

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE P09 2AX



Telephone: 023 9247 4174
Fax: 023 9248 0263
Website: www.havant.gov.uk

CABINET AGENDA

Membership: Councillor Briggs (Chairman)

Councillors Bains, Bowerman, Pike, Guest, Turner and Wilson

Meeting: Cabinet

Date: Wednesday 29 November 2017

Time: 2.00 pm

Venue: Hollybank Room, Public Service Plaza, Civic Centre Road,
Havant, Hants PO9 2AX

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

21 November 2017

Contact Officer: Penny Milne 02392446234
Email: penny.milne@havant.gov.uk

Page

PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Minutes

1 - 2

To confirm the minutes of the last meeting held on 11 October 2017.

3 Declarations of Interests

To receive and record any declarations of interest.

4 Chairman's Report

To receive any matters the Chairman wishes to report.

5 Cabinet Lead Delegated Decisions and Urgent Decisions 3 - 36

To note the following delegated decisions taken in accordance with the scheme of delegations to Cabinet Leads and urgent decision taken under Standing Order 48:

- (1) Delegated Decision: Proposed Traffic Regulation Order, Coronation Road;
- (2) Delegated Decision: Proposed Traffic Regulation Order, Holybourne Road;
- (3) Delegated Decision: Proposed Traffic Regulation Order, Owslebury Grove;
- (4) Urgent Decision: Extension of IT Contract (Chairman of Scrutiny Board notified on 1 November)

6 Recommendation from the Scrutiny Board - Beach Huts Review 37 - 60

To consider the recommendations from the Scrutiny Board as set out in the attached report.

Cabinet Lead for Planning and Place Making

7 Conservation Area Appraisal, Mill Lane, Langstone 61 - 94

To consider the recommendations set out in the attached report.

Cabinet Lead For Governance and Organisational Development

8 Council Tax Support Scheme 2018/19 95 - 108

To consider the recommendations set out in the attached report.

9 Councillor Development 109 - 134

To consider the recommendations set out in the attached report.

PART 2 (Confidential items - closed to the public)

None.

GENERAL INFORMATION

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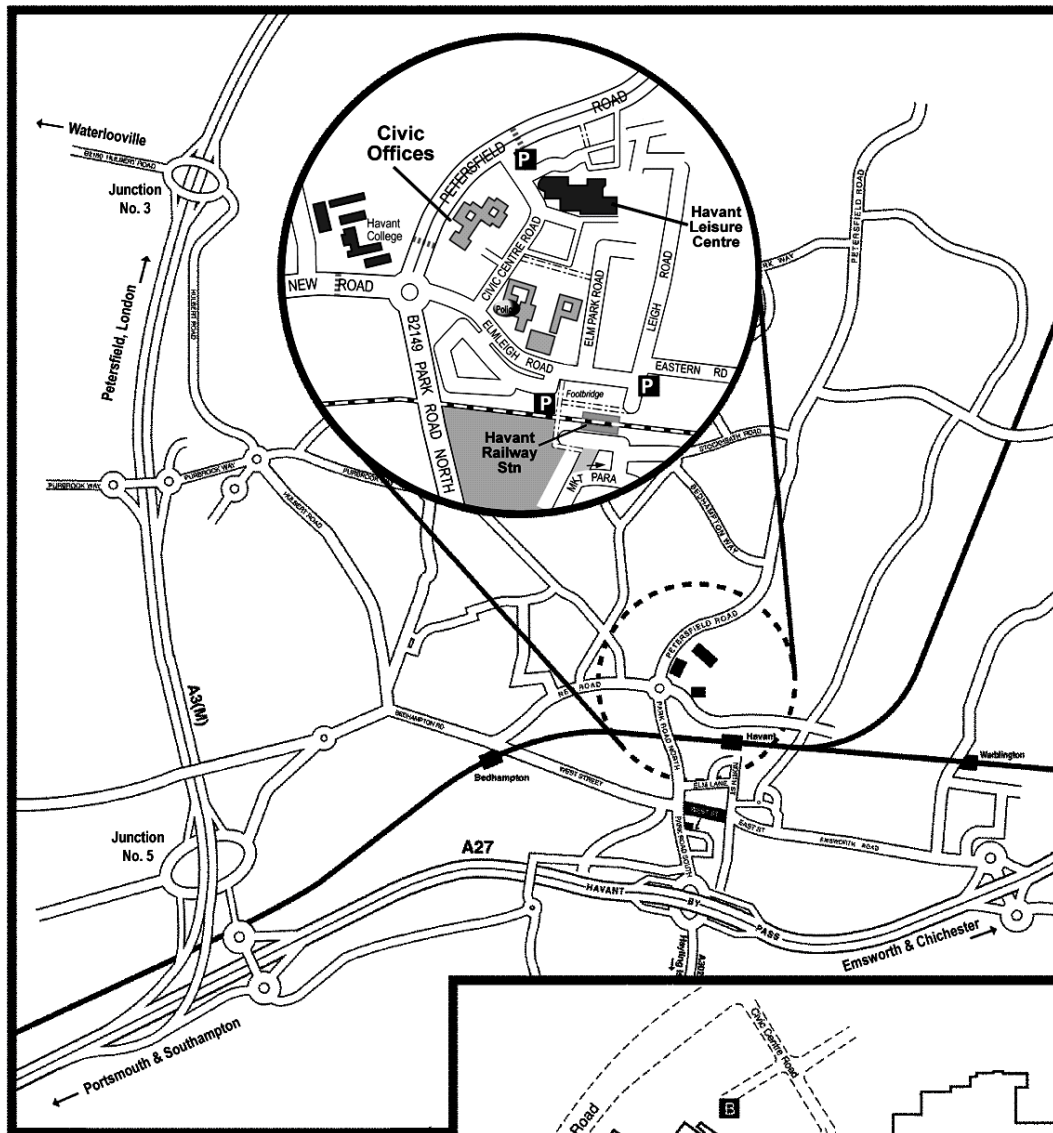
PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

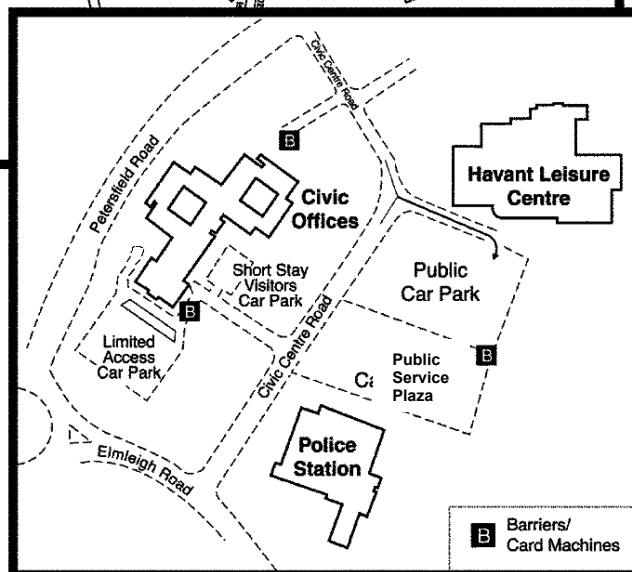
- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman;
- A motion must relate to the business included on the agenda or accepted by the meeting as urgent business
- A motion must be proposed and seconded before it is debated until it is either accepted or rejected by a vote;
- An amendment can be proposed to the original motion and this must be seconded before it is debated;
- An amendment cannot be considered if it is inconsistent with an amendment previously adopted or repeats an amendment previously rejected;
- The mover of an original motion may, with the consent of the mover of an amendment, incorporate an amendment into the motion;
- Only one amendment may be moved at a time. No further amendments can be moved until the previous amendment has been dealt with;
- Each amendment must be voted on separately;
- If an amendment is carried, the amended motion becomes the substantive motion to which further amendments may be moved;
- If an amendment is lost, other amendments may be moved to the original motion.
- The mover may withdraw an amendment at any time
- After an amendment has been carried, the Chairman will read out the amended (substantive) motion, before accepting any further amendment, or if there are none, put it to the vote.

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Chairman;
- Councillors may not vote unless they are present for the full duration of the item;
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A recorded vote will always be taken in respect of approval of the Annual Budget
- Councillors may not vote unless they are in the meeting for the full debate on any particular item
- A Councillor may request that his/her vote be recorded in the minutes



Havant
BOROUGH COUNCIL
 Civic Offices, Havant, Hants, PO9 2AX
 Telephone (023) 9247 4174



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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 11 October 2017

Present

Councillor Briggs (Chairman)

Councillors Bains, Bowerman, Pike, Guest and Wilson

31 Apologies for Absence

Apologies were received from Councillor Turner.

32 Minutes

The minutes of the meeting of the Cabinet held on 11 September 2017 were approved as a correct record.

33 Matters Arising

There were no matters arising from the minutes of the last meeting.

34 Declarations of Interests

There were no declarations of interest.

35 Chairman's Report

There were no matters the Chairman wished to report.

36 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

RESOLVED that the following be noted:

(1) Minutes of the meeting of the Portchester Crematorium Joint Committee held on 18 September 2017; and

(2) Standing Order 48 – Special Urgent Matters – Civica System Hosting Arrangements.

37 Gifts and Hospitality Policy for Councillors

Councillor Bowerman presented a report to Cabinet setting out an updated policy on Councillors receiving Gifts and Hospitality. The new policy reflected Government guidance in relation to the 2010 Bribery Act and was set in the context of the commercial environment in which local authorities now operated.

The new policy was intended to give clarity to Councillors as to when gifts and/or hospitality may be accepted in their capacity as a member of the Council and where, in doing so, there would be a benefit to the Council.

All Councillors were to be reminded of the need to declare all gifts and hospitality in line the procedures set out in the report and to seek advice from the Monitoring Officer in any case of doubt.

RESOLVED that the updated Gifts and Hospitality Policy for Councillors be approved and adopted.

38 Complaints and Vexatious Complaints Policy and Procedure

Councillor Bowerman presented a report to Cabinet setting out an updated Complaints policy and incorporating vexatious complaints. The new policy reflected consultations with the Local Government Ombudsman and sought to reduce the amount of officer time spent on dealing with excessive and/or unreasonable complaints.

The Monitoring Officer clarified that the policy would not apply to individual Freedom of Information requests that these would continue to be dealt with on a case by case basis.

RESOLVED that the updated Complaints and Vexatious Complaints policy and procedure be approved and adopted.

The meeting commenced at 5.00 pm and concluded at 5.24 pm

.....
Chairman

Havant Borough Council Record of Decision

Non Key Decision

1. **TITLE:** Proposed TRO Coronation Road
2. **PURPOSE OF DECISION**
3. **DECISION MADE BY:** Cabinet Lead for Environment and Neighbourhood Services
4. **DECISION:**
 - (a) officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Coronation Road and Jubilee Road; and
 - (b) officers can bring the proposed TRO into force except where:
 - (i) a ward councillor registers a request that the matter be dealt with by Cabinet; or
 - (ii) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.
5. **DOCUMENT CONSIDERED:** Proposed TRO Coronation Road
Enc. 1 for Proposed TRO Coronation Road

Decision Status	Date of Decision Made	Call In Expiry Date
Recommendations Approved (subject to call-in)	30 October 2017	6 November 2017

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HAVANT BOROUGH COUNCIL

Decision by Councillor Michael Wilson

Issue Title: Proposed TRO Coronation Road

Report by: Tracey Webb

Key Decision: No

1.0 Delegated Decision Category

- 1.1 An executive decision in accordance with section B of part 3 of the council's constitution.

2.0 Decision

- 2.1 This report requests that a decision be made in line with the recommendation that:

2.1.1 officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Coronation Road and Jubilee Road and undertake the public consultation regarding the proposed changes; and

2.1.2 officers can bring the proposed TRO into force except where:

- a) a ward councillor registers a request that the matter be dealt with by Cabinet; or
- b) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

3.0 Issue

- 3.1 Residents have raised the issue of parking on the bend in Coronation Road and at the junction of Jubilee Road by vehicles connected with the garage in Jubilee Road. Coronation Road is a residential street, where the majority of properties have off-street parking facilities. Most of the properties are single dwellings, but there are two residential blocks of flats at the far end of the road. There are footways on both sides of the carriageway and road is sufficiently wide to enable two cars to pass.

- 3.2 The sightline through the bend in Coronation Road is partially obstructed by hedges and some vehicles park partially on the footway to avoid obstructing the traffic which means that it is difficult for pedestrians to use the footway on the Northwest side.
- 3.3 Jubilee Road is a mixed use street with both residential and commercial properties side by side. There is a small special needs school which has recently reduced the amount of onsite parking available. There is an advisory cycle route along both sides of Jubilee Road as it provides a direct cycle route to Aston Road.
- 3.4 Results from a number of surveys carried out at different times of the day and days of the week confirm the issues highlighted, predominantly along the north-western kerb line of Coronation Road. The effect of this obstructive parking is to cause access difficulties both for vehicular traffic and pedestrians.
- 3.5 It is to be noted that the majority of properties in the roads listed above either have off street parking facilities, or the space available within their curtilage for off street facilities to be provided.
- 3.6 Following investigation, there is evidence to suggest that the parking in Coronation Road near the junction with Jubilee Road is a road safety issue warranting the introduction of restrictions. It is further proposed that “no waiting at any time” be implemented in the following areas to provide increased visibility, manoeuvrability and access for highway users: Coronation Road adjacent to No 22 for a distance of 45 metres north-eastwards.
- 3.7 It is also proposed that the existing “no waiting at any time” on the south side of Jubilee Road be reduced by 30 metres to provide an additional parking space for approximately five vehicles.
- 3.8 Plan 2017WAT01 details the lengths of road subject to the proposed restrictions.

4.0 Implications

- 4.1 **Resources:** Funding for the TRO and the associated works will be sourced from Hampshire County Councils aids to movement budget.
- 4.2 **Legal:** The Order will be made under the provisions of the Road Traffic Regulation Act 1984.
- 4.3 **Strategy:** The regulation of traffic and on-street parking meets the Council's safer vision.
- 4.4. **Risks:** Current long or short stay parking may migrate to other residential roads in the vicinity. Should the proposals not be implemented the risk is that safety, visibility and accessibility problems will remain which may increase the risk of accidents occurring.
- 4.5 **Communications:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.

- 4.6 **For the Community:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** There are no concerns about the proposals having a differential impact.
- 4.8 **Consultation:** The County Councillor, Ward Councillors and the Police are being consulted on the scheme.

Appendices:**Plan of proposed restriction 2017WAT01**

Background Papers:**None**

Date of Decision 25 October 2017

Agreed and signed off by:

Team Leader: 12 October 2017

Reviewed by

Legal Services: 22 September 2017

Financial Services: 25 September 2017

Contact Officer: Tracey Webb
Job Title: Traffic Management Engineer
Telephone: 01730 234064

E-Mail: tracey.webb@easthants.gov.uk:

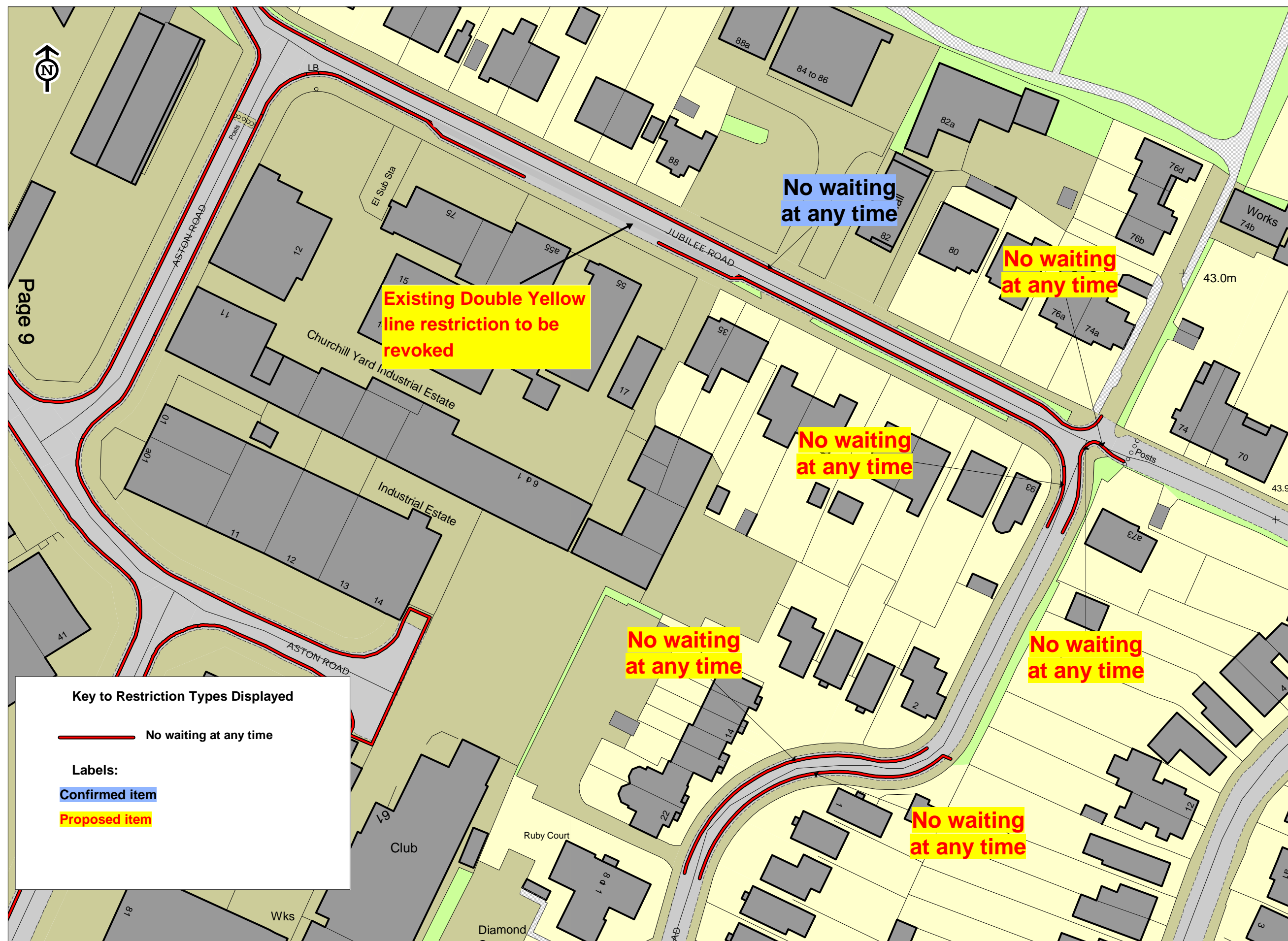
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DRAWING TITLE

SCALE	1 : 750
DATE	21/09/2017
DRAWING No.	2017WAT01
DRAWN BY	TW

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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Proposed TRO in Holybourne Road
2. **PURPOSE OF DECISION**

Proposed TRO to introduce waiting restrictions required for new development
3. **DECISION MADE BY:** Cabinet Lead for Environment and Neighbourhood Services
4. **DECISION:**
 - (a) officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Holybourne Road; and
 - (b) officers can bring the proposed TRO into force except where:
 - (i) a ward councillor registers a request that the matter be dealt with by Cabinet; or
 - (ii) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.
5. **DOCUMENT CONSIDERED:** Proposed TRO in Holybourne Road
Plan 2017BAT01

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	24 October 2017	2 November 2017

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HAVANT BOROUGH COUNCIL

Decision by Councillor Michael Wilson

Issue Title: Proposed TRO in Holybourne Road

Report by: Andrew Jevons

Key Decision: No

1.0 Delegated Decision Category

- 1.1 An executive decision in accordance with section B of part 3 of the council's constitution.

2.0 Decision

- 2.1 This report requests that a decision be made in line with the recommendation that:

2.1.1 officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Holybourne Road; and

2.1.2 officers can bring the proposed TRO into force except where:

- a) a ward councillor registers a request that the matter be dealt with by Cabinet; or
- b) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

3.0 Issues

- 3.1 Holybourne Road is a no-through road leading off Blendworth Crescent in Havant. The road is currently subject to a 30mph speed limit and has a vehicle turning head at the southern end. There is a new access to a housing development under construction off the southern end of the road which will require unrestricted access to residents and service vehicles.
- 3.2 As part of the agreement with Hampshire County Council under section 278 of the Highways Act 1980 for agreed alterations or improvements to the highway, the developer is obliged to apply for consideration of changes to the prevailing

parking arrangements to ensure safe access and egress from the site for the anticipated vehicular traffic.

3.3 It is proposed that a no waiting restriction (double yellow lines) is imposed in the immediate location to prevent potential obstruction by parked vehicles.

