

Telephone: 023 9247 4174  
Fax: 023 9248 0263  
Website: [www.havant.gov.uk](http://www.havant.gov.uk)

## CABINET AGENDA

**Membership:** Councillor Wilson (Chairman)

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

**Meeting:** Cabinet

**Date:** Wednesday 16 May 2018

**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

8 May 2018

Contact Officer: Penny Milne 02392446234  
Email: [penny.milne@havant.gov.uk](mailto:penny.milne@havant.gov.uk)

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### PART 1 (Items open for public attendance)

**1 Apologies for Absence**

To receive and record any apologies for absence.

**2 Minutes**

1 - 4

To confirm the minutes of the last meeting held on 14 March 2018.

**3 Declarations of Interests**

To receive and record any declarations of interest.

**4 Chairman's Report**

<b>5</b>	<b>Cabinet Lead Delegated Decisions, Minutes from Meetings etc.</b>	<b>5 - 18</b>
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RECOMMENDED that the following be noted:

- (1) Minutes of the meeting of the Portchester Crematorium Joint Management Committee held on 19 March 2018;
- (2) Delegated Decision: Adoption of the Waterlooville Precinct Public Space Protection Order under the Anti-social Behaviour, Crime and Policing Act 2014.

<b>6</b>	<b>Appointments to Outside Organisations</b>	<b>19 - 20</b>
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<b>7</b>	<b>Councillor Development Panel</b>	<b>21 - 24</b>
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## **PART 2 (Confidential items - closed to the public)**

None.

