

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.

Agenda No Item

6 **Leader's Report (Pages 1 - 6)**

11 **Cabinet Portfolio Reports (Pages 7 - 36)**

Councillor Jackie Branson – Governance and Logistics Portfolio Holder

Councillor Michael Cheshire – Marketing and Development Portfolio Holder

Councillor David Collins – Environment and Neighbourhood Quality Portfolio Holder

Councillor Mike Fairhurst – Operational Services Portfolio Holder

Councillor David Guest – Planning and Built Environment Portfolio Holder

Councillor Yvonne Weeks – Economy and Communities Portfolio Holder

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Leader's Report

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Portfolio Holder Report – Council 19 February 2014

By Cllr Tony Briggs – Leader & Finance Portfolio Holder

1. Finance Portfolio work

The main work in my role as Finance Portfolio Holder is the preparation of the 2014/15 budget, including the financial strategy, pricing strategy and treasury strategy. This was approved by Cabinet on 4 February and the key item on this agenda tonight.

2. On 7 January I attended the Shared Chief Executives' meeting in London.

Subjects discussed were

- Transformation Grant Fund case studies (all)
- LGA Annual Conference Planning (all)
- Lobbying messages and opportunities (Charlie Adan to lead)
- One minute showcase – opportunity for each district to showcase (all)

3. Local Government Association Peer Challenge

On 14th- 16th January Havant Borough Council welcomed a peer review team comprising of Council Leaders, a Chief Executive and Private Sector experts to undertake a review of our organisation. This involved testing the strength of our partnerships and the robust nature of our vision and strategies and how we embed these within our culture and communities.

Over the three days of the review the peer team facilitated focus groups, interviews and telephone calls with staff, councillors, partners and residents. Thank you to those of you who took part in the review, and for welcoming the peer review team to Havant.

The Cabinet and the Management Team attended an initial feedback presentation from the peer review team. And we are expecting a detailed feedback letter outlining the findings by the end of this month. Once received the report will be shared with all councillors and staff. An action plan, in consultation with staff and councillors will be developed to ensure we take on board the knowledge and feedback from the peer review team.

I also participated with the Chief Executive in the Hampshire County Council Peer Challenge in January. This was specifically reviewing Community work undertaken by the County Council. Thanks to the in-house team in Community Services who organised a very effective day for the Chief Executive of Staffordshire, County Leaders and the LGA who visited us and toured the borough.

4. On 20 January The Chief Executive and had an introductory meeting with Chief Inspector Rob Mitchell the replacement local police chief. CI Mitchell outlined the challenges for the Hampshire Constabulary over the coming year and how he hopes to address these within his own patch working with us. Primarily the challenges centre around financial cuts which may have an impact on services.

5. Economic Development work

As Leader I take a keen interest and role in driving economic growth in our borough. This includes working at a sub-regional level on a number of economic based boards and partnerships. My work with these has included:

- Attending "Bridging the Gap" panel meeting in Portsmouth (9th January)
- Solent LEP Meeting, Fareham (17th January)
- PUSH Joint Committee with Hampshire Leaders, Fareham (28th January) Topics covered included:

Strategic Housing Market Assessment

This piece of work was undertaken to update the housing projections for the PUSH area. Whilst a statistical piece of evidence it does not form policy for any council. The material will contribute to our own policy development in our local plan as well as the PUSH spatial strategy going forward (see 6 below)

Solent LEP Strategic Economic Plan

All 39 Local Enterprise Partnerships in the country are expected to produce a longer-term Economic Plan for their area. The Solent LEP is currently working on this. Ministers are particularly interested to know why productivity in Solent area is relatively low and want a stronger emphasis on skills. The next stage is to ensure that the Plan reflects deliverable priorities. Business cases on particular projects will be required by government. All local authorities that form the PUSH partnership, are working with the Businesses on the LEP to develop this plan.

Inward Investment

PUSH is working on a cohesive Inward Investment plan in order to remedy a current weakness in the region. The County Council have resourced a team to take a lead in this work and as a district we contribute to this through our own local team working closely and ensuring complimentary tasks take place.

Cultural Destination Fund

PUSH have submitted a bid to Arts Council and Visit England. We are awaiting a response. The borough would hope to benefit from any successful bid.

Creative Economy

As a borough we are focussing on key strength sectors in our region. PUSH are placing a strong emphasis on the Creative Economy as an important area for business growth and a distinctive sector, with direct and indirect economic value.. In Havant we have a modest, but strong industry mainly through small and medium enterprises (SMEs) for example, software, e-publishing, visual/performing arts, advertising, publishing. PUSH is working in partnership with four local universities (6000 creative graduates per year). Other key facts about the work in this sector:

- The creative economy is an important driver of innovation in other industries e.g. design sector within marine industry.
- A Creative Network Conference is scheduled in our region on 27 February in Southampton.
- PUSH has invested in creative workspaces and incubators.

