

## **Supplementary Information** **Leader and Cabinet Leads Reports**

HAVANT BOROUGH COUNCIL  
COUNCIL  
25 September 2019

Dear Councillor

I am now able to enclose, for consideration at the next meeting of the Council to be held on 25 September 2019, the following supplementary information that was unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>	
<b>7</b>	<b>Leader's Report</b>	<b>1 - 4</b>
	Attached.	
<b>8</b>	<b>Cabinet Lead Reports</b>	<b>5 - 30</b>
	Attached.	

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## Cabinet Lead Reports – Full Council 25 September 2019 Councillor Michael Wilson

### Leader of the Council

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#### **Corporate Strategy**

Work has already commenced on the review of the Corporate Strategy which will form part of the business planning and budget setting timetable this year. In late July 2019 the Cabinet held an initial session on priorities for the future, and a further session is planned for early October to fully articulate the vision, priorities and themes of a refreshed Corporate Strategy. This work will help to not only inform the Corporate Strategy but also to assist with the building of departmental business plans and budgets which will begin in earnest in October 2019.

#### **External Relations including PUSH, HIOWLA & Solent LEP representative for HBC**

##### PUSH Joint Committee – Wednesday 31<sup>st</sup> July 2019

On Wednesday 31<sup>st</sup> July, I attended a meeting of the PfSH Joint Committee. Items on the agenda to note were:

##### **PFSH NITRATE NEUTRALITY UPDATE**

A report was received from the Chair of the PfSH Water Quality Group highlighting the ongoing work of partner authorities to address the need for nutrient neutral development. Both Natural England and the Environment Agency were at the meeting. A great deal of discussion took place regarding the very different positions that the two DEFRA agencies are taking regarding the issue in question. National level meetings are taking place in September with DEFRA, their agencies and MHCLG in order to find common ground and provide comprehensive advice to local authorities. A further update is expected at the October Joint Committee. Meanwhile, the update by the Cabinet Lead for Planning, Regeneration and Communities sets out our local response to this crisis. It is considered crucial that local authorities along the Solent coast remain united in pressuring Government to address this matter as a priority.

##### **UPDATE ON STATEMENT OF COMMON GROUND**

Havant and Eastleigh Borough Councils are both advanced in the preparation of their respective local plans. As such, statements of common ground between each local authority and the partnership were proposed. In the case of Havant Borough Council, this highlighted the excellent partnership working that has taken place and continues to take place amongst the South Hampshire authorities which has directly fed into our emerging Havant Borough Local Plan 2036. It was agreed at the meeting that the Borough had done all it could to accommodate new development moving forward. As such,

the statement of common ground between Havant Borough Council and the Partnership for South Hampshire was agreed.

**SOLENT RECREATION MITIGATION PARTNERSHIP STRATEGY (SRMP)**  
A report was received on site specific project funding by the Bird Aware Solent Partnership Manager. This included several projects across the Solent coast designed to minimise disturbance for over-wintering birds. The second largest project, by funding awarded, is taking place in Havant Borough. I am pleased to see investment in the Borough's natural environment taking place.

### **Corporate Performance**

Cabinet members will provide reports on performance across their portfolios; however, I do wish to highlight a few items on overall corporate performance.

Our Regeneration Strategy work is building momentum with the OJEU procurement process for the Plaza now progressing as well as work setting out our vision for the town centre. In addition, we have recruited to our newly created Regeneration Team in order to drive forward our ambitious regeneration work. Alongside this work we have been working closely with Solent LEP to develop our infrastructure plans and priorities for the Borough to gain the necessary momentum that this programme requires. We are also looking at engaging local businesses and have recently held two events focussing on regeneration and skills for businesses. I'm pleased that over 50 local businesses attended, and we are holding a further business engagement event in November 2019.

Despite all the additional demand pressures and national funding cuts we continue to deliver efficient and high-quality services to our residents. Operational performance remains strong with all national planning application targets met as well as high collection rates for Council Tax and business rates. Despite a continued rise in homeless/potentially homeless customers we are continuing to manage due to the hard work of our Housing Team with high levels on intervention work to ensure our vulnerable customers are not made homeless. A key piece of work that we have been focussed on during the first half of this year is the mobilisation of the new EHDC environmental services contract which HBC will be providing through Norse South East with a Delegation Agreement between EHDC and HBC. This has been a considerable piece of work as we move towards the new contract go-live date on 1st October 2019.

Our Brexit team is continuing with its work as we approach October 31st. Our internal Brexit preparations are focussed on ensuring business continuity plans and resources are updated and in place in order to mitigate any issues with getting into work due to road congestion or fuel shortages (in particular due to our proximity to Portsmouth port). Our external Brexit preparations work is focussed on supporting local businesses and residents. We have recently conducted a survey with local businesses to understand how

prepared they are for Brexit and we have also launched a webpage detailing and signposting information for residents and businesses.

### **You're A Star**

I had the pleasure of presenting the You're A Star Awards at the latest ceremony held on Monday 16th September. This quarter 13 awards were presented; these comprised of individual and Team Awards presented for a variety of reasons where members of staff have worked over and above expectations in their role. At this event 3 Long Service Awards were presented for 48, 45 and 42 years' service to Havant Borough Council, which is outstanding. Other awards were for the implementation of the new Animal Licensing regime, work on the recent traveller issues and nutrient neutrality, on which HBC is leading. I remain very impressed by the variety of ways in which staff have excelled in their roles. Congratulations to all of you.