## **GENERAL INFORMATION**

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# Havant

## BOROUGH COUNCIL

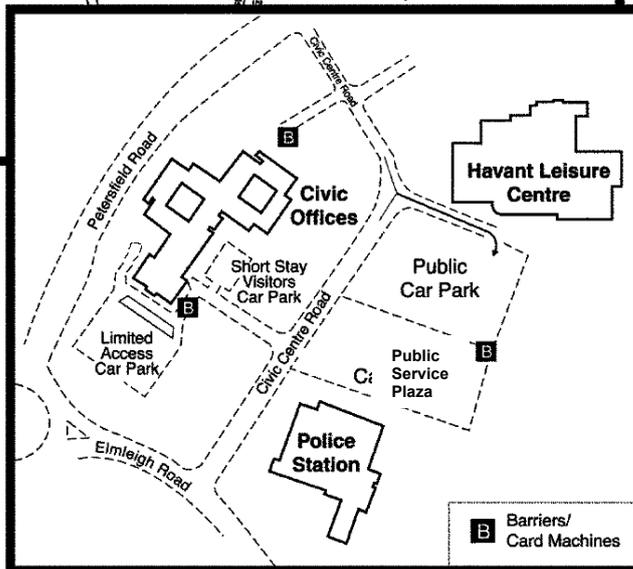
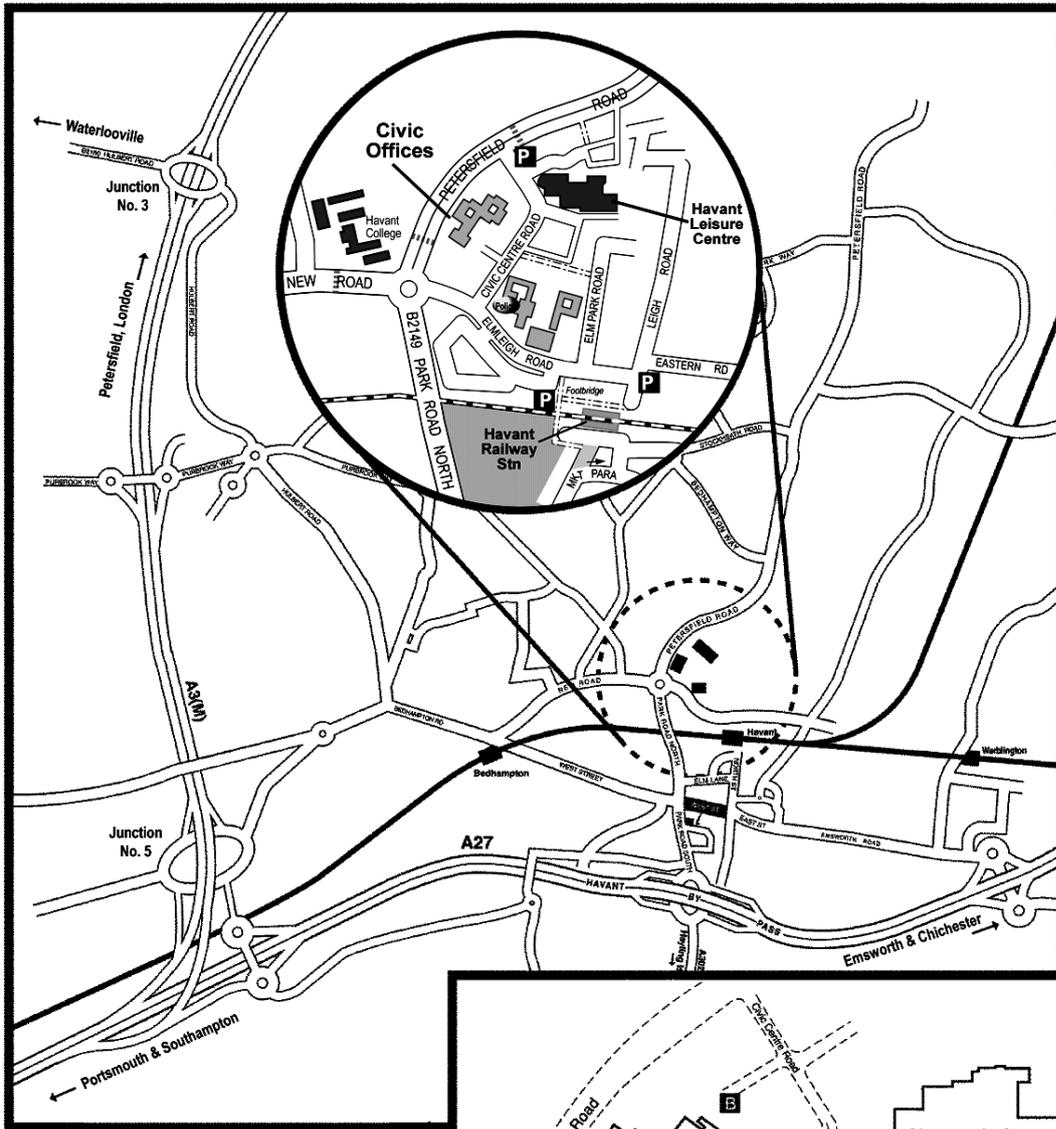
### PROTOCOL AT MEETINGS – RULES OF DEBATE

#### 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

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## HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 14 March 2018

Present

Councillor Cheshire (Chairman)

Councillors Bowerman, Guest, Turner and Wilson

### **65 Apologies for Absence**

Apologies were received from Councillors Bains, Briggs and Pike.

### **66 Minutes**

The minutes of the meeting of the Cabinet held on 7 February 2018 were approved as a correct record.

### **67 Declarations of Interests**

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

### **68 Chairman's Report**

As this was his last Cabinet as Leader, Councillor Cheshire took the opportunity to thank the officers for their advice and support to Cabinet during his term of office.

### **69 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.**

RESOLVED that the following decision taken under the scheme of delegations to Cabinet Leads be noted:

- (1) Electric Vehicle Infrastructure

### **70 Review of Grass Cutting and Weed Clearance in the Borough**

Councillor Branson, as Scrutiny Lead, was invited to present to Cabinet the findings and recommendations of the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel arising from its review of grass cutting and weed clearance in the Borough.

Councillor Branson outlined the work undertaken by the Panel in seeking to understand the issues experienced in the summer of 2017, due largely to poor weather leading to unprecedented weed growth, and a delay in identifying the scale of the issue. The Panel had been satisfied that the measures that had since been introduced to prevent similar problems occurring in future were sufficiently robust.