- Creatives are attracted by 'place' and a sense of vibrancy/things going on these companies link to a sense of place and identity. To this end it is important to invest in projects that create a sense of place.
- The creative industry is good at bringing women, people with disabilities into productive employment.
- TfSHloW/SLTB & Solent Transport (5th February) - I am a representative for Hampshire Leaders on this panel. I work with the LEP on behalf of the local authorities to ensure a cohesive approach to transport infrastructure using the finances available.

6. Detailed Information on the PUSH Strategic Housing Market Assessment
National planning policies have been changing over the last few years and in March 2013 the Government revoked the South East Plan. The National Planning Policy Framework, published in March 2012, requires local planning authorities to collaborate with one another in planning to meet future development needs. The Partnership for Urban South Hampshire (PUSH) has a long history and strong track record of joint working and this study will assist all eleven of the Hampshire local authorities to facilitate joint decision making in taking forward strategic planning in a sustainable manner.

To support on-going work on local plans, the Partnership for Urban South Hampshire (PUSH) commissioned the preparation of this new Strategic Housing Market Assessment (SHMA). It will also provide an input to the review of the South Hampshire Strategy that will provide an agreed framework for development to 2036. The review of the Spatial Strategy will also take into account the Solent LEP's Strategic Economic Plan, which will be completed in March 2014. In preparing this Plan, the LEP have commissioned modelling of their preferred scenario for economic growth in the Solent area. When completed, the intention is that this will inform an assessment of the implications for housing need across the Solent of the LEP's preferred rate of economic growth. When this modelling work is complete, it is intended to publish an Annex to this document which will update relevant findings to take into account the LEP's preferred economic growth scenario. The Partnership intends to update elements of the assessment as appropriate to take into account new evidence.

The PUSH SHMA provides projections of housing need to 2036 in two housing market areas, focused on Portsmouth and Southampton respectively. It responds to Government policy that local planning authorities should work together to undertake such assessments of their housing needs, and should plan to meet them in full across each housing market area where this is consistent with achieving sustainable development.

Government has set the bar high. Every local planning authority is required to demonstrate how it will meet an appropriate share of the need identified and to plan positively for the delivery of sufficient new homes to support future prosperity in its area.

The SHMA is, however, not policy in itself and does not set targets for how much or what types of homes each of the eleven partner authorities should plan for. The SHMA is just part of the evidence base that will help the PUSH local planning authorities in their review of the spatial strategy for the area to 2036. The SHMA acts as a building block for further work which will necessarily take into account housing

demand and deliverability, land availability and supply considerations as well as the feasibility of delivering infrastructure to support housing development. The review of the PUSH Spatial Strategy will take account of the capacity of different areas to accommodate development and the most sustainable locations for new homes in each of the two housing market areas. There is much work to do yet to consider these issues further.

The partner authorities will now seek to bring together the evidence in the SHMA with a range of other factors to consider what level of development should be planned for across the PUSH area and in its different parts. This will involve detailed joint work to assess the availability of land that can sustainably accommodate development, environmental constraints and impacts, economic development and employment analysis, along with infrastructure capacity and consideration of what new infrastructure might be needed. Public consultation will also be undertaken to consider the level of development that can be accommodated in different areas. Inevitably, the local planning authorities are at different stages of this process in looking at these issues in preparing new plans for development in their areas. This work will be brought together through the review of the South Hampshire Strategy to determine the joint strategy for future development – for homes, jobs and infrastructure – to 2036.

**Portfolio Holder
Reports
Supplementary
Information**

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Portfolio Holder Report – Council 19 February 2014

By Cllr Jackie Branson – Governance and Logistics

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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Portfolio Holder Report – Council 19 February 2014

By Cllr Michael Cheshire – Marketing & Development

Marketing

Communications

Communications have been largely focussing on the emergency planning situation and keeping our customers informed concerning the flooding. Various communications channels have been used by the residents and businesses ranging from face to face messages by talking to the operations team 'in situ'; to setting up resident owned social media sites to share information as well as Facebook and twitter. The analytics on the website indicate that the website is a well used mean of communications. The team are updating the web with relevant information as soon as it is available. The Head of Comms has ensure that information is relevant to the affected areas. As we move into the second week of flooding impacting our communities the Communications team are working proactively with the teams on the ground to ensure our residents and business are aware of the support we can give them and the key areas where we are focusing our resources.

With notification from the Government on the hardship fund the Communication Team immediately set to work with the with Finance team to develop a robust but easy to complete claiming process for our customers and businesses. Customer Services set up telephone scripts for customer enquires on the telephone and a holding statement was put on the web within 18 hour of the fund being published. Formalised and detailed scripts and messages were introduced within 72 hours

Marketing of the Plaza

Use of the conference continue to grow and income generate from the use of these rooms is now exceeding £30,000. This has well exceeded the target. There have been 81 separate room bookings which have generate income and the vast majority requesting catering bringing in additional income. Projections look positive and the income is likely to grow with several large bookings in the pipeline.