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## Cabinet Lead Reports – Full Council 25 September 2019

### Councillor Narinder Bains - Cabinet Lead for Neighbourhoods, Safety and Enforcement

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#### Community Safety

The Neighbourhood Quality Team, as a whole has had an extremely busy summer tackling amongst other things an unprecedented number of unlawful incursions. Their professionalism in dealing with these matters balancing the rights and needs of residents and visitors alike from initial assessment of need through the instigation of judicial proceedings and repossession of land to the co-ordination of the return to normality in the area has been recognised by a "You're a Star" award to the whole team.

#### Emergency Planning

In preparation for the annual EP exercise in October, the team have been carrying out a number of training and planning sessions with colleagues who assist in the Emergency Control Centre. Regular meetings are taking place with our County colleagues to discuss the scenario and arrangements on the day.

We are continually monitoring the weather situation and passing on information where required.

The Emergency Response Plan has been updated and distributed.

A representative regularly attends the fortnightly Working On Tuesday training days held at Hampshire County Council offices. Each fortnight there is a different topic, recent sessions have been focused on Flooding, Emergency Response Plans, Community Resilience, Severe Weather and Warning and Informing.

The joint Out of Hours service has been in existence for a year now and we have received positive feedback.

A working group has been convened with partners across many services, to establish a Hayling Island plan. This work is continuing and further updates will be provided in the next Cabinet Lead report.

#### Environmental Health – Animal Welfare

The Team has now fully implemented the New Animal Licensing Regime following new legislation in October 2018.

This has led to over 50 licences being issued at HBC, with more to follow as the number of sites requiring licencing continues to grow.

During this period the team have also encouraged applications for licenses to be made online channel shifting the customer and providing a simpler, more accessible way to apply.

Of those sites currently licensed, 16 have achieved a four or five star rating, this is similar to the Food Standards rating applied to eating establishments and demonstrates that they have achieved the higher standards of compliance and animal welfare standards.

### **Parking Strategy / Management**

Targeted out of hours parking enforcement continues to show success across the borough. In response to concerns raised by councillors and residents alike the team focus resources on specific areas that have been identified as problem parking hotspots. During the 12 month period to August this year, the team issued over 700 PCNs borough wide, over 250 of these relate to Beachlands on Halyng.

The Traffic Team have been progressing well with the Traffic Regulation Order (TRO) programme and are on target for the programme to be completed by the end of the financial year.

Locations currently at the public consultation stage are Middle Park Way, Charlesworth Drive and Brockhampton Lane.

### **Supporting Families**

It now looks likely that the program will continue for another year. In the Chancellors Spending Review, Supporting Families was included with reference to further funding. While the details are not yet known, the Neighbourhood Quality Team has a well established process and are confident that they can deliver another year of the program, however it may look.

## **Cabinet Lead Reports – Full Council 25 September 2019**

Councillor Lulu Bowerman: Cabinet Lead for People and Communications (including Legal and CAPITA)

### **Marketing and Communications**

Campaigns: Publicity has been created for the following major campaigns:

Havant regeneration: Developing content for new website including case studies from businesses already located in the area.

Get up and Go: promotion of healthy activities including press releases and social media promotion of video.

Community Lottery: promotion via press releases and social media.

Say what you Sea: Materials designed, and promotion campaign developed.

Bidbury Mead: Video created to demonstrate improvements which have been made.

Local Plan: Developing a new brochure to update residents on the latest progress  
Promotion of Hampshire sports conference: posters, social media campaign, press release and delegate packs

### **Digital Media:**

Website

June – August 2019

168,248 website visits in the last quarter

421,501 website pages viewed last quarter

When compared to the same period from last year (2018-19), the number of website visits has increased by 17,795 (11.8%) and the number of pages viewed has increased by 20,442 (5.1%).

Where do users look at the website from?

The HBC website is mainly viewed from Havant (20%) and Portsmouth (17.1%).

Most viewed service areas

Page title Views

- 1 Search and comment on planning applications 18,741
- 6 Bin collection 9,556
- 2 Contact us 17,074
- 7 Rubbish and recycling 7,349
- 3 Council Tax 16,131
- 8 Where I live (mapping tool) 7,292
- 4 Planning services 11,474
- 9 Pay your Council Tax 6,836
- 5 Public access 10,398
- 10 Public access – my services 6,729

Website improvements:

- Improved website accessibility
- All website links are now underlined
- Created a new 'skip to content' button for those who use the website through a 'tabbing sequence'

There are on average 30 updates made to the website each day to ensure it remains fit for purpose and continuously gives users the latest (and correct) information.

## **Social Media**

June – August 2019

Total social media following:

- Facebook – 3,346 (+201)
- Instagram – 408 (+90)
- LinkedIn – 543 (+53)
- Twitter – 3,346 (+60)
- Youtube – 10 (+1)

### **Facebook**

Top post – 12,622 people reached Havant Borough Council in demanding immediate action from Southern Water to ensure Hayling Island's beaches are safe for all to use. Find out more: <https://bit.ly/30Xvhpr>

### **Twitter**

Top tweet – 4,078 people reached

Please be aware of the ongoing issue that @PortsmouthWater is dealing with on #HaylingIsland and follow their page for updates. Many thanks.

### **E-newsletters**

June – August 2019

270 new subscribers meaning we are now on 7,915.

91 bulletins were sent with an engagement rate of 81.6%.

## **Customer insight**

We have several surveys being carried out at the moment. Our most popular survey to date this year, "Say what you Sea" is concluded at the end of this month which is about Hayling Island seafront with over a 1,000 responses. This month we will be conducting a survey with our local businesses to see how ready they are with their plans for Brexit

We continue supporting the transformation of services and are currently in discussion with the Executive Board around consultation to understand what communities need from their local council and how these services could be accessed.

