

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

CABINET AGENDA

Membership: Councillor Cheshire (Chairman)

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

Meeting: Cabinet

Date: Wednesday 17 May 2017

Time: 2.00 pm

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

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

9 May 2017

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

Page

PART 1 (Items open for public attendance)

1 Apologies for Absence

To receive and record any apologies for absence.

2 Minutes

1 - 6

To confirm the minutes of the last meeting held on 15 March 2017.

3 Matters Arising

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

4 Declarations of Interests

To receive and record any Declarations of Interest.

5 Chairman's Report

6 Cabinet Lead Delegated Decisions, Minutes from Meetings etc. 7 - 20

To note the following minutes and/or delegated decisions since the last meeting of the Cabinet:

(1) Minutes of the meeting of the Portchester Crematorium Joint Committee held on 20 March 2017; and

(2) Delegated Decision - Forest End and Rockville Drive Traffic Regulation Order.

7 Appointments to Outside Organisations

Report to follow.

8 Exclusion of the Press and Public

The Cabinet is asked to consider whether to pass a resolution excluding the public from the meeting during consideration of any of the items on the agenda. If members wish to do so then this could be achieved by passing the following resolution. Members are not required to pass the resolution but the Solicitor to the Council recommends this as to the item set out below.

That the public be excluded from the meeting during consideration of the item headed and numbered as below because:

- (a) it is 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 of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and
- (b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item 9 – Delegated Decisions (Exempt)

(Paragraph 3)

PART 2 (Confidential items - closed to the public)

9 Delegated Decisions (Exempt)

21 - 22

To note the following exempt Delegated Decision:

- (1) One Public Estate Feasibility Study

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

Members of the public are welcome to attend the Public Service Plaza and observe the meetings. Many of the Council's meetings allow the public to make deputations on matters included in the agenda. Rules govern this procedure and for further information please get in touch with the contact officer for this agenda.

Disabled Access

The Public Service Plaza has full access and facilities for the disabled.

Emergency Procedure

Please ensure that you are familiar with the location of all emergency exits which are clearly marked. In the unlikely event of an emergency an alarm will sound.

PLEASE EVACUATE THE BUILDING IMMEDIATELY.

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

No Smoking Policy

The Public Service Plaza operates a strict No Smoking policy in all of its offices, corridors, meeting rooms and toilets.

Parking

Pay and display car parking is available in the Leisure Centre car park opposite the Plaza.