RESOLVED that

- (1) The new monitoring arrangements, as set out in Appendix B to the report, to improve monitoring of the grass cutting and weed clearance programme, be endorsed;
- (2) Officers be requested to provide regular reports to Councillors on the progress of the grass cutting and weed clearance programme;
- (3) Officers be requested to investigate ways of encouraging Councillors to report any instances of poor or lack of grass cutting / weed clearance to Customer Services, and in turn encourage residents to do the same; and
- (4) Officers be requested to publish an article in *Serving You* advising residents to contact Customer Services in any instances of poor or lack of grass cutting or weed clearance.

## **71 Review of Havant Locality Board - Community Trigger**

Councillor Patrick, as Scrutiny Lead, was invited to present to Cabinet the findings and recommendations of the Communities and Housing Scrutiny and Policy Development Panel arising from its review of the Havant Locality Board and its effectiveness in relation to the Community Trigger.

Councillor Patrick outlined the scope of the review and the methodology adopted by the Panel in reaching its conclusions.

Cabinet noted that clarification had been given by the Leader that community safety and antisocial behaviour fell within the remit of Councillor Wilson, as Cabinet Lead for Environment and Neighbourhood Services, and that Councillor Wilson had been briefed accordingly.

RESOLVED that

- (1) officers be requested to maximise publicity for the Community Trigger on the Council's website and the website for the Safer Havant Partnership;
- (2) officers be requested to provide a training course on the Community Trigger to all existing Councillors and to include this course as part of the Councillors' Induction programme; and
- (3) it be noted that responsibility for Community Safety and Anti-Social Behaviour falls within the remit of the Cabinet Lead for Environment and Neighbourhood Services.

## **72 Assets of Community Value**

Councillor Patrick was invited to the meeting to present the findings and recommendations of the Communities and Housing Scrutiny and Policy Development Panel, arising from its review of the Council's Assets of Community Value policy and procedures.

In endorsing the recommendations, Cabinet members requested that guidance on the Council's website include a clear description of the criteria by which all applications were assessed.

RESOLVED that

- (1) Officers be requested to update the Council's website to contain clear information for the public detailing exactly what an Asset of Community Value (ACV) is, how they can apply, what can and cannot be used as a reason for the application and the requirement for groups submitting applications;
- (2) Officers be requested to send Councillors information on ACVs to enable clear direction to be given to residents;
- (3) Officers be requested to include details on how the Council considers ACV applications in the updated Local Plan;
- (4) Officers be requested to review the resources used by the Council to facilitate the ACV process;
- (5) The Monitoring Officer be requested to amend the Constitution to reflect the Cabinet's delegation of authority to determine nominations for the listing of ACVs to the Cabinet Lead for Communities and Housing (Minute 83/3/2013); and
- (6) Authority be delegated to the Head of Housing and Community Engagement to select up to three Councillors to sit on the Assets of Community Value Panel on a meeting by meeting basis, provided these Councillors are not members of the Cabinet or where the asset concerned is not within their Ward.

### **73 Havant Borough Council Advertising Policy**

In the absence of Cllr Bains as Cabinet Lead for this item, Councillor Guest presented the report and commended the draft Advertising Policy to Cabinet for approval.

RESOLVED that the advertising policy be endorsed for use with external parties or partners.

### **74 Exclusion of the Press and Public**

RESOLVED that the press and public be excluded from the meeting during consideration of the next item because:

- (a) 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 of the descriptions specified in paragraph 3 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 outweighed the public interest in disclosing the information.

**Cabinet adjourned from 2.22pm to 2.29pm**

**75 Building Control IT System**

*(This item was taken in camera)*

Councillor Guest presented an exempt report to Cabinet seeking the release of funds set aside within budgets for the procurement and mobilisation of a new IT system for Building Control, to be operational by January 2019.

An assurance was given that the new IT system, once implemented, would be fully compatible with the Council's other IT systems, and integration seamless, and that this requirement would be factored into the procurement process.

RESOLVED as set out in the Restricted Minute.

**The meeting commenced at 2.00 pm and concluded at 2.39 pm**

.....  
**Chairman**

# Agenda Item 5

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 19 March 2018 at 2.00 pm.