## **HR**

Health and Safety (H&S)

The Corporate Health and Safety team have been auditing teams across the Council over the last few weeks ensuring Risk Assessments are completed, stored correctly and signed by all team members.

The quarterly Safety Champion committee meeting structure continues to ensure that any H&S issues are raised and resolved. Focus at the next meeting will be on the statistics from the accident and incident (violence and aggression) reports over the last quarter.

Cross functional working continues with colleagues to identify assets across both authorities, so that a robust inspection regime can be implemented.

First Aid at Work training has taken place for volunteer officers to requalify, to enable the council to meet its requirements for First Aid cover at The Plaza.

The Mental Health First Aiders (MHFA), continue to offer support to colleagues. There are clear guidelines as to their role and responsibility as they are not trained counsellors, they sign post colleagues to where they can go for support.

H&S monitoring continues of our contractors through close working particularly with NSE.

H&S continue to meet with Heads of Service on a rolling six monthly basis to advise of important issues to consider and bring them up to date with the work of the Corporate Health and Safety team.

Attendance at a number of countywide meetings relating to Health and Safety continues to ensure the council is up to date on H&S developments from other local districts and county.

The Corporate Health and Safety teams workplan continues to be delivered and updates are posted on to Skoop for all colleagues to view.

The Lone Working Out of Hours procedure has been publicised to all officers working out of hours. The monitoring of these officers is carried out by the Out of Hours service duty coordinator.

### **Business Continuity (BCP)**

A recent audit of BC plans which were carried out by the team identified a number which were out of date. All teams have been asked to review their BC plans for their areas and update where appropriate.

Each team have also been provided with an exercise template to test the content of their plan and to ensure they are robust. This work continues, and teams have been given until [date] to update and test. Findings of this work will be reported to Corporate Governance Board.

### **Strategic Human Resources and Organisational Development**

There are a number of Strategic HR and OD projects which are in progress, to support the strategic aims of the council;

## **Senior Leadership Development**

Plans are being developed with an external expert facilitator, Dialogix Limited, to provide leadership development support to the senior leadership team, in preparation and implementation of the council's transformation plan. The objective of this intervention is to prepare senior leaders for future challenges.

## **Employee Engagement**

The Strategic HR and OD team have developed an interactive session for line managers, including senior managers, to raise awareness of staff engagement as a concept, and how the behaviour and attitude of a line manager can positively or negatively influence the engagement level of individual members of staff and teams which can positively or negatively impact performance and productivity. Culture Change Champions will be involved in developing and facilitating this session, intended to be delivered during October as part of an ongoing 'Lessons in Leadership' offering to managers.

A tangible outcome of this session will be the development of an overall Employee Engagement Strategy for the council. This strategy is intended to provide the principles by which employee engagement will be raised, monitored and continually improved. This will ensure the council is able to attract and retain talent, provide a positive workplace experience and support the delivery of high-quality services by the wider workforce.

The Strategic HR and OD team, in conjunction with the Culture Change Champions, have redesigned and delivered a corporate induction programme for new members of staff. The new induction format provides new members of staff with a wide range of information about the council and its operations, in addition to a greater understanding of the council's key corporate priorities. Positive feedback has been received from participants to date.

In support of the focus on digital working to streamline services and create efficiencies, HR Business Partners are working closely with other project colleagues to establish a training needs analysis in relation to digital skills. The project aims to develop a series of interventions which educate members of staff in digital technologies, enables staff members to work flexibly whilst still providing excellent customer service and overall to support the 'digital first' agenda.

## **Recruitment and Selection**

Complimentary recruitment advertising routes have been established, to work alongside the Capita HR recruitment portal. This work has been undertaken in recognition of the importance employer brand and candidate experience plays in the recruitment of talented candidates. An interim in-house recruitment process has been developed to assist with traditionally hard to fill roles. The council now benefits from a fully branded Indeed page where

vacancies can be advertised at no further cost to the council, beyond the initial purchase of the page domain. Indeed, are currently one of the leaders in the field of online recruitment advertising with a significant reach to candidates. Consequently, recruiting managers have been receiving greater quantities of job applicants and are able to fill new and vacant posts without delays.

Recruiting managers are supported by the Strategic HR and OD team to ensure recruitment and selection activity is engaging for candidates, timely and accessible for all potential applicants.

## **Learning and Development**

A Learning and Development Strategy has been developed by the Head of Organisational Development. The strategy, once approved, will guide the approach taken by the Strategic HR and OD team in providing high quality learning and development interventions.

A procurement process is in the final stages, to source a high-quality provider of learning and development interventions. The specification includes, amongst others, management and development skills, Councillor development, digital skills, and coaching and mentoring. The successful provider will also be required to support the councils with online learning interventions for staff and councillors, such as access to video tutorials, webinars and podcasts.

The specification requires the successful bidder to provide a digital booking and training recording method for members of staff. This requirement will reduce the time taken to administer training and development and provide accurate records of training, for the benefit of individuals, their line managers and corporately.

Mandatory training, for example Health and Safety related topics, have been planned in to the financial year to ensure the council meets its statutory obligations and ensures staff members in roles identified with a higher risk of injury or illness arising from the work tasks, receive the correct training.

Members of staff and Councillors now have access to a 360-degree feedback tool which is anonymous and fully online. The tool enables participants to obtain feedback from others, in relation to the Leadership Competency Framework and Councillor Competency Framework respectively.

