

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
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HAVANT
HAMPSHIRE P09 2AX

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COUNCIL AGENDA

Membership: Councillor Mrs Smallcorn (Mayor)

Councillors Mrs Blackett, Bolton, Briggs, Branson, Brown, Buckley, Cheshire, Collins, Cousins, Edwards, Fairhurst, Farrow, Francis, Galloway, Gibb-Gray, Guest, Hart, Heard, Hilton, Keast, Kerrin, Lenaghan, Mackey, Perry, Pierce Jones, Ponsonby, Sceal, Shimbart, Mrs Shimbart, Smith D, Smith G, Smith K, Tarrant, Turner (Deputy Mayor), Wade, Weeks and Wilson

Meeting: Council

Date: Wednesday 23 July 2014

Time: 5.00 pm

Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Jo Barden-Hernandez
Service Manager – Legal & Democratic Services

15 July 2014

Contact Officer: Penny Milne (023) 92446234
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 - 8

To confirm the minutes of the Annual Council meeting and the extraordinary Council meeting both held on 28 May 2014.

3 Matters Arising

To consider any matters arising from the minutes of the last meeting.

4 Declarations of Interests

To receive any declarations of interests from Members present.

5 Mayor's Report

6 Leader's Report 9 - 10

7 Cabinet Lead Reports 11 - 12

7a Deputy Leader and Cabinet Lead Report for Environment and Neighbourhood Quality and Cabinet Advice 13 - 16

7b Cabinet Lead Report for Governance and Logistics and Human Resources 17 - 18

7c Cabinet Lead Report for Marketing and Development 19 - 20

7d Cabinet Lead Report for Planning and Built Environment 21 - 24

8 Cabinet/Board/Committee Recommendations

To consider any recommended minutes from the Cabinet and any of the Boards or Committees.

- (A) Recommendation from the Cabinet meeting held on 25 June 2014 in relation to neighbourhood planning in Emsworth:

RECOMMENDED to full Council the designation by Havant Borough Council of Emsworth as a Neighbourhood Area and the Emsworth Forum as the Neighbourhood Forum for the purposes of neighbourhood planning in Emsworth.

- (B) Recommendation from the Cabinet meeting held on 25 June 2014 in relation to the Community Infrastructure Levy:

RECOMMENDED to the Council that:

- (1) the Regulation 123 List be reviewed alongside the process of prioritising the distribution of CIL funding;
- (2) the key principles of the Funding Decision Protocol, as set out in paragraph 4.42 of the Cabinet report, be agreed.
- (3) all of the CIL collected be used to support infrastructure for the communities within the Borough. Of this:
 - (i) up to 5% of CIL receipts will be used within the

Planning budget to provide a dedicated resource for the annual monitoring and management required by the CIL regulations. The funding of any additional resource to undertake the additional work related to CIL will be cost neutral to the Council as it will fall within the 5% element;

- (ii) The remainder of CIL receipts (95%) will be allocated by the Council on behalf of the community for investment in infrastructure for the Borough, in accordance with the Community Infrastructure Levy Funding Decision Protocol (attached at Appendix 1 to the Cabinet report); and

- (4) the decision-making process be reviewed in 12 months' time with a view to simplifying it where possible; and

- (C) to consider any additional recommendations to Council arising from the Extraordinary Cabinet meeting to be held on 23 July 2014.

9 Portfolio Holders and Chairmen's Question Time

- (i) the Leader and Portfolio Holders to answer questions on matters within their Portfolio.
- (ii) Chairmen to answer questions on minutes since the last Council meeting

10 Acceptance of Minutes 25 - 26

To receive the minutes of meetings held since publication of the agenda for the Council meeting held on 16 April 2014.

10a Minutes of Licensing Committee held on 28 May 2014 27 - 28

10b Minutes of Cabinet held on 3 April 2014 29 - 30

10c Minutes of Scrutiny Board held on 3 June 2014 31 - 40

10d Minutes of Development Management Committee held on 5 June 2014 41 - 48

10e Minutes of Licensing Committee held on 6 June 2014 49 - 50

10f Minutes of Joint Human Resources Committee held on 10 June 2014 51 - 54

10g Minutes of Governance & Audit Committee held on 17 June 2014 55 - 58

10h Minutes of Cabinet held on 25 June 2014 59 - 70

11 Questions

In accordance with Standing Order 23.

12 Urgent Questions

To receive any questions submitted in accordance with Standing Order 23.4(b)

PART 2 (Confidential items - closed to the public)

None.

GENERAL INFORMATION

IF YOU WOULD LIKE A VERSION OF THIS AGENDA, OR ANY OF ITS REPORTS, IN LARGE PRINT, BRAILLE, AUDIO OR IN ANOTHER LANGUAGE PLEASE CONTACT DEMOCRATIC SERVICES ON 023 9244 6231

Internet

This agenda and its accompanying reports can also be found on the Havant Borough Council website: www.havant.gov.uk

Public Attendance and Participation

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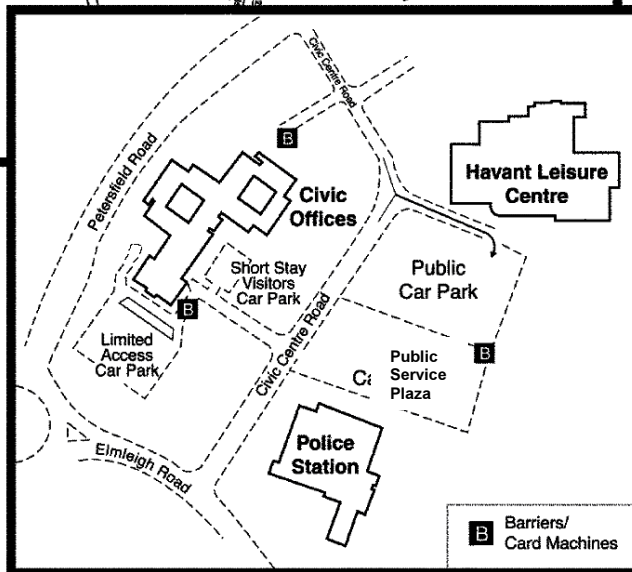
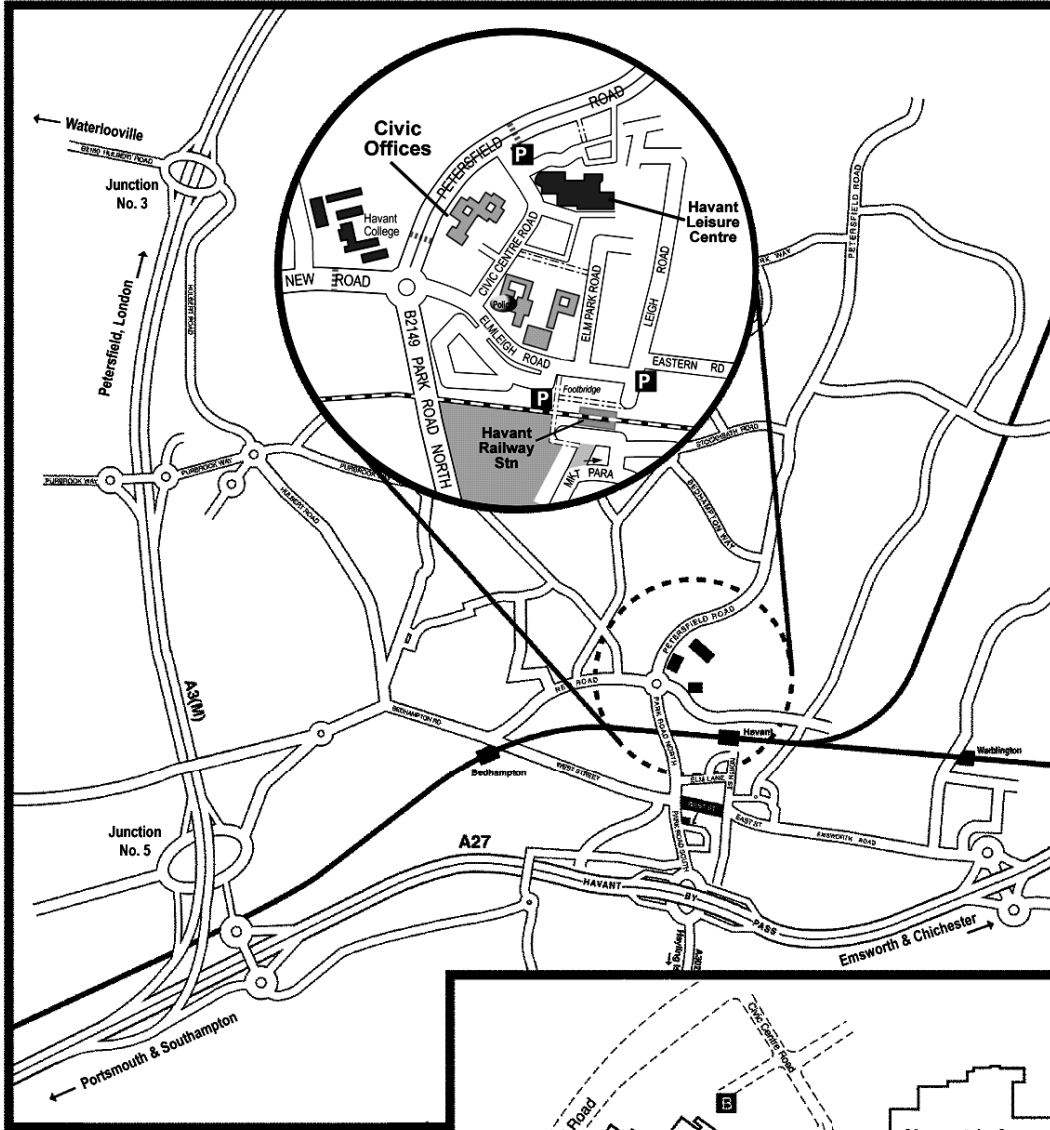
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Havant

BOROUGH COUNCIL

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Havant

BOROUGH COUNCIL

PROTOCOL AT COUNCIL MEETING – AT A GLANCE

Sit or Stand?