### Present

#### Fareham Borough Council

Councillor Susan Bell  
Councillor Keith Evans

#### Gosport Borough Council

Councillor June Cully  
Councillor Dr Philip Raffaelli (standing deputy)

#### Havant Borough Council

Councillors Tony Briggs

#### Portsmouth City Council

Councillor Frank Jonas (Chairman)

### Apologies for Absence (AI 1)

Councillor David Guest (Havant BC); Councillor Hannah Hockaday (Portsmouth CC)

**767 Declarations of Members' Interests (AI 2) – None**

**768 Minutes of the Meeting held on 11 December 2017 (AI 3)**

**RESOLVED that the minutes of the meeting held on the 11 December 2017 be signed as a correct record.**

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

**770 Clerk's Items (AI 5)**

(a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members the Rowans Hospice had been nominated to receive an award under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. He was pleased to report that an award of £5,000 had now been received for presentation to the Rowans.

**NOTED**

(b) Internal Audit Report 1110, dated February 2018

(TAKE IN REPORT)

This report, which was received on the 12 March, was circulated to members following publication of the agenda, rather than holding it over until the June meeting of the Joint Committee.

Following presentation of the report by the Treasurer, the officers answered questions arising from members, including arrangements to use the Fareham BC employee performance management scheme.

**NOTED**

**771 Risk Management Strategy (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

**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 form and presentation of the Strategic and Operational Risk Registers be reviewed, taking into account current good practice, and a further report be made to the Joint Committee on the outcome.**

**772 Building Works Programme (AI 7)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

**RESOLVED that the contents of the report be noted.**

**773 North Chapel Refurbishment (AI 8)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager presented and amplified the key points of the report and explained that the detailed design process being undertaken by RBA Architects should be finished shortly. Should any significant changes arise in the detailed design from the previously approved design principles arrangements would be made to consult with members. Following the procurement process it was hoped that work would be undertaken in the late summer 2018.

**RESOLVED that the report be noted**

**774 Manager and Registrar's Report (AI 9)**

**(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be received and noted.**

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

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be noted with interest**

**775 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew particular attention to work undertaken by Brighstone to ensure that paths and roadways had been treated and cleared of snow to provide access to the crematorium facilities.

**RESOLVED that the report be received and the thanks of the Joint Committee be conveyed to Brighstone Landscapes and its on-site staff for the work undertaken during the period of snow.**

**776 Date of Next Meeting (AI 11)**

**RESOLVED that the next meeting be held at 2pm on Monday 25 June 2018 in Gosport**

The meeting concluded at 2.28 pm.

Chairman

JH/me  
20 March 2018  
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**HAVANT BOROUGH COUNCIL**

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**Decision by**

**Cabinet Lead for: Environment and Neighbourhood Services**

**The adoption of the Waterlooville Precinct Public Space Protection Order under the Anti-social Behaviour, Crime and Policing Act 2014**

**Report by: Andrew Wheeler  
Havant Transformation Lead**

**Key Decision: No**

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**1.0 Purpose of Report**

The Portfolio Holder is requested to approve the use of a Public Space Protection Order (PSPO) – Waterlooville Precinct Public Space Protection Order.

Authority was delegated to the Cabinet Lead by the Leader of the Council to authorise the implementation of PSPOs on 27 September 2017.

**2.0 Decision**

That the Portfolio Holder:

- 2.1 authorises the making of the proposed Public Space Protection Order for a period of 34 months – Waterlooville Precinct Public Space Protection Order (Havant Borough Council) 2018 in relation to:

Exclusion of feeding pigeons in the area outlined in Section A of the Waterlooville Precinct Public Space Protection Order.

- 2.2 agrees to the use of an £80 fixed penalty notice to tackle offences disclosed

and

- 2.3 delegates authority to the Head of Neighbourhood Support to carry out all necessary publicity required by virtue of the Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Order) Regulations.

### 3.0 Issue

Havant Borough Council (HBC) wishes to introduce a Public Space Protection Order to try and reduce the number of pigeons in the Waterlooville Precinct area. The reason HBC is considering these measures is because:

- Pigeons are roosting on balconies facing onto the pedestrian precinct; this prevents residents from using their balconies or opening their windows.
- Pigeons are roosting above café premises and defecating on tables and chairs of customers.
- Pigeon waste, feathers and faeces are being blown and walked into shops in the precinct.