## **Performance**

An online performance appraisal system has been implemented by the Strategic HR and OD team. The facility exists within the MyView self-service system and will allow members of staff to digitally store their work and development objectives and to update against progress at any point in time during the performance year. The system allows managers to view and add comments for each direct report.

The Culture Change Champions are working with the HR Business Partners to review the organisational tools currently used to measure and monitor the workforce's performance against job requirements, and talent potential in future. The aim of this piece of work is to support the overall corporate agenda for high individual and team performance, and to identify talent for succession planning and resourcing.

## **Democratic Services**

### **Scrutiny**

The Scrutiny Boards remain busy, with the Governance, Audit and Finance Board having made a recommendation to Council to revise the Constitution and further align it with EHDC's Constitution, approving the Annual Governance Statement and the Internal Audit Annual Report and receiving an update on the mobilisation of the Environmental Services contract for EHDC. The Board will shortly commence its review of the budget and the Community Infrastructure Levy Spending processes

The Business and Commercial Services Board has also received an update and endorsed proposals in respect of the Environmental Services Contract and held a challenge session with the Heads of Customer Services, Digital and IT and HR and Organisational Development

A joint meeting of the Governance, Audit and Finance and Business and Commercial Services Boards is currently being arranged to review payroll services.

The Operations and Place Shaping Board has agreed its report and recommendations in respect of parking issues in the Borough, which will be considered by Cabinet in October.

Work on the Independent Renumeration report is continuing with members being asked to complete a survey form which will inform the work of the panel. Staffing

I would like to welcome Holly Weaver to the team, as our new Democratic Services Assistant. Holly started on 3 September and has quickly settled in to her new role.

### **Councillor Training**

I held a productive feedback session with recently elected Councillors on 22 July on the training that they have received so far. This useful information will be used to inform the training offer for both the coming year and the induction programme for newly elected councillors. The training programme for councillors will include subjects such as Mosaic and Insights, GDPR and Planning.

'A Councillor Can'. Two events have been held, one at Havant Tesco and the other in the Meridian Centre. Expressions of interest were received, and the Councillor Development Panel will be working on how to further improve engagement for the campaign going forward.

## **Revenue and Benefits**

In August the Revenues team used the Telsolution initiative to remind customers to pay their August instalment to avoid receiving a statutory reminder notice. This consisted of a campaign of voice, text and email messages as shown in the table below:

TelSolution Campaign Aug-19	1st  Initial Nudge	2nd  Follow-up Nudge	3rd  Final Nudge
Havant			
	Volume	Volume	Volume
Voice	755	544	385
Text	48	36	35
Email	83	57	56
Total	886	637	476

The number of cases that eventually received a statutory notice decreased by 40%, and whilst there would have been taxpayers that would have made payment irrespective of receiving the nudges, this initiative is proving to be very successful. As well as helping to bring the money in and giving customers the opportunity to avoid a statutory notice, the messages also provide advice to customers who are having difficulty paying.

## **Electoral Services**

The Annual Canvass is well underway and all 55498 households in the Borough have received their Household Enquiry form. Using both automated response services (phone, SMS and on-line) and returning by Royal Mail, we have (as at 290819), received 49.24% or 27324 replies. Still some way to go and reminders will be sent out from 14 September.

## **Digital**

Alongside over 100 local authorities, we are in the process of signing up to the Local Digital Declaration. This is a commitment to collaborate across Councils on digital initiatives, on the basis that we share common challenges in designing digital solutions and have ideas and resources which will have a greater impact if they are taken forward collectively.

More information can be found here: <https://localdigital.gov.uk/declaration/>

In parallel, the Digital Strategy for the Council is under development, and will be considered by Cabinet in late Autumn. The workplan underpinning the delivery of the strategy will focus on The Way we Work, The Way we Deliver and The Way we Engage, seeing activity across the following themes:

Personalised services

Secure and trusted solutions

Using data to inform design and service provision

Integrated and inter-operable systems to improve productivity

Solutions which enhance regeneration plans in our area

Collaboration

As we become more digital, it is increasingly important that we are cyber-aware to reduce the risk of data loss and data breaches. All Councillors have access to e-Learning, named Dojo, which takes you through the important considerations of data security and GDPR.

Take-up has been low, and so I encourage everyone to work through it to understand more about cyber threats and what you can do to protect yourself – and the Council – from attack.

On the subject of GDPR, Officers are in the process of organising some training and awareness for all Councillors, which will be delivered in the coming months.

### **Legal**

Legal Services has completed its first leg in their change programme. Legal Services has completed the move into the new location in Havant and the new space has given legal services an excellent working environment with an appropriate level of storage.

We have also seen the departure of two long standing members of staff, Nick Leach to retirement and Sara Bryan to pastures new, and we wish them both the very best in their new endeavours. To balance this Legal Services has undertaken recruitment and Legal Service has attracted over 70 applicants for the trainee solicitor role and over 50 applicants for the legal officers. We are looking forward to a successful recruitment and welcoming new people into the team.

### **CAPITA**

We continue to work with Capita to improve the service offer within the contract. A workshop has been held between the authorities and Capita on delivering improvements to the Procurement service processes. These will be rolled out over the next few months. Another meeting will take place in October with Capita for further discussions on the way forward.

Work continues on the stability of the IT service, along with improvements to the Finance and HR services.

### **Customer Services**

In July Customer Services introduced a Virtual Agent to deal with switch boards enquires. The Virtual Agent uses voice recognition technology to pass the call directly to the correct team. This means that existing switch board operators can be re-deployed, answering customers enquiries. 70% of customers successfully used the system in the first month.

The system can be adapted to increase the number of successful transfers – a longer term target of 85% should be achieved.