ICT

Efficiency Savings

The Head of ICT has worked extensively with Hampshire County Council and virgin media to get detailed reports on call and call duration. This work has resulted in a 30% decrease in telephony costs since joining the Hampshire IT partnership. The new approach has also provided detailed management information and will allow profiling and projections of costs in a more timely and accurate manner.

Performance Improvement

ICT performance has also improved the Hampshire IT partnership has shown a consistent helpdesk performance with 96% of all calls being answered within 30 seconds and 97% of issues being resolved within the priority based timeframes. This

has been reflected in an ever improving customer satisfaction score from our 100 random users being surveyed every quarter.

Public Sector Network Security-upgrades

During the last 3 months the ICT team have been working primarily on the upgrades of our applications to ensure we are ready for the impending national public sector security compliance testing. (PSN) The upgrades include the Havant finance system known as Cedar or eFinancials and Meridio (document management) which has already been upgraded to offer better support for our new desktop.

Software Improvements

The next major IT project is already underway to bring all new versions of Microsoft products such as Word, Excel and Outlook to our fingertips. With new Microsoft products it will bring improved stability, better performance such as speed as well as increased responsiveness. The use of outlook will improve efficiency and partnership working with over 80% of other Local Authorities using outlook we will be able to book meeting directly with them making full use of technology to improve efficiency The ICT team have been working with HCC to build a test environment and will fully test it before implementation.

Website

The team continue to work develop the website HBC website and the mobile enabled website will be launched before the end of February. This will allow our customers to report service request using their mobile technology such as smart phone and i-pads.

Business Improvement

Peer Review

Local Government Association Peer Review: In January, Havant Borough Council welcomed the Local Government Association Peer Review Challenge Panel into the organisation.

The Panel, consisting of member and officer peers from other like-minded authorities, spent three days meeting with staff, councillors, partners and residents, discussing how Havant was meeting its Public Service Excellence objectives and challenges that face us all in these uncertain economic times.

The Marketing & Development Cluster led and co-ordinated this visit, which was a culmination of three months intense preparatory work by the team, including informative Councillor and Cabinet Briefing Seminars and Drop-in Sessions.

Cabinet attended the Peer Review Feedback session that was held at the end of the Panel's visit, which was extremely informative.

We have now received the comprehensive review outcome document from the LGA, and officers will be working over the next weeks to produce and action plan that will enable us to incorporate the valuable insight we have received into our business, which we are aiming to share with you by April 2014.

Business Planning

The team have worked with finance colleagues to ensure that the zero based budgeting and business planning work was fully aligned and delivered within timetable. The Business Improvement Officers work directly with each service focus our business plans on outcomes for customers and making a difference to our communities. The business plan have then had resources and skill mapping, as well as working with our finance colleagues to robustly cost these projects. Each Service now has its own plan for the future defining their day to day activities and planning out any additional projects that they need to undertake during the coming year. These Service Summaries were then amalgamated to provide Cluster business plans and provide a budgeted, and planned blueprint for service delivery during 2014/15.

Programme Management

A key piece of work at this time of year is to programme manage the 2014/2015 work programme prioritising project, analysing skill set and ensuring we have the correct resources to successfully deliver our key work programmes. This piece of work has collated information from a variety of means: the Councillors event late last year, the Councillor working group, the Medium Term Financial Strategy, Business Plans the budget setting process as well as key priorities from the Cabinet. Once these have been reviewed and priorities set (based upon the Havant 2020 vision) proposals will be presented to the Cabinet and to Joint Executive Board. A seminar will also be arranged in the spring for Councillors to continue the good work already underway.

Performance Improvement

The Business Improvement team also collect and analyse performance information to create the quarterly performance health check dashboards. For Quarter 3, generally performance across the majority of the Council's services is meeting or exceeding objectives. Services have continued to provide good customer care, ensuring that the majority of customer complaints are resolved within ten days. However, due to difficulties in contacting interested parties over the Christmas period, a small number of complaints were not resolved on time. We responded to 152 FOI requests which is higher than previous quarters

There was a slight increase in the time taken to process housing and council tax benefit claims in Quarter 3. The average time for processing new claims was just over fourteen and a half days this is a significantly quicker service than the national average, of around twenty-four days. Planning are continuing to bring down their processing times, processing all applications within twenty-six weeks but there has been a great improvement in determining major applications improving from dealing with 57% of applications within thirteen weeks in Quarter 2, to 80% in Quarter 3.

We have delivered 152 affordable houses smashing the target of 100 already however we are providing more bed and breakfast accommodation than expected. The level of Council tax arrears is dropping although not as fast as we would like. Due to the recent bad weather pay and display machine income is down But there are signs of an improving economic picture with non domestic rates collection exceeding its target.

The collection of household waste is exceeding its targets though, missing fewer bins than anticipated; whilst the levels of litter around the Borough have been reduced to below the target level.