- 3.1 When visiting residents whose homes face onto Waterlooville Precinct it is clear that pigeons are roosting on their balconies, causing a substantial amount of mess and preventing them from using their balconies and opening windows. Despite preventative measures the problem continues.

After speaking with business owners in Waterlooville precinct some are being negatively effected by pigeons especially those cafes/ restaurants that have outdoor seating areas.

- 3.2 It is known that individuals are distributing bird feed within Waterlooville Town Centre, frequently emptying large bags of bird feed at any one time.

HBC has spoken with an individual feeding pigeons in Waterlooville to explain the negative impact pigeons are having on residents and business. Furthermore signage has been used along with media campaign material to raise awareness to a wider audience that feeding pigeons encourages them to return to the area, contributing to the problem. Despite these efforts it is still evident that a number of individuals are continuing to feed pigeons in Waterlooville Precinct.

- 3.3 To test current public attitude to these issues consultation was carried out with residents and business located in Waterlooville Precinct between 25 September – 31 October. 38 businesses and 43 residents/visitors completed a questionnaire. There is overall support for the measures proposed which includes the Public Space Protection Order. A summary of the consultation is attached to this report, **see Appendix A.**

### 4.0 Implications

#### 4.1 Resources:

The officer time needed to patrol the areas within the PSPO, although feedback received from the consultation has identified certain times that pigeons are predominantly being fed.

The back office processes for the enforcement of Fixed Penalty Notices (FPNs) already exist.

An implication to consider will be the signage required for the area covered by the PSPO. Costs for marketing materials and the required signage have been obtained and can be covered from existing budgets.

#### 4.2 **Legal:**

Prosecutions for failure to pay any fixed penalty notice for the above offences will be pursued by the council's legal team and costs recouped via court processes. Powers in respect of Section 59, Anti-Social Behaviour, Crime and Policing Act 2014 & Section 2, Anti-Social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations.

#### 4.3 **Strategy:**

Improving and creating a better quality of place.

#### 4.4 **Risks:**

An Integrated Impact Assessment has been completed and has predominantly identified positive impacts in relation to introducing the PSPO. It has also identified how negative impacts can be mitigated and how positive impacts can be enhanced.

#### 5.0 **Local Government (Access to Information) Act 1985 – 'confidential' or Exempt' Information Indicator:**

This delegated decision contains neither confidential nor exempt information

#### 6.0 **Is this an Urgent Decision?**

No

**Agreed:** Councillor Michael Wilson

**Date** 04/03/18

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

#### **Appendices:**

- A. Consultation Summary Report, following consultation exercise undertaken between 25 September 2017 – 31 October 2017, attached

**B. Waterlooville Precinct Public Space Protection Order, attached**

Agreed and signed off by:

Legal Services: (Nick Leach 26/01/2018)

Executive Head for Finance: (Lydia Morrison 01/02/2018)

Relevant Executive Head: (James Hassett 27/02/2018)

Cabinet Lead (Cllr Michael Wilson 04/03/2018)

Communications Lead (Lydia Forbes-Manson 28/02/2018)

**Contact Officer:** Andy Wheeler

**Job Title:** Havant Transformation Lead

**Telephone:** 02392 446142

**E-Mail:** [andy.wheeler@havant.gov.uk](mailto:andy.wheeler@havant.gov.uk)

## Summary of HBC Consultation on Measures to Reduce Pigeon Numbers in Waterlooville Precinct Area

### Introduction

This is a summary of Havant Borough Council's consultation on measures to reduce pigeon numbers in and around Waterlooville Precinct. Local businesses, residents, visitors and other stakeholders were consulted, from 25<sup>th</sup> September – 31<sup>st</sup> October 2017.

### Background

Local businesses reported a problem with pigeons in the area of Waterlooville Precinct. In response, Havant Borough Council (HBC) created signs advising people not to feed the pigeons and issued a corresponding press release. However, the pigeons remain a problem:

- Pigeons are roosting on balconies facing onto the pedestrian precinct. This prevents residents from using their balconies or opening their French windows.
- Pigeons are roosting above café premises and defaecating on tables and chairs intended for customers' use.
- Pigeon waste, feathers and faeces are being blown and walked into shops in the precinct.