Havant

BOROUGH COUNCIL

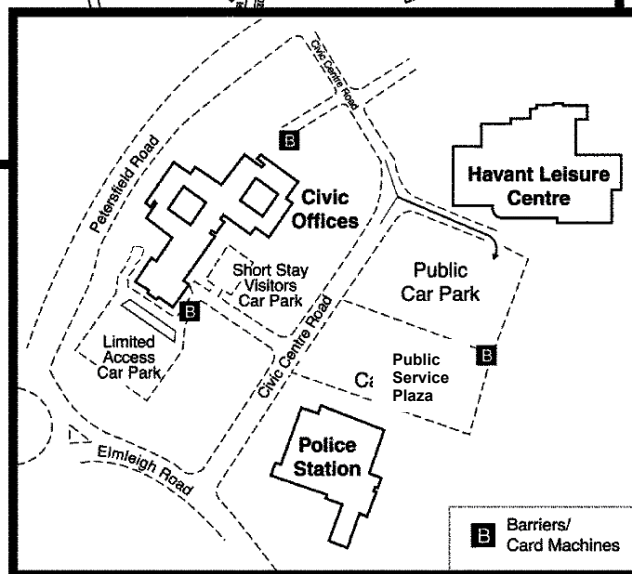
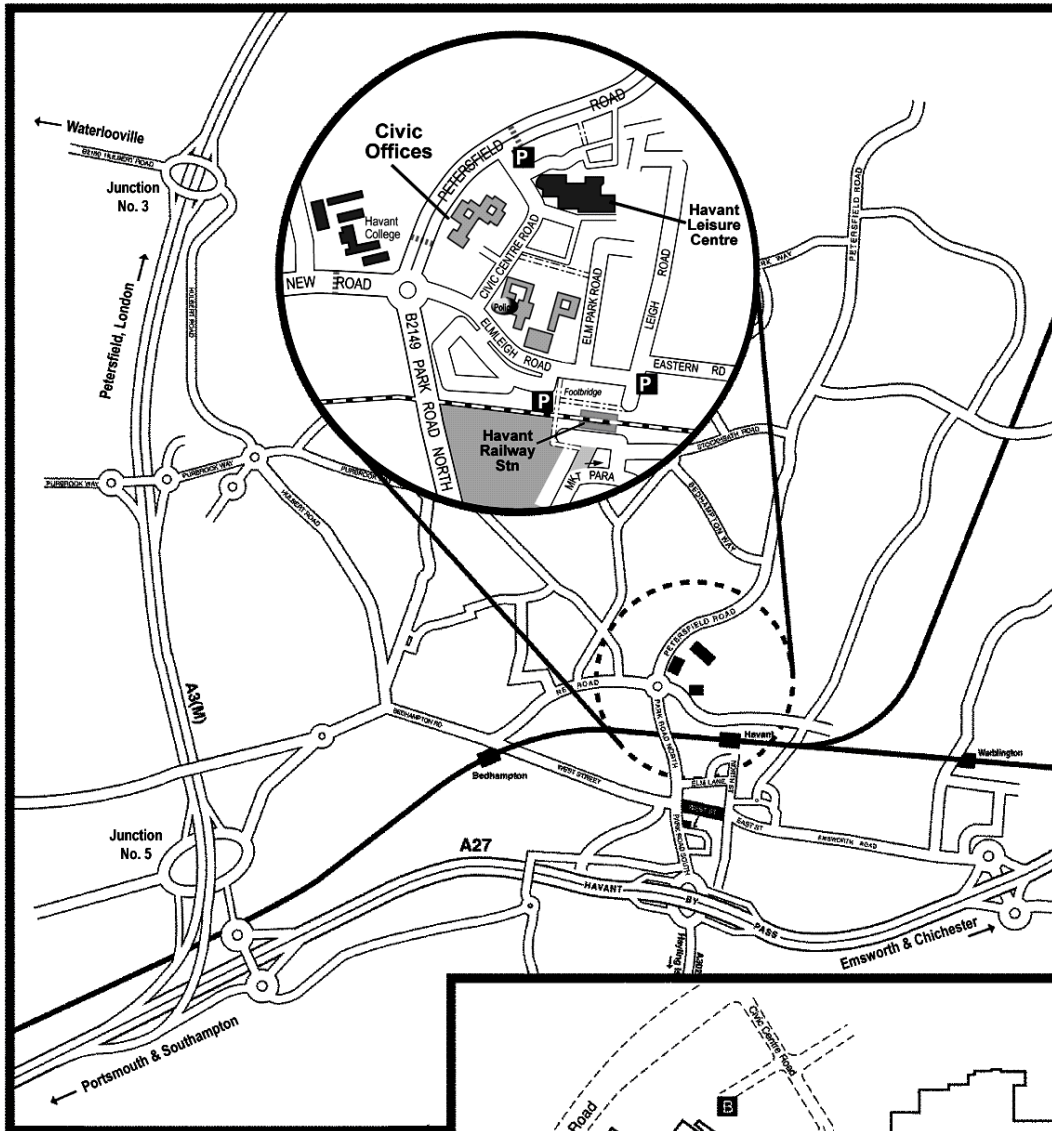
PROTOCOL AT MEETINGS – RULES OF DEBATE

Rules of Debate

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

Voting

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



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

HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 15 March 2017

Present

Councillor Briggs (Chairman)

Councillors Bains, Pike, Guest, Turner and Wilson

62 Apologies for Absence

Apologies were received from Councillor Cheshire.

63 Minutes

The minutes of the meeting of the Cabinet held on 8 and 22 February 2017 were approved as a correct record.