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## **Cabinet Lead Reports – Full Council 25 September 2019**

**Councillor Gary Hughes**

**Cabinet Lead for County Council Liaison and Commercial Services**

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### **Environmental Services delivered by Norse SE.**

The mobilisation works to prepare for the delivery of environmental service by Norse SE to EHDC on 30 September remains on track. HBC submitted a ‘Voluntary Ex-Ante Transparency’ (VEAT) notice on 12<sup>th</sup> Aug, announcing to the industry the intention of entering into a contract with EHDC. The notice mitigates the risk of a legal challenge to the procurement. There were no challenges.

NSE continues to gain new commercial business in Trade Waste Collections, Cleansing, Grounds Maintenance, Vehicle Services and Engineering Works.

The new Commercial Director did not take up the post on 12 August as previously advised. The recruitment process for this post continues.

### **Vehicle workshop and fleet management**

Paul Stanley – Fleet Transport Manager has left NSE to pursue a career in the private sector. Paul had worked for Havant Borough Council/NSE for 26 years. A new Fleet Transport Manager has been recruited and will join NSE mid-October. NSE have a very experienced Vehicle Workshop Manager in post who, in the interim, will be supported by the Norse Commercial Services Fleet/Transport manager.

### **Open Spaces**

Highway verge cutting - the team have completed five full cuts to date.

Highway weed spraying continues with the second full treatment nearing completion.

### **Street Cleansing**

The team have responded at very short notice to several requests to provide a clean-up service following the departure of unauthorised encampments that were set up on Council owned land at various locations throughout the Borough.

### **Beachlands**

Following a ‘snap’ inspection, the Keep Britain Tidy Group identified a small number of non-compliance issues and asked that the ‘Blue Flag’, taken down.

We were allowed seven days to resolve the identified issues. Work commenced on Saturday 31 August with all work being completed by Friday 6 September and the 'Blue Flag' status was reinstated and re-hoisted.

The report on the ecological survey of Hayling Beach is expected at the end of September. One of the deliverables will be the viability of 64 sites identified as potential locations for the 40 beach huts that were moved from A-site.

### **Waste and Recycling**

There are new textile recycling banks on Council owned sites, these are now provided and serviced by the Salvation Army. The Council will continue to receive income generated from the sale of the textiles.

All services were delivered as normal during the Bank Holiday weekend, with no disruption to our customers.

As of end of end of August there are 11,611 garden waste customers (of which 1,577 are new customers) compared to 10,423 in total last year.

### **County Council Issues**

The 'Hampshire 2050' commission is due to report on 23 September. The aim of the Commission is to establish a vision that will guide and contribute to the continuing prosperity of Hampshire, while protecting and enhancing the unique quality of place for generations to come.

## **Cabinet Lead Reports – Full Council 25 September 2019**

### **Councillor Tim Pike: Deputy Leader of the Council and Cabinet Lead for Planning, Regeneration and Communities**

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#### **Development Management**

A large number of significant planning applications remain under consideration by the team. These include Wellington Way redevelopment, Waterlooville (264 apartments and multi-storey car park); Land at Sinah Lane, Hayling Island (195 dwellings); new 81 bed hotel at Larchwood Avenue, Bedhampton; Land west of the Crematorium, Havant (72 dwellings); Land east of Castle Avenue, Havant (69 dwellings); BaE Systems site redevelopment, Waterlooville; Padnell Grange, Cowplain (86 dwellings); Land at Lower Road, Bedhampton (50 dwellings); Langstone Technology Park (demolition of Building 1000 and erection of new industrial units).

Performance in the team in Q1 of 2019/20 was strong, with determination rates against deadlines achieved of:

- 100% major applications (local target 70%; national target 60%)
- 93% minor applications (national target 65%)
- 92% other applications (national target 80%)

#### **Development Management Committee**

The Committee resolved to grant permission for the planning application for Forty Acres Farm (320 dwellings) at its meeting at the end of August. This represents a significant contribution to the Council's 5-year housing supply, and demonstrates the Council's commitment to the 'direction of travel' for the distribution of new housing sites in the Borough originally put forward in the Local Plan Housing Statement (now revoked) and more recently in the Pre-Submission Havant Borough Local Plan 2036.

#### **Housing**

Service Level Agreements have been agreed with Two Saints and are in place to provide bespoke housing related support to homeless households placed in out of area B&Bs across HBC and EHDC. Support will enable households to engage with housing services to identify move on pathways to reduce time spent in B&B. This is funded through a government grant. In addition, Two Saints will provide outreach and co-ordination of services to rough sleepers across HBC and EHDC through monies received from Rough Sleeper Initiative funding bid.

An agreement is also in place for Two Saints to provide housing related support via funding of a support worker to mitigate the reduction of support being funded through social inclusion contract (HCC funding). Support provided is to ensure reduction of homelessness in accordance with

Homelessness Reduction Act 2017. All of our partnership working with Two Saints is excellent news and will assist the Housing Team when engaging and supporting the most vulnerable customers in our communities.

### **Building Control**

The transfer of data into Building Control's new back office IT system (Tascomi) continues. The first two rounds of User Acceptance Testing have been carried out and staff training is underway. The new system will go live in November 2019.

Building Control application processing time continues to hit targets of 90% of applications dealt with within 15 working days.

### **Property (including Plaza)**

Bad debt provisions have been reduced to less than 2% of rental income (£30k) across our property portfolio, and additional income/ cost savings realised in excess of £10,000.

Approximately 23 new licences granted for 'open space' land.

The Estates Team have been assisting the Enforcement Team with prompt eviction of travellers and unlawful occupants on open space land within a timely manner, usually 48 - 72 hours.