Moreover:

- Pigeon droppings are acidic and cause damage to buildings and machinery, and also to lawns and shrubberies.
- Nest material, droppings and feathers can clog drains and air vents.
- Pigeons carry many diseases, some of which can be transmitted to humans if droppings contaminate food stores, bakeries or canteens. They also carry a mite which causes skin disease, and feather dust can cause allergic alveolitis or 'pigeon fancier's lung'.
- Feral pigeon flocks can harbour Newcastle disease which can be passed to domestic poultry if their feed is contaminated by droppings.

Both the Royal Society for the Protection of Birds (RSPB) and the Pigeon Control Advisory Service (PiCAS) advise reducing available food is key to successfully reducing pigeon numbers. Accordingly, Havant Borough Council is considering further measures to limit the food available to pigeons in the Waterlooville Precinct area:

- Producing leaflets and posters highlighting problems caused by feeding pigeons
- Providing advice on how to feed smaller birds without attracting pigeons
- Introducing a Public Spaces Protection Order (PSPO) making it a criminal offence to feed pigeons in designated areas

### Consultation Objectives

The objectives of the consultation were to:

- Assess the perceived problem with pigeons in this area.
- Understand the extent to which pigeons are having a detrimental effect on the quality of life of different groups locally.
- Give all interested parties the relevant information.
- Engage with relevant stakeholders including residents, business owners, the general public and other relevant bodies and ensure that their views are considered.
- Allow these key groups a say in the possible introduction of measures, including a Public Spaces Protection Order (PSPO), in Waterlooville Precinct.

## Summary of HBC Consultation on Measures to Reduce Pigeon Numbers in Waterlooville Precinct Area

- Seek views on other measures that the Council could take to combat the issues raised.

### Methodology

The HBC Neighbourhood Quality Team agreed the methodology, using which the following groups and bodies were identified as stakeholders and therefore consulted:

- Waterlooville Precinct area businesses
- Waterlooville Precinct area residents
- Waterlooville Precinct area visitors
- Ward councillors
- The chief officer of police and Waterlooville Precinct local policing body
- Liberty (human rights organisation)
- The Royal Society for the Protection of Birds (RSPB)
- The Pigeon Control Advisory Service (PiCAS)

HBC also shared the consultation at a 'Partnership Action Group' meeting, made up of around 30 different partner organisations within Havant, and at the strategic 'Locality Board' again made up of some key organisations HBC work with in Hampshire. HBC encouraged completion of the online survey.

38 businesses completed the business questionnaire and 43 respondents completed the residents/visitors questionnaire. No other, separate, responses were received.

### Key Messages from Consultation with All Groups

- i. There is overall support for all measures proposed.
- ii. Resident/visitor support is about the same for leaflets and posters highlighting the problems caused by feeding pigeons and for a Public Spaces Protection Order (PSPO) making it an offence to feed pigeons in designated areas.
- iii. Business support is strongest for a PSPO and even so is still overall slightly stronger than resident/visitor support for leaflets and posters as above.
- iv. Support is not as strong from businesses or residents/visitors for providing advice on feeding smaller birds without attracting pigeons. This may be because of concern that problems would be reproduced with the smaller birds. Consideration should therefore perhaps be given to not implementing this as the first option.
- v. All measures have those who strongly agree and those who strongly disagree.
- vi. As there are polarised opinions, posters saying 'Do not feed the pigeons' have proven ineffectual and some specific information as to when the birds are fed is given in the survey responses, consideration should be given to actively trying to speak with those people who habitually feed the pigeons, if this has not already happened.
- vii. Reducing food litter would reduce the food available to the pigeons.
- viii. Consideration may be given to trying to reduce the number of injured birds and the likely causes of injury – particularly if it is littered glass, as suggested.
- ix. Some respondents indicated that if feeding the pigeons is made an offence, then it needs to be enforced with fines.

## **ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

### **Waterlooville Precinct Public Space Protection Order**

Havant Borough Council (in this Order, called "the Council") hereby makes the following Order pursuant to Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") and to all other enabling powers.