HR

Pensions - Auto Enrolment

With effect from 1 October 2012 all workers are required to be auto enrolled into a qualifying pension scheme. For employers of over 250 staff such as ourselves February 1st was the deadline. Nationally the programme of work will take up to 10 million people into pension saving, many for the first time ever, and all employers will be part of it. The scheme is designed to help people save for their retirement through a work based pension. The scheme has not required individuals to take any action they have been enrolled automatically. This is a national initiative the Human Resources team and Payroll have worked together to ensure all processes and completed on time and comply with government guidelines.

5 over 7 Working Pattern

Following support from Unison and the decision to progress a phased approach to the implementation of a 5 over 7 working pattern within the Street Cleansing Team, we now have 20 team members who have volunteered to sign a variation to their contract. This means staff will work at weekends as part of a reserve rota, and as part of their normal working hours i.e. no overtime payments.

The proposal includes the requirement that within two years all staff will regularly work weekends on a rota basis as part of their contract. The new process will be effective from 1 February 2014 and all new employees will automatically be issued with 5/7 contracts.

Staff Focus Group / Sandy's Sounding Board

The Staff Focus Group (SFG) continues to be a keen partner in supporting and helping the organisation to develop. The compilation of the Staff Survey itself and the subsequent increased return rate is testament to this fact. With the continued aim to build and gain high levels of engagement with all employees, the SFG has amalgamated with the CEO's initiative (Sandy's Sounding Board) so that each quarter Sandy is able to meet with the SFG members, plus anybody else who wishes to attend.

This is proving to be a very productive opportunity for all employees to discuss and debate on a number of topics, which in turn is helping to develop a strong collaboration and will to support in organisational projects such as the Peer Review Action Plan for example.

In addition to the amalgamation above, the CEO has conducted a number of one to one meetings with staff who wish to discuss their ideas / observations with her. Clearly there are huge benefits to both parties in this type of relationship building and communication activity.

The Safer Havant Partnership

Domestic Homicide review – the Safer Havant Partnership is currently undertaking a review into the circumstances surrounding a Domestic Homicide that occurred in November 2013.

Portfolio Holder Report – Council 19 February 2014

By Cllr David Collins – Environment & Neighbourhood Quality

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 Mike Fairhurst – Operational Services

Since my last portfolio report operational services have responded to the flooding issues in various areas across the Borough caused by the recent storms which started before Christmas and are still going on. This has involved frontline staff working in extreme conditions, often at night, to minimise the effect of wind, rain and wave action on property - particularly in Hayling Island and Emsworth. A number of individual letters from members of the public thanking the efforts and dedication of our staff, and a small thank you party was held in the mayor's parlour, but I would like to publically add my thanks to the teams involved.

Waste & Recycling Strategy & Management

Collections during and after the Christmas/New Year period were carried out with our usual efficiency. There were very few problems reported although as always there were a number of residents who either didn't see or didn't remember the many messages across a number of media that we issued in advance. Sufficient resources were in place to ensure that any missed collections, however caused, were collected within 24 hours of a report.

Streetcare

After several months of consultation, members of the Street Cleaning team have commenced '5 over 7' working (ie working any 5 days out of the week). This has resulted in reduced operational costs and an improved weekend service in our 3 town centres.

Open Spaces

New cricket nets at Waterlooville recreation ground have now been installed. These were funded by the club from its resources and successful bids for external funds, but we have supported the bids, leased them the land and helped with some work in kind rather than cash. This follows on from the club's successful project last year to refurbish the artificial pitch on the square.

Other schemes (either fully or partially funded by the borough) that are due to start this year are:

- Purbrook Cricket Club artificial pitch project
- Playground refurbishments at Elizabeth Road open space and Cowplain recreation ground
- Re-location and refurbishment of the playground in College Road open space
- Bidbury Mead playground refurbishment

PCC have confirmed a start date of 14 February for the playground refurbishment in St. Clares Open Space (Warren Park), supported by a friends group. HBC are

contributing £3K towards a particular item of play equipment that is being supplied and installed as a memorial to a (local) little girl.

The Cemetery friends group display in the Spring Centre finishes on 27th February.

Coastal Recreation

A number of beach huts were destroyed and a great number were displaced during the recent storms. We will be offering assistance to owners by moving the displaced huts back to their original location, when the weather and our hard-stretched resources allow.

Vehicle Workshop & Fleet Management

Throughout 2013/14 the Vehicle Maintenance Workshop has continued to undertake work on behalf of other organisations i.e. East Hants District Council, Chichester District Council, Horndean Parish Council and local schools.

Fleet Management System is currently undergoing an external Audit from the Freight Transport Association (FTA). This is a requirement as part of our continued efforts to retain our 'Van Excellence' award which we have held for the past three years.

We bought the following 7 new vehicles during this financial year; all these vehicles replaced existing fleet vehicles and have contributed to the continuing reduction in fleet carbon emissions.

Sustainability

The Switch Hampshire Domestic and Business scheme closed on the 17th February 2014. An auction was held yesterday (18th February) where energy suppliers bid against each other to offer their best tariffs. Contact will be made with residents in early March with details of the winning offer and if they can save if they switched. Residents will have until 31 March to decide whether or not to switch. I hope all councillors took advantage of this and encouraged residents as well, as the more people who sign up the less people have to pay.

We are still awaiting a decision from the Department of Energy and Climate Change on a joint bid with East Hampshire District Council for £1 million to support roll out of the Green Deal locally.

The local Friends of the Earth group hosted a talk from Giles Redpath, the Chief Executive of Hive Energy, the company behind the proposed 200-acre solar farm planned at a site north east of the village of Southwick that will supply energy to over 12,000 homes. It was an interesting and informative talk, and helped scope possible rather smaller solar power schemes in the borough that we are examining.

Portfolio Holder Report – Council 19 February 2014

By Cllr David Guest – Planning and Built Environment

Planning Policy

The Allocations Local Plan was submitted to the Government and the Planning Inspectorate (PINS) on 20 December, ahead of schedule. This is a significant milestone and gives the Allocations Plan a little more weight in the consideration of speculative planning applications.

The Allocations Plan Inspector Sue Turner was appointed by PINS to conduct the Examination in Public. Sue Turner is an experienced inspector having handled numerous Core Strategy Examinations including East Dorset, Eastbourne and Lambeth.

The Inspector has agreed dates for the Examination scheduled to start on 29 April in the Council Chamber, sitting programmed for up to 4 days. This is extremely positive from PINS. If they had any significant concerns with the Submitted Plan they would have asked for a preliminary meeting rather than giving us firm dates for the Examination to commence. PINS are likely to set questions for the Examination by mid-February and give the Council and other participants 7 weeks to prepare statements prior to the start of the Examination.

An 'Emsworth Forum' seeks qualification for designation as the first in the Borough to produce a Neighbourhood Plan. A qualification findings report will be brought to Council in the summer following a six-week consultation.

The Council has sent notices for more than £200,000 CIL payments. Work on developing spending priorities and procedures will be a major focus following the completion of examination.

The PUSH Joint Committee agreed the published PUSH Strategic Housing Market Housing Assessment (SHMA) on 28 January. The SHMA is available at: http://www.push.gov.uk/work/latest_joint-committee.htm. This major piece of housing requirement evidence will feed into a full review of the PUSH strategy, and our future housing target review.

Building Control

Building control continues the strategy of income maximisation whilst not increasing costs. Actual income to the end of December was £211,974 compared with £188,482 at the same time the previous year: an increase of approximately 19%. This is due to the additional consultancy work undertaken by our Building Control service outside of their core Building Regulation work, as well as an upturn in workloads from core Building Regulation work as the economy slowly improves.

Coastal Management

- **Eastoke Point Coastal Defence Works**

Construction of the Eastoke Point Coastal Defence Scheme was completed in November 2013 on time and within the allocated budget.

Officers are currently agreeing the final account with the contractors Raymond Brown Construction Ltd, The current forecast cost for completion of the project including all ESCP staff time is £5,326,173.30.

Ongoing survey and monitoring is being undertaken to gather data on how the new scheme performs, and what effect it has on the local sediment pathway.

ESCP are currently assessing if any adaptive works will be required at Groyne 2 to better control the sediment movement and manage the near shore currents in this area. The project will remain open through the summer 2014 while this assessment is made as additional spend from the approved EA project contingency fund may be required to undertake any necessary minor adaptive works.

The scheme design and construction has performed extremely well in the last few months of adverse weather, with very little overtopping experienced in even the most extreme conditions. No flooding occurred to the area from the scheme frontage.

The scheme attracted positive feedback from the local community and stakeholders. Areas of “sink holes” on the crest of the structure are now fenced off, and are regularly monitored and infilled; this is expected to be a short-term issue whilst the structure is settling into its environment.

- **South Hayling Beach Management Plan**

We received priced contracts for beach recycling works in March 2014 and will be meeting the preferred bidders for a pre-contract meeting on Feb 6th.

We have sent out mini competition documents to our Framework contractors for the term service contract to provide periodic dredging of the Chichester Harbour entrance channel. Dredged material will be deposited on the Eastoke frontage.

Planning consent will now be sought for the use of material from Gunner Point following successful talks with Hayling Island Golf Club. We also hope to incorporate the Hayling Sailing Club land into our Beach Management Plan (BMP) area in order to recycle material from Black Point to Eastoke.

- **Winter Storms**

The Christmas period saw a high frequency of severe storm events resulting in gradual draw down of the design beach profile. After weeks of poor weather, the storms during the first week of January saw very large swell waves (which affected much of the Southern and South Western UK coastline) overtopping the beach crest. As expected, the promenade flooded with water. This was allowed to steadily flow through our floodgate system to be dispersed by highway drainage. The Coastal Team worked alongside the Engineering Works Team to ensure shingle was cleared from the promenade to allow sufficient drainage of trapped seawater.

Much of Southwood Road and Creek Road had floodwater on the highway; although regrettable, only one report of internal flooding was received from a seafront property on Southwood Road.

Inspections of the new £5.1m rock armour scheme at Eastoke Point during these events reported that the new structure performed excellently, with minimal overtopping. This in turn considerably reduced the floodwater that would have added to Southwood Road, whereby the cumulative volumes would historically have caused much higher flood levels with the events that occurred.

Within 2 days of the peak storm; as beach levels became critical, the Coastal Team liaised with suppliers from their Minor Works Framework in order to initiate immediate emergency works to restore adequate beach levels until the next Beach Recycling contract in March 2014.

Funding for emergency works will be received via the Flood Defence Grant in Aid, either via contingency on our already agreed Beach Management Plan, or by a business case put forward to the Environment Agency for emergency funding in light of the recent conditions. Approximately £50k was spent on the reactive emergency works.

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Portfolio Holder Report – Council 19 February 2014

By Cllr Yvonne Weeks – Economy & Communities

Housing Services

Development Update

Quarter 3 (October-December) of 2013 has seen a total of 10 new affordable housing units and 22 Help to Buy units delivered across the borough:

These units are spread across various sites:

Redlands Grange Emsworth

Wellington Park Waterlooville

Purbrook Place, Waterlooville

Berewood, Waterlooville (MDA)

The target of 100 for 2013/14 has already been exceeded which is really positive news.

Housing Advice and Homelessness

During Quarter 3 the Team has had to place a total of 16 households into B&B accommodation whilst enquiries were being made and alternative accommodation sought. At the end of the quarter there were still 2 households in B&B waiting for an offer of alternative accommodation. Although households are still going into B&B, it is for shorter periods of time as alternative solutions are found as quickly as possible. Despite this number going into B&B there were 211 successful prevention interviews carried out. This means that the Team worked with 211 households facing homelessness who did not have to go into B&B and to ensure that they did not lose their home or that alternative accommodation was found. The Team has successfully represented a number of families in Court and negotiated payment plans with landlords to ensure they are not evicted. In addition, mediation has been invaluable in resolving family and landlord disputes.

Hampshire Home Choice (HHC)

Band 5 was removed in October 2013 following extensive consultation and approximately 500 households were removed – those having no housing need or outstanding debts to partners or ourselves. Work has been done on reviewing all the transfers cases who were registered with Guinness Hermitage (GH) and they are gradually being reassessed and placed onto Hampshire Home Choice meaning that 100% of GH's stock will be advertised through HHC moving forward.

Community Development

LEIGH PARK

Community First Funding Panels The Barncroft and West Leigh Community First Panels are now co-ordinating their forth and final year of funding. Each

panel has £11,300 to distribute to local groups for projects taking place during the 2014/2015 financial year. The deadline for applications to be submitted is the end of February 2014 with the next panel meeting to be held in early March. Officers are working with groups to enable them to submit applications and to support those who might find this process challenging. They are also making contact with groups who have previously received a grant, to follow up with the work they are doing and make sure they've completed their monitoring report form.

Leigh Park Community Led Planning Consultation has now been extended until a greater number of surveys have been completed. Approximately 350 surveys have been completed and the group's aim is to try and obtain 1000. Plans to increase survey up take took the form of some outreach days at Asda Havant, although only a hand full of volunteers were able to support the days which resulted in a small amount of surveys being completed. The group met again in late January with around 10 in attendance; good numbers in comparison to previous meetings. Concerns were raised but all parties involved represent members of the community and they are still keen to gain further surveys and see the project through to completion.

Leigh Park Activity Challenge Enterprise (ACE) Support has been given to the Leigh Park ACE group to help them obtain charitable status. The group are well on their way to achieving this.

Big World Impact (BWI) A new organisation has recently started to work in the area with the aim of providing youth services specifically in Leigh Park. BWI is predominately funded by an entrepreneur who used to live in the area and wants to support positive activities for young people. A project officer has been appointed and the Community Team have met with them on a number of occasions providing support and advice.

Bedhampton Social Hall have employed a part time volunteer co-ordinator. Being a new role for the Hall and for her, support has been given to provide her with the relevant information and contacts to further progress in the role.

Leigh Park Festival: The Festival is due to run again this year with different events happening from 19th - 26th May at a variety of locations in Leigh Park. The main event and Carnival will be held on Saturday 24th May and Car Boot Sale on Sunday 25th May, both at Stockheath Common.

Warren Park Play Park. The play area at Warren Park is due to be developed. Although PCC owned, officers have worked with a friends of the park group, the 'Community Play Improvement Project' (CPIP), set up through the Parent Career Forum at Park Families, to fundraise for the area. Money they have raised and some funds from HBC are all contributing to the development which is due to be finished in April this year.

WEST OF WATERLOOVILLE MAJOR DEVELOPMENT AREA

Taylor Wimpey Site

Partnership Meetings – following on from the strategic meetings held by the Police before Christmas, the Community Officer recently met with a small

group of frontline officers from Radian, the Police and WCC. It is hoped these meetings, to be held every six weeks, will improve partnership working and enable issues to be addressed more efficiently. The first action is to carry out a Perception Survey with a Community Safety focus, the outcome of which will determine priorities to be addressed.

Anti-Social Behaviour - it is acknowledged the majority of incidents on the development can be linked back to a small group of properties. Two referrals have been made to WCC who will be working closely with the families involved. Despite considerable effort encouraging residents to report incidents to 101 and Radian, Radian are still unable to take any further action due to a lack of substantial evidence. The Housing Officer is on site on a weekly basis and it is hoped the improved communication through the Partnership meetings will help address issues as they arise.

Children and Young People - in partnership with Denmead Youth Club and Motiv8, a programme of short term detached work is being planned to support young people on the development, particularly those who may be involved with anti-social behaviour. Denmead Youth Club are keen to support this work

Horses - horses illegally grazed on the Western Open Space have caused problems for the past two years. This has escalated over the past six months, with up to 20 horses continually getting into the residential areas. The current situation sees the owner of the horses charged with seven offences and expected in court early Feb. WCC are working with Taylor Wimpey to appoint bailiffs to remove the horses from Taylor Wimpey site.

Play Area - HBC officers met with Kompan, the manufacturers of the play equipment on January 8th to discuss the issues raised in the Inspectors Report and agree way forward. Many of the issues are the result of little or no maintenance since the equipment was installed in November 2010 rather than defects of the equipment. Kompan are producing a quote for the works which will be sent to HBC for discussion with Taylor Wimpey in the hope the matter can be quickly addressed. Since the remedial work was carried out in the summer there has been no further vandalism to the equipment, although the bin and bench remain unusable.

Old Park Farm Residents Association – as a small group of volunteers, OPFRA have been very proactive and made good progress. They were awarded a grant from Denmead Parish Council and secured funding from Taylor Wimpey which enabled them to purchase and install a Christmas Tree on the development and they organised and hosted a well attended Christmas Social for all residents. Committee members have lobbied and worked with the Police to address the issue of the Horses and they continue to work Trinity to address residents' concerns with estate management bills. They have produced a summary of resident's views regarding the Planning Application for Phase 5 of the development, which has been shared with all Parish and Ward Councillors.

The Committee have built strong relationships with Denmead Parish Council, Taylor Wimpey, Trinity and the local Police.

Neighbourhood Watch - two schemes are now established with separate co-ordinators (Coulter Road/Sickle Way and Melick Way/Pimpernel Way/Darnell Crescent). Signs and stickers have gone up, purchased with the grant from Denmead Parish Council. A number of residents have expressed interest in establishing two additional schemes (Harrow Way and Foxtail Road) and it is hoped these will be established soon.

Planning Applications – Taylor Wimpey have submitted revised planning application for Phase 5 of the site, which includes 103 new dwellings.

Berewood/Grainger site

Occupations - it is anticipated at the end of January there will be around 30 occupations in Phase 1 of the Berewood Development; 15 privately owned occupations and the remaining Guinness Social Housing and Grainger Trust lets/shared ownerships. All properties have received a welcome letter from the Community Officer and a Welcome Meeting will take place in the spring.

Grainger Trust – the Community Officer has been working closely with Bill Flood, Director of Grainger Trust, the newly established Housing Provider who will be managing the majority of the Affordable Housing for Berewood development (with the exception of the Social Housing in Phase 1 which is managed by Guinness). A Councillor briefing session is being arranged for the end of February to introduce Grainger Trust and present how it intends to support and manage its tenants. More details to follow.

Berewood Primary School - Mrs Sue Patrick has been announced as the Head teacher for Berewood Primary school, and supported a well-attended session for prospective parents in the New Year. She will take up her post officially from Easter, when recruitment for the teaching staff will begin. Three “Hard Hat” Tours of the school site have been arranged for parents, and additional tours are planned local ward and parish Councillors. It is anticipated these will take place in May/June time, dates to follow.

Planning Application – Grainger have now submitted plans for Berewood Phase 2 Residential (to be built by Redrow) and also for Phase 1 of the Town Park. It is anticipated community consultation will begin this summer to explore initial thoughts and ideas for the Local Centre.

Public Art Programme. Placemaker Project - The Heritage Lottery application, led by Hampshire Museum and Galleries Trust was successful with a grant of £10,600 being awarded, match funded by £3000 from Public Art contributions. The Community Officer has been nominated by the Arts Advisory Panel to work with the Trust supporting the delivery of the project and ensuring the project links with existing groups. The aim of the project is to enable young people from the area to understand and recognise the heritage of the West of Waterlooville MDA and to use this knowledge to create a smart phone app which can be enjoyed by the wider community.

WATERLOOVILLE

Wecock Big Local (£1million Lottery Funding) There have been several developments in the ‘Big Local’ project. A Wecock resident has volunteered

and been elected to stand as Chairman of the group, this is good progress as up until now the group has been chaired by a partner agency. Plans to engage with young people has been a success, work has been carried out with Motiv8 in order to find out what the young people on the estate would like funding to be spent on.

A 'Community chest' event was held before Christmas. Groups and Individuals were invited to apply for funding of between £100 - £500 for new projects that benefit the residents of Wecock Farm. Residents voted for 4 community projects to be funded through the chest. There are 2 more Community chest events planned for this year.

The group are in the process of writing a 'Wecock Community profile' this will include a map, local priorities, local services, businesses, activities and projects that are running in the area. A photography competition has been organised to encourage residents to take pictures of the things they 'love' about the area. Some of the photos will form part of the profile and an exhibition will take place in March. A formal business plan detailing what the million will be spent on will follow on from the Community profile.

'Community Development in Waterlooville' Facebook page. The HBC 'Community Development in Waterlooville' Facebook page has 1,300 followers. On average the page reaches 15,000 people through people sharing the information onto their own profiles. The page continues to grow in popularity with all age groups using the site.

'Battle of Waterloo' event. Discussions with the library have just started taking place regarding a 'Battle of Waterloo' celebration in 2015. Several ideas about holding a re-enactment in the Town centre and an exhibition in the Waterlooville Library are being investigated.

EMSWORTH

Emsworth Resident Association held their AGM on Monday 27 Jan 2014 and a new chair person was elected – Jo Dyer. Flooding was discussed at great length during the meeting with updates from the Flood Action group and their progress working with local authorities and the Environment Agency.

The next QGM (Quarterly General Meeting) is Monday 28 April.

Emsworth Community Association have been shortlisted for a capital grant from Hampshire County Council and are down to the final 6 organisations in the county. The association have applied for £200,000 for building improvements. The association are also recruiting a part time member of staff to assist with setting up new projects Consultation is currently being undertaken.

HAYLING ISLAND

Hayling Billy Heritage Project. Havant Borough Council submitted the bid to the Heritage Lottery on behalf of the partnership and were awarded £88,900. A Tender is being prepared to enable the employment of the project officer by a voluntary sector organisation to deliver the Action Plan.

Hayling Island Residents Association & Hayling Island Community Network are in the process of merging. A workshop is being held on Saturday 8th March 2014 to manage the process and to develop and strengthen the community plan. Further promotion of the new group aims to attract more interest and to enable the group to represent more Islanders.

Hayling Island BEST held their AGM on Thursday 23 January and a new chairperson was elected. The group are considering joining forces with the Community Network and will make a decision at their next meeting which will take place in March 2014.

HICCA - Hayling Island Community Centre Association would like to extend the building and have plans to house the cricket club and football club upstairs and a community café and extra space to encourage youth participation downstairs. A proposal has been drawn up for the clubs to consider.

SPORT & LEISURE

The Community Officer (Leisure and Sports Development) has been representing Havant Borough Council on the Access to Schools strategic partnership group. This group is driving a Sport England pilot project looking at how best to utilise school sports facilities for community use, linking in with local sports clubs. This project continues to move forwards and has now developed an information leaflet and presented the project to Havant Federation of Heads. The development of the group has made strong links with Sport Hampshire and the national Satellite Clubs programme and is hopeful of bringing funding and resource into the borough.

The Havant Borough Sports Awards are due to take place on Thursday 13th February at Havant Leisure Centre from 7.00pm. The 34th annual awards, run by the Havant Borough Sports Association, will this year be hosted by BBC Radio Solent presenter Andy Moon. The evening will also include a football freestyle display and a guest talk from Paralympics athlete Olivia Breen. Over 40 nominations were received across 16 different categories to celebrate the achievements of local athletes, sports clubs and volunteers.

The Community Officer (Leisure and Sports Development) is now attending the Horizon Leisure Board meetings and providing support where requested, specifically around facility improvements and developments.

The Community Officer (Leisure and Sports Development) has been working with the Open Spaces Team to look at the provision of activity on existing park tennis sites. Officers are in contact with external delivery agencies to look at increasing the usage of specific sites.

The Community Officer (Leisure and Sports Development) is working with a variety of sports clubs and organisation, including schools, on developing their sports facilities and infrastructure. Many of the projects are at different stages of development, covering a number of different sports and activities.

Sport Relief Mile. Working in association with Victory Athletics to organise the Havant Borough Sport Relief Mile we aim to have around 400 runners this year, more than previous years. This involves organising the whole event from

entertainment, promotion and co-ordinating the event on the day which will raise a large amount of money for charity.

Coach Education Programme. The Havant Sports Coach Education programme has launched and has been organised by HBC and South Downs College. There are a range of courses that Sports Clubs can book onto at a subsidised rate between Dec 13 – June 14.

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