We are reviewing existing open space land with a view to identifying any further cost effective fortification measures required to prevent unlawful access.

A review of the work spaces occupied by the Legal services team across East Hampshire and Havant has been completed, with the result being the creation of a single legal 'hub' at the Plaza location. The team will continue to work across both authorities but the improved working environment will see improved lines of communication within a single team, encourage team working and see professional knowledge sharing and practices embedded within the team. With a ratio of Officer to desks being continued to support the hot desk policy the new location on the ground floor of A block has made effective use of space.

### **Sport and Leisure**

#### **A New Direction – Physical Activity Initiative**

Officers have secured funding through Public Health Hampshire for the delivery of a new initiative, working with Horizon Leisure Centres.

This new project will work with inactive females aged 35-54, providing a programme of specific sessions across both Havant and Waterlooville Leisure

Centre sites. The programme has been shaped following two focus group sessions that have informed the marketing and style of the programme.

The 12-week programme will be delivered at a cost of £40 per person and will look to tackle identified health inequalities. The initial session starts on 1st October 2019.

### **Stakes MUGA – Basketball Sessions**

Following refurbishments works to the Multi Use Games Area (MUGA) which were completed back in April, Officers have supported a community basketball programme throughout the summer. The investment of £34,000 has enabled increased use due to the inclusion of solar powered floodlights.

The sessions were well attended by the Stakes community, delivering positive outcomes for local young people. It is hoped that these sessions will become sustainable due to their popularity.

### **Community Infrastructure Levy**

Officers have supported a total of 7 Neighbourhood CIL applications in relation to play, sport and leisure. Should these projects move forward they will work towards realising the recommendations in the Open Space, Sport & Recreation Strategy.

### **Hampshire Sports Conference**

Officers will be delivering the Hampshire Sports Conference on 2nd October. This event is focussed on 'Delivering Differently' and is aimed at sports clubs, coaches, instructors and leisure providers. The event will provide information on how to engage with inactive audiences and develop an appropriate offer.

The Conference will be hosted at the Plaza and opened by former Olympian Gail Emms. Sessions will be delivered in partnership with Energise Me and the University of Chichester, including a UK Coaching accredited workshop.

### **Play Investment Plan**

Officers have developed a Play Investment Plan, detailing priority spending of the capital play budget. This investment is focussed on developing play value at sites and aligns to the Open Spaces Strategy which provides an assessment of the borough's play areas.

The Play Investment Plan identifies specific play sites where improvements will be made. The contract for the works will go out to tender in September with new equipment being installed over Q3 & Q4 of 2019/20.

## **Economic Development**

### **Havant Business Partnership**

After 2 very successful events, the next Havant Business Partnership takes place on 14 November, kindly hosted by our largest employer SSE. This will focus on promotion of the next round of LEP funding opportunities for business and include an update on our regeneration programme. The partnership incorporates around 100 of the Boroughs' leading employers and is a key forum for engagement with the private sector.

### **Waterlooville MDA construction skills programme**

The second year of the construction training programme to support local people into work is now complete. Of the 20 residents who started the second phase of the programme, 15 have successfully secured employment in the construction industry with 3 finding employment in other sectors. The scheme is funded through S106 contributions from the Waterlooville MDA and managed by HBC.

### **Sustainability and Climate Change**

Figures for income from the Electric Vehicle charge-points are modest but growing, at £200.00 since commissioning

Retrofit installations undertaken in Havant for the first two quarters of 2019/20 are Q1 £93,000; Q2 £45,000: **Total: £138,000**. These are provided free of charge to the client under the Energy Company Obligation (ECO3) and HBC Statement of Intent criteria.

The process for working with retrofit partners has been revised, and has brought one new partner on board. The aim is to extend the activity, and we plan to do a publicity campaign to encourage residents to save energy, carbon and money through the Energy Company Obligation.

## **Community Development, Health and Wellbeing**

### **Dementia**

Monthly Dementia awareness sessions continue at the Plaza, and a special Councillor Dementia awareness session is taking place on Wednesday 25th September. Since November 2018, 98 people have attended the awareness sessions, these include Councillors, both HBC and EHDC officers, community groups and charities.

The Havant and Hayling Island Dementia Friendly groups recently merged and are hosting a Dementia Friendly Conference at the Plaza on Monday 30th September, 10am – 3pm. This is a public event, open to all. There will be guest speakers, information stands offering free guidance and advice, refreshments available.

A new Waterlooville based Group has also recently formed, the initial meeting takes place on Wednesday 18th September.

### **Havant Community Lottery**

There are now 76 Registered Good Causes, which is an increase of 13 since the last update.

The Community Fund has raised £24505 to date. The total funds for Good Causes to date is £28249. Therefore the total funds raised are £52,755.

The next round of Community Funding is opening in September with applications from Good Causes to be submitted by end of October. This process sees the distribution of the Community Fund element of the Lottery proceeds. At the time of writing there is £9484 to allocate, however this will increase as more draws will take place before the deadline.

The recent push on publicity is seeing gradual lottery ticket sales increase:

- New posters designed and printed and promoted throughout the Borough and across social media, targeting players and new good causes.
- Half page adverts secured for all editions of PO Publications for the next three months.
- Summer draw – free bolt on prizes (total value £530) have been secured to run a special summer draw.
- Monthly newsletters being sent to all registered Good Causes providing motivational tips and news.
- Drop in Support sessions ongoing to support Good Causes manage and promote their lottery membership.
- Targeted support being made to Good Causes who have not made any sales.
- Facebook page is being better utilised and managed now HBC have taken it over from Gatherwell. This is a really useful tool and will be further developed over coming months.