1. This Order may be cited as the Havant Borough Council Waterlooville Precinct Public Space Protection Order and shall come into force on 9<sup>th</sup> April 2018 unless the Council extends or varies this order before it has expired, it shall expire on 1<sup>st</sup> February 2021.
2. This Order covers the following controls:
  - a. Exclusion of feeding pigeons in the area outlined within Waterlooville Precinct in Schedule A below.
3. This Order applies to the land described in Schedule A in this Order, being a public place in the area of the Council, identified for the purposes of Section 59(4) of the Act, and in this Order referred to as the "restricted area".
4. In this Order, "an authorised officer of the Council" means a person who is authorised in writing by the Council for the purpose of enforcement of this Order.
5. The Council makes the Order on the basis it is satisfied that, without these controls, the activity likely to be carried out in the restricted area will continue having a detrimental effect on the quality of life of those in the locality. The effect or likely effect of the aforementioned behaviour is, or is likely to be, of a persistent or continuing nature, is or is likely to be, such as to make it unreasonable, and justifies the restrictions imposed by the Order.
6. The Council may extend, vary or discharge this Order at any time. Varying the Order includes increasing or reducing the restricted area.

### **The Offence**

1. A person shall be guilty of an offence if, at any time, he/she deposits feed which is edible to pigeons, (including seeds, bread and grains), without reasonable excuse, within the designated area outlined in Waterlooville Precinct.

### **Penalty**

1. As the offence would be breach of a public space protection order, the council may issue a fixed penalty notice offering the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty. This fixed penalty will be set at £80.

2. A person who is guilty of an offence under this order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.
3. An authorised officer of the Council may issue a fixed penalty notice to anyone he or she believes has committed an offence. The person will have 14 days to pay the fixed penalty. If they pay the fixed penalty within the 14 days they will not be prosecuted.

## **Appeals**

Any challenge to this Order must be made in the High Court by an interested person within six weeks of it coming in to force. An interested person is someone who lives in, regularly works in, or regularly visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge.

Interested persons can challenge the validity of this Order on two grounds:

1. That the Council did not have the power to make the order, or to include particular prohibitions or requirements;
2. That one of the requirements of the Act, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the Order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the Order, quash it or vary it.

Dated this                      day of    2018



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## HAVANT BOROUGH COUNCIL

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**CABINET**

**16 May 2018**

### **APPOINTMENTS TO OUTSIDE ORGANISATIONS**

**Report by the Deputy Democratic Services Team Leader**

**Key Decision: No**

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#### **1.0 Purpose of Report**

1.1 To appoint members to represent the Council on the governing bodies of various outside organisations for the 2018/19 municipal year.

#### **2.0 Recommendation**

That

2.1 The Cabinet appoints members to represent the Council on those outside organisations set out in Appendix A; attendance at meetings of the organisations concerned to qualify as an Approved Duty and all appointments to have effect until the first meeting of the Cabinet in the 2019/20 municipal year.

#### **3.0 Summary**

3.1 Appendix A to this report sets out the detail of those appointments that now fall to be made by the Cabinet, together with an indication of any special requirements where these are applicable. All such appointments, when made, will have effect until the first meeting of the Cabinet in the 2019/20 municipal year.

#### **4.0 Implications**

##### **4.1 Resources:**

As an approved duty, if members choose to claim subsistence allowance for attendance at meetings, this will be a charge against the Council's budget for which funding is available.

##### **4.2 Legal:**

None arising directly from this report.

##### **4.3 Strategy:**

It is essential that the Council has an input into the running of those organisations that either provide services to the Borough or use Council resources in order to function.

#### 4.4 **Risks:**

Having no involvement in the way these organisations are run may have an adverse effect on the Council should criticism arise.

Increasing the amount of meetings that members attend may draw their time and resources away from other work.

#### 4.5 **Communications:**

None arising directly from this report.

#### 4.6 **For the Community:**

Sound management of these organisations must be achieved and the Council should ensure that such organisations are carrying out their duties in the best interests of their customers.

#### 5.0 **Consultation**

Not Applicable.