64 Matters Arising

There were no matters arising from the last meetings of the Cabinet.

65 Declarations of Interests

There were no declarations of interest.

66 Chairman's Report

There were no matters the Chairman wished to report.

67 Recommendation from the Scrutiny Board - Review of Independent Sheltered Housing in the Borough

Councillor Diana Patrick, as Scrutiny Lead, was invited to join the meeting to present the findings and recommendations of the Communities and Housing Scrutiny Panel following its review of independent sheltered housing in the Borough.

Councillor Patrick gave an account of the extensive review undertaken by the Panel, focusing on a cross-section of accommodation providers operating within the Borough and providing accommodation for elderly residents. Councillor Patrick also briefed the Cabinet on responses received from the accommodation providers in relation to concerns and issues highlighted by their residents and how the accommodation providers had sought to address these.

Cabinet noted that changes to tenancy agreements had impacted some residents however these had arisen through changes to funding provision and all residents had been advised of the changes. Officers further advised that, since the scrutiny review had been completed, no further complaints had been received by the Council. Confirmation was given that monthly meetings with officers and accommodation providers as recommended in paragraph 2.12 of the report were now in place however the higher-level strategic meetings referred to in paragraph 2.11 were yet to happen.

Cabinet members were minded to support the recommendations put forward by the Scrutiny Board subject upon confirmation from Councillor Patrick that the scrutiny work would be revisiting the issue.

RESOLVED that the following recommendations from the Scrutiny Board be endorsed and approved by Cabinet:

- (1) six monthly liaison meetings be arranged with the Guinness Partnership and Portsmouth City Council for Councillors (Portfolio Holders) and officers (Heads Of Service) to discuss high-level strategic issues within housing schemes and community issues in the Borough;
- (2) Monthly contact discussions be arranged between officers at the Council and Guinness Partnership / Portsmouth City Council housing teams to discuss housing related issues and concerns relating to residents the Borough;
- (3) A clear guideline on the process of raising issues concerning residents living within schemes provided by housing associations be circulated to all members;
- (4) Guinness Partnership be recommended to improve its communication and performance recording to overcome the clear disparity between the expectations of their customers and the service it provides;
- (5) Councillors be encouraged to regularly visit sheltered housing schemes within their ward e.g. attend coffee mornings to improve the profile of the Council and strengthened the link between councillors and their constituents;
- (6) Guinness Partnership and Portsmouth City Council be requested to supply the Council each year with a copy of their Housing Annual Report together with a breakdown of the performance statistics relating to this Borough;
- (7) The officers be requested to compile a list of sheltered housing schemes within the Borough and publish this on the Council's website; and
- (8) A link to the definition of Sheltered Housing be included in the Home Choice website.

Councillor Tony Briggs presented a report and recommendation to Cabinet seeking authorisation for the delegation of certain litter enforcement functions to East Hampshire District Council in seeking to take forward the Council's established position in relation to its zero tolerance approach to littering.

RESOLVED that the Executive Director (Operations), in consultation with the Cabinet Lead for the Environment and Neighbourhood Quality, be authorised to delegate the following enforcement functions to East Hampshire District Council:

- Littering under section 87 Environmental Protection Act 1990 as amended by the Clean Neighbourhoods and Environment Act 2005;
- Failure to provide an authorised officer with correct details under section 88 Environment Protection Act 1990 as amended and
- The Havant Dogs (Fouling of Land Act)1997; and
- Orders made under the Antisocial Behaviour Crime and Policing Act 2014.

69 The Adoption of Public Space Protection orders (Dogs) Under Anti Social Behaviour and Police Act 2014 To Replace Existing Byelaws

Councillor Tony Briggs presented a report seeking a recommendation to Council to approve the use of the Public Space Protection Orders (PSPO) – Dogs for the Borough of Havant.

In noting that the matter would be put to full Council for approval on 29 March, and in accepting additional wording to the recommendation to exclude dogs from gated children's play areas, Cabinet members requested that a plan showing the location of the play areas in question be circulated to all members of the Council.