3.4 Plan 2017BAT01 details the lengths of road subject to the proposed restrictions.

4.0 Implications

4.1 **Resources:** Funding for the TRO and the associated works will be sourced from the developer-funded contributions.

4.2 **Legal:** The Order will be made under the provisions of the Road Traffic Regulation Act 1984.

4.3 **Strategy:** The regulation of traffic and on-street parking meets the Council's safety vision.

4.4 **Risks:** Current long or short stay parking may migrate to other residential roads in the vicinity. Should the proposals not be implemented the risk is that safety, visibility and accessibility problems will develop which may increase the risk of accidents occurring.

4.5 **Communications:** Interested parties will be notified of the proposals by means of notices, information on the Council website and in the local press as per the Council's statutory duties.

4.6 **For the Community:** Interested parties will be notified of the proposals by means of notices, information on the Council website and in the local press as per the Council's statutory duties.

4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** There are no concerns about the proposals having a differential impact.

4.8 **Consultation:** The County Councillor, Ward Councillors and the Police are being consulted on the scheme.

Appendices: Plan of proposed restrictions 2017BAT01

Background Papers: None

Signed off by Cabinet Lead: 18 September 2017

Agreed and signed off by:

Team Leader: 12 October 2017

Reviewed by

Legal Services: 18 September 2017

Finance: 10 October 2017

Contact Officer: Andy Jevons
Job Title: Traffic Management Engineer
Telephone: 01730 234045
E-Mail: andrew.jevons@easthants.gov.uk

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 Havant BOROUGH COUNCIL	Holybourne Road © Crown Copyright Reserved 2011 Licence No. LA100019217 HAVANT DISTRICT Licence No. 0100019217	SCALE	1 : 500
		DATE	04/09/2017
		DRAWING No.	2017BAT01
		DRAWN BY	AJ
			Page 1 of 1

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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Proposed TRO in Owslebury Grove, Havant

2. **PURPOSE OF DECISION**

Proposed TRO to introduce waiting restrictions

3. **DECISION MADE BY:** Cabinet Lead for Environment and Neighbourhood Services

4. **DECISION:**
 - (a) officers can proceed with the process of implementing a Traffic Regulation Order (TRO) in Owslebury Grove, Havant; and

 - (b) officers can bring the proposed TRO into force except where:
 - (i) a ward councillor registers a request that the matter be dealt with by Cabinet; or
 - (ii) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

5. **DOCUMENT CONSIDERED:** Proposed TRO in Owslebury Grove, Havant
2017OG02 - Proposed Plan

Decision Status	Date of Decision Made	Call In Expiry Date
Recommendations Approved (subject to call-in)	30 October 2017	6 November 2017

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HAVANT BOROUGH COUNCIL

Decision by Councillor Michael Wilson

Issue Title: Proposed TRO in Owslebury Grove, Havant

Report by: Katie Foley

Key Decision: No

1.0 Delegated Decision Category An executive decision in accordance with section B of part 3 of the council's constitution.

1.0 Decision

1.1 This report requests that a decision be made in line with the recommendation that:

1.1.1 officers can proceed with the process of amending and implementing a Traffic Regulation Order (TRO) in Owslebury Grove and undertake the public consultation regarding the proposed changes; and

1.1.2 officers can bring the proposed TRO into force except where:

- a) a ward councillor registers a request that the matter be dealt with by Cabinet; or
- b) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

2.0 Issue

2.1 Local residents have reported that obstructive parking takes place within Owslebury Grove junction with Billy Lawn Avenue, preventing access and manoeuvrability for larger vehicles.

2.2 Local residents have also reported multiple missed bin collections as the refuse trucks are prevented from servicing the road due to obstructive junction parking.

2.3 Refuse Collection operatives have confirmed that obstructive parking is taking place within Owslebury Grove and opposite the junction, preventing

access for the 26ton refuse collection vehicle. This has subsequently led to multiple missed bin collections.

3.0

- 3.1 Following investigation it is proposed that no waiting at any time restriction be implemented at the Owslebury Grove junction with Billy Lawn Avenue. This will improve access and visibility for highway users entering and exiting Owslebury Grove.

Having consulted with refuse collection contractor, we have received confirmation that the proposed restrictions would improve access for their service vehicles.

- 4.2 Plan 2017OG02 details the length of road subject to the proposed restrictions.

4.0 Implications

- 4.1 **Resources:** Funding for the TRO and the associated works will be sourced from Hampshire County Councils aids to movement budget.
- 4.2 **Legal:** The Order will be made under the provisions of the Road Traffic Regulation Act 1984.
- 4.3 **Strategy:** The regulation of traffic and on-street parking meets the Council's safer vision.
- 4.4. **Risks:** Should the proposals not be implemented the risk is that access and visibility problems will remain which may increase the risk of accidents occurring and repeated missed bin collections.
- 4.5 **Communications:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.6 **For the Community:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** There are no concerns about the proposals having a differential impact.
- 4.8 **Consultation:** The County Councillor, Ward Councillors and the Police are being consulted on the scheme.

Appendices:

Appendix A Plan of proposed restrictions – Drawing no. 2017OD01

Background Papers: None

Date of Decision by Cabinet Lead: 25 October 2017

Agreed and signed off by:

Team Leader: 19 October 2017

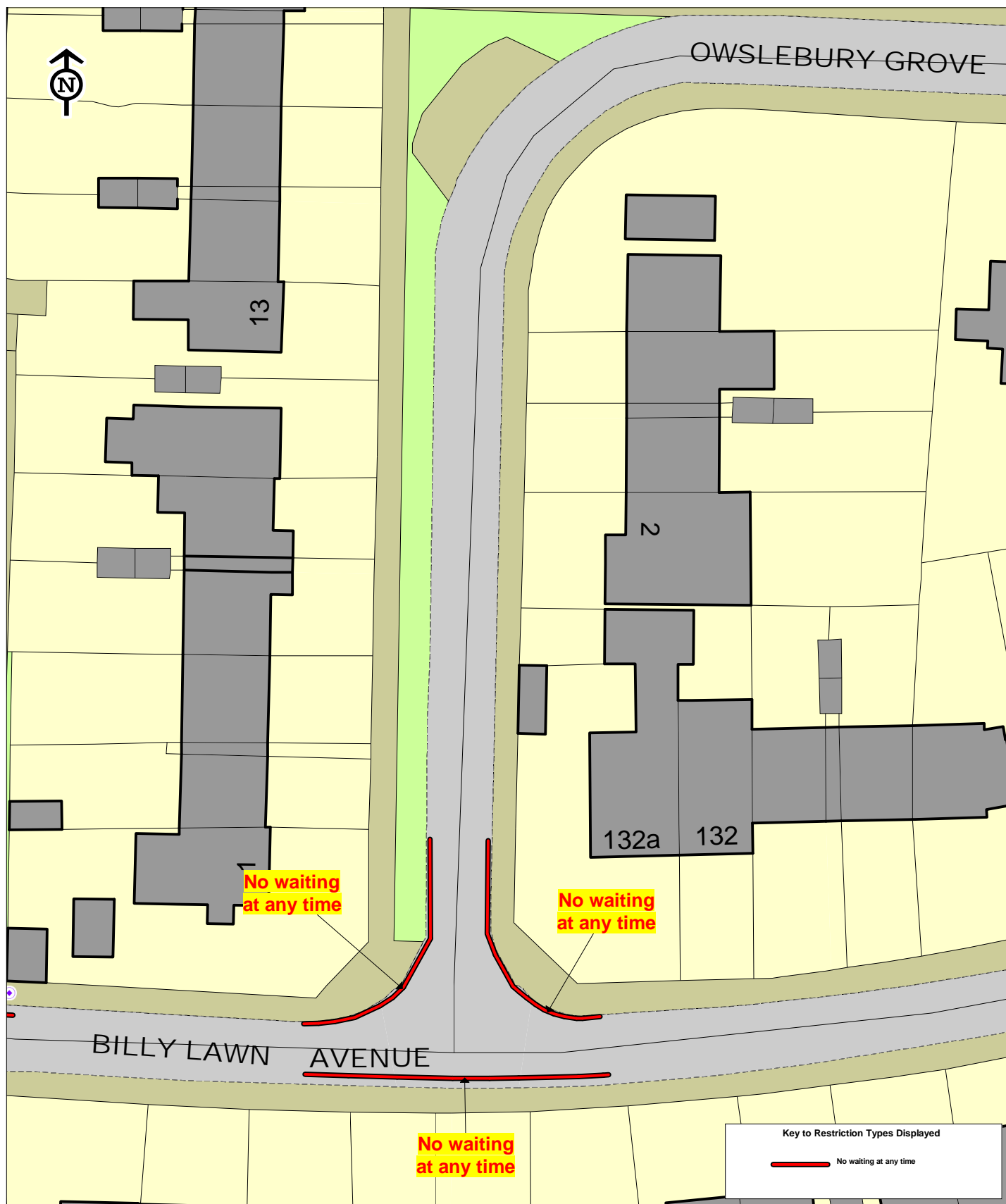
Reviewed by

Legal Services: 12 October 2017

Finance: 16 October 2017

Contact Officer: Katie Foley
Job Title: Traffic Management Engineer
Telephone: 01730 234089
E-Mail: katie.foley@easthants.gov.uk

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Key to Restriction Types Displayed	
	No waiting at any time



Havant
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Owslebury Grove Proposed TRO

Proposed items identified by yellow labels

SCALE	1 : 400
DATE	02/10/2017
DRAWING No.	2017OS02
DRAWN BY	KF
	Page 1 of 1

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**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Tourism in the Borough
2. **PURPOSE OF DECISION**
3. **DECISION MADE BY:** Cabinet Lead for Strategic Innovation, Infrastructure and Projects
4. **DECISION:**
 - a to no longer provide funding for tourism promotion through external website subscriptions and achieve cost savings of £15,000 per year; and
 - b to support the visitor economy through existing regeneration activity and the current event management programme
5. **DOCUMENT CONSIDERED:** Report

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	14 November 2017	21 November 2017

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HAVANT BOROUGH COUNCIL

Decision by Cllr Tim Pike

Cabinet Lead for Economy and Infrastructure Projects

Tourism in the Borough

**Report by: Dan Grindey, Business, Economy &
Town Services Manager**

Key Decision: No

1.0 Purpose of Report

To outline a revised approach to tourism in the borough in the context of the Economic Development review.

2.0 Decision

To no longer provide funding for tourism promotion through external website subscriptions and achieve cost savings of £15,000 per year

To support the visitor economy through existing regeneration activity and the current event management programme

3.0 Issue

Following a review of Economic Development the council's future direction is to focus only on activity with clear, tangible, economic outcomes.

The council's tourism promotion activity has previously focused on promotion of the area through subscription to external websites – Visit Havant and Visit Portsmouth with listings of the areas attractions and accommodation providers. This has been at a cost of £15,000 to HBC.

The review of Economic Development has concluded that the tourism promotion activity above cannot be directly linked to clear economic outcomes (for example; job creation, productivity improvements & direct investment) and therefore represents an opportunity for a cost saving.

Furthermore, promotion of the areas attractions and accommodation is currently undertaken by the private sector and other organisations independently of HBC. A example list of websites promoting the area is in Appendix 1.

In supporting the visitor economy in the future, the councils focus will be;

- Regeneration of priority areas, including Hayling Island
- For event organisation and support to continue to be delivered through the community team at HBC and promoted through HBC's existing communication channels

Furthermore, if tourism businesses in the borough wish to collaborate and approach HBC with specific proposals, the council will consider such requests and any associated resource requirements separately and on their merits.

4.0 Implications

4.1 Resources:

The proposed approach will deliver direct cost savings of £15,000 per year which will be reflected in the Councils budget for 2018/19.

4.2 Legal:

There are no significant legal implications as a result of this proposal.

4.3 Strategy:

The proposals directly support the Councils Corporate Strategy objectives of economic growth and financial sustainability

4.4 Risks:

There may be a risk of negative publicity as a result of this decision. However this can be mitigated by focusing on the council's commitment to regeneration (including Hayling Island) and events in the borough.

5.0 Local Government (Access to Information) Act 1985 – 'confidential' or Exempt' Information Indicator: *(please complete as appropriate)*

5.1 This delegated decision contains neither confidential nor exempt information

6.0 Is this an Urgent Decision?

No

Agreed..... [Councillor Tim Pike]

Date: 8th Nov 2017

(The decision is subject to the usual 'call-in' process and, if not called in by the Scrutiny Board, will be effective five clear working days after the date of publication, ie If an urgent decision, this date will be the same as the date that this decision record was published)

Appendices: *(include short summary of each appendix)*

Appendix 1 - Examples of existing websites promoting the Borough

Agreed and signed off by: Cabinet Lead on 8 November 2017

Legal Services: 31 Oct 2017

Executive Head for Finance: 3 Nov 2017

Relevant Executive Head: 27 Oct 2017

Contact Officer: Dan Grindey

Job Title: Business, Economy & Town Services Manager

Telephone: 02392 446 177

E-Mail: dan.grindey@havant.gov.uk

Appendix 1

Examples of existing websites promoting the Borough

<https://www.hayling.co.uk/>

<http://www.haylinghub.co.uk/newshub.html>

<http://www.emsworthonline.co.uk/what-to-do.html>

<http://www.emsworthwalks.org/>

https://www.tripadvisor.co.uk/Attractions-g190785-Activities-Hayling_Island_Hampshire_England.html

https://www.tripadvisor.co.uk/Attractions-g503827-Activities-Emsworth_Hampshire_England.html

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STANDING ORDER 48.0 – SPECIAL URGENT MATTERS

The following is a record of determination and decisions taken pursuant to this Standing Order.

1. NAME OF PORTFOLIO HOLDER CONSULTED:

Cllr Tony Briggs Acting Leader and Cabinet Lead for Corporate Strategy, Devolution, Finance and NORSE

2. DETAILS OF SUBJECT MATTER:

Approval to extend the contract for the continuous provision of IT services

3. DETAILS OF DETERMINATION AND DECISION:

That the Chief Executive, in consultation with the Cabinet Lead for Corporate Strategy, Devolution Finance and NORSE is authorized to agree final terms and extend the IT contract with Hampshire County Council and authorises the Monitoring Officer to enter into the contract and any other necessary agreements

4. REASON FOR URGENT DECISION:

If the contract is not signed there will be no IT provision for the Authority

5. NAME OF COMMITTEE TO WHICH DECISION IS TO BE REPORTED:
Scrutiny Committee

6. FINANCIAL IMPLICATIONS (as agreed by Financial Services):

7. LOCAL/OTHER MEMBER (in certain cases the nature of the determination requires that the local member be informed of the action taken):

Ward Member Informed: _____

Other Member Informed: _____

Date: _____ 31/10/17

X Signed: _____
Chief Executive/Executive Director

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - 'CONFIDENTIAL' OR 'EXEMPT' INFORMATION INDICATOR

Report No:

Title:

Committee:

Date:

Please tick as appropriate:

1. This SO 48.0 contains neither confidential nor exempt information

OR: 2. This SO 48.0 contains confidential information:-

(i) The whole report should be marked 'Not For Publication'

(ii) The following paragraphs should be marked 'Not For Publication':

OR: 3. This SO 48.0 contains exempt information by virtue of Paragraph(s) 3 of Schedule 12A of the Local Government Act 1972.

(i) The whole report should be marked 'Not For Publication'

(ii) The following paragraphs should be marked 'Not For Publication': 6

SECTION 100D (1) (a) - LIST OF BACKGROUND PAPERS

(i)

(ii)

(iii)

(iv)

(v)

NOTE:

If a background paper is exempt, it should be entered on this form with the appropriate exempt paragraph number.

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NON EXEMPT

HAVANT BOROUGH COUNCIL

Cabinet

29 November 2017

Beach Huts Review

Operations, Environmental Services and Norse Scrutiny and Policy Development Panel

For Decision

Portfolio: Acting Leader and Cabinet Lead for Corporate Strategy, Devolution Finance and Norse

Key Decision No

1.0 Purpose of Report

- 1.1** At its meeting held on 7 November 2017, the Scrutiny Board considered a report (Appendix A) from the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel, setting out its findings and recommendations following a review of the Beach Huts within the Borough.

2.0 Recommendation

- 2.1** It is recommended that Cabinet :

- 2.1.1** consider ways of improving the appearance and site layout of the beach huts;
- 2.1.2** consider providing new beach huts in the car park adjoining the Hayling Island Skatepark as shown in annex D of the attached report. Such development to be constructed under permitted development rights subject to public consultation and consultation with statutory consultees;
- 2.1.3.** endorse the view that any additional beach huts should infill within existing beach hut sites on Hayling Island;
- 2.1.4.** establish the market rate for a beach hut on Hayling Island and propose a strategy for achieving that fee before changing the current beach hut fees. The market rate should consider such factors as fees in equivalent beaches, the demand and rate of change of ownership;

- 2.1.5** reduce the Beach Hut Plot Transfer Licence Fee to £100 and review the level of the fee for next year;
- 2.1.6** endorse the principle that the Beach Hut Plot Transfer Licence Fee include other elements in addition to administrative costs;
- 2.1.7** agree that the facility to pay by equal instalment by direct debit over a six month period specified by Norse South East be offered to new and existing licensees with no administrative charge included or added;
- 2.1.8** agree that the instalment facility be made available for every year and not just this financial year;
- 2.1.9** agree that a short term lease be offered to beach hut plot hire licensees;
- 2.1.10** agree that the officers of the Council and Norse South East be requested to build a working relationship with the newly formed Beach Hut Association;
- 2.1.11** endorse a more robust management of non payment of fees; and
- 2.1.12** consider whether residents of the Borough should be given first choice of new beach huts.

3.0 Subject of Report

- 3.1** At its meeting held on 7 November 2017, the Scrutiny Board considered a report (Appendix A) from the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel, setting out its findings and recommendations of the Panel's review of Beach Huts within the Borough.
- 3.2** The Board endorsed a majority of the recommendations of the Panel but were not prepared to recommend that the current plot hire fees be frozen for three years (including this year) (recommendation 2.1.4 of the report). The Board considered that, with the exception of the Beach Hut Plot Transfer Fee, beach hut fees should not be changed until the Cabinet had established the market rate for beach huts on Hayling Island and a strategy for achieving these fees. The market rate should consider such factors as fees on equivalent beaches, the demand and rate of change of ownership of beach huts.
- 3.3** In response to the concerns raised by a depute that the current fee structure of charging non residents more than residents encouraged the Council to let beach huts to non residents, the Board felt that the Cabinet should consider whether residents of the Borough should be given first choice of new beach huts.

5.0 Implications

5.1 STRATEGY

- 5.1.1 The recommendations seek to make the Council's beach hut provision financially sustainable
- 5.1.2 The review recognises that previous actions by Norse and the Council do not meet the standards for public service excellence and seeks to address the concerns raised.

5.2 LEGAL

- 5.2.1 The provision of a lease for beach hut owners has been approved by Legal Services. The terms and conditions and roll out of lease has not been considered as part of the review.

5.0 RESOURCES

- 5.1 The facility to enable instalment payment of the licence fee over a 6 month period represents additional administration and costs. The Panel were assured by officers these additional costs and the reduction of the transfer fee to £100 would be manageable and not have a significant financial impact on the Council.

6.0 STAKEHOLDERS

- 6.1 In total, 78 complaints were received from beach hut owners in relation to the rise in charges, introduction of a transfer of licence fee, removal of instalment payments and the communications between Norse and residents.
- 6.2 Hayling Island Ward Councillors and representatives of the Beach Huts Owners were invited to discuss these concerns with the Panel and the Board. The options raised by the Hayling Island Ward Councillors and representatives were considered by the Panel. All those invited to speak to the Panel were given the opportunity to comment on the final report and findings pack.

7.0 RISKS

- 7.1 A failure to address the concerns of the licensees will lead to further damage to the Council's reputation. The recommendations seek to redress the concerns raised.

