to the discharge of a function, which is the responsibility of the Cabinet, must be recorded and published. However, at Rushmoor we are restricting the recording requirement to those decisions that are 'closely' (rather than remotely) connected with the discharge of a function of the Cabinet. For guidance, this includes any decision that is either:

- A 'key decision'; or
- Delegated to an officer(s)/Cabinet member at a Cabinet meeting; or
- Delegated to an officer in consultation with a Cabinet member (within the scheme of delegation or authorised at Cabinet); or
- Any executive decision, whether or not it is in the Cabinet Scheme of Delegation, where there is a reasonable expectation of public interest in the matter being decided because it may have an impact on a community living or working in Rushmoor; or
- The subject of urgent action outside the Scheme of Delegation

Decisions which are administrative in nature – for example, purchasing low value items or are otherwise minor or routine, need not be recorded.

In addition, some decisions would be considered exempt from publication because, for example, they affect particular individuals rather than the public in general or concern the business affairs of

¹ The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

any person (including the Council) where the information could be claimed to be commercially sensitive.

What are key decisions?

Key decisions are not usually taken by individual Cabinet members or officers, unless specifically delegated by the Cabinet.

A key decision is one which is likely to:

- result in the Council incurring expenditure or making savings which are significant in as much as they will have a material effect on the level of Council tax or balances or contingencies in relation to the Council's overall budget¹; or
- be significant in terms of its effects on communities living or working in an area comprising two or more wards within the Borough

¹ approximately £100,000 or more