RECOMMENDED to full Council that it:

- (1) authorises the making of the proposed Public Space Protection Orders – Dogs (Havant Borough Council) 2017 in relation to
 - failing to dispose of dog faeces
 - the control of dogs in designated children's play areas
 - the control of dogs within cemeteries
 - the exclusion of dogs from gated children's play areas and fenced tennis courts
 - failing to put a dog on a lead when directed to do so
 - seasonal exclusion of dogs from blue flag beaches
- (2) agrees to the use of £80 fixed penalty notices to tackle offences disclosed; and

- (3) delegates authority to the Service Manager Neighbourhood Support in consultation with the Portfolio Holder to carry out all necessary publicity required by virtue of the Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations.

70 Exclusion of the Press and Public

RESOLVED that the press and the public be excluded from the meeting during the consideration of the following items 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 reports to be considered were exempt under Paragraph 3 – Information relating to the financial affairs or business Affairs of any particular person (including the Authority holding that information).

71 Recommendation from the Scrutiny Board - Review of Shared Management Arrangements with East Hampshire District Council

(this item was taken in camera)

Councillor Lance Quantrill was invited to join the meeting as Scrutiny Lead to present the findings and recommendations of the Marketing, Business Development and Five Councils Scrutiny Panel arising from its review of the shared senior management arrangements between Havant Borough and East Hampshire District Councils.

RESOLVED that consideration be given to offering consultancy services to aspiring Councils on successful partnership work.

72 Recommendation from the Scrutiny Board - Review of Transfer of IT Services to the Five Councils

(this item was taken in camera)

Councillor Lance Quantrill was invited to join the meeting as Scrutiny Lead to present the findings and recommendations of the Marketing, Business Development and Five Councils Scrutiny Panel arising from its review into the transfer of IT as part of the Five Councils Contract.

RESOLVED that the findings as set in the report be noted.

73 Havant Lottery Proposal

(This item was taken in camera)

Councillor Leah Turner presented a report and recommendation to Cabinet seeking authority to introduce a Havant Borough Council online lottery scheme (The Havant Lottery) the purpose of which was to raise funds for local charities, voluntary organisations and good causes in the Borough.

RESOLVED as set out in the restricted minute.

74 Hayling Seafront Masterplan

(This item was taken in camera)

Councillor Tim Pike presented a report setting out progress on the Hayling Seafront Masterplan and seeking funding approval to proceed with initial investigations as outlined in the report.

RESOLVED as set out in the restricted minute.

The meeting commenced at 2.00 pm and concluded at 3.03 pm

.....
Chairman

This page is intentionally left blank

Agenda Item 6

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 20 March 2017 at 2.00 pm.

Present

Fareham Borough Council

Councillor Sue Bell
Councillor Keith Evans

Gosport Borough Council

Councillor Dennis Wright (Chairman)
Councillor Alan Scard

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Apologies received for non-attendance

Apologies for Absence (AI 1)

Councillors Lee Mason and Robert New (Portsmouth CC), Councillor David Guest (Havant BC) and James Clark (Manager & Registrar).

719 Declarations of Members' Interests (AI 2) – None

720 Minutes of the Meeting held on 12 December 2016 (AI 3)

RESOLVED that the minutes of the meeting held on the 12 December 2016 be signed as a correct record.

721 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

722 Clerk's Items (AI 5)

(a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members at the end of January 2017, there was a majority view to support the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application had now been submitted. The ICCM criteria required that nominations had to be for local or national death related charities which had as their core function bereavement related support or service.

NOTED

723 Risk Management Strategy (AI 6)

(TAKE IN REPORT OF THE TREASURER)

Consideration was given to the Risk Management Framework and Policy Statements for Portchester Crematorium. The Deputy Treasurer reported that the monitoring review that had been undertaken by officers indicated that only within the operational risk register were some risk description revisions required from that previously approved in 2016.

RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.

(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.