Appendices:

Appendix A – Panel's Report

Background Papers:

[Findings Pack](#)

[Supplement to Findings Pack](#)

The Panel's report was agreed and signed off for publication by:

Head of Service: 15 November 2017

Head of Finance: 16 November 2017

Head of Legal: 15 November 2017

Contact: Councillor Jackie Branson

Title: Scrutiny Lead for this review

Telephone: 02392 9247 1550

E-Mail: jackie.branson@havant.gov.uk

HAVANT BOROUGH COUNCIL

Scrutiny Board

7 November 2017

Beach Huts Review

For Recommendation

Key Decision No

Report By: Operations, Environmental Services and Norse Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

- 1.1 The review was undertaken in two distinct phases. The initial phase (Phase 1) was undertaken from July 2016 to February 2017 with the primary purpose of identifying alternative beach hut sites and to examine the economic viability of the current service. The report for this phase was adopted by the Scrutiny Board on 4 April. The recommendations of the Board in relation to this phase of the review have not yet been considered by the Cabinet.
- 1.2 On 22 February, the Council agreed to increase the prices for services, which included changes to the fees and charges relating to Beach Huts charges. Complaints were received in response to the changes to the Beach Hut fees and Charges and the Cabinet Lead, under delegated powers, reduced the transfer fee and agreed that the fees, could in some circumstances, be paid by instalments.
- 1.3 In view of the level of the complaints and at the request of some of Hayling Island ward Councillors, the Scrutiny Board on 27 June 2017 requested that the Panel consider the issues raised in these complaints (Phase 2).
- 1.4 This report revises the recommendations made following Phase One of the review and makes new recommendations in relation to Phase Two of the review.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that Cabinet:
 - 2.1.1 consider ways of improving the appearance and site layout of the beach huts;
 - 2.1.2 consider providing new beach huts in the car park adjoining the Hayling Island Skatepark as shown in Annex D. Such development to be constructed

under permitted development rights subject to public consultation and consultation with statutory consultees;

- 2.1.3 endorse the view that any additional beach huts should infill within existing beach hut sites on Hayling Island;
- 2.1.4 freeze the current Beach Hut Plot Licence fees for three years (including this financial year) and to review these fees at the end of this period (2020/21);
- 2.1.5 reduce the Beach Hut Plot Transfer of Licence fee to £100 and review the level of the fee for next year (2018/19);
- 2.1.6 endorse the principle that the Beach Hut Plot Transfer of Licence Fee include other elements in addition to administrative costs;
- 2.1.7 agree that the facility to pay by instalments over a six month period be offered to new and existing licensees with no administrative charge included or added;
- 2.1.8 agree that the instalment facility be made available for every year and not just this financial year;
- 2.1.9 agree that a seven year lease be offered to beach hut plot licensees
- 2.1.10 request the officers of the Council and Norse South East be requested to build a working relationship with the newly formed Beach Hut Association; and .
- 2.1.11 endorse a more robust management of non payment of fees.

3.0 STRATEGY

- 3.1 The recommendations seek to make the Council's beach hut provision financially sustainable, while the review recognises that previous actions by the Council do not meet the standards for public service excellence and seeks to address concerns raised.

4.0 LEGAL

- 4.1 The provision of a 7-year lease for beach hut owners has been approved by Legal Services.

5.0 RESOURCES

- 5.1 The facility to enable instalment payment of the licence fee over a 6 month period represents additional administration and costs. The freezing of the beach hut plot licence fees for 2018/19 and 2019/2020 will restrict the amount of income that can be raised through beach hut fees. The Panel were assured by officers however that this would be manageable and not have a significant financial impact on the Council. The loss of income is justified in

view of the way the increase in fees has been communicated to the licensees this year and hopefully will repair some of the damage done to the Council's reputation.

6.0 STAKEHOLDERS

- 6.1 In total, 78 complaints were received from beach hut owners in relation to the rise in charges, introduction of a transfer of licence fee, removal of instalment payments and the communications between Norse and residents.
- 6.2 Hayling Island Ward Councillors were invited to discuss these concerns with Panel members, while beach hut association representatives were also invited to present their views to the Panel and discuss options for the future provision of beach huts. All those invited to speak to the Panel were given the opportunity to comment on the final report and findings pack.

7.0 RISKS

- 7.1 A failure to address the concerns of the licensees will lead to further damage to the Council's reputation. The recommendations seek to redress the concerns raised.

8.0 METHODOLOGY

- 8.1 Full details of the methodology of the project is set out in a separate Findings Pack

9.0 CONCLUSIONS

9.1 Phase One

- 9.1.1 Phase one of the beach huts review was started in June 2016 at the request of the Deputy Leader and Cabinet Lead for Operations and Environmental Services, NORSE. It was then decided that the review would examine the suitability of the current beach huts, the current beach hut sites and terms and conditions for letting beach huts; benchmark the Council's service in comparison to other local authorities; assess the demand for new beach huts and the use of the current beach huts; and identify any potential new site for beach huts.
- 9.1.2 This phase included the receipt of advice from Planning and Estates teams in the Council, a site visit to the Hayling Island beach huts, interviews with Norse officers and consultation with Hayling Island Ward Councillors.
- 9.1.3 The recommendations of this phase were agreed by the Scrutiny Board on 4 April 2017 and need to be considered by the Cabinet. A copy of the original report is attached as Appendix A

9.2 Phase Two

- 9.2.1 Phase two was instigated at the request of the Scrutiny Lead following complaints received from residents. The complaints concerned the rise in the licence fee and the introduction of the beach hut plot transfer of licence fee that were agreed as part of the budget at Full Council on 22 February 2017. The issues raised also included the removal of the option to pay via instalments and the tone of communications from Norse to residents.
- 9.2.2 In response to the complaints, the Acting Leader and Cabinet Lead for Operations, Environmental Services and Norse reduced the beach hut plot transfer of licence fee from £1200 to £500 and provided the option for payment via instalments in certain cases, through a delegated decision.
- 9.2.3 The Panel invited Hayling Island Ward Councillors to consult on the issues raised by residents. The Panel also invited representatives from beach hut owner associations to present their views to the Panel and discuss options moving forward.
- 9.2.4 The Panel accept that the way in which the increases were communicated to residents was unacceptable and fell way short of the Council's standards. It was pleased to note that this was recognised by officers and would be addressed moving forward.
- 9.2.5 The Panel considered the current licence fee, and options for future fees. It was felt that freezing the current fee for three years (including the current financial year) would be the best option for all parties moving forward. This option would enable beach hut owners to budget for future years and achieve a saving when compared to the average year-on-year rise of fees, while a review would be undertaken at the end of this period to ensure the licence fee was properly investigated and justifiable beyond this time. The option also ensured the Council did not incur any further costs and this did not have a large detrimental effect on the Council's financial position.
- 9.2.6 As part of phase one, the Panel recognised the need for a transfer of licence fee to be introduced to cover the Council's costs and retain a small profit, as is the case in most other local authorities. It was clear however that the introduction of the fee at £1200 was too large an increase from the original £59 administration fee. The Panel agree with the Cabinet Lead who reduced this to £500 and endorse the view that this be furthered reduced to £100 in the current format. The Panel was also of the opinion however that it would not be unreasonable for the Council to include elements in this fee, which did not relate to administrative costs.
- 9.2.7 The removal of the ability to pay by instalments had led to many beach hut owners struggling to pay for their hut. It is therefore recommended that the ability to pay over a 6 month timescale be reinstated. This facility should be made available in the current year and beyond, and the Council should not charge an additional fee for this method of payment.

- 9.2.8 It was also recognised that the renewal of a lease each year is a resource intensive activity for both Norse and beach hut owners. It is proposed that a 7-year lease be offered to negate these concerns, as this offers long-term stability and the clear period for owners to budget for their hut.
- 9.2.9 Throughout phase two of the review, it was clear to Panel members that the communication to beach hut owners had been poorly handled, confused and at times aggressive. In recognising these wrongs, the Panel were keen to ensure past mistakes were not repeated. During the course of discussions, the Panel noted that beach hut owners were in the process of forming an overarching 'Beach Hut Owners Association' and would welcome discussion with the Council on matters going forward. The Panel believe building a working relationship with this association would benefit both the Council and beach hut owners going forward.
- 9.2.10 Full findings, including detailed conclusions from both phases of the review, can be found in the separate findings pack.

10.0 Background Papers

[Findings Pack](#)

Appendices

Annex A – Original Report
Annex B - Comments Received
Annex C – Committee Procedure
Annex D – New Beach Hut Site

Contact: Councillor Jackie Branson
Title: Scrutiny Lead for the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel
E-Mail: jackie.branson@havant.gov.uk

HAVANT BOROUGH COUNCIL

Scrutiny Board

4 April 2017

Scrutiny on the Provision of Beach Huts in the Borough
FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Operations, Environmental Services and Norse Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

- 1.1 The scrutiny was established to investigate business opportunities to improve and expand the Council's provision of beach huts.

2.0 RECOMMENDATIONS

- 2.1 It is recommended to Cabinet that:

- 2.1.1 endorse a more robust management attitude towards non payment of fees is required e.g. the termination of the licence when a fee is not paid within a required time limit;
- 2.1.2 consider ways it could maximise the income it could recover for the transfer of privately owned beach huts on Council sites;
- 2.1.3 consider changing the current letting arrangements (licences) e.g. by increasing fees and leasing the beach hut sites so as to it generate more income from the beach hut service;
- 2.1.4. consider ways of improving the appearance and design of the sites and beach huts;
- 2.15. to consider providing new beach huts in the car park adjoining the Hayling Island skatepark as shown in Appendix A (not attached). Such development to be constructed under permitted development rights subject to public consultation and consultation with statutory consultees;
- 2.1.6. endorse the view that any additional beach huts should infill within existing beach hut sites on Hayling Island.

3.0 STRATEGY

- 3.1 Improvements to the beach hut provision will enhance the area as a great place to live and work. The review also aimed to find ways to make beach hut service more financially viable.

4.0 LEGAL

- 4.1 Proposed new terms and conditions will require consultation and approval by legal services.

5.0 RESOURCES

- 5.1 The proposed new site for beach huts will have an impact on the income generated by the car park. However, changes to the terms and conditions, the design and appearance of the beach huts and their sites and a new beach hut site should generate additional income in the long term.

6.0 STAKEHOLDERS

- 6.1 The views of the residents should be sought before installing any new beach huts..

7.0 RISKS

- 7.1 The introduction of new beach huts could lead to similar publicity to that received for the proposed beach huts for Hayling Island Seafront Car Park, Sea Front, Hayling Island submitted in 2015 (Application APP/15/00760). This can be mitigated by consultation prior to finalising any new proposals.

8.0 METHODOLOGY

- 8.1 This review was instigated at the request of the Cabinet Lead for Deputy Leader and Cabinet Lead for Operations and Environmental Services, NORSE. It was then decided that the review would
- (a) examine the suitability of the current beach huts, the current beach hut sites and terms and conditions for letting beach huts;
 - (b) an evaluation of the Council's service in relation to other local authorities;
 - (c) an assessment of the demand for new beach huts and the use of the current beach huts;
 - (d) the identification of a potential new site for beach huts.

The project plan for this review is included in the background papers.

- 8.4 Full details of the methodology of the project is set out in a separate Findings Pack

9.0 CONCLUSIONS

9.1 Letting Arrangements

- 9.1.1 A more robust management attitude towards non payment of fees is required e.g. the termination of the licence when a fee is not paid within a required time limit.
- 9.1.2 The Cabinet should consider maximising the income it could recover for the transfer of privately owned beach huts on Council sites.
- 9.1.3 The Council should consider changes to the current letting arrangements (licences) e.g. by increasing fees and leasing the beach hut sites so as to it generate more income from the beach hut service

9.2 Existing Sites

- 9.2.1 There is scope to improve the appearance and design of the sites and beach huts and at the same time generate more income.

9.3 Demand for Beach Huts

- 9.3.1 There is sufficient evidence to justify the provision of new beach huts and to take a more robust approach towards licensees who either do not pay their fees or are lax in their payment of the fees.

9.4 Case for Increasing Income from the Beach Hut Service

- 9.4.1 There is a need to look at opportunities to generate more income from the beach hut service to offset projected shortfall from recyclables.

9.5 Material Considerations

- 9.5.1 The provision of beach huts within the SSSI will need an ecological survey and the approval of Natural England.
- 9.5.2 The Council does not have to go through the planning process if the cumulative total of new beach huts do not exceed 200 metres³.
- 9.5.3 Care should be taken to ensure that the provision of new beach huts do not conflict with the proposed Hayling Island Masterplan.
- 9.5.4 The response to planning application (APP/15/00760) demonstrates the importance of seeking the views of local residents and ward councillors before any scheme is finalised.
- 9.5.5 The coastal erosion patterns for Hayling Island should be taken into account when identifying new sites for beach huts

9.6 New Sites for Beach Huts

- 9.6.1 The Panel consider that the most appropriate sites for new beach huts are within the SSSI to the west of Beachlands. The provision of huts on land to the east of the SSI was not considered appropriate at this stage.
- 9.6.2 The preferred site for new beach huts is in the car park adjoining the Hayling Island Skatepark as shown in Appendix A.
- 9.6.3 The need for additional beach huts should be assessed after the completion of the site identified above. It is the view of the Panel that any additional beach huts should infill within existing beach hut sites on Hayling Island.

10.0 Background Papers

[Findings Pack for the Review](#)

Appendix A – Potential Site for New Beach Huts (not attached)

Contact: Councillor Jackie Branson
Title: Scrutiny Lead for Operations, Environmental Services and Norse Scrutiny and Policy Development Panel
E-Mail: Jackie.branson@havant.gov.uk

Annex B

Beach Huts Review – Comments Received Relating to the Report and Findings Pack

A Comment

We are deeply concerned that your report does not address or even mention the most important issue raised at our meeting of 23 August and we therefore reject it.

“I was hopeful after meeting you and listening to what you had to say, that you would be ensuring that a full Scrutiny Review of the Beach Hut charges would take place.

Mike Bedford has worked very hard on presenting our case to prove to you that the current charges are way over-priced, far more than average, and we are getting far less in service.

We cannot accept a standstill in licence fees – THEY ARE RIDICULOUSLY HIGH!”

Response

The Panel has considered all the issues raised by the licensees. This review has included:

- (a) an analysis of the complaints received (see Section U of the Findings Pack);*
- (b) an analysis of the benchmarking exercise (see Section V of the Findings Pack);*
- (c) consultation with representatives of the beach hut licensees to understand their concerns (see Section Y of the Findings Pack);*
- (d) consultation with ward councillors (see Section Y of the Findings Pack); and*
- (d) consideration of all the options put forward to the Panel by the licensees and the Cabinet Lead including the financial implications of these options (see Sections C, S and T of the Findings Pack)*

B Comment

We expressly asked for an explanation of the 14.2% Licence Fee increase.

“We fully appreciate that the Council has a shortfall, and I was under the impression that most Councils were cutting costs to meet this. It sticks in your throat that you know Norse are taking a cut for their involvement and I personally, have no doubt that Norse are behind these hikes in beach hut charges.”

Response

The recommendation needs to clarify the period in which the instalments need to be paid and how they are paid. However, the suggested amendment will not permit new licensees taking up a plot mid municipal year to be able to pay by instalments. It is therefore recommended that recommendation 2.1.7 be amended to read:

“agree that the facility to pay by equal instalments by direct debit over a six month period specified by Norse South East be offered to new and existing licensees with no administrative charge included or added”

G

Comment

In the event of dissatisfaction with the outcome of the review, to which Councillor, officer or office should a formal complaint be addressed?

Response

There are a number of remedies available:

- (a) submission of a complaint under the Council’s complaints policy to the Head of Strategic Commissioning;*
- (b) if unhappy with outcome of the Council’s investigation into the complaint and the complainant feels there is evidence of maladministration, he or she may make a complaint to the Local Government Ombudsman. This is the independent organisation that looks into complaints against councils; and*
- (c) If the complainant wishes to challenge the validity of the decision, he or she may seek judicial review of the decision.*

H

Comment

What do we get for £600 apart from ninety six square feet of single?

Response

The licence fee enables that licensee to erect a beach hut with views of the IOW and the Solent on Council land, which he or she would not be able to do without a licence.

- I Comment**
A point was raised, saying that the main grievance for hut owners, was the transfer of licence fee. This is not quite true. The real grievance has been the 14.2% increase in site fees. Very few huts appear to have changed hands this year. There are seven on the market at present.
Response
The analysis of complaints reveals that the two main issues for plot licence fees were:
(i) the plot for hire licence fee (57%) and
(ii) the transfer for licence fee (54%)
(see Section U of the Findings Pack)
With regard to the transfer of beach huts, is estimated that up to 10 beach huts are transferred each year (see page 159 of the Findings Pack)
- J Comment**
The £1200 Transfer of licence fee introduced in April and now reduced to £100, in my opinion was an absurd concept. Norse South East appeared to be setting up as estate agents buying and selling beach huts. It is possible that the new fee discouraged buyer and sellers from doing business, especially in the summer season.
Response
The justification and rationale for the Transfer of Licence fee is set out on page 159 of the Findings Pack.
- K Comment**
The charges and conditions introduced in April are not fair or reasonable
Response
The terms and conditions of the licence have not been changed.
The Panel has fully considered that plot licence fees and its considerations are set out in the Findings Pack
- L Comment**
Those owners from outside the Borough find it difficult to understand the requirement to raise their site fees by £150 to £1200 (plus parking). They do not have to pay double for their ice cream at the kiosk. The camper vans do not pay extra if from outside the Borough.
"50% of the income comes from non-residents who are paying twice as much, having suffered 375% in the last 10 years!!!

Can you explain why your non-resident hut owners are funding the shortfall in HBC services provided to their own residents? How on earth is that fair? We are being RIPPED OFF."

Response
This issue is addressed in Section C of the Findings Pack. Charging a higher fee for non residents is in line with fee structures adopted by other Councils.
- M Comment**
Beach Hut owners should not be required to subsidise a shortfall in income from the Council recycling business
Response
The reference to recyclables on page 39 of the Findings Pack is in a paragraph which sets out the general case put forward at the initial review

that income could be generated from the beach hut service by a number of options such as new beach huts, different letting arrangements, fees etc. The increase in charges this year was not as a result of the initial review as explained in page 31 of the Findings Pack.

N Comment

Two conclusions to be drawn from the review

- (a) The provision of more beach huts for sale or hire is too complicated or difficult in the short term
- (b) Default position. Screw the beach hut community

Response

- (a) *The Council is currently in the process of identifying a site for new beach huts*
- (b) *See the response to comment A above*

O Comment

"I applaud the idea of HBC putting up more huts, they cost around £1500 for a strongly built one – do come and see mine at B21 and I can show you – Renting it out weekly, the Council will have their money back in one year – you should have done it years ago. i.e. getting in more income from new sources NOT seeing how much you can squeeze out of your existing owners, who have paid fees, car park fees, supported local businesses, and brought in thousands more visitors to the beach who are visiting their friends and families beach huts."

Response

The Council is currently in the process of identifying a site for new beach huts. Unfortunately the ecological survey and consultation with natural England has delayed the project.

The latest increase in fees was part of a package of measures introduced to help the Council meet the predicted £1m deficit for this financial year (see page 151 of the Findings Pack)

P Comment

"We at 'B' section have been surrounded in RV's who stay overnight for most of the summer. We would suggest that they are not being charged enough, they seem to pay less than us and they get to sleep there! We of course are not allowed to sleep in our huts (unlike Mudeford Beach Huts which the Council chose to include in their calculations of an average beach hut rate!!)

We think you should be exploring NEW ways of increasing Council income such as these."

Response

Car parking fees are not within the remit of this Panel's review but is being included in a review by the Budget Scrutiny Panel's review of other charges and fees set by the Council.

The Council is committed to "... develop new income streams and efficiencies....." in its Corporate Strategy.

Q Comment

"I have a letter to me personally from Councillor Briggs on 26th June promising a re-examination of the previous assessments of the hut charges, when he said he asked the Committee to carry out the review."

At the suggestion of one of the Hayling Island ward members, the Panel agreed to “concentrate on ways to resolve the matter and not look back on past errors or decisions”.

The latest increase was part of a package of measures introduced to help the Council meet the predicted £1m deficit for this financial year (see page 151 of the Findings Pack)

C Comment

The Havant Borough Council justification was based on an untruth, namely, 'we are some way below the market rate for beach huts', when, in fact, we were 35% above the average for residents and 85% above for non-residents.

Response

The Panel has investigated and acknowledged that the “responses to complaints were found to be at best misleading and not based on evidence” (see pages 15 and 152 of the Findings Pack)

D Comment

There appears to have been no scrutiny at all, simply a wholesale adoption of suggestions made by Councillor Briggs at a previous meeting with you on 25 July.

Response

See the response to A above

The Panel considered in detail all the options available to the Council, including the licensees' request and the options put forward by the Cabinet Lead (see Sections C, S, and T of the Findings Pack)

E Comment

There has been much talk of the need to build trust and we feel this is still sadly lacking.

Response

See Recommendation 2.1.10 of the report

F Comment

Recommendation **2.1.7** – would it be possible to amend to read as follows to reflect the current practice

“Payment by instalments to be made in equal monthly instalments by direct debit, to be paid in full by end of September.”

Response

Mike Bedford did this for you, and you have ignored it, despite promising you were listening in the meeting.