#### **Appendices:**

Appendix A – Appointments to Outside Organisations to be made in 2018/19 (to be circulated separately)

#### **Background Papers:**

Nil

**Contact Officer:** James Harris  
**Job Title:** Deputy Team Leader  
**Telephone:** 01730 234098  
**E-Mail:** james.harris@easthants.gov.uk

## HAVANT BOROUGH COUNCIL

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**CABINET**

**16 May 2018**

### **COUNCILLOR DEVELOPMENT PANEL**

**Report of Democratic Services Team Leader**

**Key Decision: No**

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#### **1.0 Purpose of Report**

1.1 To appoint members to the Councillor Development Panel for the forthcoming year.

#### **2.0 Recommendation**

That the Cabinet appoints Councillors to the Councillor Development Panel for 2018/19 in accordance with the Panel's Terms of Reference.

#### **3.0 Summary**

3.1 In December 2017 Havant Borough Council was awarded accreditation under the South East Employers Charter for Elected Member Development in recognition of its strategic commitment to support Councillors across all political parties in developing the skills and competencies required to help them fulfil their role as elected members.

3.2 During the course of the forthcoming year, the Panel will be looking to build upon the work to date to develop and deliver a corporate induction and training programme for councillors, focusing upon the priorities identified by councillors themselves through an annual training needs analysis.

#### **4.0 Implications**

4.1 Resources: a dedicated budget for councillor training and development is in place for 2018/19.

4.2 Legal: None

4.3 Strategy: councillor training and development is a key priority in the 2018/19 Organisational Development Business Plan.

4.4 Risks: None.

4.5 Communications: None

4.6 For the Community: None

**Appendices:**

Appendix A – Councillor Development Panel Terms of Reference

**Background Papers:**

None

**Contact Officer:** Penny Milne  
**Job Title:** Democratic Services Team Leader  
**Telephone:** 02392 446234  
**E-Mail:** penny.milne@havant.gov.uk

**HAVANT BOROUGH COUNCIL  
COUNCILLOR DEVELOPMENT PANEL  
TERMS OF REFERENCE**

**AIM**

**To promote, oversee and monitor the Council's Member Development programme**

**KEY OBJECTIVES**

- Responsible for the formulation, implementation, monitoring and evaluation of member development strategy and charter.
- Contributing to the member development plan for all councillors that enables members to deliver the council's statutory and corporate obligations, objectives and priorities.
- To ensure that member development:
  - fulfils the requirements of a modern council
  - is owned and valued by members
  - enables members to deliver the council's statutory and corporate obligations, objectives and priorities
  - is based on national good practice
  - builds the confidence and competence of members
- To ensure programmes and events contribute to the knowledge and skills base of members.
- Assess any national and local initiatives to ensure best practice and innovation in member development is maintained.
- To ensure that there are effective systems for monitoring and evaluating the impact, outcomes and cost effectiveness of development programmes

**ACTIVITIES**

- Recommend on member development.
- To act as member development champions:
  - to promote member development within the political groups and to encourage member development to be regularly discussed
  - encourage members to feedback and share learning from conferences etc within their political groups and more widely as appropriate.
  - to promote the use of peer mentors, buddy systems and other support to councillors, particularly those newly elected
  - to feedback to the learning and organisational development officer responsible for member development and/or head of member services & elections, any training and development needs and associated concerns.
  - to encourage attendance at key briefings and significant events
  - through liaison with the group whips ensure that an appropriate number of members are trained in quasi judicial matters and other legal and policy matters
- To encourage the development of individualised training plans that meet specific training needs.
- Consider new development and learning initiatives.

- Recommend ways of enhancing individual councillors skills, knowledge and attributes in order to fulfil their roles and responsibilities within the council and wider community.
- Evaluating development initiatives.
- Monitoring effective use and allocation of the budget.

## **MEMBERSHIP**

Successful member development should be informed by members and ownership of decisions relating to their development is important. It is essential that learning opportunities tackle what is important for members in their various roles. The membership of the group is cross party and reflects the diverse roles and responsibilities of members. The group size is currently seven members with an opportunity for broader political engagement in the future.

## **MEETINGS**

The meetings will be held either during the day or in the evenings and a suggested frequency is a minimum of 4 times a year. This group will have an ongoing role within the council.

## **RESOURCES**

*Head of Organisational Development*  
*Learning and Organisational Development Officer*  
*Democratic Services*  
*Member Development Budget*