724 Development Plan 2017 – 2022 (AI 7)

(TAKE IN REPORT OF THE CLERK)

The Clerk explained the purpose of the report and sought the Joint Committee's approval to the Development Plan for the period 2017 - 2022. The Plan reviewed and revisited the previous Development Plan approved in March 2015. The Clerk highlighted the main changes and updates that had been incorporated within the Plan for the Joint Committee's approval.

Arising from consideration the Clerk advised that the penultimate sentence of paragraph 12.1 would need to be revised to read - 'During 2019/20 it is anticipated a cremator upgrading programme will be undertaken.'

RESOLVED (1) that the Portchester Crematorium Joint Committee Development Plan 2017 – 2022, as updated, be approved and adopted;

(2) that the Development Plan be next reviewed in 2 year's time.

725 Building Works Programme (AI 8)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the contents of the report be noted.

726 North Chapel Refurbishment (AI 9)

The Engineer and Surveyor reported that following the Joint Committee expressing a wish to carry out a suitable project to update and improve the environment of the North Chapel he had approached Robert Benn Associates. This firm of architects had undertaken the successful completion of the South Chapel refurbishment and had indicated a willingness to work again on the Joint Committee's behalf on the same terms and conditions as previous. They would prepare a concept proposal for the Joint Committee's consideration prior to formal appointment.

RESOLVED that the Engineer and Surveyor's report be noted and that a further report be submitted to the Joint Committee in June 2017.

727 Manager and Registrar's Report (AI 10)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

Arising from members' questions the Deputy Manager and Registrar explained that the number of 'walk through' services at the crematorium had been gradually increasing since its introduction in April 2016. This service was becoming popular for those seeking simplified economic funerals and in those cases where the funeral service itself was held in church or at the funeral director's own chapel of rest.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – public comments register

The Deputy Manager and Registrar reported that since December 2016 the following comments had been received -

- A request for pathway painted numbering in the North Border area (which is under consideration).
- Two complaints that objects had been removed from the gardens as part of clearance, but these were available for collection.
- A complaint that a vase had been disturbed during bark maintenance.
- A complaint that vases had been destroyed, possibly accidentally by grounds staff
- A letter thanking staff & gardeners for the immaculate and efficient way the crematorium is run.

NOTED

(c) Any other topical items - None

728 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In presenting his report the Horticultural Consultant updated members in respect of the arrangements for the grounds maintenance procurement, the key dates which were as follows –

- Joint Committee – 26 June 2017 – Report on evaluation of pre-qualification questionnaire (PQQ) and select list of tenderers prepared.
- July – Tenders invited
- August – Tenders returned and evaluated
- Joint Committee – 18 September – Formal award of new contract on basis of outcome of tender evaluation process.

RESOLVED that the report be received and approved.

729 Date of Next Meeting – Monday 26 June 2017 at 2pm in Gosport

The meeting concluded at 2.26 pm

Chairman

JH/me
15 March 2017
106200317m.doc

**Havant Borough Council
Record of Decision**

Non Key Decision

1. **TITLE:** Forest End & Rockville Drive Traffic Regulation Order

2. **PURPOSE OF DECISION**

Proposed TRO to bring in no waiting at any time restrictions in Forest End, and 3 x disabled bays and 1 x taxi rank in Rockville Drive

3. **DECISION MADE BY:** Deputy Leader and Cabinet Lead for Operations, Environmental Services and NORSE

4. **DECISION:**
 - (a) officers proceed with the process of amending and implementing a Traffic Regulation Order (TRO) in Forest End & Rockville Drive and undertake the public consultation regarding the proposed changes; and

 - (b) officers bring the proposed TRO into force except where:
 - i) a ward councillor registers a request that the matter be dealt with by Cabinet; or

 - ii) ten or more representations from separate addresses are received (and not withdrawn) which are in objection to the officer recommendation.