### **Havant Remembers Silhouette trail**

Building on last years ‘There But Not There’ project this year, the 15 silhouettes will be displayed throughout November in a variety of community locations as a reminder of local people who left for war but did not return. A map showing the locations of the Silhouettes has been created and a supporting booklet is being produced to share the local war hero stories including photos.

## **Community Events**

22 applications have been received and processed.

Given recent changes regarding legislation the Events Applications Process is currently being reviewed and will be updated. Website information will be improved to be more comprehensive for people considering holding events on HBC owned land.

## **Funding**

Officers have supported small/new groups on a number of projects which has resulted in 5 applications for grants from Hampshire County Council and other bodies totalling £52,000 being submitted. The outcomes on individual grants are expected between now and January.

Officers have supported 3 voluntary sector organisations with their CIL bids from Waterlooville, Wecock Farm and Emsworth. Further support is being given to a Hayling-based organisation regarding funding.

The Council continue to provide support to the Wecock Farm Big Local Partnership Board, acting as the Accountable Body for their funding, employing staff and attending their meetings. This resident-led project group has recently awarded funding to Y Services for youth work, Flip Theatre for drama workshops and three young person projects managed by the Acorn Community Centre. The group are looking at play provision at Hobby Close Open Space with a view to providing a new play area and skate park. The current arrangement to act as their 'Banker' runs until September 2020.

## **Health and Wellbeing**

Successful meetings have taken place with colleagues from Adult and Children's Services and the three Primary Care Networks in the Borough and there is strong support for the formation of a formal Partnership with work toward joint priorities for the borough. Other key colleagues have been identified from the health and voluntary sector who will be invited to the next meeting taking place in October. The Partnership will work together to achieve a shared vision for the Borough, promoting wellbeing and preventing ill health. Draft priorities have been identified and evidence is being gathered to support these and a joint action plan will be developed.

## **Contracts**

Following a robust Tendering process, a new award will be granted to Citizen's Advice Havant for a period of two and a half years with effect from September 2019. CAB have a proven track record of delivery in the borough at various locations including outreach at Waterlooville and Hayling Island in addition to Havant Plaza and their base at the Leigh Park Community Centre.

## **Cabinet Lead Reports – Full Council 25 September 2019**

### **Councillor Leah Turner: Cabinet Lead for Finance and Coastal Communities**

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#### **Strategic Review of Medium Term Financial Strategy**

A review of the MTFS has been started drawing on the outcome of the 2018/2019 outturn and the financial monitoring position at Quarter 1.

One key factor which will have a bearing on the MTFS forecast is the recent government announcement that the Fair Funding Review and the introduction of the 75% Business Rates Retention Scheme will now be delayed by a year to 2021/2022.

In addition Service Heads are currently reviewing their budgets and will be formulating proposals for additional income generation, commercialisation opportunities and efficiency savings. These will be considered as part of future Budget Challenge sessions which have already commenced.

#### **Long Term Sustainable Financial Strategy**

The review of the MTFS will form the basis of the longer term financial strategy and will enable proposals to be developed to tackle the financial deficits currently forecast. As previously reported, the initial focus will be to develop proposals that can be implemented over the next two financial years.

#### **Coastal Communities**

##### **South Hayling Beach Management Activities (2017-2022)**

Following the beach recycling campaign in April 2019, ESCP has been working with the Maritime Marine Organisation to extend potential working dates for any future dredging campaigns. Permission for this was gained during August 2019, allowing potential future dredging to take place between September and May, as required.

Discussions with our dredging contractor has led to a provisional start date of 14 October 2019 for a dredge of the Chichester Harbour Maintenance Channel. This date is subject to change depending on weather conditions and over-run by the contractor on previous dredging work. Following sediment sampling of the Harbour Bar, it is expected that up to 30,000m<sup>3</sup> shingle will be dredged and deposited on the beach at Eastoke, to provide protection to 1800 homes at flood risk. This will then be re-profiled to build the beach up to design volume and profile. These works will be funded through Grant in Aid from the Environment Agency.

It is currently estimated that these works will take two to three weeks on site, although again this may vary depending on weather conditions during the work. We will provide further updates to councillors, residents and businesses nearer to the date.

### **Broadmarsh Coastal Park Flood and Coastal Erosion Risk Management (FCERM) Feasibility Study**

Work has commenced on a new feasibility study for Broadmarsh, to understand the complex issues affecting these aging sea defences, constraints and risks at the site, groundwater processes, overtopping and environmental importance. It will also consider a shortlist of coastal defence options and then develop the most appropriate option to outline design stage. Tenders have been returned for the ground investigation works, and the Consultants option appraisal study. These are currently undergoing evaluation and moderation. Based on the current estimated programme, we aim to have contractors/consultants under contract by mid-September 2019, with ground investigation works commencing on site in early October 2019.

Funding of £73,000 has been sourced through Local Levy via The Environmental Agency Regional Flood & Coastal Committee with a contribution from HBC. The project is due for completion by the end of March 2020.

### **Routine Maintenance Works: Broadmarsh Revetment, Langstone Harbour**

The last set of maintenance works at Broadmarsh were carried out in 2017, when three areas of failing revetment were replaced with rock armouring to stabilise the structure and provide coastal protection to the landfill behind. This has worked well, however some new areas of damage have emerged. Small scale repairs are scheduled for October 2019. The works are expected to take one week and will be carried out immediately following the ground investigation works (mentioned above), to reduce the impact of any works on the public.

### **Ferry Road, Hayling Island, Beach Clean**

Following concerns about public safety at the Ferry Road Hayling Island beach and slipway the ESCP coordinated a beach clean with our contractor NORSE SE. This included:

- Removal of exposed concrete debris from both the HBC and the privately-owned beach areas.
  - Engaging with BT to remove the redundant brick chamber (date tbc) at the top of the beach.
  - While the slipway is owned and operated by Langstone Harbour Board, we have encouraged LHB to consider the concerns raised.
- Tim Pointer and Rebecca Mundy have enabled installation of new safety signage in the car park and existing signage has been improved. They will be meeting with the landowners along this frontage, including LHB, car park

and café owner to discuss further safety enhancements to the car parks and the beaches.

## **ESCP Geomatics Division – New Service Launched**

The ESCP survey team recently branded itself as the Geomatics Division to reflect the cutting edge geomatic and geospatial technologies our surveyors operate within. The team use the very latest technology including RTS (robotic total station), GPS (global positioning systems), 3D laser scanners, ATV's (all terrain vehicles) and our latest additions, two UAV's (unmanned aerial vehicles).

Our Geomatics Division are leaders in public service innovation using pioneering technology to capture survey details with accuracy both inland and on the coast. Our drone capabilities provide the ability to undertake higher risk and more complex surveys such as environmentally sensitive or difficult to access locations, high rise building inspections, detailed aerial photography or construction site inspections. Our team of skilled surveyors are available to support teams in HBC, EHDC and the other ESCP Partner Authorities. We will be holding an HBC/EHDC information event this winter where officers and councillors can meet the team, see the equipment we use and ask questions about the services we can offer.

## **Regional Habitat Creation Programme (RHCP)**

The RHCP is legally required to deliver habitat creation across the region, to replace habitats lost through Flood and Coastal Erosion Risk Management (FCERM). The RHCP is administered by the Environment Agency (EA), however limited progress had been made since 2011 other than the delivery of the Medmerry Managed Realignment scheme between Selsey and Bracklesham, West Sussex. With many opportunities for habitat creation within the Havant Borough (and wider ESCP area), it has been critical for us to inform and progress this programme. Future FCERM schemes to protect people and property rely on the successful provision of compensatory habitat. Phase 1 of the project, the Strategic Update, has now been completed and confirms the quantity of habitat creation required in this area to meet our legal obligations. The findings of the Strategic Update were shared with local authority planning officers and other relevant stakeholders via a workshop on 1 November 2018.

Work continues with Phase 2, the Tactical Stage, and is now well progressed and with us currently drafting the 2018 Annual Review report. We have investigated 18 priority sites (five of which are within the Havant Borough) for their feasibility for intertidal habitat creation. Jointly with the EA we have produced a habitat creation delivery plan that will ensure we meet our RHCP targets up to the end of the second epoch of the Shoreline Management Plan (i.e. 2055). Ten potential habitat creation sites have been added to the EA's Medium-Term Plan, which is the first step in securing FDGiA funding to start investigating the viability of these schemes. Over the coming years, we will be looking at these sites in detail to confirm and plan the habitat creation

opportunities.

### **Solent Bird Studies**

The Solent Birds Studies is a 3-year study of the way over-wintering bird populations use coastal areas, with a particular focus on taking forward future FCERM and habitat creation projects. We are currently finalising some minor amendments that have been suggested by the Solent Waders and Brent Goose Strategy working group and will submit the report for formal approval by Natural England and Environment Agency once these have been made. The data has already been used for assessing sites for the RHCP tactical stage, and for the Solent Waders and Brent Goose Strategy. The data will also be of use within the planning system for assessing site allocations, applications and planning any required mitigation in relation to Brent geese and other over-wintering SPA bird species.

### **Hayling Island Funding and Implementation Strategy**

The Hayling Island Funding and Implementation Strategy (HIFIS), is the first part of a full Flood and Coastal Erosion Risk Management (FCERM) Strategy for the island. HIFIS is nearing its end with all tasks completed. Our consultants AECOM have completed an assessment of the condition of defences around the whole island, undertaken flood modelling, identified option development units, completed an initial economic assessment, and a Gross Value Added (GVA) and economic footprint assessment for Hayling Island. ESCP tasks have included a landfill desktop study and a broader outcomes and funding strategy for the island. We are currently working to draw together all the recommendations from HIFIS to justify the need for a full FCERM Strategy. HIFIS is expected to be completed in September 2019.

The ESCP have secured HBC Community Infrastructure Levy (CIL) to progress this work to a full Strategy for Hayling Island. We will however, also apply to Regional Flood and Coastal Committee (RFCC) Local Levy and Government Grant in Aid (GiA) for additional funding. The project will be on hold for approximately four months from September to make these funding applications. Work on the full FCEERM Strategy is expected to start in January 2020.

### **Langstone FCERM Scheme – Outline design**

The Langstone Scheme is currently at outline design stage, following two months of targeted engagement with the local community. Dialogue is continuing with the two local pubs, the sailing club and utility companies in relation to potential partnership funding.

During the summer AECOM have been developing the outline designs for the scheme before we share these with the wider community in late Autumn / early Winter. The team have secured HBC CIL to progress the detailed design stage early next year, before developing a business case to apply for additional Government GiA funding.

### **Tourism**

Cllr Bowerman and I have met with both Sandy Wilson and Dan Grindy and we are looking at a joint approach to boost our Tourism offer in the Borough.

### **Mayoralty**

The Mayor has been making improvements to her Parlour in the seating and soft furnishings, this will enable her to entertain those people she wishes more easily. It is looking much more modern.

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