There is no mention of reassessment

Only a 'freeze' for three years."

Response

The Panel may consider requests from the Leader of the Council to undertake reviews but the content and structure of the review is decided by the scrutiny panels. In this case the Panel considered the request of the Leader of the Council and discussed the project plan of the review with the Cabinet Lead and the Hayling Island Ward Councillors. At the suggestion of one of the Hayling Island ward members, the Panel agreed to "concentrate on ways to resolve the matter and not look back on past errors or decisions".

The Panel has considered the issues raised by Mr Bedford undertaken a thorough review ((see Sections C, S, and T of the Findings Pack)

Beach Huts Review – Additional Comments Received since the Agenda was Published

A Comment

“The block has forty huts. Some are owned by families who live in the Borough, some by families from outside the borough and some are rented from the Council. I have over the summer, had conversations with 26 of the 40 families (a good sample) and name consider the charges and fees introduced in April to be fair and justifiable.

- a. Owners from within the Borough consider £600 plus parking to be excessive.
- b. Owners from outside the Borough feel victimised. The increase in April of £150 to £1200 plus parking is at best outrageous. People from outside the borough do not pay double for parking, nor for a round of pitch and putt or for an ice cream at the kiosk
- c. Renters are resigned to the charges. However, they are content that if the roof leaks or the hut is destroyed in the storms, they are able to say thanks and hand back the keys”

Response

- (a) *The latest increase was part of a package of measures introduced to help the Council meet the predicted £1m deficit for this financial year (see page 151 of the Findings Pack)*

Car parking fees are not within the remit of this Panel's review. Other Charges levied by the Council are being reviewed by the Budget Scrutiny Panel's review of other charges and fees set by the Council.

- (b) *The plot hire fees for non residents has risen from £1050 to £1200 (14.3%). The difference between the licence fees levied for residents and non residents is addressed in Section C of the Findings Pack. Charging a higher fee for non residents is in line with fee structures adopted by other Councils*
- (c) *The provisions enabling renters to terminate their licence is set out in the licence terms and conditions*

B Alternative Proposal for 2018 - 2019

- a. "All privately owned beach hut owners to be charged £600 for the next three years then to be subject of a review. Owners from within the Borough to be allowed one free parking permit. Owners from outside the Borough to pay for parking.
- b. The council owned huts are essentially a business which, hopefully makes a fair profit after the usual outgoings
- c. The transfer charge to remain at £100. A fair charge for a data entry"

Response

- a. *This proposal in terms of the Licence fees would, based on current fees, represents a loss to the Council of £61,200:*

Financial Implications of this Proposal					
Type of Licence	Number	Licence Fee	Annual Income	Licence Fee	Annual Income
Private Resident	219	£600.00	£131,400.00	£600.00	£131,400.00
Private Non Resident	102	£1,200.00	£122,400.00	£600.00	£61,200.00
Total Annual Income			£253,800.00		£192,600.00
Difference in Income					-£61,200.00

Car parking fees are not within the remit of this Panel's review or within the control of Environmental Services budget. Charges levied by other services are being reviewed by the Budget Scrutiny Panel..

- b. *The Council aims to balance its finances each year and direct resources to deliver quality services in a targeted way.*
- C. *The justification and rationale for the Transfer of Licence fee is set out on page 159 of the Findings Pack.*

**ITEM 6 – BEACH HUT REVIEW
COMMITTEE PROCEDURE**

Consideration of the report will be dealt with in the following manner:

- (a) Councillor Branson, the Scrutiny Lead, will outline the Panel's report and findings and answer questions from Members of the Board;
- (b) Mr Bedford, Mrs Windebank and Mr Willis, "the representatives", will be invited to sit at the deputation table and address the Board and answer questions from Members of the Board. The representatives will be asked to return to the public gallery after the question and answer session;
- (c) Hayling Island Ward Councillors, "the councillors" will be invited to sit at the deputation table and address the Board and answer questions from Members of the Board. After the question and answer session the councillors will be asked to return to the public gallery;
- (d) Councillor Briggs, "Acting Leader", Carl Mathias and Peter Vince, "the officers" will be invited to address the meeting and answer questions from Members of the Board. After the question and answer session, the Acting Leader and officers will be asked to return to the public gallery; and
- (e) Members of the Board will debate the report and issues raised and make recommendations to the Cabinet.

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HAVANT BOROUGH COUNCIL

CABINET

29 November 2017

Conservation Area Appraisal, Mill Lane, Langstone

Report by: Jessica Hill

FOR DECISION

Cabinet Lead: Cabinet Lead for Planning and Place-Making

Key Decision: No

1.0 Purpose of Report

- 1.1 The draft character appraisal and management plan for the Mill Lane Conservation Area was considered by the Portfolio holder for Planning in January 2016 and approval was granted for the draft documents to be published for public consultation. The Cabinet also agreed that officers should report back on the outcome of the consultation and any proposed amendments to the draft as a result of this, as well as any potential financial implications arising from this.

2.0 Recommendation

- 2.1 Cabinet are recommended to:

1. Note the responses to the recent consultation (Appendix 3).
2. Approve the proposed changes to the Mill Lane Conservation Area Character Appraisal (as set out in appendix 1).
3. Approve the proposed changes to the Mill Lane Conservation Area boundary (as shown in appendix 2)
4. Recommend to Council that adoption of the Mill Lane Conservation Area Character Appraisal (Appendix 1) becomes a material consideration alongside the local plan.
5. The Cabinet approves the recommendation to implement an Article 4 (1) Direction and delegate authority to the Head of Planning, in consultation with the Cabinet Lead for Economy, Planning, Development and Prosperity Havant, to determine the draft form and content of the direction prior to this being publicised. (See sections 4.6-4.10 and 6.1-6.6 of the report).

Officers to report back to Cabinet at a later date with the draft form and content.

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6. Delegate authority to the Head of Planning, in consultation with the Cabinet Lead for Planning and Place-Making, to make any necessary amendments to the documents listed above. These shall be limited to grammatical, typographical, formatting and graphic design changes and shall not change the meaning of the material.

3.0 Summary

- 3.1 The appraisal is an important part of the Council's statutory duty to prepare and publish proposals to preserve and enhance the Borough's Conservation Area. It does so by defining the unique characteristics which make the area so special and by identifying positive or negative aspects, threats and opportunities to its preservation and enhancement. This provides the foundation for developing practical policies and proposals for the management of the conservation area which will enable it to play a positive role in shaping an economically and socially successful Borough.
- 3.2 This conservation area character appraisal has been prepared as part of a review of the Mill Lane Conservation Area first designated in 1985.
- 3.3 An initial draft was produced for public consultation in January 2016. A letter was sent to all properties within the conservation area, as well as to local amenity groups including the Langstone Residents Association, the Langstone Village Association and other external consultees. An advert was placed in the local press, and a link provided on the main page of the Council's website. The consultation period ran for 6 weeks in and closed on 11 March 2016.
- 3.4 A number of individual responses were received together with detailed representations from The Langstone Village Association and residents of Langstone Residents Association. A final representation of no objection has also been received from the Eastern Solent Coastal Partnership. A final draft taking into account representations is contained in the appendices to this report for consideration by the Cabinet.

Outcome of public consultation

- 3.6 The draft character appraisal and management plan underwent an eight week consultation period between 27 January 2016 and 11 March 2016. A letter was sent to all properties within the conservation area, as well as to local amenity groups including the Langstone Residents Association, the Langstone Village Association and other external consultees. An advert was placed in the local press, and a link provided on the main page of the Council's website.
- 3.7 From the 45 letters sent out to residents, amenity groups and consultees, 10 responses were received, resulting in a total response rate of 22.2%. These

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included responses on behalf of the Langstone Village Association and residents of Langstone Residents Association, as well as individual residents.

- 3.8 Of the responses received only one objected to the Conservation Area Appraisal, strongly objecting to the recommendation for the introduction of the use of Article 4 controls.

4.0 Further consideration of comments raised in the consultation

- 4.1 There were a number of comments about a photograph of the stream used on cover the draft version of the Conservation appraisal, that it did not reflect the character of the area. This has been changed to emphasise the quite leafy lane.
- 4.2 A number of requests for the inclusion of former railway land; the 'railway triangle' to the north and the route of the Billy line links into the Conservation Area on the basis of historic built environment and links to the industrial history of the area. This has been considered appropriate to include into the Conservation Area and is reflected in the new boundary (shown in appendix 2).
- 4.3 Consideration was given to the request to include Southmere the open field to the north of the Conservation Area. However this has not been included for the following reasons:
- The NPPF (para127) requires authorities to justify conservation status because of its special architectural or historic interest, and that the concept is not devalued through the designation of areas that lack special interest.
 - Southmere's use and aspect is disconnected from that of the designated Conservation Area through its agricultural openness;
 - The view across Southmere is restricted to the edge of the area and not into the Conservation Area where the overwhelming feel is of leafy lane rather than open pasture.
- 4.4 There were a number of corrections to the map that were brought to Officers attention through the last consultation and the map has been amended accordingly. Those corrections are:
- a) The removal of two significant trees; the tulip tree at tulip Tree House and the Walnut tree at Claremont.
 - b) The removal of the tree belt in front of Fern House
 - c) The addition of a tree belt along the lane boundary of Flint house
 - d) Green tint of the field adjacent to Gulls Way has been extended to cover the whole of the grazing land
 - e) Amendments to how the boundary walls are depicted at Sweetwaters and Lindis Cottage
 - f) The addition of the old yew tree hedge as a feature
 - g) An additional arrow indicating the view across the meadow towards Mill Lane

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- 4.5 There have been requests for the Conservation Area to include additional land; 'the railway triangle' Site of the former Langstone Halt); Southmere (the open field to the north); the former railway land that borders nos 32 to 46 Langstone road; the sailing club and the peninsula leading to the demolished railway bridge.

Article 4 (1) Direction

- 4.6 Section 2.2 of the draft management plan addresses the need for Article 4 Directions in the Mill Lane Conservation Area. It advises that such a direction can bring within planning control; small scale, incremental changes which could normally be carried out without the need for planning permission. Without further control, certain types of small incremental change could, in themselves, have a detrimental effect on the character of the conservation area by eroding its special qualities as identified in the character appraisal. These would include:

- Insertion of roof light windows
- Erection of boundary treatments up to 1m in height
- Removal of chimneys
- Off street parking and / or hard standing on existing garden frontages
- Painting of external facades on buildings / walls
- Alterations to roof coverings
- Insertion of solar panels
- Removal of existing boundary walls

- 4.7 Base on this, section 2.2 of the draft management plan proposed that an Article 4 (1) Direction should be implemented to cover all unlisted buildings in the conservation area. One objection was raised to this recommendation. However in general, it would appear from the responses received that there is generally support for an Article 4 (1) direction in the Mill Lane Conservation Area. The next section will describe the procedure of making a formal direction.

Procedure for making an Article 4 (1) Direction

There are two types of Article 4 Directions. Immediate Directions which, as the name implies come into effect as soon as they are made, and non-immediate Directions that usually take effect 12 months after being made. Compensation is payable in the case of immediate Directions where subsequent planning applications are refused or permitted with conditions.

Setting aside the immediate effect direction, on the grounds that the type of development that would be restricted would of an incremental nature and therefore not warrant an Article 4 with immediate effect. The procedure would be as follows:

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4.8 The implementation of a direction firstly involves the drafting of a notice which would include the following information:

- A description of the development, the area to which the direction relates and a statement of the effect of the direction.
 - Statement of which permitted development rights are to be restricted.
 - A description of the land subject to the direction, including a map
- Specify that the direction is made under article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended 2017.
- Name the place where a copy of the direction, a copy of a map defining the area to which it relates, may be seen at all reasonable hours.
- Specify a period of at least 21 days, stating the date on which that period begins, within which any representations concerning the direction may be made to the Local Planning Authority.
- Specify the date, on which it is proposed that the direction will come into force, which must be at least 28 days but no longer than two years after the start of the consultation period.
- A copy of the direction and the notice must be sent to the Secretary of State on the same day that the notice of the direction is first published or displayed

4.9 The draft notice must then be publicised. This should include:

- A notice of the direction must be placed in a local newspaper.
- At least 2 site notices (within the area that the direction relates) should be displayed for a period of no less than 6 weeks.
- Notify by letter, the owners and occupiers of the affected properties and land.
- Display a notice of the direction on the Council's website (not a statutory requirement).

4.10 Once the publicity period has taken place, the responses are reported back to the Cabinet, along with a recommendation as to whether or not to confirm the direction and if so, when this should take effect from (i.e. when permitted development rights should be withdrawn). If confirmed, the following actions should be carried out:

- The direction cannot be confirmed until 28 days following the latest date the notice was served.
- If confirmed, a copy of the direction must be sent to the Secretary of State.
- If confirmed, the LPA must give notice of the confirmation and the date the Article 4 (1) Direction comes into force to affected owners and occupiers in the same way as required for the notification of making the direction (see section 6.1. of this report for risk of compensation claims).

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Summary

- 4.11 As per the fifth recommendation of this report, if Cabinet agrees to the recommendation to implement an Article 4 (1) Direction, a draft notice will be drawn up which outlines which permitted development rights should be withdrawn and on which properties prior to publicity being carried out. Based on the outcome of the public notification, the contents of which will be reported back to Cabinet, will be a recommendation of whether or not to grant approval for confirmation of the Article 4(1) Direction, (including a date when this should take effect if granted approval).

5.0 Further Information

- 5.1 No further information.

6.0 Implications

Financial

Risk of compensation claim for Article 4 (1) Direction

- 6.1 The implementation of Article 4 (1) Direction, could pose a financial risk to the Council in terms of potential claims for compensation resulting from the withdrawal of permitted development rights. A claim for compensation could be made to the LPA if planning permission is refused or granted subject to conditions other than those imposed by the General Permitted Development Order for development which, but for Article 4 (1) Direction, would have constituted permitted development.
- 6.2 The claim for compensation could include abortive expenditure and other loss or damage directly attributed to the withdrawal of permitted development right. This can include the difference in the value of the land if the development has been carried out and its value in its current state, as well as the cost of preparing plans for the work.
- 6.3 However, on 6 April 2010, Section 108(2A) of the Town and Country Planning Act came into force and provides that compensation is only payable if an application for planning permission for certain development formerly permitted by the General Permitted Development Order 1995, is made within 12 months of the Article 4 (1) Direction taking effect.
- 6.4 However, no compensation for the withdrawal of permitted development rights is payable if the LPA gives between 12 and 24 months notice in advance of the withdrawal. When deciding to confirm the Article 4 (1) Direction (following the

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notification period), it would be up to Cabinet to decide when the Article 4 (1) Direction would come into effect.

Legal

- 6.5 The Council has powers to make and review conservation areas and management plans by virtue of Part II, section 69 (1) and (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 6.6 Any potential legal implications of adopting a management plan for the Mill Lane Conservation Area and the implementation of Article 4 Directions will be subject to a further report to the Cabinet.

Strategy (Community and Corporate)

- 6.7 The completion of the Conservation Area Character Appraisal and Management Plans for the 14 conservation areas in the Borough will help to achieve the Council's aspirations within the Corporate and Community Strategies, in terms of 'improving the design and quality of the built environment and the better maintenance / presentation of public spaces and places'; and within the Regeneration Strategy through 'the improvement of the public realm; the provision of environmental improvements and developing a sense of pride in place; and ensuring quality urban design and distinctiveness' and within the Cultural Strategy through the 'promotion of the local distinctiveness of the Borough'.

Equalities/Customers

- 6.8 None resulting from this report.

Risk

- 6.9 None resulting from this report.

Communications/Public Relations

- 6.10 None resulting from this report.

Appendices

Appendix 1: Amended Mill Lane Conservation Area Character Appraisal

Appendix 2: Amended Conservation Area Charter Appraisal Map

Appendix 3: Mill Lane Conservation Area Character Appraisal Consultation Responses

Background Papers:

None

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Agreed and signed off by:

Head of Legal Services: 31 October 2017

Head of Finance: 3 November 2017

Head of Planning: 21 November 2017

Cabinet Lead for Planning and Place-Making: 8 November 2017

Contact Officer: Jessica Hill/ Peter Fellows

Job Title: Conservation Officer/ Principal Conservation Officer

Telephone: 023 9244 6424/ 017 3044 4237

E-Mail: Jessica.hill@havant.gov.uk/ Peter.Fellows@Easthants.gov.uk



Mill Lane Conservation Area Character Appraisal & Management Plan

Mill Lane Conservation Area

Character Appraisal & Management Plan

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PART 1 – CHARACTER APPRAISAL

1. Introduction to Conservation Areas

1.1. Definition of a Conservation Area

Conservation Areas are defined as:

Areas of special architectural or historic interest, the character of which it is desirable to preserve or enhance.

Such areas can be rural, urban or mixed but all have special character. Once designated the local planning authority has a duty to pay special attention to the desirability of preserving or enhancing the character or appearance of the area, in the exercise of its planning functions. Over 9000 conservation areas have now been designated in the UK. The responsibility for the designation of such areas and their protection lies primarily with the local planning authority.

1.2. Planning Policy Context

1.2.1. National Planning Policy

The concept of conservation areas arose from the 1967 Civic Amenities Act and is now contained in the Planning (Listed Buildings and Conservation Areas) Act 1990 (P(LBCA)Act 1990). Section 71 of this Act requires local planning authorities to formulate and publish proposals for the future preservation and enhancement of their conservation areas and for this to be reviewed from time to time. As part of the conservation area designation, local authorities are required to produce a character appraisal. For existing conservation areas, the provision of up to date character appraisals are advised as a matter of best practice. A clear, comprehensive appraisal of the character of a conservation area provides a sound basis for development management, guiding action and for developing initiatives to improve the area if required.

Additional government guidance regarding the management of historic buildings and conservation areas is set out within the National Planning Policy Framework and the National Planning Practice Guidance. This states that “When considering the designation of conservation areas, Local Planning Authorities should ensure that an area justifies such status because of its special architectural and historic interest and that the concept of conservation is not devalued through the designation of areas that lack special interest.” (paragraph 127) The current proposal for reviewing the Conservation Area Character Appraisal has been considered against this test and is thought to comply with it.

The Core Principles (Para 17) of the National Planning Policy Framework also lay great emphasis on conserving heritage assets in a manner appropriate to their significance. Para 126 lists the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring and the desirability of new development to make a positive contribution to local character and distinctiveness.

1.2.2. Local Planning Policy

Local planning policies are set out in the Local Plan and other planning policy documents. The Local Plan currently comprises the Local Plan (Core Strategy) and the

Local Plan (Allocations). Conservation area documents such as this Appraisal will form part of the portfolio of planning policy documents which act as a material consideration in planning decisions.

1.2.3. Conservation Area Character Appraisal

Historic England has produced various guidance on conservation areas. The most recent 'Understanding Place: Historic Area Assessments' (Feb 2017) has been consulted in the preparation of this Appraisal.

The key features of a character appraisal are to:-

- Identify the significant features which contribute towards its character
- Provide a clear historical and visual assessment of the place and generate awareness of the area's significance to key stakeholders.
- Provide residents with a clear understanding of what is important about the conservation area
- Provide the Council with valuable information which can guide and inform planning related decisions in that area.

1.2.4. Management Proposals

An important outcome of character appraisals will be to inform appropriate management proposals for the area, which Historic England advise should be set out in a specific document called a Management Plan. The objective of the Management Plan is to identify actions for the preservation or enhancement of the particular conservation area, such as proposals to address buildings at risk, environmental enhancement etc.

2. Location and Context

2.1. Location and Setting

Mill Lane lies approximately three quarters of a mile to the south of Havant town centre and the A27 bypass which leads to Chichester. It is situated between the main road (A3023) to Hayling Island and the coast on a low lying plain, at the confluence of Langstone and Chichester Harbours. Langstone Bridge (leading to Hayling Island) lies immediately to the south of the conservation area. Away from the main traffic arteries, areas of tranquillity can be found, in particular adjacent to the harbour edge.

Mill Lane was first designated in March 1985 and is one of four conservation areas in the Borough which border Chichester and Langstone Harbours – see Map. Two of the Conservation Areas at Emsworth and Langstone recognise and seek to protect the townscape quality adjacent to the waterfront. The designations of Mill Lane and Warblington protect the more open, historic landscape adjacent to Langstone and Chichester Harbours. The coast defines the southern boundary of the conservation area. To the north Mill Lane Conservation Area is bound by open pasture known as Southmere.

The conservation area encapsulates what was part of the historical hamlet of Langstone that evolved around the harbour, but is now divided by Langstone Road (A3023). To the east and immediately adjacent to the Conservation Area lies the popular path, known as the Hayling Billy Leisure Trail which follows the route of the former railway that connected Havant with Hayling Island. The western boundary of the conservation area is formed by the Lavant stream, also known as the Langbrook Stream, that runs south to

Langstone Harbour; the land adjacent to the stream is largely undeveloped.

The conservation area straddles two types of topography including the low lying shoreline to the south and the flat green fields of Southmere and South Moor which lie beyond the conservation area to the north and west. The conservation area therefore is generally flat and as a result of its proximity to the harbour, most of the conservation area is situated within Flood Zones 2 and 3 as identified by the Environment Agency. This means that the area is more susceptible to a risk of flooding. In terms of providing measures against the impact of flooding for individual properties, further information can be sought from the Council or the Environment Agency.

2.2. National Significance

The southern portion of the conservation area has a unique coastal setting, with the harbour and its wetlands having national and international significance for their environmental and nature conservation interest. This is recognised through a number of designations, including the International Wetlands (RAMSAR) convention, European designated Special Area for Conservation (SAC) and Special Protection Area, and nationally designated Site of Specific Scientific Interest (SSSI).



Figure 1 Foreshore looking west

3. Historical Development of Mill Lane Conservation Area

3.1. Archaeology

This area of Langstone Harbour has evidence of human activity from prehistoric times to the present day. Finds of stone tools show that people were living in the harbour and were probably hunting and gathering food and resources. Neolithic stone tools have been also found to the south of the conservation area. In the Bronze Age this area appears to have been a focus for burying the dead with a number of cremation burials found during excavation for a pipeline in the garden of a property on Mill Lane.

In later pre-history the production of salt became an important aspect of this area and within the conservation area Iron Age/Romano-British pottery has been found associated with evidence of salt production to the south of Mill Lane. There is a historic Saltern known to be located where the stream that runs to the west of Mill Lane runs into the Harbour. The origins of this are unknown but it may be a continuation of salt production that was taking place in this area for over 2000 years.

Langstone was an important area in the Roman period and the A3023 follows the line of the Roman road that ran from Hayling Island to Havant. While there is no record of Roman remains in the Mill Lane Conservation Area there is the potential for previously unidentified Roman remains to be present, particularly relating to salt production.

3.2. The Development of Mill Lane

An aspect of the character of the Mill Lane Conservation Area is its historical association with Langstone Village. In 1817 Butler wrote in the 'Hundred of Bosmere' the "The hamlet of Langstone stands at the entrance to the ford or wadeway and contains three mills, twelve houses and a public house". The section of Langstone Road from Langstone High Street southwards did not exist at this time and Mill Lane was a western extension of the High Street giving access to the 'third' mill, known as West Mill (formally known as Langstone Mill), and beyond to South Moor.

The construction of the first road bridge to Hayling Island in 1824 bisected the hamlet and separated Mill Lane from Langstone Village. This separation was reinforced in 1865 when the branch railway line was constructed from Havant to Langstone Shore. Unlike the earlier road link between Hayling Island and the mainland, which followed Langstone High Street to the wadeway, these newer communication routes by-passed the area and both Langstone High Street and Mill Lane were spared the consequences of increasing traffic remaining largely unspoilt.

Significant residential development has followed the construction of the main road creating a largely linear suburban townscape of very different character to the historic (Langstone) village core. The most significant recent development within the conservation area is Harbourside, first approved in the 1960s but not completed until the early 1990s.

4. Area Definition – Entrances & Boundaries

The conservation area is well defined by the immediately adjacent Hayling Billy Trail to the east, the Lavant Stream to the west, fields/meadow to the north and harbour to the south forming distinct physical boundaries.



Figure 2 Junction of Mill Lane and Langstone Road (A3023)

4.1. Entrances

The approaches to conservation areas are always important in defining the boundaries and establishing the special characteristics of the area. There is one vehicular entrance into the conservation area, which is from Langstone Road (A3023) along Mill Lane.

There is a pedestrian entrance into the conservation area, via the Hayling Billy Trail which follows the route of the Havant to Hayling Island railway line. The Wayfarers Walk / Solent Way also bisects the Conservation Area from the harbour to the west to Langstone / Warblington to the east. However there are no pavements along Mill Lane for pedestrian accessing the conservation area on foot along Mill Lane.

4.1.1. Vehicular entrance into Mill Lane

The only vehicular entrance into the conservation area is characterised by wide visibility splays on either side. The entrance is demarked with mature trees on either side with mature hedging stretching to the south that also bounds the Hayling Billy Trail.

The wide, defined entrance into the conservation area is a transition point between the suburban housing along the busy main road, and a more tranquil environment with houses set in larger plots. This is further emphasised by the trees and hedging which act as focal points to entering a more rural area.

4.2. Boundaries

4.2.1. Eastern boundary with Langstone Road

Langstone Road physically separates the Mill Lane conservation area from Langstone conservation area to the east. The physical separation is reinforced by a mix of mature hedging and trees that form the boundary to the Hayling Billy Trail. This feeling of green boundaries continues from the entrance into Mill Lane to the properties at Harbourside; a number of the individual trees adjoining this route are protected by tree preservation orders.

4.2.2. Southern, Northern and western Boundaries

The southern boundary of the conservation area fronts onto Langstone Harbour. This is characterised by the strong shoreline and back drop of the large rear gardens of 5 – 9 Harbourside. The northern and western boundaries adjoin the open land which forms the rural backdrop. The land to the west forms part of South Moor and lies beyond the Lavant stream immediately to the north is an open field, Southmere which is used in conjunction with the salt marsh to the west of the conservation area for grazing and the production of hay. Southmere is separated from the conservation area by a well defined urban edge comprising a mix of brick wall and boundary fencing/planting. These adjacent open areas form an important component of the setting for the conservation area.

The present conservation area boundary embraces the well defined historically significant area of Mill Lane. The robust boundaries form an appropriate visual containment to the area. It is not considered that any changes are required to the present conservation area boundary.

5. Spatial Analysis

The spatial analysis looks in detail at the components that help define the area's special characteristics.

5.1. Development Pattern

The conservation area is dominated by large houses set within generous plots. These plots often have dense hedgerows and front garden vegetation that retain a semi-rural character. The later development of Harbourside although of a more suburban design

maintains this pattern of development and is not particularly prominent from Mill Lane. It is enhanced by the mature trees, many of which are the subject of a tree preservation order.

The garden sizes and green boundaries of the properties in the conservation area help to retain a rural feel to this area. Mill Lane in particular with its hedgerows and trees retains the character of a rural lane and although now the focal point of a cluster of detached houses, these generally occupy spacious well landscaped gardens and sit comfortably within this rural character.

5.2. Use and Activity

The Conservation Area is now predominantly residential although its history with the now demolished mill relates to a more commercial past. The coastal setting of the Conservation Area makes it a prime location in which to live and also a popular destination for leisure activities. Popular pursuits include walking, cycling, rowing or sailing.



Figure 3 Wayfarers walk signpost

Due to its coastal location, the character of the area can change significantly depending on the season and weather. On crisp winter days it is often a tranquil back water. In contrast balmy summer days will often see people cycling or walking along the Hayling Billy line or the Wayfarers Walk/Solent Way coastal path.

For those visiting the area there is very little parking available within the Conservation Area itself. Free parking is available in an area adjacent to the Ship Inn within the Langstone Conservation Area. The Conservation Area is connected to Havant town centre by Langstone Road, which is used by local bus services. The former Hayling Billy line is now a pedestrian walkway and cycle path which also links the conservation area to the town centre, now included within the Conservation Area boundary for its historically connection with railway heritage of the area

5.3. Open Spaces & Trees

There are no formally laid out or purpose built open spaces in the conservation area. The area does, however, benefit from the open fields and network of public footpaths, including two long distance footpaths (Solent Way & Wayfarers Walk) that follow the shoreline to Portsmouth or the Hayling Billy Trail from Havant to Hayling Island. These features, together with the shoreline (particularly revealed at low tide) and the harbour itself, provide opportunities for informal recreation.



Figure 4 Harbourside

Trees make an important contribution to the areas semi-rural character and have interim protection by virtue of the conservation area designation. The more important specimen trees within Mill Lane and Harbourside are protected by Tree Preservation Orders. There are a number of fine specimen's visible framing the street scene, front gardens and forming a backdrop to the buildings where trees are located to the rear. Views from within the Conservation Area are enhanced by the constantly changing colour and form of the trees.

5.4. Views and Vistas

From within the heart of the Conservation Area the flat topography, built form and natural features limit views across the landscape to the harbour edge and beyond. However, from the harbour side, there are footpaths where the views are long and open to the surrounding harbour landscape.



Figure 5 View along the Billy Trail

Looking outwards from the harbour itself, there are significant views west towards South Moor and onto Portsmouth in the distance. To the south the rural shoreline of Hayling Island can be seen.

Despite the newer of development of Harbourside, the Mill Lane Conservation Area still makes an important contribution to the open sweep of land, when viewed from the harbour running from marshland at South Moor to the west and Hayling Island to the South.

5.5. Building Types, Styles,

Materials and Local Details

Buildings are generally of a medium to large domestic scale, with fully pitched roofs, mainly detached two-storey and set in generous sized plots. Roof types are mostly gabled or hipped with plain tiling or natural slate being the noticeable materials. Buildings

are usually orientated with the ridge running parallel to the road, and many are set back from the front boundary.



Figure 6 West Mill (formally known as Langstone Mill)

Generally red brick and plain clay tiles predominate as the principal building materials, although some buildings have tile hanging and others slate roofing. There is also the use of well executed flint work on Flint House and the associated Flint Lodge. With some notable exceptions (see 5.6 below), the area is not architecturally rich. Its character is derived more from the way the buildings nestle in the landscape.

There is relatively little punctuation of roofs by dormers. Where such features do prevail they are of a scale and proportion that does not dominate. Chimneys are an important architectural feature both in relation to individual buildings and also as part of the wider built townscape.

Window openings are generally side hung casements which are well proportioned adopting a vertical emphasis. The vast majority of the windows in the area are double glazed with a mixture of UPVc and timber frames. Due to the 20th century style of housing that is prevalent in the Conservation Area, double glazing can be more readily assimilated without compromising character. The use of UPVc windows is a more negative feature, particularly on the older properties and could be considered as an area for further control in the future.

5.6. Particularly notable unlisted buildings and buildings which have positive streetscape value

The area contains no buildings on either the Statutory List of Buildings of Special Architectural or Historic Interest or the Council's Local List. There is nevertheless a number of buildings which make a strong and positive visual contribution to the character of the area. Their style, character, historical form, association and/or building materials are all examples of what can make these buildings locally distinctive. These include:

- West Mill (formally known as Langstone Mill)

West Mill is situated at the western end of Mill Lane and is a two storey red brick building with blue headers and a clay tiled roof. This building and the two other buildings within its curtilage, now used as a garage and studio are clearly identified on the 1865 Ordnance Survey Map and on the Lewis' 1833 Parish Map as part of the building group associated with West Mill. The Mill building itself, an imposing five storey brick structure was demolished in 1936 although the mill race, mill pond and quay can still be seen. The Lavant Stream, rush of water and associated sound, adds to the ambience of this part of the Conservation Area.

- Flint House & Flint Lodge

Flint Lodge (now divorced from Flint House) is situated at the eastern end of Mill Lane, and forms a distinctive feature at the entrance to the conservation area. Flint House is a more imposing building once served by the Lodge, and is partially concealed by tall boundary trees and hedges. Both were constructed in the late 19th century. The buildings are faced in knapped flint with stone window bays, brick dressings and natural slate roofs.

5.7. Important Walls and Boundary Features



Figure 7 Boundary walls to Tulip House

Walls, hedgerows and low timber fences provide a strong definition of property boundaries throughout the conservation area. Walls of particular note are those that would have formed the original boundary of Flint House to the north and west. Both walls are constructed of red brick and are fairly high. The north wall delineates the northern boundary of the conservation area from the open field. This has a strong visual presence in views from Langstone Road separating the different character of these land uses.

Other significant walls are on the boundary of Sweetwaters with an access driveway that leads to Tulip Tree House, and the flint and brick walls leading to West Mill.

Property boundary hedges are predominantly of mixed species and of differing height and structure that reinforces the rural feel of Mill Lane.

5.8. Public Realm (Roads, Pavements & Street Furniture)

The public realm comprises those features which contribute to the publicly visible and accessible landscape. It is the treatment of the spaces between the buildings, made up of elements such as pavements, surfacing, street furniture, street lighting, signage and trees that create that landscape.

Other than buildings, boundary walls and hedging create a rural character along Mill Lane, there is little in the way of street furniture. Street lighting exists in low numbers in both Harbourside and Mill Lane. Street lighting consists of black, cast iron poles topped with glass lanterns specifically selected in recognition of the Conservation Area.



Figure 8 Traditional style street lighting

In terms of paving there is very little reflecting the rural nature of the Conservation Area. A small section of tarmac pavement exists, leading from Mill Lane to Harbourside. However, the remainder is characterised by grass verges and hedging.

6. Review of positive and negative features and opportunities for enhancement

6.1. *Positive features*

- **Trees**
A varied and abundant selection of trees, largely in private ownership but clearly visible from the public realm are a great asset contributing to the character and appearance of the conservation area
- **Rural character**
The conservation area is dominated by large houses set within generous plots. These plots often have dense hedgerows and front garden vegetation that retain a semi-rural character.
- **Views**
Views into and out of the Conservation Area add to the character of the area - open and long views out from the harbourside; large gardens and vegetation when looking into Mill Lane.
- **Water**
The location adjacent to the coast and open nature of the foreshore. The Lavant Stream, bridge crossings and the sound of water, particularly over the old mill race.

6.2. *Negative features*

- **Loss of architectural features**
It has been noted that some of the unlisted 'positive' buildings in the Conservation Area have been adversely affected by the insertion of Upvc windows or doors. These changes are usually 'permitted development'.
- **Roofs and Dormers**
The installation of solar panels on the front or otherwise prominent roofslopes has interrupted what was a simple receding roof form.

6.3. *Opportunities for enhancement*

In Mill Lane most opportunities for enhancement will occur through the careful implementation of local and national planning policy in relation to planning permission and conservation area consent applications.

- **Quality of New Development**
The Mill Lane Conservation Area has enjoyed success as a settlement over many years and as a result has developed an attractive high quality built environment, well connected to and reflective of the surrounding landscape. However, pressure to develop land and provide housing is ever-present in today's society and there is likely to be continued pressure in the medium term to find and develop sites adjacent to the Conservation Area. Such proposals can produce both opportunities and threats and would need to be considered very carefully in order that the community benefits and importance of the character and appearance of

the Conservation Area are given sufficient weight and are not compromised by the desire for commercial and financial gain.

- Article 4 Direction
Under the auspices of the 1990 Planning (Listed Building and Conservation Areas) Act there is a mechanism to remove permitted development rights by way of an Article 4 Direction. An Article 4 Direction could be implemented in the area to promote the retention of timber framed windows.

Point of Contact:

Jessica Hill
Conservation Officer

Tel: 02392 446424

Email: Jessica.hill@havant.gov.uk

Part 2 – Management Plan

1. Introduction

Part 1 of this document, the Character Appraisal, has identified the special positive qualities of the Mill Lane Conservation Area which contribute to the character of the Conservation Area. Part 2 of this document, the Management Plan, aims to build upon the positive features and assess the negative features and issues which have already been identified, in order to provide a series of Issues and Recommendations for improvement and change.

The structure and scope of this document is based on the suggested framework published by Historic England in *Understanding place: Conservation Area Designation, Appraisal and Management* (2011). Both the Conservation Area Character Appraisal and the Management Strategy will be subject to monitoring and reviews on a rolling work programme.

2. Issues and Recommendations

The following section details proposed actions to address some of the principle positive and negative features which were identified as part of the Character Appraisal process in Mill Lane in order to ensure the continued protection and enhancement of the conservation area.

2.1. *Issue 1: Erosion of Character*

a) The loss of original architectural details

Within the conservation area there are buildings which have been unsympathetically altered with solar panels prominently situated on principle roof slopes. These currently fall outside of planning control, classed as “permitted development”. Cumulatively this can have a significant negative effect on the character and appearance of the conservation area.

Whilst solar energy has many positives in an historic asset such as a Conservation Area they should be sited in less prominent positions: on roof slopes that do not compromise the primary elevation or key views identified by the Conservation Area Appraisal. Examples of suitable positions could be; - in roof valleys, behind parapets, within the perimeter of flat roofs, on ancillary buildings etc.

2.2. *Recommendation 1*

Implementation of a selective Article 4 Direction within the Mill Lane Conservation Area, removing permitted development rights to replace windows and doors in the positive buildings as outlined in the appraisal.

Consideration should also be given to a wider Article 4 Direction to remove permitted development rights for the removal of chimneys and the introduction of solar thermal/photovoltaic equipment. This will ensure control of elements that could cause potential of harm to the character of the conservation area.

2.3. Issue 2: Impact of New Development

a) Setting of the Conservation Area

Mill Lane is an attractive residential area. The Conservation Area Character Appraisal has identified the significance of views into and out of the conservation area, and the rural character as an important component of its setting. There are very few if any small sites within the boundary of the conservation area that could be re-developed, however there are some larger sites close to the boundary which could in the future come under pressure for development and may detrimentally impact on its setting.

b) Significant Buildings

Buildings individually and collectively contribute to the area's special character. Their impact depends on their visual presence, quality of detail relative to the intended use and character. As part of the appraisal process, buildings have been assessed for the contribution to the character and appearance of the conservation area. As recommended by Historic England and in the NPPF positive buildings have been identified and are marked on the Appraisal Map. Generally, these are individual buildings which retain some original character and architectural detailing, adding strong interest and vitality to the character and appearance of the conservation area. By flagging up the buildings in this way it is hoped their value will be more widely understood and appreciated. An appropriate robust approach is required to their retention and to avoid unsympathetic alterations.

There are no buildings that significantly detract from the character of the area. Many of the buildings have a more passive neutral role, neither having a significantly marked impact in enhancing or detracting from the quality of the area. These buildings are left unmarked on the Appraisal Map.

c) Trees and Landscape

The importance of trees and the rural character within which the conservation area is set are identified as key contributors to the area's special character. Poorly considered development which poses a threat to trees within the conservation area, or those outside which nevertheless may make a significant contribution but not necessarily be afforded protection, could be detrimental to the conservation area.

2.4. Recommendation 2

- a) New development which does not respect or preserve the traditional spatial form of historic development should be resisted.
- b) The overriding presumption is for the retention of the 'positive' buildings and enhancement of the established streetscape. There will need to be a compelling justification for total demolition and redevelopment.
- c) Encourage the retention of hedgerows as boundary features around dwellings and retain/encourage new tree planting within rear gardens to conserve the appearance of the area

3. Monitoring and Review

Both the Conservation Area Character Appraisal and the Management Strategy will be subject to monitoring and reviews on a rolling work programme. This should entail:

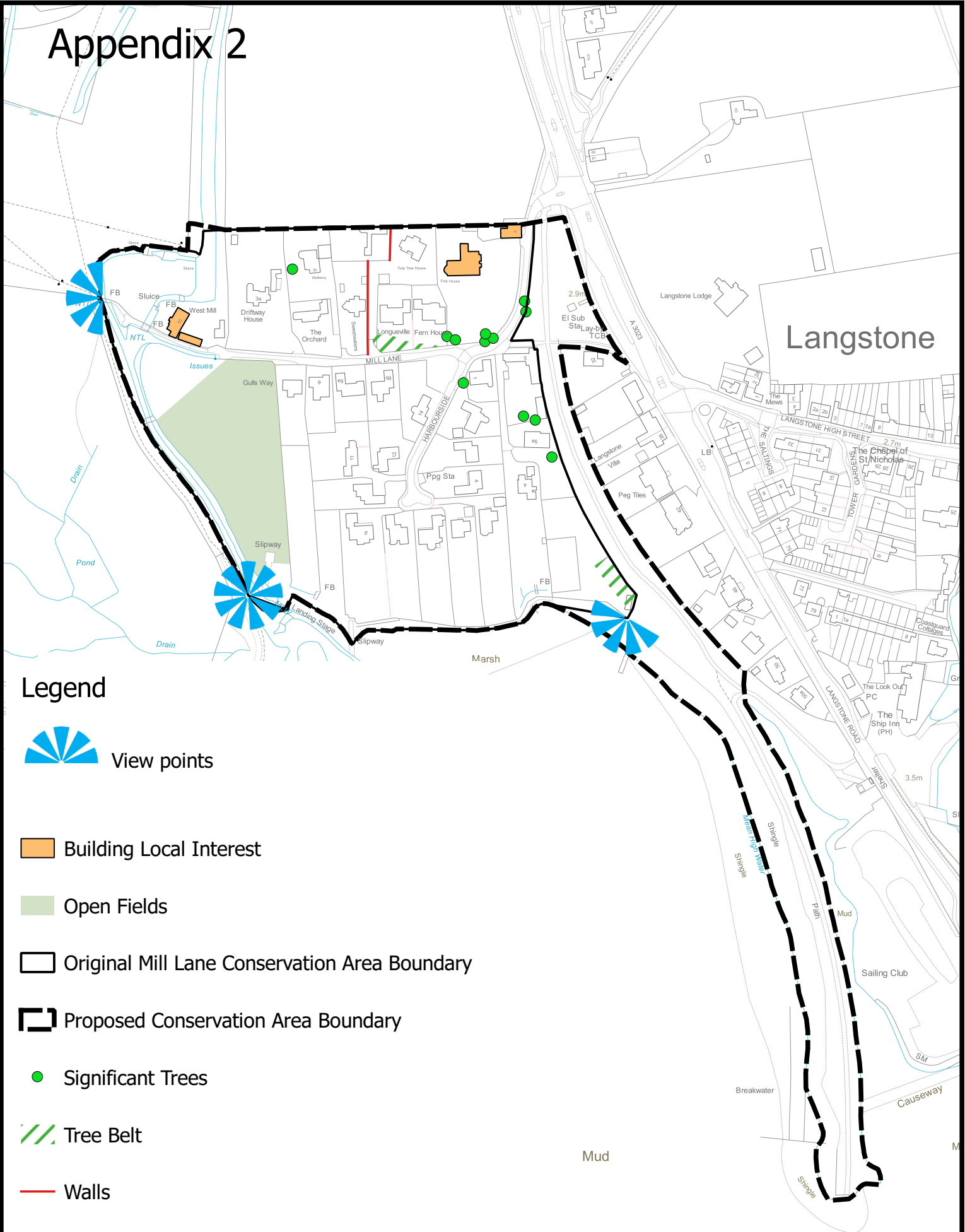
- Periodically review the effectiveness with which the service addressed pressures for change;
- Update the baseline photographic survey of the Mill Lane Conservation Area on a four yearly basis;
- Review the Mill Lane Conservation Area Character Appraisal on a five-year basis.

Bibliography/Sources of Information

- Havant Borough Townscape, Landscape and Seascape Character Assessment
- Existing Conservation Area Leaflet for Mill Lane
- Chichester Harbour Conservancy's Design Guidelines
- Havant Borough District Wide Local Plan (2005 -2011)
- National Planning Policy Framework
- National Planning Practice Guidance
- Understanding Place: Historic Area Assessments
- Langstone Village Design Statement

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Appendix 2



Legend



View points



Building Local Interest



Open Fields



Original Mill Lane Conservation Area Boundary



Proposed Conservation Area Boundary



Significant Trees



Tree Belt



Walls

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Summary of responses

No.	Section/ Para	Response	Comment	Notes	Change made to doc
1	4.0 Map	Boundary should be amended to include: A) the 'railway triangle' (site of form Langstone Halt); B) and all former railway land that borders No. 32 to 46 Langstone Road; C) includes Langstone Sailing Club, and the peninsula leading to the now demolished railway bridge; D) The Billy trail south of Mill Lane forms an essential extension to the existing conservation Area. Reasons <ul style="list-style-type: none"> • Historical interest, natural rural charm • The triangle provides welcoming gateway to walker and motorist to the Conservation Area. • Shared pedestrian and cycle way provides safe , peaceful route • Foreshore up to the old railway bridge provides major flood protection barrier • Seashore provides feeding ground for birds 	<p>Para 127 NPPF: When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.</p> <p>Amend map to reflect changes below</p> <p>Former railway land has historical significance. Little remains visually within the triangle, other than modern utilities infrastructure. However it reflects the rural nature of Mill Lane and is therefore deemed appropriate to include: A) the railway land at the triangle and B) the former railway land bordering No. 32 to 46</p> <p>C) The spit leading to the bridge is a more tangible connection to industrial past and the railway however the sailing club has little significance as it was historically mud flats.</p> <p>D) Show Billy Trail/former railway line as included</p>	<p>Map supplied with response</p> <p>Representing residents of Langstone Road</p>	Map amended to show additional land
2	4.1 5.2 Issue 1 6.2 6.3	<p>Why change it? It been working for 21 years</p> <ul style="list-style-type: none"> • Is not a wide vehicular access for cars, there are no pavements so it is very narrow – Please keep in plain English • Area is not wholly residential, parking issue with yellow lines • States there are only street lights in Harbourside – there are 4 street lights in Mill Lane • Solar panels on rear facing roofs limits effective use of panels on houses that face south. Restricting human rights 	<p>Remove the word ‘main’ and insert ‘along Mill Lane. Add comment to effect that there are no pavements. Dealt with under 5.8.</p> <p>Amend wording to predominantly residential There are five lights in Mill Lane and 4 in Harbourside.</p> <p>Amend wording to roof slopes that do not compromise primary elevations or key views.</p>	<p>Checked with E&D</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>NFA</p>

		<ul style="list-style-type: none"> Strongly objects to Article 4 as it dictates how people have to spend their money replacing windows. 'Cannot tell the difference at 20 metres'. 	Objection relating to windows noted		
3	Cover 2.1 Section 4	<ul style="list-style-type: none"> Refer to detail response submitted representing residents of Langstone Road Cover photograph should reflect the character of the area, not the stream that forms its boundary Field to the north know as Southmere has value as providing setting for the conservation Area and is key to the grazing regime operated in conjunction with South Moor to the west. This wording needs strengthening 'Natural' (field) hedgerows are far preferable to 'suburban' hedge species in retaining the essential 'character of a rural lane' This wording needs strengthening 	Change cover photo to photo of leafy lane, document will have photographs added throughout in the final version. South mere provides view to the edge of the Conservation Area but is not reflective of the area itself. CA are justified on their special architectural or historic interest (Para 127 NPPF) No justification to include Southmere into CA on grounds of grazing regime. Additional para relating to mixed rural structure	obo Langstone Village Assoc.	
		Natural England does not consider the draft Appraisal and Management Plan poses any likely risk or opportunity in relation to their statutory purpose – no comment	No action required		
		<ul style="list-style-type: none"> Descriptive part is fine and seems to flag up the importance of adjoining undeveloped areas abutting the lane and harbour side What needs addressing is the integration of the plan with the matter of applications and the weight the plan carries. Erosion of leafy lane through applications for tree removal creating estate like open fronted feel. Ornaments add to verge detract from the character Changes to the character 'ignored or endorsed' by those supposed to enforcing the Conservation Area Request to police what the Appraisal describes. 	Noted As the CAA progress towards an approved document it will gain weight eventually becoming a material consideration. However the designation of a Conservation Area does not remove permitted development rights unless an article 4 is in place to do so. The Listed Buildings and Conservation Area Act states in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires planning authorities, when considering whether to grant planning permission for development which affects a Conservation Area, to have special regard to the desirability of preserving or enhancing the character and appearance of that area. Removal of trees within CA requires consent HBC reliant on members of the public reporting such matters to enable enforcement.		

Page 91	6	<p>Endorses the comments made by another representor</p> <ul style="list-style-type: none"> • in particular his observations concerning management of development applications within the Conservation Area • Concern about the removal of trees within the Conservation Area at the detriment to the natural environment • Need for housing over riding the need to preserve the natural environment 	<p>Noted</p> <p>As the CAA progress towards an approved document it will gain weight eventually becoming a material consideration. However the designation of a Conservation Area does not remove permitted development rights unless an article 4 is in place to do so. The Listed Buildings and Conservation Area Act states in Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires planning authorities, when considering whether to grant planning permission for development which affects a Conservation Area, to have special regard to the desirability of preserving or enhancing the character and appearance of that area.</p> <p>Removal of trees within CA requires consent HBC reliant on members of the public reporting such matters to enable to enforcement.</p>	Change cover image	Changed cover image
	<p>Cover</p> <p>4.0</p> <p>4.1</p> <p>4.2.2</p> <p>5.4</p>	<p>Important for Mill Land and Harbourside to remain a Conservation Area</p> <ul style="list-style-type: none"> • Cover picture doesn't represent the Lane or a view in the Conservation Area. Suggest more pictures. Langstone Village Association may be able to help. • It would be desirable to include the Billy Line in the Conservation Area where it abuts Mill Lane. Also the tree belt to the east of the entrance of Mill Lane, and west of the A3023 (behind the layby). • Reference to the Lavant Stream isn't strictly accurate – 'lavan't' is a term for a winter rising stream, the stream on the western boundary is the Langbrook. • There is a need for a new conservation area sign at the beginning of Mill Lane. The original rotted away about five years ago and has never been replaced (photo provided) • Mention of 'to the north is an open field' needs to be strengthened as this field is farmed and is an important adjunct to South Moor and it's cattle grazing. 	<p>More appropriate photo reflecting the character of the area</p> <p>Include Billy Line on account of historical links and significance. The belt of trees to the east has previously been referred to as the triangle and is to be included as it was formally the railway holt.</p> <p>The historic mapping for the area shows no reference that would suggest that the stream was called the Langbrook. OED defines lavant as a land springs</p> <p>Noted but does not form part of the remit of this re-appraisal</p> <p>Inserted text 'Immediately to the north is an open field, Southmere which is used in conjunctions with the salt marsh to the west of the Conservation Area for grazing and the production of hay.'</p>	<p>Change cover image</p> <p>Amend map boundary</p>	<p>Changed cover image</p> <p>Amend map boundary</p>

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5.8	<ul style="list-style-type: none">A very important view of the Mill Lane Conservation area is when travelling south on the A3023 and looking into the area across the open aspect of Southmere field. Also looking inward from South Moor across the field at the end of the lane adjacent to West Mill.	Increase coverage of map and show extra views		
R 2, c	<ul style="list-style-type: none">It is not correct that there is only street lighting in Harbourside. Mill Lane has four lanterns of the same design.	Text corrected to 'Street light is present in both Mill Lane and Harbourside'		
Map	<ul style="list-style-type: none">Encourage the retention of hedgerows as boundary features: encouraging native species would give the lane more cohesion; recently non-native species have been planted as new hedges, they look out of place and don't enhance the conservation area. <p>The following points have been marked up on map provided</p> <ul style="list-style-type: none">Two 'significant trees' have gone – notably the tulip tree in Tulip Tree House and the walnut tree in Claremont's garden (recently given permission by HBC to be felled).A tree belt is marked as being in front of Fern House. This does not exist anymore. A tree belt should be marked on the lane boundary of Flint House, also on the 'triangle' at the entrance to Harbourside (this has several mature trees not marked on the map).The green tint of the field adjacent to Gulls Way should extend up to the top opposite West Mill, which is still grazing land and tree belt.The wall which is marked on the map correctly runs along the northern field and up from the lane on Sweetwaters boundary, but does not 'join up' around the boundary of Lindis Cottage (No. 3) the line running parallel to the northern boundary is an old yew hedge and the line running parallel to Sweetwaters wall is a new wall built when Tulip Tree House was built.I would also suggest that an arrow pointing inwards from the panoramic view at the southern end of the Langbrook across the meadow towards Mill Lane would be appropriate. <p>In conclusion: It is with regret that over the years the leafy aspect of the 'public areas' of Mill Lane have been somewhat degraded by decisions that have been made by the local planning department that don't seem to take into account that Mill Lane is a conservation area.</p>	<p>Noted</p> <p>Last tree at Tulip Tree House to be felled was in 2009 and was a Holly. No record of tulip tree being felled check historic files however not on Ariel photo</p> <p>Whilst the tree belt has been greatly thinned there are still one or two trees forming a continuation of the tree belt. Will narrow the belt in front of Fern House.</p> <p>The area south of West mill is scrubby under growth and not deemed to be open fields.</p> <p>Remove the wall parallel to northern boundary from map. Whilst part of the wall may be recent it is still reflective of the historic walls and of architectural interest within the Conservation Area.</p> <p>Add arrows to map at south western viewpoint.</p> <p>Noted</p>	<p>Remove from map</p> <p>Reduce area of tree belt</p> <p>-</p> <p>Remove section of wall that is hedge from map</p> <p>Add view points</p>	

8		<p>Further to my earlier response to the Mill Lane CA Draft Character Appraisal I would ask that reference is made in the Appraisal to the fact that the undeveloped fields to the immediate north and west of the Mill Lane CA, form part of the South Moor and Broadmarsh Coastal Park. The reason for this is that part of this coastal park forms the setting of the CA and presumably comes under Policy DM9 of the Core Strategy - Development in the Coastal Zone.</p> <p>http://www.havant.gov.uk/sites/default/files/documents/LCASection5mainandLCA41.pdf</p>			
9		<p>No negative comments but amendments to:</p> <ul style="list-style-type: none"> • Emphasis given to Southmere Field as a major setting for this Conservation Area. • The Article 4 Direction proposed in Recommendation 1 is supported, although one expects some opposition from the people living in the subject Area. • The Lavant Stream is also known as the Langbrook Stream and this should be made clear in the report. <p>Sample text submitted with comments:</p> <p>In section 2.1</p> <ul style="list-style-type: none"> • insert 'to the west' after to Hayling Island and the coast • Insert reference to The Lavant stream also know as the Langbrook Stream. • Insert 'of Southmere and South Moor' following the flat green fields • Change means to 'measures' against the impact of flooding <p>In section 4.0</p> <ul style="list-style-type: none"> • Change Lavant Stream to Lavant/Langbrook Stream <p>In section 4.2.2</p> <ul style="list-style-type: none"> • Insert Langbrook • Insert Southmere, an important area for grazing, wildlife and plants <p>In Section 5.6</p> <ul style="list-style-type: none"> • Insert Langbrook <p>Section 5.8</p> <ul style="list-style-type: none"> • Insert that 'create the imagery' after signage and trees • In paragraph 2 change to 'hedges provide' the rural character 	<p>Noted</p> <p>Noted</p> <ul style="list-style-type: none"> • Not deemed to be necessary • Amend text to include the streams other name but only for the first instance. • Amend text • Amend text • Not necessary as previously inserted in first reference to stream • See comment above • Not included as it does not relate to special architectural or historic interest of Conservation Area • As previous • Text amended to that create that landscape • Amend text 	Langstone residents Assoc.	

10	3.2	<ul style="list-style-type: none"> Insert 'reflecting' to read ...there is very little reflecting the rural nature of... <p>Section 6.1</p> <ul style="list-style-type: none"> Amend text under water heading to ' the location, adjacent to the coast and the open nature of the foreshore, the Lavant/Langbrook Stream, bridge crossings and the sound of water, particularly over the old mill race, create a soft and tranquil setting for the Conservation Area. <p>Management Plan Issue 2 – remove the word Bentley</p>	<ul style="list-style-type: none"> Amend text as suggested Text intended to give brief statement of positive features, no amendments <p>Word Bentley removed as it is a typo</p>		
	3.2 4.2.2 5.6	<ul style="list-style-type: none"> West Mill was originally known as Langstone Mill and should be referred to as such at 3.2 paragraph one. (The mill near The Royal Oak was known as the windmill or corn mill and is now called 'The Old Mill'.) See attached 1870 map sent with comments Paragraph 3 - 1990's and 1960's - remove apostrophes please. Paragraph one line 5 - After 'open field to the north' please name it as 'Southmere' and add, which is used in conjunction with the salt marsh to the west of the Conservation Area for grazing cattle and providing hay, for the local production of Three Harbours Beef. Please note that the Chichester Harbour Management Plan states 'Increasingly there has been a move towards promoting local produce, and local initiatives such as Three Harbours Beef have been well supported. Organic smallholdings have done well as people become increasingly interested in the provenance of their food.' West Mill, add originally known as Langstone Mill..... <p>An Article 4 Direction would be useful to prevent the addition of inappropriate solar panels, in particular.</p>	<p>Insert formally known as Langstone Mill</p> <p>Remove apostrophes</p> <p>Alter to read 'stream Immediately to the north is an open field, Southmere which is used in conjunctions with the salt marsh to the west of the Conservation Area for grazing and the production of hay. Southmere is separated... Note not including reference to particular business.</p> <p>Add in 'formally known as Langstone Mill</p>		

Comments summary

Support	Objection	Comments	No Comment	Objector to Article 4	Total number of Responses
	1	9	1	1	11

NON EXEMPT

HAVANT BOROUGH COUNCIL

CABINET

29 November 2017

Council Tax Support Scheme 2018/19

Report by Brian Wood – Head of Customer Services

FOR RECOMMENDATION TO COUNCIL

Cabinet Lead: Cllr Lulu Bowerman, Cabinet Lead for Governance & Organisational Development

Key Decision: Yes

1.0 Purpose of Report

1.1 To agree the Council Tax Support Scheme for 2018/19

2.0 Recommendation

2.1 That Cabinet recommend to Council the following:

- 1) that the 2017/18 Council Tax Support Scheme is retained for 2018/19 but with the following amendments:
 - (i) the Allowances and Premiums used in determining entitlement for working age claims are changed as set out in paragraph 5.3 of this report
 - (ii) the Non-Dependant deductions used in determining entitlement for working age claims are changed as set out in paragraph 5.4 of this report.
- 2) that the necessary amendments are made to the Council Tax Support Scheme document and that it is then published in accordance with Local Government Finance Act 1992 Section 13A(2)
- 3) to introduce an annual Council Tax Support Hardship Fund of £5,000, to support the most vulnerable Council Tax Support Customers as set out in paragraph 5.5 of this report. The £5,000 would form part of the budget process (2018/19) and would be agreed at Full Council in February.

3.0 Summary

3.1 The localised Council Tax Support scheme was introduced by the Local Government Finance Act 2012 to replace the national Council Tax Benefit scheme from 1/4/13

NON EXEMPT

- 3.2 The legislation imposes a duty on each Council to adopt a scheme by 31 January each year to apply for the forthcoming financial year. Council Tax Support is treated as a discount for Council Tax purposes and therefore reduces the tax base proportionately. Therefore the cost of the scheme is spread over all Council Tax payers, much the same as any other discount such as Single Person Discount.
- 3.3 This report puts forward a recommended approach for 2018/19.

4.0 HBC's current scheme

- 4.1 HBC's current scheme is based on the Department for Communities & Local Government (DCLG) default scheme (which mirrored the former council tax benefit scheme) but with a reduced maximum amount of support available for certain working age households.
- 4.2 The scheme requires a minimum payment of 8.5% of the council tax liability from all working age households apart from those in receipt of disability related incomes. For these households, the scheme therefore offers a slightly reduced level of support compared to the former council tax benefit scheme.
- 4.3 Scheme expenditure and caseload has reduced since 2013/14 mainly as a result of the improving economic situation;

Council Tax support scheme caseload and expenditure

	Cases in payment on 31 March	Amount of benefit paid out	note
2012/13	11,118	£9,174,118	last year of council tax benefit
2013/14	10,569	£8,632,007	
2014/15	10,059	£8,207,832	
2015/16	9,788	£7,916,713	
2016/17	9,654	£8,013,050	
2017/18	9,568	£8,320,335	Actual at 02/10/17
2018/19	9,560	£8,605,797	Est cost for year

5.0 2018/19 scheme and introduction of Hardship Fund

- 5.1 The estimated cost of retaining the current scheme for 2018/19 is £8,605,797. This estimate assumes that the current caseload pattern continues for the remainder of 2017/18 and through 2018/19. The estimate also takes account of the possibility that the relevant precepting authorities will levy the same increase in their Council Tax precept from 1 April 2018 as was levied in 1 April 2017.
- 5.2 Uprating – this is the process under which various elements (Personal Allowances, Premiums and Non-Dependant deductions) used in the calculation

NON EXEMPT

of entitlement under the scheme are altered to reflect inflation and changes to the level of pensions and other Benefits.

- 5.3 Personal Allowances and Premiums – the arrangements for pensioners within our scheme are prescribed by the DCLG and they will be advising Councils of the new figures that must be included in our scheme for 2018/19. However, for working age claims it is for the Council to decide. The Personal Allowances and Premiums in our current scheme match those that are used to calculate Housing Benefit for working age claimants. To retain this consistency with the Housing Benefit scheme, it is recommended that the Council adopts the same figures that the DWP will be specifying for the Housing Benefit scheme for 2018/19. The DWP will advise councils of these in due course but it is expected that the DWP will continue to freeze the personal allowances and premiums for 2018/19.
- 5.4 Non-Dependant deductions – our current Council Tax Support scheme includes the same levels for non-dependant deductions for both pension age and working age claims. The DCLG will be prescribing the revised non dependant deduction levels for pension age claims and to retain consistency, it is recommended that the revised figures set by the DCLG for pension age claims for 2018/19 are also adopted for working age claims for 2018/19. The DCLG will advise councils of the amounts in due course
- 5.5 To introduce a Council Tax Support Hardship Fund to support the most vulnerable Council Tax Support customers to:
- (ii) Allow a short period of time to adjust to unforeseen short-term financial circumstances whilst the applicant seeks alternative solutions.
 - (iii) Support the applicant in managing their finances
 - (iii) Help the applicant through personal circumstances and difficult events that affect their finances
 - (iiv) Prevent exceptional hardship
 - (iV) Support those who are trying to help themselves financially

The expected cost would be £5,000.

- 5.6 To understand the social impact of using this additional £5,000 as detailed above, a 'Social Value Engine' has been used to quantify the benefit. The calculation can be found in the background papers.

6.0 Implications

6.1 Resources:

Taking into account the assumptions outlined in paragraphs 5.1 – 5.4, the estimated cost of retaining the current scheme for 2018/19 is £8,605,797. Retaining the current scheme would require no increase in staffing or other administration costs.

The cost of the Hardship scheme would be an additional £5,000 that would be funded by the Council. The £5,000 would form part of the budget process (2018/19) and would be agreed at Full Council in February.

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6.2 Legal:

The Council has a statutory duty to operate a Council Tax Support scheme. Any changes to the current scheme for 2018/19 must be adopted by full Council by 31/01/2018.

6.3 Strategy:

The Council Tax Support scheme provides financial assistance to those on low incomes. The proposed scheme retains comparable levels of support to those provided for in the 2017/18 scheme.

6.4 Risks:

A full Customer Impact Assessment of the proposed 2013/14 scheme was completed during 2012. The proposed scheme for 2018/19 differs only marginally from the 2013/14 scheme.

An increase in caseload would lead to an increase in the cost of the scheme. However, the trend over the last 18 months has been for caseload to decrease and this is expected to continue.

6.5 Communications:

Hampshire County Council will be advised of the proposed scheme for 2018/19 on behalf of the major precepting authorities. It is not anticipated that they will have any difficulties with the proposal. As the proposed scheme for 2018/19 retains comparable levels of support to those in the 2017/18 scheme, it is considered unnecessary to undertake any further public consultation.

6.6 For the Community:

The Council Tax Support scheme provides financial assistance to those on low incomes. The proposed scheme for 2018/19 retains comparable levels of support to those provided for in the 2017/18 scheme and does not therefore impose an significant additional burden on council tax payers.

6.7 The Integrated Impact Assessment (IIA) has been completed and concluded the following:

An Integrated Impact Assessment (IIA) of the 2013/14 scheme was completed in 2012.

7.0 Consultation

Cllr Lulu Bowerman
Revenues and Benefits Contract Manager (Client)
Head of Finance and Assets
Monitoring Officer and Lead Solicitor
Head of Housing and Communities
Hampshire County Council will be made aware of the proposed scheme.

NON EXEMPT

Appendices:

None

Background Papers:

Council Tax Support review 2018/19
Social Value Engine Calculation

Agreed and signed off by:

Legal Services: 17th August 2017
Head of Finance & Assets: 17th August 2017
Director of Strategy and Governance: 17th August 2017
Cabinet Lead: 17th August 2017

Contact Officer: Brian Wood
Job Title: Head of Customer Services
Telephone: 01730 234150
E-Mail: brian.wood@easthants.gov.uk

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Appendix A

HBC – Estimated savings of revised working age council Tax Support scheme

Type of CTS scheme adjustment	Case affected	Estimated saving of revised scheme (£)	Estimated saving of revised scheme For HBC (£)12.40%	Est. increase in bad debt costs (see note) (£) 23.23%	Net Benefit to HBC	High level impact assessment
Retain the current scheme without change.	9568	0	0	0	0	No disproportionate impact on any group
Restrict working age maximum award to equivalent of a Band D property	34	14860.61	1842.96	428.11	1414.85	Could potentially impact on any group but most likely to impact on lone parents and families.
Restrict working age maximum award to equivalent of a Band C property	135	38187.26	4735.22	1099.99	3635.23	Could potentially impact on any group but most likely to impact on lone parents and families.
Maximum working age award = 90% of CT liability	2401	25578.18	3171.69	736.78	2434.91	No disproportionate impacts. Already have to pay 8.5% therefore only 1.5% adjustment.
Maximum working age award = 90% of CT liability but protect those with disability income	Current scheme already has vulnerable Excluded.	N/A				All ready protected in current scheme.

Appendix A

HBC – Estimated savings of revised working age council Tax Support scheme

Maximum working age award = 80% of CT liability	2401	196099.40	24316.32	5648.68	18667.64	No disproportionate impacts Already have to pay 8.5% therefore only 11.5% adjustment.
Maximum working age award = 80% of CT liability but protect those with disability income	Current scheme already has vulnerable Excluded					All ready protected in current scheme.
Align the working age backdating rules as they are in Housing Benefit – reduce to 1 month	90	0				No disproportionate impact on any particular group - Impacts those with savings.
Type of CTS scheme adjustment	Case affected	Estimated Increased cost of revised scheme (£)	Estimated Increased cost of revised scheme For HBC(£)12.40%		Net cost to HBC	High level impact assessment

Appendix A

HBC – Estimated savings of revised working age council Tax Support scheme

Increase the earned income disregard for working age for single claimants from £5 to £10 per week	138	7195.71	892.26	----	892.26	Advantageous to working age single claimants only.
Increase the earned income disregard for working age for single claimants from £5 to £15 per week	138	21587.14	2676.80	-----	2676.80	Advantageous to working age single claimants only.
Increase the earned income disregard for working age couple claimants from £10 to £20 per week	325	33892.85	4202.71	-----	4202.71	Advantageous to working age couple claimants only.
Increase the earned income disregard for working age couple claimants from £10 to £30	325	67785.71	8405.42	-----	8405.42	Advantageous to working age couple claimants only.

Appendix A

HBC – Estimated savings of revised working age council Tax Support scheme

per week						
Discretionary Housing Payment scheme for Council Tax Support Claimants	N/A					

Note – Percentages provided by accountancy, I have not included additional admin costs as CAPITA contact would included the collection activities within the current contract pricing.

Social value Engine: Council Tax Support Scheme

This report has been compiled to estimate the social value of the proposed Council Tax Support Payments from Havant Borough Council. This is a new scheme, proposed to start from April 2018. The scheme will provide assistance with Council Tax for families whose claims are at recovery stages. The scheme aims to increase household income so that the claimant can manage other household costs such as rent or mortgages payments in order to prevent them being evicted.

We have calculated the figure by assuming a £5000 fund would be split between 32 families in a given year. The outputs we believe the scheme could result in and therefore have been measured are:

1. Improved health and wellbeing for local residents: Improved mental health (measured 1 unit per family)
2. Improved access and affordability of quality housing: Preventing Evictions

The report reflects the estimated social value returned over the course of one year and is based on the following assumptions:

- HBC would contribute £5000 to 32 families
- The families would only benefit from this help once in a given financial year
- **Deadweight** - it has been assumed that 50% of families would have been able to resolve their housing / financial issue without the Council Tax support payment, therefore this is the standard deadweight we use throughout the report.
- **Attribution** - we have used the figure of 31% based on the findings of the Citizens Advice Bureau who calculate that of all clients seen by CAB with housing issues - 31% said the situation was secure after CAB advice. Given that there are advice services available to residents it has been assumed that we can attribute 31% of successes to support and advice services such as these.

Based on the above the estimates social value of the project is £13.19 for every £1 spent.

A full breakdown is available overleaf.

Output	Outcome	Financial Proxy	Unit Cost	Units	Time Period	Leakage	Deadweight	Attribution	Drop-Off	Total Annual Return	Total Project Return	Source
Improved mental health	5b. improved health and well-being for local residents	improved mental health	£4,671.00	32	1 years and 0 months	£0.00	£74,736.00	£46,336.32	£0.00	£149,472.00	£149,472.00	Citizens Advice Bureau, Modelling Our Value to Society 2015-2016
Preventing Evictions	4c. improved access and affordability of quality housing	preventing evictions	£6,180.00	32	1 years and 0 months	£0.00	£98,880.00	£61,305.60	£0.00	£197,760.00	£197,760.00	Citizens Advice Bureau

Returns	
1. Active, Inclusive and Safe	£0.00
2. Well Run	£0.00
3. Environment	£0.00
4. Well Designed and Built	£197,760.00
5. Well Connected	£149,472.00
6. Fair to Everyone	£0.00
7. Thriving	£0.00
8. Well Served	£0.00

Expenditure	
Direct Costs	£5,000.00
Other: Equipment	£
Other: Advice	£
Other: Borrowing	£
Other: Expertise	£
Other: Mentoring	£
Other: Volunteering	£
	£5,000.00

Less	
Leakage	£0.00
Deadweight	£173,616.00
Attribution	£107,641.92
Drop-Off	£0.00
Total Return after leakage, deadweight, attribution and drop-off	£65,974.08
Total Expressed as a Net Present Value	£65,974.08

**THE GROSS SOCIAL
VALUE
IS £69.45/£1**

**THE NET SOCIAL
VALUE
IS £13.19/£1**

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HAVANT BOROUGH COUNCIL

Cabinet

29 November 2017

HBC COUNCILLOR DEVELOPMENT

Report by the Democratic Services Assistant

FOR RECOMMENDATION TO COUNCIL

**Cabinet Lead: Governance and Organisational Development –
Councillor L Bowerman**

Key Decision: No

1.0 Purpose of Report

- 1.1 To present an update on the work of the Councillor Development Panel, including the Panel's update of the Council's Councillor Development Strategy.

2.0 Recommendation

- 2.1 That the Councillor Development Strategy 2017-2019 update be recommended for approval and adoption by Council.
- 2.2 That Cabinet note the progress update on the work of the Councillor Development Panel.

3.0 Summary

- 3.1 Since its establishment in September 2016, the Councillor Development Panel has worked towards achieving accreditation for the SEE Charter for Elected Member Development. The group of Councillors, representative of all the political parties elected to the Council membership, have implemented several actions with the aim and focus of improving member development and establishing a robust programme of training.
- 3.2 The attached summary provides details of the work undertaken by the Panel. Key actions among these include a Training Needs Analysis survey undertaken in January 2017 to ascertain the development needs of all members, the establishment of a Councillor Training Programme that meets the needs identified in the January TNA survey and the regular analysis of feedback received from training sessions to ensure the continuous improvement and progress of the training programme.
- 3.3 Another key action undertaken by the Panel is to review the Councillor Development Strategy. The Councillor Development Strategy sets out the Council's commitment to ensuring that the elected members have the necessary skills and development opportunities to fulfil their role in representing the

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Borough. This was agreed in 2015 but was in need of a refresh to reflect changes and updates in the Council's approach to councillor development.

- 3.3 The key change to the Strategy is to recognise the important role of the Panel in the matter of member development. Additional changes to the Strategy update references to officer roles to reflect structural changes, remove reference to budget figures to enable flexibility and reference the Councillor Induction Process.

4.0 Implications

- 4.1 **Resources:** The Councillor Development Strategy sets a clear direction for the deployment of the Council's resources in relation to member development from 2017 to 2019.
- 4.2 **Legal:** There are no specific legal risks or issues associated with this report.
- 4.3 **Strategy:** The Councillor Development Strategy is key in supporting Councillors to achieve the main aims of the Corporate Strategy.
- 4.4 **Risks:** n/a.
- 4.5 **Communications/Community:** n/a

Appendices:

Appendix 1 - Councillor Development Strategy 2017-2019
Appendix 2 - The work of the Councillor Development Panel

Agreed and signed off by

Head of Organisational Development:	31.10.17
Legal:	25.10.17
Finance:	25.10.17
Cabinet Lead Member:	03.11.17

Contact Officer:	Nicholas Rogers
Job Title:	Democratic Services Assistant
Telephone:	02392 446233
E-Mail:	nicholas.rogers@havant.gov.uk

Havant Borough Council

1 Councillor Development Strategy

- 1.1 Councillor development is seen as important to help elected Councillors fulfil their roles and contribute to the delivery of the Council's strategic priorities, objectives and aims. This strategy ensures that a long term view is taken of Councillor Development that also affords flexibility to reflect changing priorities.
- 1.2 This strategy recognises that Councillors are not employees of the Council and strives to help them seek a balance between their demanding roles inside and outside of the Council.
- 1.3 The Councillor Development Panel will take a leading role in the implementation, monitoring and evaluation of this strategy.

2 Vision

- 2.1 The vision is for all elected Councillors to have the necessary skills and knowledge to perform effectively in their current or future roles within the Council.
- 2.2 To help achieve this vision, the following values will apply:
 - Development opportunities will be available to all elected Councillors, irrespective of political allegiance.
 - Development activities will be based upon agreed training needs as identified through the Councillor needs analysis process.
 - Councillor development will be delivered through methods which ensure equality of access and taking into account different learning styles.
 - The Council will recognise that Councillors may have transferable skills which can be utilised in the Council to help them perform their Council role.

3 Aims

- 3.1 The Councillor Development Strategy aims to:
 - Create a clear framework for Councillor development based upon individual and organisational needs.
 - Ensure all Councillors have the necessary skills at the required level to conduct their roles effectively.
 - Ensure Councillors have the skills and knowledge needed to oversee the delivery of high quality public services through their community leadership roles.
 - Ensure Councillors feel confident to undertake their roles.

- Ensure Councillors are fully aware of their responsibilities and accountabilities to deliver good governance.
- Support the continued development of Councillors to prepare them for roles they may fill in the future.
- Attract and retain high calibre Councillors.
- Provide all Councillors with the opportunity for development.

4 Councillor Development Panel

- 4.1 The Councillor Development Panel (“the Panel”) has been appointed to promote, oversee and monitor the Council’s member development programme.
- 4.2 The Panel is formed across all of the parties within the Council’s membership and does not reflect political proportionality, representing the apolitical drive for Councillor development. The Panel meets a minimum of 4 times a year.
- 4.3 The Panel is also chaired by a member of Cabinet, exhibiting the commitment from the Council’s leadership to support development amongst members.

5 Identifying Councillor Development Needs

- 5.1 Each year the Panel will introduce and monitor a Councillor Development Programme. This will be tailored to the priority skills and knowledge areas that are identified from the following avenues:

- a) Councillor Needs Analysis – Councillor participation to identify transferrable skills and development needs will be key. The Panel will conduct a Councillor Needs Analysis, asking all members to identify their specific training needs, with the results of this analysis informing the training programme for the coming year

In addition to this, an opportunity will be made available for Councillors to meet on a one to one basis with the Leader/Deputy Leader or a Cabinet Member to discuss their personal development. This will also provide each Councillor with an opportunity to discuss their future aspirations in order for development activity to be put in place which will support this.

Councillors will be expected to take responsibility for their own personal development and maintain appropriate knowledge/skill levels to ensure that they are able to conduct their roles effectively.

- b) Review of Corporate Strategy – The Council will monitor its objectives, performance and external environment to identify factors that may give rise to changing development needs. Such factors may include changes to corporate priorities, changes in legislation, developments in local government services, changes in local government structures/funding or developments affecting other public sector bodies or organisations. A review of these factors may result in priority training needs being identified for the year.

- c) Review of the role of Councillors – The Panel will review the role descriptions for elected Councillors as outlined at Appendix A. The Councillor Development Programme will take account of the content of the role descriptions to ensure that training is delivered which provides Councillors with the skills and knowledge needed to fulfil the specific roles identified. Each newly elected Councillor will be invited to participate in an induction programme relevant to their role.
- d) Specialist Role Needs – Many Councillors will have additional roles which they fulfil or are likely to fulfil in the future. These roles often require specialist or more focused training.

These roles include:

- Leader/Deputy Leader of the Council
 - Chairman or Vice-Chairman of Committees or Sub-Committees
 - Cabinet Member
 - Committee Member for Regulatory committees e.g. Licensing, Planning
 - Overview and Scrutiny
 - Audit
- e) Training Feedback – At each training course, feedback forms will collate comments from Councillors on the quality and value of each course. This feedback will then be presented to the Panel, who will decide on any further development that may be needed.

Training needs for these roles will be identified from the specific role descriptions. Councillors fulfilling specialist roles will be required to attend training relevant to the role in order to be able to fulfil the role.

6 How Councillor Development Needs will be met

- 6.1 Development needs will be met from a range of options in order to support the diverse development needs and learning styles of elected Councillors.
- 6.2 In some cases, the Council will be able to deliver in-house courses using officers. Where necessary, the Council will source external providers for those development needs which require more specialist support/expertise.
- 6.3 Delivery methods may include:
 - Training courses
 - Seminars
 - External conferences
 - Councillor briefings
 - E-learning packages
 - Distance learning packages
 - Visits to other councils or relevant partners
 - Shadowing opportunities
 - Mentoring opportunities

- 6.4 Councillors will be encouraged to be involved with the development of fellow Councillors where appropriate by leading workshops, disseminating expert knowledge, offering mentoring and by generally encouraging the take up of Councillor development opportunities. The delivery of these activities will be classed as contributing towards a Councillor's own continued professional development.
- 6.5 In addition, each political group will appoint Councillor Mentors so that more experienced Councillors can provide advice and support to less experienced colleagues.
- 6.6 Newly-elected Councillors will be provided with a thorough Induction Programme upon their election, which will include introductions to key officers and departments within the Council, explanations of key Council policies and meetings with senior Councillors. This process will also include identification of further training needed to fulfil their role as Councillor, and regular follow-up sessions.

7 Resources

- 7.1 Each year budget and resources that need to be devoted to Elected Councillor development will be determined by the appropriate Head of Service as part of the budget setting processes.
- 7.2 These resources will be monitored by the Democratic Services Team Leader to ensure that best value is being achieved.
- 7.3 The budget for Councillor Development is set as part of the Council's budgets at Full Council each year. Democratic Services will seek ways to use the budget in the best way to meet the training needs of Councillors. For example, this could include opportunities for cross authority or partner training on a countywide, regional or national level, looking for training support from national/regional course providers such as the LGA or South East Employers or seeking relevant opportunities for Councillors to attend seminars/conferences hosted by partners.

8 Ongoing commitment

- 8.1 The Council will be committed to ensuring that Councillor Development activity is maintained which adheres to the principles of the Charter for Elected Councillor Development.

These principles are:

- Being fully committed to developing Elected Councillors in order to achieve the council's aims and objectives.
- Adopting a Councillor led strategic approach to Elected Councillor development.
- Ensuring that learning and development is effective in building capacity.
- Addressing wider development matters to support councillors

9 Review

- 9.1 The Councillor Development Strategy will be reviewed every two years by the Panel or sooner at the request of the Leader.

APPENDIX A**COUNCILLOR ROLE DESCRIPTIONS****Background**

Councillors have a leading role to play in achieving the Council's corporate aims and objectives. This Council is committed to ensuring that all Councillors have the necessary skills and knowledge to enable them to effectively carry out their community leadership roles.

This suite of Elected Councillor Role Descriptions outline the purpose, duties and responsibilities for key Councillor roles within the Council, as well as a range of qualities and skills. They are designed to be used as a guide and are not to be considered as prescriptive or exclusive.

The Role Descriptions can assist with the identification of specific or on-going learning and development needs for Elected Councillors. They can also be utilised within documentation for the recruitment of potential Councillors.

The following roles are included:

- Elected Councillor (Generic for all 38 Councillors)
- Leader/Deputy Leader
- Cabinet Member
- Chair of the Council
- Chair of Audit & Governance Committee
- Chair of Overview and Scrutiny Committee
- Chair of a Regulatory Committee (e.g. Planning, Licensing)
- Member of Governance & Audit Committee
- Member of Overview and Scrutiny Committee
- Member of Regulatory Committee
- Leader/ Deputy Leader of the Opposition.

ELECTED COUNCILLOR ROLE DESCRIPTION

Role Purpose

As an Elected Councillor you are an advocate for the Council and communities you serve. You are expected to represent Ward interests, individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally.

You will communicate effectively to the Community on Council strategies, policies, services and procedures so they are fully understood, liaising with Cabinet Members, other Councillors, Council Officers and partner organisations to ensure that the needs of the local community are identified, understood and supported.

You will be expected to participate constructively in the good governance of the Council through the formation and scrutiny of the Council's policies, plans, strategies, budget and service delivery.

You will be accountable to the electorate of your ward, the wider public and to the Political Group and Group Leader.

Duties & Responsibilities

To be committed to the Council's vision for a cleaner, safer and more prosperous borough.

In addition, Councillors will adhere to the seven principles of public life, as identified by the Committee on Standards in Public Life chaired by Lord Nolan and included within the Havant Borough Council Member Code of Conduct as follows:

Selflessness	Integrity	Objectivity
Accountability	Openness	Honesty
Leadership		

Skills and Knowledge

- Good advocacy skills
- IT skills
- Interpersonal skills
- Public speaking skills
- Presentation skills
- Influencing skills
- Good communication skills
- Community Leadership Skills
- Integrity and ability to set aside own views and act impartially
- The ability to present relevant and well-reasoned arguments
- Knowledge and understanding of meeting procedures, the law, rules and conventions regarding the democratic process and of the Council's Constitution
- To undertake appropriate training and professional development provided by the Council and external bodies

LEADER AND DEPUTY LEADER ROLE DESCRIPTION

Role Purpose

As the Leader/Deputy Leader you are the leading political figurehead(s) for the Council as a whole and the principal political spokesperson(s) for the Administration.

You will provide strong, clear political leadership in the co-ordination of Council policies, strategies and service delivery.

You will also provide visible leadership in relation to the Council and its citizens, stakeholders and partners in the overall delivery of Council policies, strategies and service delivery.

You will be accountable to the Cabinet (through collective responsibility) and to Full Council.

Duties and Responsibilities

Your duties and responsibilities will be as follows:

- To appoint the Cabinet (Leader)
- To designate the Deputy Leader (Leader)
- To designate appropriate Cabinet portfolios
- To appoint Cabinet Members to specific portfolios having regard to their abilities, expertise and past work / life experiences
- To chair meetings of the Cabinet in line with Council procedures and the Constitution
- To work closely with other Cabinet members to ensure the development of effective Council policies, the budgetary framework and delivery of high quality services to local people
- To represent the Council in the community and in discussions with regional, national and international organisations and others to pursue matters of interest to the Council and its communities
- To liaise regularly with the Chief Executive – giving and receiving advice on the management of the Council and delivery of Council services
- To challenge the status quo, thinking creatively and taking advantage of opportunities, and to help create an organisational culture which can enable this approach
- To develop and maintain effective relationships with Officers, other Councillors, partners and other public sector bodies, local businesses and voluntary and community groups and the general public in the area.
- The Deputy Leader will assist the Leader of the Council in discharging the above duties and in the absence of the Leader, the Deputy Leader will assume responsibility.
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

CABINET MEMBER ROLE DESCRIPTION

Role Purpose

As a Cabinet Member you are responsible for developing and implementing Council policies, strategies and service delivery within allocated Cabinet portfolios.

You will give leadership and political direction to officers and be accountable for choices and performance of relevant portfolio.

You will also be expected to act as a spokesperson both within and outside the authority on matters covered by their portfolio.

You will be accountable to the Leader, to the Cabinet (through collective responsibility) and to Full Council.

Duties & Responsibilities

Your duties and responsibilities will be as follows:

- To take responsibility for a specific Cabinet portfolio and share in undertaking executive responsibility for developing and progressing overall strategy, budget, policies and priorities.
- To give direction on, and ensure the development of the vision for, those services within their portfolio so that they are consistent with the overall strategic approach of the Council.
- To work as a team with other Cabinet Members and to recognise and contribute towards issues which cut across portfolios or are issues of collective responsibility.
- To liaise with the Chief Executive and Heads of Service to ensure the effective management of the delivery of those services within the portfolio throughout the borough.
- To speak on behalf of the Council in relation to portfolio responsibilities including representing the portfolio at Full Council, representing the Council to the media and on relevant external bodies, and to develop and maintain effective working relationships with the public, local businesses, the media, and voluntary and community groups in the area.
- To encourage public participation and consultation and to ensure effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders to ensure they are widely understood and positively promoted.
- To participate in Committee meetings of the Council e.g. Overview & Scrutiny Committee and other Committees where requested to do so.
- To have a thorough knowledge of the Constitution and the decision-making processes within the Council.
- To be called to account for decisions made on behalf of the Cabinet or as an individual Cabinet Member.
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

CHAIR OF COUNCIL ROLE DESCRIPTION [MAYOR]

Role Purpose

As Chair of the Council you will act as the symbol of the Council's Democratic Authority. This means as ceremonial head of the Council, you will be non-political and uphold the democratic values of the Council.

You will be accountable to the public and to Full Council.

Duties and Responsibilities

- To preside over meetings of the Council so that its business can be carried out efficiently.
- To ensure the Council conducts its meetings in line with the Council's Standing Orders
- To represent the Council at civic and ceremonial functions.
- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution
- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Havant Borough Council Member Code of Conduct, Councillor / Officer Protocol and the highest standards of behaviour in public office.
- To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments).
- To undertake appropriate training and professional development provided by the Council and external bodies

The Vice-Chair will assume responsibility for the above duties in the absence of the Chair.

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

GOVERNANCE & AUDIT COMMITTEE - CHAIR ROLE DESCRIPTION

Role Purpose

As chair of the Governance and Audit Committee you will be expected to promote and support good governance by the Council.

You will demonstrate independence, integrity and impartiality in decision-making which accord with legal, financial, constitutional and policy requirements.

You will also be expected to ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in the audit.

You will be accountable to the public, to Full Council and to External Auditors.

Duties and Responsibilities

- To provide confident and effective management of the Committee to facilitate inclusivity, participation and clear decision-making.
- To uphold and promote ethical governance and high standards in public office, particularly in relation to the Havant Borough Council Member Code of Conduct and other Protocols for supporting good Councillor / Officer relations.
- Review and scrutinise the authority's financial affairs and make reports and recommendations in relation to them.
- Review and assess the risk management, internal control and corporate governance arrangements of the authority and make reports and recommendations to the authority on the adequacy and effectiveness of these arrangements
- Oversee the authority's internal and external audit arrangements
- Review the financial statements prepared by the authority
- Develop effective working relationships with Internal and External Auditors
- Develop a forward work programme designed to deliver the requirements of an Audit & Governance Committee and to meet statutory requirements.
- Monitor progress against the work programme and of audit actions.
- Understand the respective roles of Councillors, Officers and external parties operating within the Audit & Governance Committee's areas of responsibility.
- Review and self-assess the performance of the Committee and its Councillors.
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

OVERVIEW & SCRUTINY COMMITTEE - CHAIR ROLE DESCRIPTION

Role Purpose

As Chair of the Overview & Scrutiny Committee you will be expected to provide confident and effective management of the Overview & Scrutiny Committee and Scrutiny activities.

You will Chair Overview & Scrutiny Committee meetings and develop and maintain a good working knowledge of the practices, procedures and functions which fall within the Committee's terms of reference. You will also be expected to promote the role of Scrutiny both internally within the Council and externally with the Council's partners, other public sector bodies and community organisations.

You will be accountable to the public and to Full Council.

Duties and Responsibilities

- To develop a balanced work programme which includes Cabinet decision scrutiny and Council performance monitoring.
- To demonstrate an objective and evidence based approach to scrutiny
- To evaluate the impact and added value of scrutiny activity and identify areas for improvement
- To monitor progress against the work programme of the Council
- To liaise with officers, other Councillors, external partners and public sector bodies and community representatives to resource and deliver the work programme.
- To oversee the arrangements for consideration of any challenge to the validity of Cabinet decisions through the Call-in process
- To set agendas containing clear objectives and outcomes for meetings
- To manage the progress of business at meetings; ensuring that meeting objectives are met and the Havant Borough Council Member Code of Conduct, rules of procedure and other Constitutional requirements are adhered to
- To ensure that all participants have an opportunity to make an appropriate contribution
- To build understanding and ownership of the Overview & Scrutiny function within the community
- To promote the involvement of external stakeholders such as service users, expert witnesses and partners in scrutiny activity if appropriate
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

CHAIR OF REGULATORY COMMITTEE - ROLE DESCRIPTION (PLANNING)

Role Purpose

You will be expected to understand and appreciate the regulatory framework, law and policies relevant to the quasi judicial Committee.

You will demonstrate integrity and impartiality in decision making which accords with legal, constitutional and policy requirements.

You will be accountable to the public, to Full Council and to Councillors of the regulatory Committee.

Duties and Responsibilities

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision-making.
- To ensure consistency in the quality and effectiveness of decision making
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- To promote the Role of the Regulatory Committee and Quasi-Judicial Decision Making
- To act as a representative for the regulatory Committee, facilitating understanding of the role.
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases / applications before formal committee meetings
- To manage the progress of business at meetings; ensuring that meeting objectives are met and the Havant Borough Council Member Code of Conduct, standing, rules of procedure, legal requirements and other Constitutional requirements are adhered to.
- To ensure that all participants have an opportunity to make an appropriate contribution (where applicable)
- To conduct meetings in accordance with agreed procedures to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused.
- To develop the standing and integrity of the Committee and its decision-making
- To understand the respective roles of Councillors, Officers and external parties operating within the Committee's areas of responsibility
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

CHAIR OF REGULATORY COMMITTEE - ROLE DESCRIPTION (LICENSING)

Role Purpose

You will be expected to understand and appreciate the regulatory framework, law and policies relevant to the quasi judicial Committee.

You will demonstrate integrity and impartiality in decision making which accords with legal, constitutional and policy requirements.

You will be accountable to the public, to Full Council and to Councillors of the regulatory Committee.

Duties and Responsibilities

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision-making.
- To ensure consistency in the quality and effectiveness of decision making
- To ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- To promote the Role of the Regulatory Committee and Quasi-Judicial Decision Making
- To act as a representative for the regulatory Committee, facilitating understanding of the role.
- To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly.
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice in the conduct of meetings and in individual cases / applications before formal committee meetings
- To manage the progress of business at meetings; ensuring that meeting objectives are met and the Havant Borough Council Member Code of Conduct, standing, rules of procedure, legal requirements and other Constitutional requirements are adhered to.
- To ensure that all participants have an opportunity to make an appropriate contribution (where applicable)
- To conduct meetings in accordance with agreed procedures to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused.
- To develop the standing and integrity of the Committee and its decision-making
- To understand the respective roles of Councillors, Officers and external parties operating within the Committee's areas of responsibility
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

GOVERNANCE & AUDIT COMMITTEE - COUNCILLOR ROLE DESCRIPTION**Role Purpose**

As a Member of the Governance and Audit Committee you will be expected to promote and support good governance by the Council.

You will be required to demonstrate independence, integrity and impartiality in decision-making which accord with legal, financial, constitutional and policy requirements.

You will review and assess the risk management, internal control and corporate governance arrangements of the authority and make reports and recommendations to the authority on the adequacy and effectiveness of these arrangements.

You will be accountable to the public, to Full Council, to the Chair of the Governance & Audit Committee and to External Auditors.

Duties and Responsibilities

- To review and scrutinise the authority's financial affairs and making reports and recommendations in relation to them.
- To oversee the authority's internal and external audit arrangements
- To review the financial statements prepared by the authority (if the Statement of Accounts is qualified it will be debated at a meeting of Full Council)
- To possess sufficient technical, legal and procedural knowledge to contribute fairly and correctly in undertaking the functions of the Committee
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.
- To uphold and promote ethical governance and high standards in public office, particularly in relation to the Havant Borough Council Member Code of Conduct and other Protocols for supporting good Councillor / Officer relations.
- To participate effectively in meetings of the Governance & Audit Committee, questioning and seeking clarification on matters falling within the remit of the Committee.
- To make informed and balanced decisions, within the Committee's Terms of Reference, which accord with legal, financial, constitutional and policy requirements.
- To understand the financial risks associated with corporate governance, being satisfied that the authority's assurance statements, including the Annual Governance Statement, reflect the risk environment and any activities required to improve it.
- To develop the standing and integrity of the Committee and its decision-making
- To understand the respective roles of Councillors, Officers and external parties operating within the Governance & Audit Committee's areas of responsibility
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor

OVERVIEW & SCRUTINY COMMITTEE - MEMBER ROLE DESCRIPTION

Role Purpose

As a Member of the Overview and Scrutiny Committee you will be expected to participate fully in the activities of the Overview & Scrutiny Committee, the development and delivery of its work programme and any associated Task & Finish Groups.

You will also be expected to scrutinise the decision-making of the Cabinet against the Budget and Policy Framework laid down by the Council and against performance targets and budgets, evaluating the validity of Cabinet decisions and challenge policies / decisions on a sound basis of evidence through the Call-in process where appropriate.#

You will be accountable to the public, to Full Council and to the Chair of the Overview & Scrutiny Committee.

Duties and Responsibilities

- To assist in the scrutiny of the management and policy implementation of the Council and of external organisations and to recommend changes and improvements
- To assist in the investigations referred to the Committee by the Cabinet, Council or Councillors
- To identify subjects for internal / external scrutiny review for addition to the work programme
- To assist in the scrutiny of Councillor Call for Action requests
- To participate effectively in meetings of the Overview & Scrutiny Committee, questioning and seeking clarification on matters before the Committee
- To make informed and balanced recommendations / decisions within the Committee's Terms of Reference, which accord with legal, financial, constitutional and policy requirements.
- To develop and maintain a good working knowledge of the practices, procedures and functions which fall within the Overview & Scrutiny Committee's terms of reference
- The ability, as a Member of the Overview & Scrutiny Committee to require Cabinet Councillors to attend and be questioned on matters relating to their roles and responsibilities
- The ability, as a Member of the Overview & Scrutiny Committee, to require the Chief Executive, Strategic Directors and Heads of Service to attend and be questioned on matters relating to their roles, functions and responsibilities
- The ability, as a Member of the Overview & Scrutiny Committee, to call expert witnesses and invite advisors from outside the Council, or a Councillor of the Council not serving on the Committee, to provide advice on matters under review or discussion.
- To add value to the decision-making and service provision of the authority through effective scrutiny.
- To promote the role of the Overview & Scrutiny Committee within and outside the Council, developing effective internal and external relationships
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

MEMBER OF REGULATORY COMMITTEE - ROLE DESCRIPTION (PLANNING)

Role Purpose

As a Member of a regulatory committee, you will be expected to understand the nature of the Regulatory Committee and Quasi- Judicial Decision Making and have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.

You will also be expected to be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases / applications before the Committee and to demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.

You will be accountable to the public, to Full Council and to the Chair of the Regulatory Committee.

Duties and Responsibilities

- To participate effectively in meetings of the Committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements.
- To develop the standing and integrity of the Committee and its decision-making
- To understand the respective roles of Councillors, Officers and external parties operating within the Committee's areas of responsibility
- To promote and support good governance by the Council
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

MEMBER OF REGULATORY COMMITTEE - ROLE DESCRIPTION (LICENSING)

Role Purpose

As a Member of a regulatory committee, you will be expected to understand the nature of the Regulatory Committee and Quasi- Judicial Decision Making and have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee.

You will also be expected to be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases / applications before the Committee and to demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements.

You will be accountable to the public, to Full Council and to the Chair of the Regulatory Committee.

Duties and Responsibilities

- To participate effectively in meetings of the Committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
- To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements.
- To develop the standing and integrity of the Committee and its decision-making
- To understand the respective roles of Councillors, Officers and external parties operating within the Committee's areas of responsibility
- To promote and support good governance by the Council
- To undertake appropriate training and professional development provided by the Council and external bodies

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

LEADER / DEPUTY LEADER OF THE OPPOSITION – ROLE DESCRIPTION

Role Purpose

As Leader/Deputy Leader of the Opposition Group you will be the political figurehead for the Opposition Group and to be the Council's spokesperson for the Council's opposition.

You will be expected to provide leadership in the constructive challenge of the Council's policies and undertake the functions of a Councillor and provide Leadership for your Group.

You will be accountable to the nominating group.

Duties and Responsibilities

- To provide strong, clear leadership to the Opposition Group on the Council
- To act as a spokesperson for the Opposition Group of which you are Leader and as a representative of the authority to external bodies and organisations as appropriate
- To work with, comment on, challenge and review the Council's controlling group's performance in the co-ordination and implementation of its policies and procedures
- To establish and represent the views of the Opposition Group on issues of policy and probity
- To have a good understanding of the roles of Councillors, Officers, external partners and agencies.
- To promote and support good governance of the Council
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support and promote respectful, appropriate and effective relationships with employees of the Council
- To promote and support adherence to the Havant Borough Council Councillor Code of Conduct, the Councillor / Officer Protocol and the highest standards of behaviour expected in public life
- To promote and participate in Councillor development.

The Deputy Leader of the Opposition will assist the Leader of the Opposition in discharging the above duties and in the absence of the Leader of the Opposition, the Deputy Leader of the Opposition will assume responsibility.

These duties and responsibilities are in addition to those detailed in the role description for an Elected Councillor.

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HBC Councillor Development Panel – Progress Update

1.1 Summary

- 1.1.1 The Councillor Development Panel was established by Cabinet in September 2015, with the remit to promote, oversee and monitor the Council's Member Development programme. Panel members have since worked to improve member development and establish a robust programme of training for our Councillors. This work feeds into the Council's bid to achieve accreditation for the SEE Charter for Elected Member Development.
- 1.1.2 The Panel have completed several actions in this bid to achieve accreditation, each aimed at meeting the criteria of the Charter and in turn improving member development at the Council.
- 1.1.3 The Panel completed a draft self-assessment and action plan against the charter criterion, providing evidence against each of the requirements to achieve accreditation. These were submitted to South East Employers in March 2017, receiving positive and encouraging feedback.
- 1.1.4 The Panel has since worked to complete further actions identified within the action plan, with the aim of fulfilling each criterion of the Charter. This evidence will be submitted to SEE prior to assessment.

1.2 Training Needs Analysis

- 1.2.1 A 'training needs analysis' was conducted in January 2017 and circulated to all members, with the aim of identifying the training and development needs to inform the Councillor Development Programme. The Panel was pleased to note the 62% response rate, and through analysis of these results, established a training programme based on the priority topics identified by the TNA.

1.3 Councillor Development Programme

- 1.3.1 The main areas highlighted by Councillors as in need of further development were local government finance, social media and the socio-demographic profile of the Borough. As a result, training courses were arranged on these subjects for all Councillors between March and July 2017. These sessions all received positive feedback from members.
- 1.3.2 Alongside these sessions, courses were also arranged that aimed to keep members fully appraised and trained in key areas of responsibility. Training has been arranged that is specifically aimed at our Licensing Committee, Development Management Committee, and Governance and Audit Committee members, to ensure they are aware of their role on these bodies.
- 1.3.3 In addition, regular briefings on the Local Plan and quarterly Planning healthchecks keep members appraised on key issues, while further training has covered wide-ranging areas from fraud awareness to dementia

awareness, safeguarding to emergency planning. All sessions have received positive feedback, with any areas highlighted in feedback forms considered the Councillor Development Panel and used to improve future programmes.

- 1.3.4 A mid-year training review was also recently conducted, to ensure the training programme has fully covered key areas and continues to meet member development needs going forward. The Panel has also considered the training plan for Development Management Committee members, endorsing the programme containing a mix of in-house, external and online learning.

1.4 Councillor Development Strategy

- 1.4.1 Another key part of the Panel's work towards the Charter is the review of the Councillor Development Strategy. Key changes recommended by the Panel include full recognition of the new role of the Panel within the Council's training programme, updates to references of officer roles to reflect structural changes and to make reference to the Councillor Induction Process.

1.5 Promotion of Councillor Development

- 1.5.1 The Panel take a leading role in the promotion of development opportunities to the Council membership. Central to this is the regular update given by the Cabinet Lead as part of the routine Cabinet Lead Report submitted to each Full Council meeting, which highlights training courses available and encourages members to engage with these sessions. Information is also widely available through articles in the Councillor's Newsletter and the Councillor Development Brochure, tabled for each member at Full Council meetings.

1.6 Future Actions

- 1.6.1 Looking forward at the Panel's project plan, the Panel aim to arrange mentors for newly-elected Councillors and engage in a full 'Be a Councillor' campaign in line with the May 2019 election cycle. The preparation of a thorough and wide-ranging Councillor Induction Programme following the May 2018 elections is also key to the future work of the Panel, with elements including a 'skills scan' of those newly-elected to ascertain the skills and experience they are bringing to the Council, and identifying the topic areas in need of further development.
- 1.6.2 The Panel will also continue its regular items of overseeing the current training programme, considering feedback from sessions and promoting the available courses to the wider Council membership.

1.7 Charter Assessment

- 1.7.1 The Panel have agreed the date of Monday 11 December for the external peer group to conduct their assessment of the Council's Charter bid. Having previously received the Panel's written evidence, the assessors will interview Panel members on their role, as well as meet with the Chief Executive,

Leader of the Council and other Councillors to gain an understanding of the Council's approach to councillor development.

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