5. **DOCUMENT CONSIDERED:** Forest End & Rockville Drive
Plan 2016FE01
Plan 2016RD01

Decision Status	Date of Decision Made	Call In Expiry Date
For Determination	26 April 2017	4 May 2017

This page is intentionally left blank

HAVANT BOROUGH COUNCIL

Decision by Councillor Anthony Briggs

Issue Title: Forest End & Rockville Drive

Report by: Chris O'Connor

Key Decision: Yes/No

1.0 1.0 Delegated Decision Category

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

2.0 Decision

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

2.1.1 officers can proceed with the process of amending and implementing a Traffic Regulation Order (TRO) in Forest End & Rockville Drive and undertake the public consultation regarding the proposed changes; and

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

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

3.0 Issue

3.1 Local residents have reported that obstructive parking takes place in the Forest End estate of Waterlooville, raising the following concerns.

3.2 Parking occurs throughout the estate, and is particularly problematic on corners in the northern section of the Forest End estate. The situation is less of a concern in the southern section of the estate. Obstructive parking occurs on the bend adjoining Forest End (spine) and Norton Close, and Forest End (spine) and Forest End (spur north). It is suggested that the problems have been caused by commuters and business workers parking

in the estate during the day. This parking poses a safety risk to pedestrians and all vehicle users.

- 3.3 Rockville Drive. Three disabled bays and one taxi-rank bay are marked on the Rockville Drive car park, adjacent to a number of businesses, including a car wash and MOT centre. These bays are not ordered. Genuine disabled drivers and legitimate hackney plated vehicles are unable to use these bays as the nearby businesses and or other members of the public are using the bays as they are aware they are not enforceable, thereby avoiding the charges in the nearby car park.
- 3.4 Following the investigation into Forest End, the surveys suggest that residential parking amounts to approximately 58 vehicles in the evening. It is likely that most of these will be residential. During the day it appears that approximately 50 vehicles park on the estate, this is made up of approximately 17 residential vehicles and 33 vehicles that are likely to be commuters and or shop workers. A significant number of properties have off road parking, and no data has been collected regarding this. There is sufficient parking within the estate to accommodate both residents and visitors. Available car parks are not fully utilised, therefore no other restrictions, other than junction protection is being considered.
- 3.5 It is proposed that:

A 'no waiting at any time' restriction to be placed on the junction of Forest End (spine), and Norton Close on the southern and western kerb respectively.
Plan 2016FE01 refers.

A 'no waiting at any time' restriction to be placed on the junction of Forest End (spine) and Forest End (spur north) on the northern and western kerb respectively.
Plan 2016FE01 refers

Rockville Drive,(car park) Waterlooville.
Ordered 3 x disabled parking bay.
Ordered 1 x taxi-rank parking bay.
Plan 2016RD01 refers.

- 3.6 Plan 2016FE01 & 2016RD01 details the length of road subject to the proposed restrictions.

4.0 Implications

4.1 Resources:

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

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

- 4.4. **Risks:** Current long stay parking may migrate to other residential roads in the vicinity. Should the proposals not be implemented the risk is that safety and visibility problems will remain which may increase the risk of accidents occurring.
- 4.5 **Communications:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.6 **For the Community:** Interested parties will be notified of the proposals by means of notices, information on the Council's website and in the local press as per the Council's statutory duties.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** There are no concerns about the proposals having a differential impact.
- 4.8 **Consultation:** The County Councillor, Ward Councillors and the Police are being consulted on the scheme.

Appendices:

Appendix A Plan of proposed restrictions – Drawing nos. 2016FE01 & 2016RD01.