Stand to address the Council/Mayor at all times

Rules of Debate

- always address each other as “Councillor ...”
- a motion or amendment has to be proposed and seconded
- once an amendment has been proposed and seconded, it becomes the subject of the debate until it is either accepted or rejected by a vote
- a seconder can choose to make their speech at a later time
- only one Councillor to stand at any one time
- speeches will not exceed 5 minutes (the Council can resolve to allow additional time, which will not exceed a further 3 minutes)
- a Councillor proposing a Motion is allowed 10 minutes to introduce and 5 minutes to reply to debate
- a Councillor proposing the adoption of a Committee/Board minute has sufficient time to propose and unlimited time to reply to debate
- a Councillor can only speak again on an amendment, to move a further amendment, on a point of order or personal explanation.

Questions and Motions

Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting.
Questions must be submitted in writing (or by email) to the Democratic Services Team Leader 2 working days prior to the Council meeting.

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**Minutes of Full
Council**

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HAVANT BOROUGH COUNCIL

At a meeting of the Annual Council / Mayor Making held on 28 May 2014

Present

Councillor (Chairman)

Councillors Mrs Blackett, Branson, Briggs, Brown, Buckley, Cheshire, Cousins, Edwards, Fairhurst, Farrow, Francis, Gibb-Gray, Hart, Hilton, Kerrin, Lenaghan, Perry, Pierce Jones, Sceal, Shimbart, Mrs Shimbart, Mrs Smallcorn, Smith D, Smith G, Smith K, Tarrant, Turner, Weeks and Wilson

1 Election of Mayor of the Borough

Moved by Councillor Ken Smith and seconded by Councillor Gerald Shimbart it was

RESOLVED that Councillor Mrs Marjorie Smallcorn be elected Mayor of the Borough of Havant for 2014/15.

The Mayor, Councillor Mrs M Smallcorn, in the Chair

The Mayor announced that her charity appeals in the forthcoming year would be in support of Footprints; Portsmouth Downs Syndrome Association, Reynaud's & Scleroderma Association and the Rowans Hospice, the latter having been nominated by members of Havant Borough Council staff. In addition, the Mayor announced that a small fund would be reserved for distribution to local charities at the end of her mayoral year.

The Mayor then announced that her Chaplain for 2014/15 would be Reverend Canon Dr Paul Moore.

2 Vote of Thanks to Last Year's Mayor and Reply

MOVED by Councillor Cyril Hilton and seconded by Councillor Mrs Gwen Blackett it was

RESOLVED that a vote of thanks be recorded to the past Mayor, Councillor Paul Buckley, for the outstanding service during his period of office as Mayor.

3 Reply by the Retiring Mayor

The Retiring Mayor responded to the vote of thanks and congratulated the new Mayor on her election. Councillor Buckley took the opportunity to highlight the various charity and other events that he and the Mayoress had attended and the support that he had been able to give to his chosen charities. Cllr Buckley then thanked all those who had supported him during his year of office.

4 Apologies for Absence

Apologies for absence were received from Councillors Ray Bolton, David Collins, Richard Galloway, David Guest, Rory Heard, David Keast, Colin Mackey, Faith Ponsonby and Peter Wade.

5 Declarations of Interest

There were no declarations of interest from any of the members present.

6 Minutes

The minutes of the meeting of the Council and the extraordinary meeting of the Council held on 16 April 2014 were agreed and signed by the Mayor as a correct record.

7 Appointment of Deputy Mayor

MOVED by Councillor Andy Lenaghan and seconded by Councillor Jackie Branson it was

RESOLVED that Councillor Leah Turner be elected as Deputy Mayor for the Borough of Havant for 2014/15.

8 Discharges and Appointments of Trustees

The Council considered making such discharges and new appointment of Trustees to the Mayor of the Borough of Havant Appeal Fund Charitable Trust as was required following the election of the Mayor. MOVED by Councillor Mrs Gwen Blackett and seconded by Councillor M Sceal it was

RESOLVED that Councillor Mrs Marjorie Smallcorn be appointed Mayor Trustee and that Councillor Paul Buckley be discharged from being Mayor Trustee and that a Memorandum of Discharge and Appointment be executed under Section 35 of the Charities Act 1960.

9 Election of Leader of the Council

MOVED by Councillor Tony Briggs and seconded by Councillor Gerald Shimbart it was

RESOLVED that Councillor Michael Cheshire be elected as Leader of the Council.

10 Committee Appointments

MOVED by Councillor Cyril Hilton and seconded by Councillor Jackie Branson it was RESOLVED that the Council:

- (i) Notes the appointments made to the Cabinet by the Leader of the Council as set out in Part A of Appendix A;
- (ii) Receives notification from the Leader of the Council that unless and until the Leader of the Council otherwise directs, the Cabinet, being the body

Annual Council / Mayor Making (28.5.14)

which will undertake the relevant functions and powers set out in Part 3 (Responsibility for functions) of the Constitution of Havant Borough Council, will undertake all those functions and powers by acting together, save that, where Cabinet functions have been delegated to individual members of the Cabinet in accordance with the Scheme of Delegations to Portfolio Holders set out in Part 4D of the Constitution and/or to officers in accordance with the Scheme of Delegations to Officers set out in Part 8 of the Constitution, those delegations will continue to have effect.

- (ii) Reviews the representation of the different political groups on each of the Committees and Boards set out in Part B of Appendix A and determines:
 - (a) the allocation of seats on each of those bodies to each of the political groups into which the Council is divided; and
 - (b) the membership of those bodies in accordance with the wishes of those groups; and
- (iii) Approves:
 - (a) the appointment and functions of the various Committees and Boards;
 - (b) the appointment of Councillors to those Committees and Boards;
 - (c) the appointment of Chairs and Vice-Chairs (as appropriate) to those Committees and Boards all as set out in Parts B and C of Appendix A; and
- (iv) Approves the sundry appointments set out in Part D of Appendix A; and
- (v) Approves the following changes to the Constitution which are required to reflect the change to the title of Portfolio Holders and in the structure of the Scrutiny Board.

Cabinet Leads

All references in the Constitution to Portfolio Holder be amended to read Cabinet Lead

Scrutiny Board

Council Standing Orders

Standing Order No.	Amendment
6.11	Add the following sentence: "For the Scrutiny Board all Councillors who are not members of the Scrutiny Board or Cabinet shall be appointed as a

standing deputy for the Scrutiny Board”.

15.1 Scrutiny Board Quorum to read 3.

Scrutiny Standing Orders

Standing Order No. Amendment

66a Reference Article 6 to read Article 7.

66b To be amended to read: “The Scrutiny Board shall comprise of 11 elected members”.

70.1, 84.1, 84.3 References to Panels to be amended to read “Scrutiny and Policy Development Panels”.

The meeting commenced at 11.00 am and concluded at 12.19 pm

HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 28 May 2014

Present

Councillor (Mayor)

Councillors Mrs Blackett, Briggs, Branson, Brown, Cheshire, Cousins, Edwards, Fairhurst, Farrow, Gibb-Gray, Hart, Hilton, Lenaghan, Pierce Jones, Shimbart, Mrs Shimbart, Mrs Smallcorn (Deputy Mayor), Smith D, Smith G, Smith K, Turner, Weeks, Wilson, Tarrant, Buckley, Francis, Kerrin, Perry and Sceal

11 Declarations of Interest

There were no declarations of interest from any of the members present.

12 Apologies for Absence

Apologies for absence were received from Councillors Ray Bolton, David Collins, Richard Galloway, David Guest, Rory Heard, David Keast, Colin Mackey, Faith Ponsonby and Peter Wade.

13 Appointment of Honorary Alderman

MOVED by Councillor Mrs Marjorie Smallcorn and seconded by Councillor Jackie Branson it was

RESOLVED that

- (1) the title of Honorary Alderman be conferred upon former Councillor David Gillett, in recognition of his eminent service to the Council over and above a Councillor's normal duties; and
- (2) the Democratic Services Team Leader, in consultation with the Mayor, be instructed to make all further arrangements necessary with a view to the presentation in accordance with adopted practice of an appropriate framed scroll and Civic Buffet on a date to be decided.

The meeting commenced at 12.19 pm and concluded at 12.21 pm

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Leader's Report – Council 23 July 2014

By Cllr Cheshire – Leader and Cabinet Lead for Corporate Strategy and Finance Partnerships

FINANCE

The financial accounting team completed the closure of accounts on time and the accounts were signed by the s151 officer on 30 June and passed to the external auditor. The team reported the details of the Council's outturn to Cabinet on 25 June. Because there were changes in the funding position during the year, largely reflecting the impact of the localisation of business rates, the team will include funding details in their quarterly reporting going forward.

The team have now completed the upgrade to the Cedar financial system. The project for changing to the Civica financial system from April 2015 is well underway. The system is loaded and training for finance staff will take place during the next month.

Following the start of our final Finance Business Partner in June we now have a full complement of staff in the management accounting team. This has enabled us to allocate a Finance Business Partner to each service and one wholly to Operational Services. By working more closely with Service Managers this support will allow an earlier finance input on all projects and give colleagues more support in generating the business proposals for their delivering differently projects.

LEADERSHIP UPDATE

There have been a number of meetings planned over the next few weeks with the leaders of surrounding districts for me, as the incoming leader, to introduce myself to them and to explore partnering possibilities.

The key meeting will be with EHDC Leader which is planned to take place on the 12th August 2014.

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**Operational Services
Portfolio Holder
Report**

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Cabinet Lead Report – Council 17 July 2014

By Cllr Briggs – Deputy Leader and Cabinet Lead for Environment and Neighbourhood Quality and Cabinet Advice

Garden Waste Collection

As of 09 July we have had an increase of 892 customers signing up to our Garden Waste collection service compared to the same period last year, an increase of 1.9%.

Street Cleansing

The 'gumwand' machines have been a positive addition to the front line services, They are currently being used in Leigh Park precinct and have been active on single day's through the week and week ends. This service is carried out by frontline team members and the work is programmed on a weekly basis. Although we have had teething problems at the beginning we only have a small area left to cleanse in Leigh Park and will then move onto Waterlooville precinct.

The street cleansing teams have made a good start to the year, all scheduled work has been completed. Cleanliness, at weekends, within the 3 town centres has been greatly improved since the introduction of '5 over 7' working.

The small mechanical sweepers have currently been withdrawn from use within the pedestrian precincts and on pavements. This may have a short term detrimental effect i.e. build up of detritus, but we are implementing alternative working methods in an effort to deal with this.

Highway Verge Cutting

Whilst the target was to deliver 9 cuts this will not be achieved because of the delays experienced so far. It is more likely that the team will achieve 8 cuts, although this cannot be guaranteed. This service is dependant upon being able to recruit and retain sufficient seasonal Staff, Temporary Agency Workers (TAW) and them attending work, appropriate Machinery being available and the Weather. The team had experienced challenges with each of these.

The 4th cut of the season commenced on Saturday 5th July. The team aim to complete cut 4 by 01 August and will continue to work on Saturdays in an effort to avoid getting any further behind.

In order to improve the standards the team have increased the level of supervision and are using the small mechanical sweepers, working them alongside the grass cutting teams.

Engineering Works Team

The team have now finished outstanding jobs from flooding earlier in the year on Hayling Island which included moving on beach huts, hard landscaping and protection works along sea front and car parks.

Vehicle Maintenance Workshop

Fleet procurement - a replacement Large Grass Roller and a Cut and Collect grass cutting machine for Parks and Open Spaces. A new Fork lift will also be purchased for day to day depot operations and emergency works thorough out the borough.

Paul Stanley is currently investigating the use of electric bins lifts on Refuse Collection Vehicles with a demonstration machine coming in August or September.

Training - by September this year all of our Large Goods Vehicle drivers must have obtained a "Certificate of Professional Competence" (CPC). 50 of our staff will have completed the necessary training which has been provided during the last 5 years, this covers the latest rules and guidance of Professional driving. Without a valid 'CPC' drivers will be unable to drive any vehicle which is over 3.5 tonnes.

Transport & Implementation

An update on current schemes is as follows: Park Road North and South projects are now complete. A further phase to complete the missing cycle link along Park Road North between Park Lane and the railway bridge is being worked on. Works are likely to start February 2015 following consultation with stakeholders .

The Hayling Billy Trail project has been extended as extra funding has been acquired through Veolia Environmental Trust and Lottery Fund. A road link from Stoke Village via Northney to Landstone Bridge will be completed as part of these works. The A259 cycle lane Emsworth resurfacing works will be completed by April 2015.

Dunsbury Way Bus Interchange and Environmental Improvements will be completed before Christmas. The Hambledon Parade Environmental Enhancement project will be completed by September 2014 with tree and shrub planting programmed for October 2014.

Parking & Traffic Management

An Experimental Traffic Regulation Order went live in July in Langstone. The aim of this is to address parking issues in the area and assess the impact the restrictions may have over a period of up to 18 months. New restrictions include Woodbury Ave, Southbrook Close, Langstone Avenue / Road, Langbrook Road, Brookmead Way. Consultation with stakeholders will continue throughout the process including workshops to be held in October for interested parties.

Community Safety

Supporting Troubled Families - Over 130 Havant families have now received support from the scheme. There have been some notable successes in improving the lives of these families and this in turn has resulted in real reductions in demand on services and a reduction in cost to the public purse. We are currently seeking a further 30 families to support by the end of September 2014. The Government has undertaken to extend the programme for a further period and works currently being undertaken to look at the future criteria and number of families to be funded.

Litter enforcement - The litter enforcement campaign which was launched on the 1st May has now seen in excess of 970 Fixed Penalty Notices issued by "Kingdom" on behalf of HBC. The Environmental Rangers are to be the subject of a BBC programme in September which is focused on the "paint poo pink" campaign. The team were filmed at work on Friday 11th July in Emsworth during which time a FPN was issued to a resident for failing to clear up after his dog!

Public Space CCTV - The team at the CCTV control room have had a productive six months in supporting the Police in making some 50 arrests for a range of offences including serious assaults, shoplifting and anti-social behaviour. The team has also provided a co-ordinating role for the four town centre stopwatch schemes in the town centres. Looking ahead Cllr Michael Cheshire has recently written to Simon Hayes the Hampshire Police and Crime Commissioner to bring to his attention the cost locally of providing this service and seeking his views on the future funding arrangements.

Hayling Community Alcohol Project (CAP) - On the 9th July the second stage of the successful Hayling Island CAP was launched at Hayling College - the event co-ordinated by Susan Dabbs of the Community Safety Team featured a range of statutory and non statutory partners as well as representatives from Tesco's, Sainsbury and Southern Co-op. The focus of this project involves a community panel including young people from the school working together to reduce the negative impact of alcohol on young people and the community as a whole. The Hayling CAP is the only one of its kind in Hampshire and is recognised as best practice in the field.

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Cabinet Lead Report – Council 23 July 2014

By Cllr Jackie Branson – Cabinet Lead for Governance and Logistics and Human Resources

Democratic Services

The Councillors' Training Programme is ongoing and all members were asked to complete a training needs assessment earlier this year to support a targeted approach to training. Sessions on Human Resources, Overview & Scrutiny and Presentations & Public Speaking and have been held recently and specialist training/conferences arranged for individual Councillors as required. Additionally, we held the first 'seminar day' focusing on many different areas of council business. These subjects included: Supporting Troubled Families; Housing/Welfare Reform; Equipped Play Strategy and a Planning Policy and CIL Overview. The day was well attended with 16 councillors in attendance and evaluation forms have been circulated in order to collect some feedback from on the quality and usefulness of the workshops. The next seminar day is currently set for the 23 September and will include Social Media training, unlawful encampments and an overview of CCTV in the Borough.

Good training is crucial in enabling Councillors to develop and carry out their roles effectively and I would encourage all Councillors to make every effort to attend training sessions. Your feedback is very important in helping to assess the effectiveness of training and I would also ask that evaluation forms are completed and returned at the end of each training session.

Human Resources

The Employee Assistance Programme is now available to Councillors. This is a great benefit as it provides support for lots of different 'life' issues covering areas such as money, relationships, family matters, health & wellbeing, citizen rights, retirement etc. It is a 24/7 service to call for information, advice and support and it is completely confidential.

There is a continued focus on sickness absence with a number of actions taking place to support the reduction of sickness absence levels. These actions include training for managers, provision of detailed sickness absence information, increased awareness of mental health issues in the workplace and a triage system to be trialled at the Depot where an employee will be required to speak to a medical advisor when they ring in sick.

HR work continues to build on organisational development to prepare the Council for the challenges over the coming years. This programme of activity is captured in the 'People Plan' (accessible on the intranet) and the Service Futures programme. This will ensure we can attract, retain and motivate the right talent in future years.

IT Operations

New Desktop – arriving in Autumn

We are now deep into the new desktop testing and about to start signing off applications as "testing complete". All services are helping with the testing and the team are receiving positive feedback from the users around the speed and responsiveness of the new

service. The new features introduced as part of the new desktop are also receiving positive feedback such as the latest versions of Microsoft products.

Good For Enterprise – rollout underway

This is the new solution we will use to access email and calendars on mobile devices. There are online guides on how to use and install the application, which will be explained as part of the rollout. Whilst there will be change in the way that emails are viewed to ensure the security is of the level required for local government, the functionality of being able to access emails on mobile devices will remain.

Cllrs Passport Tokens

All councillors should now have their passport tokens along with a guide on how to use them. If anyone is having difficulties access the passport solution please contact Hampshire IT helpdesk for support on 01962 847000.

Havant is PSN Compliant!

As of the start of this month Havant Borough Council is now PSN (Public Service Network) compliant. This is a hugely complex piece of work, which takes much time and effort. Thanks to the team for ensuring we can continue to get the most out of IT.

This means we continue our communication with central government agencies in a secure and safe manner. The compliance lasts one year so the team will work through another compliance check between March and June 2015.

Cabinet Lead Report For Marketing And Development - Council 23 July 2014

By Councillor Mike Fairhurst

Business Change

Marketing & Development staff are working on a range of projects to enable the Council to offer our services on a personalised basis. This work, which began life some time ago under the working title 'residents pack', is a key piece of work to help us really deliver our services in the right way at the right time for each of our customers, and by doing so improve those services and reduce our costs. Personalisation will make a significant change to the services the Council delivers in the coming years.

The programme is complex and therefore we plan to include a session at the next Councillor Seminar Day to bring everyone up to date.

This is just part of the ambitious suite of projects and priorities which are being taken forward. In addition, we are:

- pushing ahead with the market testing of operational services,
- taking forward a campaign to develop more community led initiatives and services,
- overseeing the re-let of major contracts for the council to ensure best value, and
- seeking innovative delivery models for corporate services.

To achieve all of this we need all staff on board, and so there is also an initiative around creating the best culture to take us forward.

Communications

Our customers are using social media more and more. The Community Waterlooville Facebook page has lead the way with the most posts and likes - reaching an audience of 1827 page likes. The HBC main Facebook page has carried new jobs in the Council and highlighted the litter campaigns - with the campaigns receiving more positive and supportive comments than negative ones.

Recent paper press coverage has focussed on the elections and the outcomes, the litter campaigns and the opening hours of the Beach lands office and toilets on Hayling Island.

Customer Services

Within customer services the team are now taking additional calls about fixed penalty notices for littering and dog fouling. During June we answered 259 calls regarding fixed penalty notices which involved general enquiries, taking payments, issuing representation forms and recording complaints.

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Council Theme Lead Report – Council July 2014

By Cllr David Guest – Planning and Built Environment

Development Services

Major Developments – Progress update

Land to west of London Road, Purbrook (part of MDA)

A Reserved Matters application for 246 dwellings which comprise phase 2 of the Berewood development within the West of Waterlooville MDA development, (within HBC boundaries) was considered and approved at the inaugural meeting of the Joint West of Waterlooville Major Development Area Planning Committee held on 17 June.

Goldring Close, Hayling Island

A Reserved Matters application for 131 houses has been submitted by Bellway Homes and will be considered at a meeting of the Development Management Committee in the near future.

Market Parade, Havant

A Development Consultation Forum was held on 3 July which presented proposals for a mixed use redevelopment (including residential, retail, & food outlets) of the north-eastern quarter of the Market Parade area. The ideas tabled also included indicative proposals for the wider Market Parade area. The owner/developer heard comments and answered questions from stakeholders and councillors and will now carry out further consultation before refining any proposals prior to the submission of a formal planning application.

Allocated sites

A number of sites identified in the Allocations Plan are now the subject of formal planning applications:

Land at Portsdown Hill, Bedhampton

An application for 46 houses on Site Allocation UE5 was considered at the meeting of the DMC held on 17 July 2014.

Coldharbour Farm, Emsworth

An application for 53 dwellings with associated surface water attenuation proposals on allocation site UE37 was also considered at the 17 July DMC.

Land west of Horndean Road, Emsworth

Site allocation UE13 in Emsworth is the subject of a planning application for 125 dwellings and associated surface water management proposals. This is likely to be considered by the DMC in the autumn.

Sainsbury's site, Waterloooville

Work is now well underway on construction of the new retail store and associated highway junction works.

Planning workloads

The Development Management team are continuing to receive a high workload, particularly of major planning applications and pre-application enquiries. Planning application fee income is again significantly ahead of budget, reflecting the number of major proposals under consideration.

Planning Policy

The Allocations Local Plan has been found 'Sound' subject to the inclusion of minor modifications by the planning Inspector. The inspector's report was finalised on 7 July and is being considered by the Council at this meeting. There is a 6 week period for interested parties to seek a judicial review of the decision, it is not anticipated that any should arise.

Together with our adopted Core Strategy, the adoption of the Allocations Plan puts the Council at the forefront of Planning authorities nationally and the first in Hampshire having a full Local Plan and an adopted Community Infrastructure levy (CIL) in place. The Allocations Plan has been produced very effectively taking only 10 months from Publication to Adoption, which is an excellent achievement for the planning policy team, councillors and a range of other officers who have been involved throughout the process.

The new Local Plan sets the framework for planning and development in the Borough until 2026. However, there are likely to be changes to the development targets over the next few years and the debate about the best way of taking those forward are likely to emerge next year as the PUSH Spatial Strategy is reviewed.

This meeting is also considering the designation of the 'Emsworth Forum' as the Neighbourhood Planning body. The New Local Plan sets a comprehensive framework for Neighbourhood planning and it will be interesting to see what the Emsworth Forum propose to add to local planning.

As the housing market has picked up in the Borough the Council has sent out CIL invoices for £305,132 and collected £29,092 in Quarter 1 (March - June 2014). The accelerated work on developing CIL spending priorities has been effective and the Spending Protocol is being considered by this meeting. If approved the list of

infrastructure projects will continue to be developed and its prioritisation integrated with the annual budget process for Councillors to determine.

The successes of the Planning Policy team in getting the local Plan and CIL in place means they will now focus on the delivery side of development; looking at the schemes needed for the regeneration and promotion of Havant Borough.

Building Control

For Building Regulation applications the overall picture appears to be one of increasing workloads as the economic situation improves. Last financial year the total number of applications dealt with by Havant Borough Council increased over the previous financial year from 621 to 689, an increase of 9% and early signs are that this growth will continue with estimations predicting a further 5% growth in applications. This is likely to lead to a corresponding increase in income, although this will be influenced by the types of application submitted.

The team are also continuing to expand their other consultancy services, assisting the property services team with updating the fire risk assessments for the existing stock of Council owned buildings, rather than putting this work out to more expensive private consultants. Continuing to develop the consultancy arm of the service within the existing resource has recently become more challenging given the increasing volume of core Building Regulation work.

Coastal Management

The Coastal Partnership continue to work on behalf of four local authorities and have an extensive programme of major capital works that they are striving to deliver. 2013/14 income targets for the team were exceeded by approx 20% and they are currently holding a reserve of just over £90k. Results for the first quarter of 2014_15 show a similar trend.

After the severe winter, bids were submitted to the Environment Agency in an attempt to recover funds required for Emergency Works. To date, in HBC, we have had one approval through for an additional £150k at Eastoke to bring the beach levels back to their design profile. Repairs to failures on the Broadmarsh revetment are ongoing and are expected to require an additional £120k on top of the planned maintenance budget. Although additional revenue has been approved internally, the Partnership are still seeking external funding after being turned down for Flood Defence Grant in Aid (as no significant risk to property).

The Beach Management Plan at Eastoke, for which we have funding of £1.6M over 5 years, is undergoing a revision of its planning permission. This is aimed at integrating the wider South Hayling frontage so that more holistic decisions on managing the entire frontage can be taken without risking pressure points where Beach Management is not permitted.

The Partnership are working closely with The Friends of Norebarn Woods who are planning to construct an armourloc revetment to protect ancient woodland on the harbour frontage. Assistance has been provided with design work and procurement of contractors and staff will also aid with supervision of construction over the coming months.



Minute Volume

Cleaner, Safer,
More Prosperous

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HAVANT BOROUGH COUNCIL

At a meeting of the Licensing Committee held on 28 May 2014

Present

Councillor Wilson (Chairman)

Councillors Farrow, Francis, Kerrin, G Shimbart, Smith K, Tarrant, Edwards, Galloway, Ponsonby and Seal

1 Apologies

Apologies for absence were received from Councillors Galloway, Gibb-Gray, Pierce Jones and Wade.

2 Declarations of Interests

There were no declarations of interests from any of the members present.

3 Licensing Act 2003 - Appointment of Licensing Sub-Committee

RESOLVED that:

- (1) Functions under the Licensing Act 2003 be delegated to the Licensing Sub-Committee with terms of reference as set out in paragraph 3.3 of the report; and
- (2) The following five Councillors be appointed to stand as Chairmen of the Licensing Sub-Committee on a rotating basis in 2014/15:

Councillors Gibb-Gray, G Shimbart, K Smith, Tarrant and Wilson.

The meeting commenced at 2.00 pm and concluded at 2.03 pm

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 30 April 2014

Present

Councillor Briggs (Chairman)

Councillors Branson, Cheshire, Fairhurst, Guest and Weeks

67 Apologies for Absence

Apologies for absence were received from Councillor D Collins.

68 Minutes

The minutes of the meeting held on 19 March 2014 were agreed as a correct record.

69 Matters Arising

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

70 Declarations of Interests

There were no declarations from any of the members present.

71 Chairman's Report

72 Portfolio Holder Delegated Decisions, Minutes from Meetings etc.

RESOLVED that the following delegated decisions and minutes be noted:

- (1) Minutes of the Portchester Crematorium Joint Committee meeting held on 10 March 2014;
- (2) Delegated decision by Environment and Neighbourhood Quality Portfolio Holder – Extension to Call and Go Bus Service Contract.

73 Langstone Harbour Board

The Cabinet considered a report setting out the Council's position on the future of the funding of Langstone Harbour Board and its relationship with the Board.

RESOLVED that

- (1) the position towards the Langstone Harbour Board set out in section 4 of the report be agreed;
- (2) a contribution of up to £10,000, to provide consultancy support which will assist the Board in achieving the aims set out in section 4 of the report be agreed and authority to spend this money be delegated to the

Executive Director; and

- (3) agreement of a memorandum of understanding between Havant Borough Council, Langstone Harbour Board and Portsmouth City Council be delegated to the Executive Director.

74 Exclusion of the Press and Public

RESOLVED that the press and the public be excluded from the meeting during the consideration of the following item as:-

- (i) it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in paragraph 3 of Part I of Schedule 12A (as amended) to the Local Government Act 1972; and
- (ii) in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report to be considered was exempt under Paragraph 3 – Information relating to the financial affairs or business affairs of any particular person (including the Authority holding that information).

75 Textile Collection Contract - Allocation of Funds to Charities and Revenue Budget

(This item was taken in camera)

RESOLVED that the recommendations set out in the report, as amended and set out in the confidential minute, be approved.

The meeting commenced at 2.00 pm and concluded at 2.05 pm

.....
Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 3 June 2014

Present

Councillor Shimbart (Chairman)

Councillors Cousins, Keast, Lenaghan, Ponsonby, Smith D, Smith K, Tarrant, Turner, Perry and Mrs Shimbart

1 Apologies

Apologies for absence were received from Councillors Buckley and G Smith.

2 Minutes

RESOLVED that the minutes of the meeting of the Scrutiny Board held on 25 February 2014 be approved as a correct record.

3 Matters Arising

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

4 Declarations of Interests

There were no declarations of interests from any of the members present.

5 Chairman's Report

The Chairmen reminded the Board:

- i) it was the responsibility of the Scrutiny Leads to organise any standing deputies;
- ii) Scrutiny training had been scheduled for 15 July 2014 and all members were encouraged to attend; and
- iii) of the conduct expected at meetings when scrutinising future topics.

6 Appointment of Scrutiny and Policy Development Panels

The Board received a report inviting it to agree the scrutiny leads and board members, the membership of the five Scrutiny and Policy Development Panels and the Panels terms of reference.

RESOLVED that:

- (1) The scrutiny leads and board members as set out in Appendix A be approved;
- (2) Scrutiny and Policy Development Panels and their terms of reference as set out in Appendix A be approved.

- (3) The Scrutiny Panel membership as set out in Appendix A be approved; and
- (4) Councillor Faith Ponsonby be co-opted onto the Scrutiny Board as a non-voting member.

7 The Democratic Process - Update

The Board considered a report from the Governance and Logistics Panel providing an update on the Panel's findings in connection with its review of the costs and benefits of the democratic process.

The Board advised that the word 'found' in recommendation 2.4 be changed to 'sought'.

RECOMMENDED to the Cabinet:

- (1) Closer scrutiny of Mayoral engagements take place to ensure cost-efficiency to the Council and to maximise value to the organisation concerned;
- (2) The Economic Development Team, in conjunction with the relevant Cabinet lead, be encouraged to liaise more closely with the Mayor's support team to identify suitable events at an early stage;
- (3) Closer liaison between the Mayor and the Cabinet/Joint Management Team to ensure that no opportunity for maximising the role of the Mayor to promote/raise the profile of the Borough was missed; and
- (4) Alternatives to using porta cabins as polling stations be sought in order to minimise costs.

8 Scrutiny Board Work Programme - 2014/15

The Board was given an opportunity to review progress to date with regard to the various scrutiny and policy reviews currently being undertaken by the Panels and to identify potential new matters for scrutiny.

RESOLVED that

- (1) A scrutiny of Grass Cutting by the Environment and Neighbourhood Quality Panel be included on the Work Programme;
- (2) A scrutiny of Outside Appointments by the Governance and Logistics Panel be included on the Work Programme; and
- (3) A scrutiny of Tourism within the Borough by the Economy and Communities Panel be included on the Work Programme.

The meeting commenced at 5.00 pm and concluded at 5.27 pm

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Chairman

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APPENDIX A

Terms of Reference

Title: Governance and Logistics Scrutiny and Policy Development Panel

Membership: Councillor Leah Turner
Councillor Andy Lenaghan
Councillor Rory Heard
Councillor Marjorie Smallcorn
Councillor Mike Sceal
Councillor Richard Brown

Scrutiny Lead: Councillor Leah Turner

Board Member: Councillor Andy Lenaghan

Function: Will scrutinise and assist in the development of:
Building Maintenance, Business Continuity,
Emergency Planning, Health & Safety, Corporate
Support Services, Democratic Services, Elections,
Facilities, Finance & Corporate Planning, Internal
Audit, Risk Management & Fraud, Legal Services,
Payroll, Property Management, Revenues,
Benefits and Income Collection and Transactional
Procurement

Relevant Cabinet Leads:

Cabinet Lead for Governance and Logistics - Cllr Jackie Branson
Leader of the Council – Cllr Mike Cheshire
Cabinet Lead for Planning and Built Environment – Cllr David Guest

Title: Economy and Communities Scrutiny and Policy Development Panel

Membership: Councillor Caren Tarrant
Councillor Paul Buckley
Councillor Cyril Hilton
Councillor Elaine Shimbart
Councillor Gary Kerrin
Councillor Beryl Francis

Scrutiny Lead: Councillor Caren Tarrant

Board Member: Councillor Paul Buckley

Function: Will scrutinise and assist in the development of:
Arts and Culture, Community Development,
Economic Development, Events Management,
Healthy Lifestyles, Homelessness Prevention,
Lesiure Facility Management and Development,
Older People, Safeguarding, Sports Development,
Strategic Housing and Enabling Social Inclusion,
Tourism and Young People

Relevant Cabinet Leads:

Cabinet Lead for Economy and Communities - Cllr Yvonne Weeks

Title: Environment and Neighbourhood Quality Scrutiny and Policy Development Panel

Membership: Councillor David Keast
Councillor Ralph Cousins
Councillor Hilary Farrow
Councillor Peter Wade
Councillor Frida Edwards
Councillor Colin Mackey

Scrutiny Lead: Councillor David Keast

Board Member: Councillor Ralph Cousins

Function: Will scrutinise and assist in the development of:
Allotments, Animal Welfare, Cemeteries, Coastal Recreation, Community Safety, CCTV, Environmental Crime (litter, graffiti, dog fouling etc), Food Hygiene & Safety, Grounds Maintenance, Health & Safety Regulation, Highway Development Control, Infectious Disease Control, Licensing, Minor Engineering Works (including street name plates), Noise Control, Parking Policy & Enforcement (off and on street), Parks and Open Spaces, Pest Control, Pollution & Public Health, Private Sector Housing Regulation, Public Conveniences, Public Realm Improvements, Streetcare, Street Lighting (council owned and community safety schemes), Sustainability & Climate Change, Sustainable Transport, Traffic Management, Transport Fleet and Waste & Recycling

Relevant Cabinet Leads:

Cabinet Lead for Environment and Neighbourhood Quality –
Cllr David Collins
Cabinet Lead for Operational Services – Cllr Tony Briggs
Cabinet Lead for Planning and Built Environment – Cllr David Guest
Leader of the Council – Cllr Mike Cheshire

Title: Planning and Built Environment Scrutiny and Policy Development Panel

Membership: Councillor Ken Smith
Councillor John Perry
Councillor Brendan Gibb-Gray
Councillor Ray Bolton
Councillor Michael Wilson
Councillor Gwen Blackett

Scrutiny Lead: Councillor Ken Smith

Board Member: Councillor John Perry

Function: Will scrutinise and assist in the development of:
Building Control, Development Management, Land Charges & Address Management, Planning Compliance, Policy/Local Development Framework, Conservation, Strategic Transport Planning, S106 Agreements & Community Infrastructure Levy and Coastal Flood & Erosion Risk Management

Relevant Cabinet Leads:

Cabinet Lead for Planning and Built Environment - Cllr David Guest

Title: Marketing and Development Scrutiny and Policy Development Panel

Membership: Councillor David Smith
Councillor George Smith
Councillor Victor Pierce-Jones
Councillor Faith Ponsonby
Councillor Terry Hart
Councillor Richard Galloway

Scrutiny Lead: Councillor David Smith

Board Member: Councillor George Smith

Function: Will scrutinise and assist in the development of:
Audit, Business Transformation, Communications, Corporate Planning, Corporate Programme Office, Councillor Development, Customer Insight, Geographic Information System (GIS), Customer Access Strategy, Customer Service Centres/Access Points, Human Resources Strategy and Transaction, Information Technology, Learning & Development, Marketing, Partnership Development, Performance Management, Research & Development, Risk Management, Shared Services and Commissioning

Relevant Cabinet Leads:

Cabinet Lead for Marketing and Development - Cllr Mike Fairhurst
Cabinet lead for Governance and Logistics – Cllr Jackie Branson
Leader of the Council – Cllr Mike Cheshire

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HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 5 June 2014

Present

Councillor Mrs Shimbart (Chairman)

Councillors Brown, Buckley (Vice-Chairman), Hilton, Keast and Turner

1 Apologies for Absence

Apologies for absence were received from Councillors Heard, Galloway and D Smith.

2 Minutes

The Minutes of the meeting of the Development Management Committee held on 27 March 2014 were agreed as a correct record and signed by the Chairman.

3 Matters Arising

There were no matters arising.

4 Declarations of Interest

There were no declarations of interests.

5 Chairman's Report

The Chairman advised the Committee:

- (a) of future major applications: that would be submitted to meetings of the Committee from 17 July 2014.
- (b) that the Inspector's report on the Local Plan Allocations was expected in late June/early July 2014 and that the matter would be likely to be submitted for consideration by the Cabinet and Council on 23 July 2014; and
- (c) that twin applications for Emsworth to be designated as a 'neighbourhood area' and for the Emsworth Forum to be designated as the 'neighbourhood forum' for the purposes of neighbourhood planning in Emsworth would be considered by the Cabinet on 25 June and Council on 23 July 2014.

6 Matters to be Considered for Site Viewing and Deferment

There were no matters to be considered for site viewing and deferment.

7 Deputations

The Committee received the following deputations/representations:

- (1) Mr Turgay (objector) – APP/14/00269 – 38 Park Parade, Havant (Minute 8)
- (2) Councillor Ponsonby (ward councillor) - APP/14/00269 – 38 Park Parade, Havant (Minute 8)

8 APP/14/00269 - 38 Park Parade, Havant

Proposal: Change of Use from retail (use class A1) to kebab takeaway (use class A5).

The Committee considered the written report and recommendation of the Executive Head of Planning and Built Environment to grant permission.

The Committee also received supplementary information, circulated prior to the meeting, which gave:

- (a) details of additional conditions; and
- (b) an update on the appeal decision relating to application APP/13/01237

During the meeting the Committee was advised that condition 6 as set in the report should be replaced by Condition 7 as set in the supplementary information referred to above

The Committee was addressed by the following deputees:

- (1) Mr Turgay, who objected to the proposal for the following reasons:
 - (a) the proposed development would have a detrimental impact on the financial viability of existing takeaway shops in the area leading to job losses and/or closure of these existing businesses;
 - (b) there was a sufficient number of takeaway food shops in the area; and
 - (c) the footfall for the shopping centre was very limited;
- (2) Councillor Ponsonby acknowledged that it would be difficult to refuse this application on planning grounds. However she requested the Committee to take the following concerns into account:
 - (d) the existing food outlets were struggling to survive: an additional food outlet would be likely to lead to job losses and the closure of existing food outlets;

- (e) recent guidance from the National Institute for Health Care and Clinical Excellence (NICE) had linked high levels of obesity with takeaway food outlets. In response to this correlation some Councils were seeking to limit the number of takeaway food shops in shopping centres e.g. Birmingham City Council restricted the number of takeaway food outlets in a shopping centre or parade to 10%
- (f) although it was proposed to extend the extraction flue above roof level of the hairdressing salon above, the proposal would adversely affect the financial viability of this business by reason of fumes and smells; and
- (g) there was no direct fire exit onto the street or a rear courtyard. It was proposed that a fire exit be established via the entrance hall to the hairdressing business: the door to this entrance hall would normally be locked when the hairdressing salon was closed.

Councillor Ponsonby gave notice that she would be submitting a motion to a future Council meeting for the adoption of a policy restricting the number of takeaway shops in a shopping centre or parade to 10%.

In response to questions raised by members of the Committee, the officers advised that:

- (1) no planning grounds could be found to justify refusing this application;
- (2) the unit was currently a secondary frontage: in the emerging Allocations Plan the unit would not have designated frontage because of the number of vacant units in the area;
- (3) although details of the ratio of A5 to A1 units in the whole shopping centre were not readily available at the meeting, the ratio of A5 to A1 units (including the proposed used) in the immediate frontage was in accordance with the Council's policies;
- (4) the premises above the takeaway food shop was business and not residential as set out in the report,
- (2) the application proposed that the route for the extraction flue would be provided internally. In view of the concerns raised by the Committee, an informative could be attached to the permission advising that the Council would be unlikely to support the provision of an external flue;
- (3) the fire exit would be dealt with under controls such as Building Regulations. In view of the concerns raised concerning the adequacy of the proposed fire exit, an informative could be attached to the permission advising of the need to comply with other regulations; and

- (4) the NICE guidance could not be used to justify refusal.

The Committee discussed this application in detail together with the views raised by the deputees. Although the Committee sympathised with the deputees, it could not find any planning reasons to justify refusal. Therefore, subject to the informatives referred to (2) and (3) above, it was reluctantly

RESOLVED that Application APP/14/00269 be granted permission subject to:

I. the following conditions

- 1 The development hereby permitted shall be begun before the expiration of 3 years from the date on which this planning permission was granted.

Reason: To comply with Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 The takeaway premises hereby permitted shall not open to the public before 1200 hours or remain so open after 2400 hours.

Reason: To protect the amenities of nearby residential properties and having due regard to policies DM5 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 3 No development hereby permitted shall commence until a specification of the provision to be made for the storage and disposal of refuse following the commencement of the use hereby permitted has been submitted to and approved in writing by the Local Planning Authority. This must also include a scheme for the dispose of customer refuse and litter. The use hereby permitted shall not commence until the implementation of such provision for refuse has been completed in full accordance with such an approved specification.

Reason: To safeguard the amenities of the locality and having due regard to policies DM10 and DM5 of the Local plan (Core Strategy) which forms part of the Havant Borough Local Development Framework.

- 4 The change of use hereby permitted shall not commence until details of bin provision relating to the takeaway facility have been submitted to and approved in writing by the Local Planning Authority. The development should not be brought into use until a bin has been provided in accordance with the approved details.

Reason: To safeguard the amenities of the locality and having due regard to policies DM10 and DM5 of the Local plan (Core

Strategy) which forms part of the Havant Borough Local Development Framework.

- 5 No delivery vehicles (including moped's and motorbikes) are to be used in conjunction with the hereby permitted A5 use.

Reason: To safeguard the amenities of the locality and having due regard to policies DM10 and DM5 of the Local plan (Core Strategy) which forms part of the Havant Borough Local Development Framework.

- 6 Prior to the development being brought into use, equipment shall be installed for the filtration and extraction fumes and smell produced by cooking and food preparation, and the equipment shall be effectively operated for so long as the use continues. The extraction vent should be located above first floor level. Details of the equipment shall be submitted to and approved in writing by the Local Planning Authority, and the equipment shall be installed and be in full working order to the satisfaction of the Local Planning Authority prior to the commencement of use.

Reason: To ensure that unsatisfactory cooking odours outside of the premises are minimised in the interests of the amenities of occupiers of nearby properties and having due regard to Policies DM5, DM10 and CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012. of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 7 The development hereby permitted shall be carried out in accordance with the following approved plans:

Location and block plan - P1
Existing elevations - P2
Floor plans existing and proposed - P3
Design and Access Statement - received on 10/4/14
Ventilation Statement - received on 10/4/14

Reason: - To ensure provision of a satisfactory development.

8. The extraction equipment installed in pursuance of Condition 7 above shall be regularly maintained to ensure its continued satisfactory operation and the cooking process shall cease to operate if at any time the extraction equipment ceases to function to the satisfaction of the Local Planning Authority and shall not be resumed until the system has been restored to full working order. Documentary evidence including receipts, invoices and copies of any service contracts in connection with the use and maintenance of extraction equipment, shall be kept

and made available for inspection at the premises by Officers of the Local Planning Authority, to facilitate monitoring of compliance of this condition.

Reason: To ensure that the use does not result in excessive cooking odours outside the premises and that the amenity of occupiers of nearby properties is protected and having due regard to Policies DM5, DM10 and CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

9. Any proposal relating to install noise making equipment (i.e. refrigeration units, air conditioning, extract ventilation equipment) shall be agreed and approved in writing by the Local Planning Authority prior any development takes place.

Reason: To protect the occupants of nearby residential properties from noise, vibration and/or odour nuisance.

10. Noise resulting from the use of any/all plant, machinery or equipment shall not exceed a level of 5dB(A) below the existing background level (or 10dB(A) below if there is a particular tonal quality) when measured according to British Standard BS4142-1997.

Reason: in the interests of protecting the local residents from unreasonable noise levels which would be detrimental to the residential character of the area.

II. Informatives advising that:

- (a) the fire exit required Building Regulation approval; and
- (b) the Council was unlikely to support an external flue.

9 Appointment of the Site Viewing Working Party

The Committee considered the appointment of the Site Viewing Working Party for the ensuing year.

RESOLVED that

- (a) that the Site Viewing Working Party be constituted with the following terms of reference:

Title: Site Viewing Working Party

Membership: All members of the Development Management Committee

Standing Deputies: Councillors Galloway, D Smith and Hart

Chairman: Chairman of the Development Management Committee

Vice Chairman: Vice Chairman of the Development Management Committee

Function: To inspect sites relating to planning applications, and other matters referred to it by the Development Management Committee and officers and to inspect sites as necessary and request additional information if necessary.

- (b) members of the Development management Committee (including Standing Deputies) be appointed to the Working Party referred to in (a) above; and
- (c) members appointed to the Working Party referred to in (a) above continue to be members and constitute that Working Party until the first meeting of the Committee after the annual meeting of the Council subject to the members concerned remaining members of the Council during that time.

The meeting commenced at 5.00 pm and concluded at 5.57 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Licensing Committee held on 6 June 2012

Present

Councillor Johnson (Chairman)

Councillors Branson, Brown, Farrow, Gibb-Gray, Hunt, Kennedy (Vice-Chairman),
Mrs Smallcorn, Smith K, Tarrant and Wilson

1. Apologies

Apologies for absence were received from Councillor G Shimbart

2. Minutes

RESOLVED that the minutes of the meeting of the Licensing Committee held on 2 November 2011 be approved as a correct record.

3. Matters Arising

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

4. Declarations of Interests

The Chairman declared a personal, non prejudicial, interest in his capacity as the Designated Premises Supervisor for the Leigh Park Community Centre Association.

5. Chairman's Report

There were no matters the Chairman wished to report

6. Licensing Sub-Committee

RESOLVED that the minutes of the meeting of the Licensing Sub-Committee held on 27 March 2012 be approved as a correct record

7. Licensing Act 2003 - Appointment of Licensing Sub-Committee

RESOLVED that

- (1) the Licensing Committee's functions under the Licensing Act 2003 be delegated a Licensing Sub-Committee, with terms of reference as set out in the report; and
- (2) the following members of the Committee be appointed to stand as Chairmen of the Licensing Sub-Committee on a rotating basis:

Councillors M Johnson, O Kennedy, Mrs C Tarrant,
Mrs M Smallcorn and M Wilson

The meeting commenced at 5.00 pm and concluded at 5.05 pm

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At a meeting of the Joint Human Resources Committee held on 10 June 2014

Present

Councillors

East Hampshire District Council: Councillors Carter, Johnson and Thomas
Havant Borough Council: Councillors Mrs Blackett, Buckley (Vice-Chairman), Hart, Hilton and Shimbart

1 APPOINTMENT OF CHAIRMAN

RESOLVED that Councillor Buckley be appointed Chairman of the Joint Human Resources Committee for 2014/15.

Councillor P Buckley in the Chair

2 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillor K Carter be appointed Vice-Chairman of the Joint Human Resources Committee for 2014/15.

3 APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillors R Bolton, J Onslow, R Saunders and C Wherrell.

4 MINUTES

The minutes of the meeting of the Joint Human Resources Committee held on 23 October 2013 were approved as a correct record.

5 MATTERS ARISING

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

6 DECLARATIONS OF INTERESTS

There were no declarations of interest from any of the members present.

7 CHAIRMAN'S REPORT

As this was the first meeting of the Committee in the current municipal year, Councillor Carter, as former Chairman, presented a summary of the work undertaken by the Committee in 2013/14 and the positive contribution it had made to develop new HR initiatives for both Councils.

8 HUMAN RESOURCES PANEL Page 51

The minutes of the meeting of the Human Resources Panel (HBC) held on 24 April 2014 were noted.

9 APPOINTMENT OF HUMAN RESOURCES PANELS

RESOLVED that the following appointments to the Human Resources Panel be made:

East Hampshire District Council

To be agreed and notified by the Vice-Chairman

Havant Borough Council

Councillors P Buckley, Mrs G Blackett, C Hilton
T Hart (Deputy), G Shimbart (Deputy)

10 LOCAL GOVERNMENT PENSION SCHEME 2014 DISCRETIONARY POWERS

The Committee considered a report setting out details of the new Local Government Pension Scheme that came into effect on 1 April 2014, requiring all scheme employers to review their existing discretionary pension policy statement and publish new statements by 1 July 2014. The report provided details of the proposed changes to the Pension Scheme Discretionary Policies and the Flexible Retirement Procedures.

Members of the Committee expressed their appreciation to the officers for the comprehensive report.

RESOLVED that

- (1) the report be noted;
- (2) the discretionary policies be approved and adopted for use across both EHDC and HBC; and
- (3) the new Flexible Retirement Procedure for HBC and updated Flexible Retirement Procedure for EHDC be approved and adopted for use across both EHDC and HBC.

11 CORPORATE TRAINING PROGRAMME

The Committee considered a report setting out an overview of the corporate training needs analysis undertaken during quarter 4 of 2013/14 and the subsequent Corporate Training Plan that had been developed for 2014/15. The Corporate Training Plan, that was circulated with the agenda, would ensure that the skills sets of employees were developed and the training budget spent in the areas of greatest need.

RESOLVED

Joint Human Resources Committee (10.6.14)

- (1) that the report and the Corporate Training Plan be noted, for use across both Councils; and
- (2) opportunities for combining Councillor and officer training be explored where appropriate and where mutual benefit can be demonstrated.

12 PEOPLE PLAN 2014-15

The Committee considered a report giving an overview of the proposed People Plan for 2014/15. The Plan was intended to be an evolving document which could flex and change in line with organisational priorities.

RESOLVED that the report and the People Plan for 2014/15 be noted.

13 EMPLOYEE RECOGNITION SCHEMES

The Committee considered a report setting out a proposal for (a) the introduction of an employee recognition scheme to recognise those staff who go above and beyond their roles and (b) an annual staff award scheme.

Having reviewed the proposals, members of the Committee suggested that consideration be given to the following:

- Awards for members of staff who have actively saved money for the Council;
- Monitoring nominations to ensure consistent implementation of the scheme by managers;
- Allow for managers to nominate members of staff outside their own team/cluster;
- Awards should be evidence-based.

RESOLVED that

- (1) identification of priorities for non-cashable awards for use within the scheme be delegated to the officers;
- (2) implementation of both schemes at each Council be approved in principle, taking on board the comments of the Committee; and
- (3) the Committee receives an update at its next meeting on (2) above, with annual updates thereafter on progress with regard to implementation of the scheme.

At his request, Councillor M Johnson was recorded as having voted against the proposal.

The meeting commenced at 4.00 pm and concluded at 5.14 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 17 June 2014

Present

Councillor Smith K (Chairman)

Councillors Mackey, Hart, Perry, Tarrant, Wilson and Shimbart

1 Apologies

Apologies for absence were received from Councillor Mrs Smallcorn.

2 Minutes

RESOLVED that the minutes of the meeting of the Governance and Audit Committee held on 5 March 2014 be approved as a correct record.

3 Matters Arising

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

4 Declarations of Interest

There were no declarations of interests from any of the members present.

5 Chairman's Report

The Chairman provided a welcome to the new members of the Committee.

6 External Audit Papers

The Committee considered three papers presented by Ernst and Young LLP. Helen Thompson and Ian Young of Ernst and Young LLP were invited to join the meeting for the debate on this item and answered members' questions in connection with the report.

The Audit Progress Report provided the Committee with an overview of the stage reached in the 2013/14 audit and an outline of their plans for the remainder of the year.

The Audit Plan 2013/14 provided a basis for the Committee to review the proposed audit approach and scope for 2013/14. The areas due to be focused on were noted and it was confirmed that an update on the results of the work would be brought before the Committee in September 2014.

The Audit Fee Letter 2014/15 confirmed the audit work and associated fee proposed for the 2014/15 financial year. The fee had been set by the Audit Commission as part of the five year procurement exercise carried out in 2012.

RESOLVED that the report be noted

7 End of Year Internal Audit Progress Report

The Committee considered the Internal Audit Progress Report which provided an overview of internal audit activity against assurance work completed in accordance with the approved audit plan together with an overview of the status of live reports. Antony Harvey and Neil Pitman of the Southern Internal Audit Partnership were invited to join the meeting and answered members' questions in connection with the report.

A summary of work undertaken in 2013/14 was presented which detailed the progress made in implementing any reported recommendations. The Committee was pleased to note that all three key performance targets had been met and no significant issues arising from internal audit work had been identified.

RESOLVED that the report be noted.

8 Annual Internal Audit Report and Opinion 2013/14

The Committee was provided with the Chief Internal Auditor's opinion on the adequacy and effectiveness of the Council's framework of risk management, internal control and governance for the year ending 31 March 2014.

The Committee noted the following key points:

- Internal audit was compliant with the Public Sector Internal Audit Standards during 2013/14;
- The revised internal audit plan for 2013/14 had been substantially delivered;
- The Council's framework of governance, risk management and management control was considered to be adequate and audit testing had demonstrated controls worked in practice; and
- Where internal audit work identified areas where management controls could be improved or where systems and laid down procedures were not fully followed, appropriate corrective actions and a timescale for improvement had been agreed with the responsible managers.

RESOLVED that the Chief Internal Auditor's annual report and opinion for 2013/14 be approved.

9 Effectiveness of Internal Audit 2013/14

A report on the Effectiveness of Internal Audit was presented to the Committee which provided an overview of the measures currently in place to monitor and maintain internal audit effectiveness.

The Committee was pleased to note that using the self-assessment system the Council was compliant with 326 Page 56 standards. The majority of the

Governance & Audit Committee (17.6.14)

remaining areas were classified as not applicable to the Council. The Head of the Southern Internal Audit Partnership agreed to consider a suggestion that the one area regarded as non compliant, 'Independence and Objectivity', be classified as not applicable in future.

It was confirmed that an external assessment must be conducted at least once every five years and a paper exploring the options, form, timing and scope of the assessment would be prepared for September 2014.

RESOLVED that

- 1) The report be noted; and
- 2) The action plan generated from the assessment against the Public Sector Internal Audit Standards be endorsed.

10 Review of the Council's Statement of Arrangements for Managing Risks and Quarterly Update on Corporate Risks from the Executive Board

The Committee received a report from the Executive Head for Governance and Logistics detailing the Council's corporate governance and risk management arrangements for the year 2014/15.

An overview of the highest corporate risks reviewed by the Joint Executive Board on 13 May 2014 was provided and the details of these noted.

RESOLVED that

- 1) the Council's arrangements for the management of risk for the year 2014/15 be noted; and
- 2) the most serious corporate risks reviewed by the Joint Executive Board on 13 May 2014 be noted.

11 Havant Borough Council Constitution

There was no business to discuss under this item.

12 Local Government Ombudsman

There was no business to discuss under this item.

13 Code of Conduct Complaints

There was no business to discuss under this item.

The meeting commenced at 5.00 pm and concluded at 6.28 pm

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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 25 June 2014

Present Councillor Cheshire (Chairman)

Councillors Branson, Fairhurst and Guest

76 Apologies for Absence

Apologies for absence were received from Councillors A Briggs and Y Weeks.

77 Minutes

The minutes of the meeting of the Cabinet held on 30 April 2014 were agreed as a correct record.

78 Matters Arising

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

79 Declarations of Interests

There were no declarations of interest from any of the members present.

80 Chairman's Report

There were no matters the Chairman wished to report.

81 Appointment of Working Parties and Panels

The Cabinet considered a report setting out the appointments to working parties and panels required for 2014/15.

RESOLVED that the following appointments be confirmed:

- (1) **Coastal Defence Panel** – Councillors Guest, Branson, L Turner, K Smith, Pierce Jones and Galloway; and
- (2) **Local Plan Panel** – Councillors Hilton, Hart, Lenaghan, Guest, Keast, Buckley, Mrs Shimbart, Gibb-Gray, Heard, Turner, Wilson, Brown and Sceal.

(Development Management Committee Standing Deputies are also included for information but do not usually attend – D Smith, Galloway and Hart)

82 Appointments to Outside Organisations

The Cabinet considered a report recommending the appointment of members to represent the Council on the governing bodies of various outside organisations for the 2014/15 municipal year. Cabinet members noted that the annual appointments to outside bodies would be subject to review by the Governance & Logistics Scrutiny and Policy Development Panel as part of its ongoing work programme.

- (1) the appointments set out in the Appendix to these minutes be confirmed; and
- (2) outstanding appointments be delegated to and confirmed by the Leader of the Council.

83 Recommendations from the Scrutiny Board

The Cabinet considered a recommendation arising from the Scrutiny Board meeting held on 3 June 2014 in connection with the Governance & Logistics Scrutiny and Performance Development Panel on Democratic Processes.

RESOLVED that

- (1) closer scrutiny of Mayoral engagements take place to ensure cost-efficiency to the Council and to maximise value to the organisation concerned;
- (2) the Economic Development Team, in conjunction with the relevant Portfolio Holder, be encouraged to liaise more closely with the Mayor's support team to identify suitable events at an early stage;
- (3) closer liaison between the Mayor and the Cabinet/Joint Management Team to ensure that no opportunity for maximising the role of the Mayor to promote/raise the profile of the Borough is missed; and
- (4) alternatives to using porta cabins as polling stations be sought in order to minimise costs.

84 Provisional Outturn 2013-14

The Cabinet considered a report setting out the provisional Revenue Outturn for 2013/14 and seeking approval to transfer the residual surplus to the General Fund.

RESOLVED that

- (1) the Outturn position and the Cabinet's previous agreement to the following be noted:
 - carry forward £85,000 for the Local Development Framework,
 - carry forward £218,000 for Major buildings repairs.
- (2) that the following be approved:

Cabinet (25.6.14)

- set aside £500,000 in the General Fund to cover the 2014/15 reduction in Business Rates income to cover backdated appeals on the Retained Business Rates system.
- note that the £93,000 from Central Government received following the winter floods to fund grants will be paid to businesses and households during 2014/15.
- that £1,152,000 is set aside in the General Fund to support the delivery of the Council's vision, driving forward opportunities to transform public services and create financial efficiency.

85 Neighbourhood Planning in Emsworth

The Cabinet considered a report presenting twin applications for Emsworth to be designated as a 'Neighbourhood Area' and for the Emsworth Forum to be designated as the 'Neighbourhood Forum' for the purposes of neighbourhood planning in Emsworth.

In response to a query regarding further publicity of the proposals, Cabinet members noted that the recommendations would be subject to normal media coverage prior to final approval by full Council on 23 July.

RECOMMENDED to full Council the designation by Havant Borough Council of Emsworth as a Neighbourhood Area and the Emsworth Forum as the Neighbourhood Forum for the purposes of neighbourhood planning in Emsworth.

86 Community Infrastructure Levy: Funding Decision Protocol

The Cabinet considered a report setting out the process by which income derived from the Community Infrastructure Levy (CIL) could be distributed, including criteria to guide the prioritisation of spending and aid the assessment of requests for CIL funding, to ensure that CIL and remaining S106 funds are used effectively and for the benefit of the community.

RECOMMENDED to the Council that

- (1) the Regulation 123 List be reviewed alongside the process of prioritising the distribution of CIL funding;
- (2) the key principles of the Funding Decision Protocol, as set out in paragraph 4.42 of the Cabinet report, be agreed.
- (3) all of the CIL collected be used to support infrastructure for the communities within the Borough. Of this:
 - i. Up to 5% of CIL receipts will be used within the Planning budget to provide a dedicated resource for the annual monitoring and management required by the CIL regulations. The funding of any additional resource to undertake the additional work related to CIL will be cost neutral to the Council as it will fall within the 5% element ;

- ii. The remainder of CIL receipts (95%) will be allocated by the Council on behalf of the community for investment in infrastructure for the Borough, in accordance with the Community Infrastructure Levy Funding Decision Protocol (attached at Appendix 1 to the Cabinet report); and
- (4) the decision-making process be reviewed in 12 months' time with a view to simplifying it where possible.

The meeting commenced at 2.00 pm and concluded at 2.50 pm

APPENDIX A

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
1	Age Concern	One	Cllr D Smith	None
2	Alleygating Panel	N/A	N/A	Relevant Ward Members depending on location of alley to be considered for closure
3	Bedhampton Social Hall Association	One	Cllr Ken Smith	None
4	Cowplain Activtiy Centre Association	One	Cllr Mrs Marjorie Smallcorn	Ward Councillor
5	Community Safety Partnership	One	Cllr Michael Cheshire MBE	
6	Domestic Violence Focus Group	One	Cllr Tarrant	None

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
7	Emsworth Maritime Historical Trust	One	Cllr Richard Galloway	Clause in Lease states that the Council may appoint one representative to serve on the governing body of the Trust (which is the body concerned with the day to day management of the Trust and its premises)
8	Guinness Hermitage	One	Cllr Yvonne Weeks	
9	Hampshire and Isle of Wight Local Government Association	Two	Cllrs Briggs and David Guest	Must be members of the Cabinet
10	Hampshire Buildings Preservation Trust	One	Cllr David Guest	None

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
11	Havant and District Citizens Advice Bureaux	One	Cllr Michael Wilson	None
12	Havant Arts Centre Co Ltd	One	Cllr Jackie Branson	None
13	Havant Borough Sports Association	One	Cllr Mrs Yvonne Weeks	None
14	Havant Council of Community Service	One	Cllr Colin Mackey	None
15	Havant Housing Association	One	Cllr Mrs Yvonne Weeks	None
16	Hampshire (South East) Road Safety	One	Cllr Ken Smith	None
17	Havant Thicket Joint Members' Panel	Five	Cllr David Guest, Mrs Shimbart, Ward Cllrs	Cabinet Lead, Chairman of DMC, Three Ward Councillors
18	Havant Thicket Reservoir Stakeholder Group	One	Cllr David Guest	None

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
19	Hayling Island Community Centre Association	One	Cllr Andrew Lenaghan	None
20	Leigh Park Community Association Management Committee	One	Cllr Frida Edwards	None
21	Local Democracy and Accountability Network	Up to Two	Cllr Gerald Shimbart	Scrutiny Chairs are recommended
22	Local Government Association - "Urban Commission"	One	Cllr Cheshire	None
23	Local Government Association (Assembly)	One	Cllr Cheshire	None
24	Local Government Association Coastal Issues Special Interest Group	One	Cllr David Guest	None

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
25	Off The Record	One	Cllr Yvonne Weeks	None
26	Parking Patrol Adjudication Panel and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	One	To be confirmed	None
27	Portchester Crematorium Joint Committee	Two	Cllrs Tony Briggs and (1) To be confirmed	Must be members of the Cabinet
28	Portsmouth City Council Health Overview and Scrutiny Panel	One	Cllr Mrs Gwen Blackett	None
29	Project Integra Strategic Board	One plus non- voting Standing Deputy	Cllr Tony Briggs (plus Deputy to be confirmed)	Must be a Cabinet Member

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
30	PUSH Joint Management Committee	One	Cllrs Cheshire and Briggs (either may independent upon circumstances)	Normally but not necessarily the Leader of the Council
31	PUSH Overview and Scrutiny Committee	One	Cllr Gerald Shimbart	Non-Cabinet members
32	Relate	One	Councillor Wilson	None
33	Solent Forum	One	Cllr David Guest	None
34	South Eastern Hampshire Clinical Commissioning Group	One	Cllr Yvonne Weeks	
35	South East of England Councils	One	Cllr Cheshire	
36	Southern and South East England Tourist Board	One	Cllr Ken Smith	None

	ORGANISATION	No. Appointments to be made	Appointment 2014/15	SPECIAL REQUIREMENTS
37	Southleigh Youth Recreation Community Hall	One	Cllr Mackey	None
38	Springwood Centre	One	Cllr Cyril Hilton	None
39	Standing Conference on Problems Associated with the Coastline (SCOPAC)	One	Cllr David Guest with Cllr Jackie Branson (Deputy)	None
40	Staunton Country Park Management Committee	One	Cllr Mrs Yvonne Weeks	None
41	Three Harbours and Coastal Plain Local Action Group	One	Cllr Brendan Gibb-Gray	None
42	Waterlooville Area Community Association	One	Cllr Mike Sceal	None
43	WeBigLocal	One	Cllr Shimbart	Co-opted Member
44	Wecock Community Centre Association	One	Cllr Gerald Shimbart	None

	45	West of Waterloo Forum	Four plus 2 Standing Depts	Cllrs Marjorie Smallcorn, Mrs Blackett, Gerald Shimbart and Peter Wade	Must not be members of DC
	46	Westbrook Hall Association	One	Cllr David Keast	None
ORGANISATION					
No. Appointments to be made					
Appointment 2014/15					
SPECIAL REQUIREMENTS					