

# **Portfolio Holder Reports**

HAVANT BOROUGH COUNCIL  
COUNCIL  
19 FEBRUARY 2014

Dear Councillor

I am now able to enclose, for consideration at next 19 FEBRUARY 2014 meeting of the Council, the following portfolio holder reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>
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## **Portfolio Holder Report – Council 19 February 2014**

**By Cllr David Collins – Environment & Neighbourhood Quality**

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### **Environmental Health**

#### **Food Safety**

It is a legal requirement for food businesses to have documents on how they produce food safely and HBC is now offering copies of the more popular Safer Food Better Business packs for purchase, at cost, from the Public Service Plaza. These packs are available to download from the Food Standards Agency website but as this is problematical for many small businesses the Commercial team at HBC has made arrangements with our print room in order to help out.

At the request of Hampshire Environmental Health Managers Group, HBC is taking part in an Inter Authority Audit in Hampshire for the food safety aspect of our work. Officers from New Forest District Council are auditing Havant and Havant will be auditing Fareham Borough Council. Collated results will be available for the EH Managers group by the end of the financial year. The aim of the exercise is primarily to share the principles of "best practice".

#### **Housing Enforcement**

Whilst it is normal to see a peak in complaints about condensation and mould at this time of year, the prolonged and particularly wet winter months have caused an exceptional number of complaints about penetrating dampness.

#### **Licensing**

Applications for Street Collections and House to House Collections must include financial statements from the organisations. This is part of the procedure and essential to ensure that our residents are not being subject to unscrupulous collectors.

The Licensing section has recently put new procedures in place to monitor these financial statements and as a result have reduced the completion times of these applications from up to 12 months to only 6 weeks. The new procedure has been very successful as the majority of applicants are now returning their Forms of Statement without the need for the Council to generate reminder letters.

#### **Pest Control**

The particularly wet but relatively mild winter has proved favourable for mosquito breeding and our pest control operatives have had to commence treatment of many known breeding sites two months earlier than usual this year.

### **Parking Strategy/Management & Traffic Management**

The Parking Team continues to monitor the parking controls across the Borough and will be moving to implement the new parking charges once approved at Cabinet and Council.

The Traffic Team has continued to deliver a high quality service and the following orders below have been progressed.

Shaftsbury Avenue and Stakes Hill Road – Restrictions for school pick up times – Awaiting approval from Cllrs before proceeding as advertised.

Park Parade – Reinstate disabled bay and some more time restricted bays – Plans prepared and Initiation of Process out for signing.

### **Public Realm Enforcement, including unauthorised encampments**

The rangers continue to concentrate on patrolling for offences of littering, dog fouling and fly-tipping. With the inclement weather and long nights the team are working closely with residents to identify what time of the day offences are being committed, to better inform patrol times.

These targeted patrols have seen a reduction in dog fouling in those areas, particularly residential areas which they hope to maintain through to the lighter evenings. Rangers are also working with Portsmouth City Council's Estates Services Officers to reduce dog fouling and litter problems in communal and grassed areas around their properties.

The joint working continues with Portsmouth City Council Housing Service and waste management around keeping bin areas tidy in flats.

There has been a slight increase in complaints of abandoned vehicles although the number of cars impounded by the council is still low. Due to their negative scrap value caravans continue to be a problem.

With the closure of the council's car collection contractor, discussions are in place with Hampshire County Council with a view to entering into the county-wide collection contract.

There have been no unlawful encampments in the Borough but rangers and operational services continue to work with other agencies and residents groups to ensure defences are in place and appropriate.

### **Sustainable Transport & Implementation**

#### **Park Road South, Havant Enhancement**

Work on the section between West Street and Solent Road has been completed and the feedback so far has been very positive.

Phase 2 has since commenced with the installation of bespoke railings along with new paving which has significantly enhanced the appearance of this important corridor into Havant.

### **Park Road North, Havant Enhancement**

A further phase of works, along the KFC frontage to widen the footway to the same standard as the rest of the road, has been identified and a Feasibility Study into how this can be achieved is currently under way.

### **Hayling Billy Trail Phase 4 - Bridge Approaches**

This project covers two discrete locations; these are from the south end of the Bridge to the Hayling Island Service Station, and along the frontage of the Langstone Sailing Club HQ building. Work started in January and be completed ready for Easter.

### **Morelands School**

Phase 2, comprising the widening to shared cyclist / pedestrian status of the path, was completed early in November, ahead of schedule. Discussions with Portsmouth City Council to use part of the Golf Club car park for dropping off children attending the School are progressing. If this results in a satisfactory conclusion we expect to be able to carry out a future 'Phase 3' later this year.

### **Emsworth Feasibility Studies**

Five feasibility study packages have now been awarded by Hampshire County Council to investigate the best way to implement new sustainable travel infrastructure in Emsworth. Local Members and I have received an update report and public engagement is planned to allow the studies to progress with key inputs from local stakeholders. Implementation of any schemes would be from summer 2014 to spring 2015.

### **Southleigh Road, Footway Widening**

A small scheme requested by Warblington School and funded by HCC has been added to the work of the Team; this will create a wider footway at the south side of the Warblington level crossing to assist the management of pupils whilst the crossing gates are down.

### **West Beachlands Surface Dressing Works**

The outstanding road marking works have now been completed. The scheme has been extended to include the construction of a soakaway in the verge adjacent to the Sunset Café to alleviate a flooding issue, this will be completed in March 2014.

### **Frendstaple Road Cycle Route**

Works to provide a cycle route from A3 London Road to Park Lane via Highfield Avenue, The Glade and Tempest Avenue, including the extension to Sapphire Ridge was substantially completed in January 2014, the road markings still require completing which is anticipated to be completed shortly.

### **Car Park Slurry Sealing**

Work has commenced to procure the slurry sealing of four car parks within the Borough, these are South Street Emsworth, Greywell Car Park Leigh Park, Rockville

Drive and Wellington Way Waterlooville. Due to the nature of the works, it is anticipated that each car park will be either fully or partially closed whilst works are carried out. There will be a period of approximately four days when the car parks will remain unlined. There will be consultation with the Parking Partnership to ensure that disruption is kept to a minimum. The work is due to commence shortly.

### **Bedhampton Way Pedestrian Refuge**

Works to provide a safe crossing point opposite Keats House was completed in January 2014.

### **LSTF Waterlooville Cycle Strategy**

Feasibility report on the options available to connect the various cycle routes leading into Waterlooville Town Centre has been prepared and is currently with HCC for comment before a formal consultation process with HBC & HCC Councillors is commenced.

### **Front Lawn Junior School**

Design on this scheme to provide a junction improvement at Broadmere Avenue and High Lawn Way and an on road cycle route from Middle Park Way to Dunsbury Way has been completed. This joint scheme is currently out to tender with construction works anticipated to be carried out during the February 2014 half term.

### **Hayling Island Access Trail**

This project includes the Seafront Footpath Cycleway that is complete except for some minor repairs in Eastoke car park, and the Hayling Billy Trail. The contractor Caroways are currently resurfacing the southern portion of the Billy Trail at Hayling Station Theatre, and HCC are organising refurbishment of the railway signal arm and new benches in the northern section.

### **Dunsbury Way TfSH Environmental Enhancements & changes to bus stops**

The consultation event presented a good opportunity to gauge the views of local users. Following the event, a second option will be explored and taken to Safety Audit alongside the original consultation option. Local Councillors and I will be consulted on the second option once further design work is undertaken. It is still envisaged that the project can be on site summer 2014.

### **Hambledon Parade**

Tender documents are being compiled with expected tender completion by end of February 2014. Local Councillors and I will be receiving an update on the project. Construction is expected to start on site by end of March 2014.

### **Rachael Madocks Crossing**

Design completed. Local Councillors and I will soon be consulted on the project before proceeding to tender.

### **Havant Park Havant Railway Station to Havant Bus Station**

The Intelligent Traffic System design for the Toucan Elm Lane is underway along with design improvements from Havant Railway Station to Havant Bus Station. Once complete, consultation and tender process will be undertaken.



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## **Portfolio Holder Report – Council 19 February 2014**

**By Cllr Jackie Branson – Governance and Logistics**

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### **Elections**

Individual Electoral Registration is coming into effect 10th June 2014. It will involve a set of processes which will involve individuals making their own applications to register - no more household registration.

Electors will need to give their national insurance numbers and dates of births at the time of registering, applications can be made online through Government Digital Services as well as paper format and checks will be made with DWP to verify every elector that applies. This will give greater confidence as to the identity of electors.

Voter registration forms and household canvass forms will be a thing of the past making HEF's (Household Enquiry Forms) and ITR's (Invitation to Register) the way forward.

All forms sent will require reminders and a door knock throughout the year if no response is received.

A major challenge for the electoral community!

### **Seminars**

The current method of holding seminars has recently been reviewed in order to try and increase attendance at these events. Whilst traditionally seminars have been held on Mondays, these will be replaced by four 'seminar days' held throughout the year where councillors can attend an all day event consisting of various seminars.

The following dates have been identified:

23 June 2014

22 September 2014

8 December 2014

30 March 2015

Seminar topics for each day and their scheduled timings will be confirmed nearer the time.

### **Audit & Governance**

The Southern Internal Audit Partnership have drafted our audit plan for 2014/15 based on discussions with senior managers, a meeting with the Joint Executive Board and a review of our Corporate Risk Register. The partnership are progressing well with the internal audit plan for 2013/14. The audit plan and the progress report will go to the Governance & Audit Committee on 5 March.

## **Revenues and Benefits**

### **Welfare Reform**

#### **Removal of the spare room subsidy**

On 8 January 2014, the Department for Work & Pensions (DWP) advised all Councils of a drafting error in the legislation. This means that despite the policy intention, certain claimants should not have had the removal of the spare room subsidy rules applied to their claims and should not, therefore, have had a reduction in Housing Benefit.

The error applies to claimants who have been receiving Housing Benefit continuously since 1 January 1996 and have also occupied the same dwelling since that date. The DWP have advised that affected claims should be re-assessed and arrears of Housing Benefit paid back to 1 April 2013.

Lord Freud has stated to the House of Lords that the legislation will be amended in March to restore the original policy intention.

We are working on identifying those claims that are affected so that they can be re-assessed. The changes are likely to affect around 30-35 claimants.

#### **Universal Credit**

Commencement of the full national roll-out of Universal Credit has been delayed while the DWP adopt a slower, pathfinder approach.

To date there are 7 pathfinders based on the following Job Centres, Ashton-under-Lyne, Wigan, Warrington, Oldham, Hammersmith & Fulham, Rugby and Inverness with 3 more (Harrogate, Bath and Shotton) planned by the Spring of 2014. In these pathfinder areas Universal Credit is being paid to all newly unemployed single people. This represents a very limited pilot in terms of scope and the number of claims.

Further information on how the national roll-out will be managed was announced on 5 December 2013 alongside the Chancellor's Autumn Statement.

Over the next 2 years (2014 – 2016) the roll-out in the pathfinder areas will be expanded in scope to include claims from couples (from Summer 2014) and families (from Autumn 2014) and will then start to also expand to cover more of the North West.

Current plans also see new claims to existing benefits closed across all of the country during 2016 with customers claiming Universal Credit instead. At the same time, during 2016 and 2017, existing benefit claimants will also be moved over to Universal Credit. However, final decisions on the later stages of the roll-out will be informed by the completion of the enhanced digital IT system which is currently being specified. The current plan represents a considerable risk with a mass

migration of existing cases at the back end of the project. Current DWP estimates show that in the 14 months leading up to the deadline at the end of 2017, more than 200,000 people will need to be migrated from legacy benefits to Universal Credit every month.

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