Background Papers: None

Date of Decision by Cabinet Lead: 25 April 2017

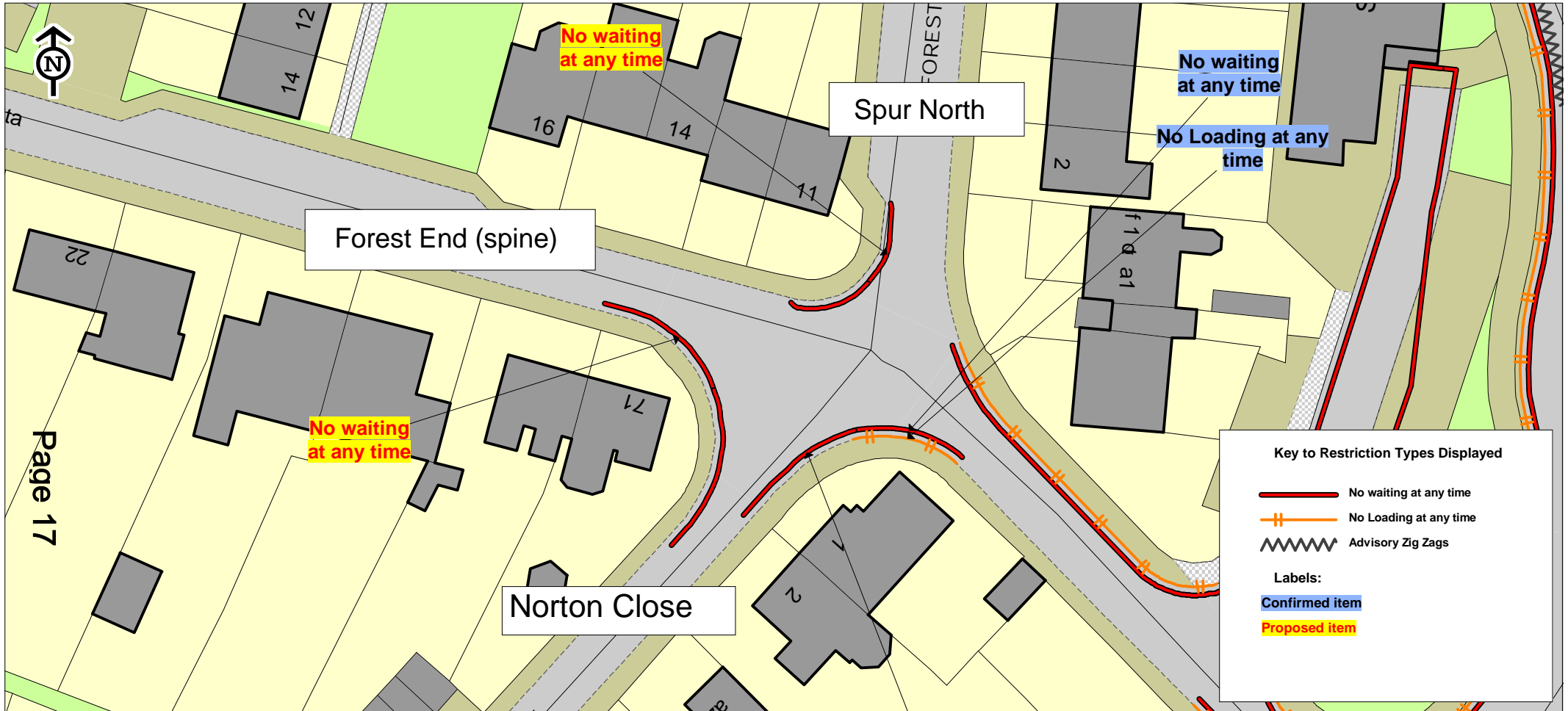
Agreed and signed off by:
Team Leader: 25 April 2017

Reviewed by
Legal Services: 22 February 2017
Finance: 22 February 2017

Contact Officer: Chris O'Connor
Job Title: Traffic Management Engineer
Telephone: 01730 234064
E-Mail: Chris.O'Connor2@easthants.gov.uk

Contact Officer:
Job Title:
Telephone:
E-Mail:

This page is intentionally left blank



Havant
BOROUGH COUNCIL

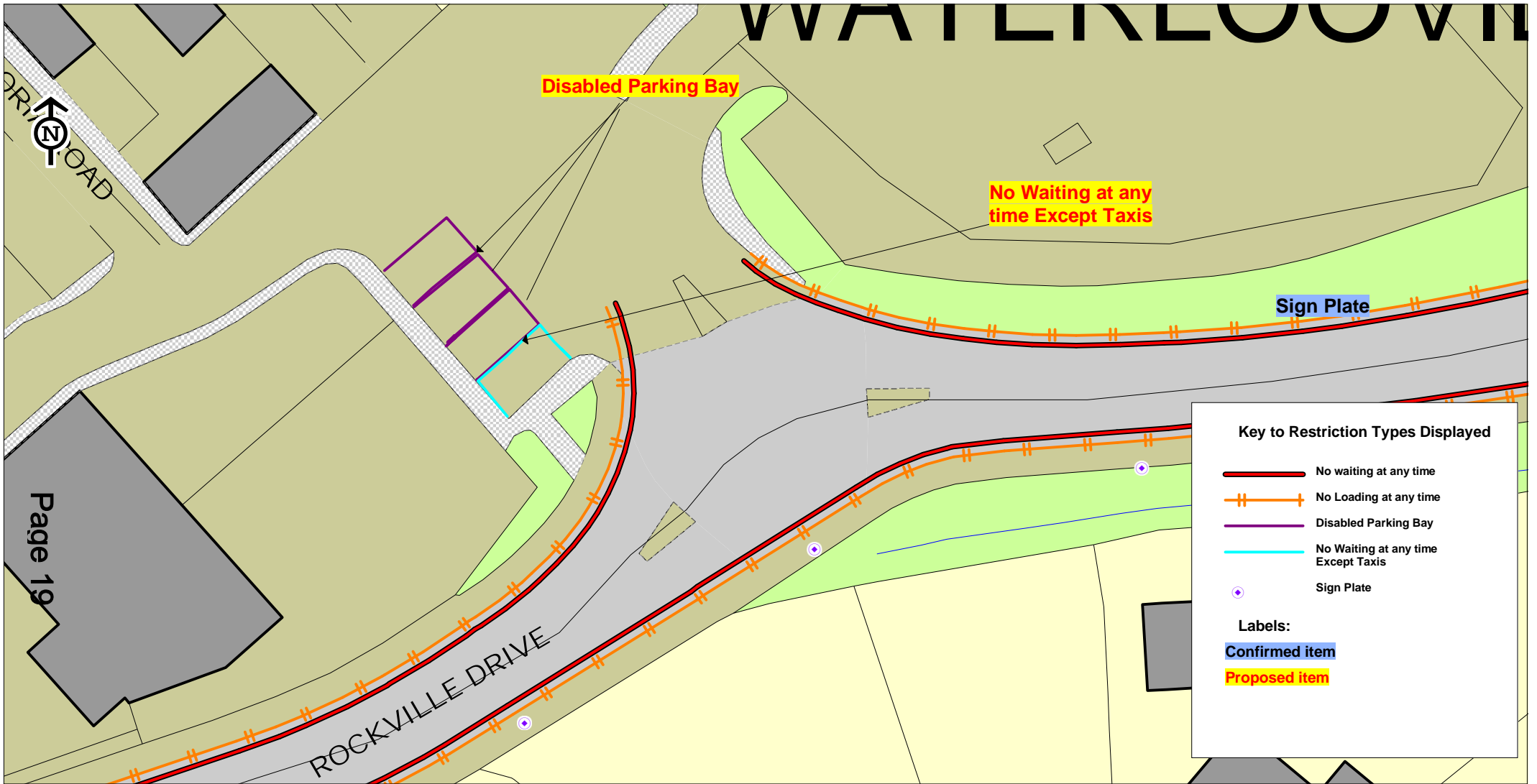
2016FE01

Forest End, Waterlooville

© Crown Copyright Reserved 2011 Licence No
LA100019217
HAVANT DISTRICT
Licence No. 0100019217

SCALE	1 : 508
DATE	22/02/2017
DRAWING No.	1
DRAWN BY	CHC
	Page 1 of 1

This page is intentionally left blank



2016RD01

Rockville Drive, (car park)

3 x Disabled Bays

1 x Taxi Rank

© Crown Copyright Reserved 2011 Licence No
LA100019217
HAVANT DISTRICT
Licence No. 0100019217

SCALE	1 : 397
DATE	22/02/2017
DRAWING No.	1
DRAWN BY	CHC
	Page 1 of 1

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank