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COUNCIL AGENDA

Membership: Councillor Mrs Shimbart (Mayor)

Councillors Bains, Mrs Blackett, Bowerman, Briggs, Branson, Buckley, Carpenter, Cheshire, Cresswell, Davis, Fairhurst, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Kerrin, Lenaghan, Lloyd, Patrick, Perry, Pike, Ponsonby, Rees, Quantrill, Satchwell, Sceal, Shimbart, Smith D, Smith K, Thomas, Turner, Wade, Weeks and Wilson

Meeting: Council

Date: Wednesday 1 November 2017

Time: 5.00 pm

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

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

24 October 2017

Contact Officer: Penny Milne (023) 92446234
Email: 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 Declarations of Interests

To receive any declarations of interests from Members.

3 Minutes

1 - 2

To confirm the minutes of the last meeting held on 20 September 2017.

4 Appointment of Chief Finance Officer

RECOMMENDED to full Council that, in accordance with Section 151 of the Local Government Act 1972, Lydia Morrison be appointed as the Council's Interim Chief Finance Officer.

5 Mayor's Report

3 - 4

To receive the Mayor's report on charity and civic events attended since the last meeting of the Council.

6 Public Questions under Standing Order 13.4(f)

To receive questions from, and provide answers to, the public, provided they have been submitted in accordance with the requirements of Standing Order 13.4(f).

7 Leader's Report

5 - 8

To receive the Leader's report to Council.

8 Cabinet Lead Reports

9 - 22

To receive the Cabinet Leads' reports to Council.

9 Cabinet Leads and Chairmen's Question Time

(i) the Leader and Cabinet Leads to answer questions on matters within their respective reports.

(ii) Chairmen to answer questions on minutes since the last Council meeting

10 Questions Under Standing Order 23

To receive questions from Councillors in accordance with the requirements of Standing Order 23.4(a).

11 Urgent Questions Under Standing Order 23

To receive urgent questions from Councillors submitted in accordance with the requirements of Standing Order 23.4(b).

12 Acceptance of Minutes

23 - 40

To receive the following minutes of Committees held since the last meeting of the Council:

Scrutiny Board – 26 September 2017
Governance & Audit – 26 September 2017
Licensing Committee – 27 September 2017
Cabinet – 11 October 2017
Development Management Committee – 19 October 2017

PART 2 (Confidential items - closed to the public)

None.

GENERAL INFORMATION

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

Internet

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

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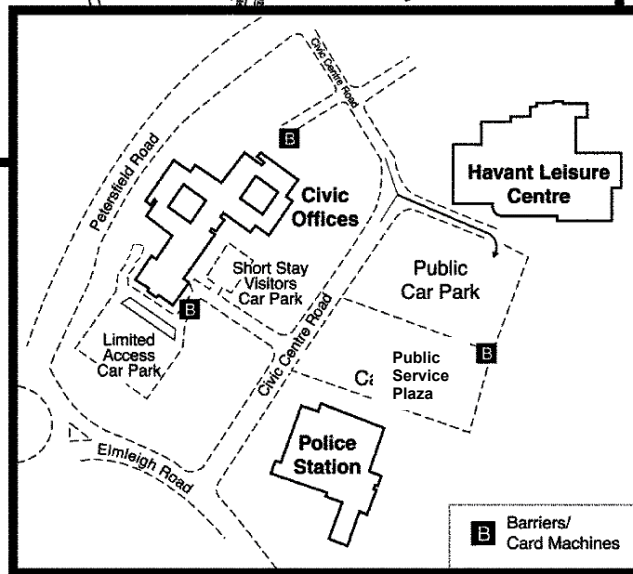
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Havant

BOROUGH COUNCIL

PROTOCOL AT COUNCIL MEETING – AT A GLANCE

Sit or Stand?

Stand to address the Council/Mayor at all times

Rules of Debate

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

Questions and Motions

- Motions must be submitted in writing (or by email) to the Democratic Services Team Leader 6 working days prior to the Council meeting
- Councillors may ask questions, without notice, of the Leader and Cabinet Leads in respect of the Cabinet Lead reports submitted to Council
- Councillors may ask questions of the Leader, Cabinet Leads and Committee Chairmen, on any matter affect the Borough or its residents, providing that:
 - 48 hours written notice is given; or
 - 2 hours written notice in relation to urgent matters

Voting

- Voting may be by a show of hands or by a ballot at the discretion of the Mayor
- 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

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HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 20 September 2017

Present

Councillor Mrs Shimbart (Mayor)

Councillors Bains, Mrs Blackett, Bowerman, Briggs, Branson, Buckley, Cresswell, Davis, Fairhurst, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Kerrin, Lenaghan, Patrick, Perry, Pike, Ponsonby, Quantrill, Satchwell, Shimbart, Smith D, Thomas, Wade, Weeks and Wilson

106 Apologies for Absence

Apologies were received from Councillors Carpenter, Cheshire, Lloyd, Turner, Sceal and K Smith.

107 Declarations of Interests

There were no declarations of interest.

108 Minutes

The minutes of the meeting of the Council held on 19 July 2017 were approved as a correct record.

109 Matters Arising

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

110 Hampshire Constabulary Presentation

At the invitation of the Mayor, Chief Inspector Clare Jenkins of Hampshire Constabulary was invited to address the Council on work currently being done by the Police across the Borough.

Chief Inspector Jenkins set the national, international and local context, current challenges, the focus of police priorities within increasingly limited resources and the importance of partnership working and information sharing between the Police and partner organisations. Chief Inspector Jenkins then took questions from Councillors.

At the conclusion of this item the Mayor thanked Chief Inspector Jenkins for her time and for her interesting and informative presentation.

111 Mayor's Report

There were no questions from Councillors in connection with the Mayor's published report.

112 Public Questions under Standing Order 13.4(f)

There were no public questions.

113 Leader's Report

In addition to his published report, the Acting Leader, Councillor Briggs, reminded Councillors that the Cabinet at its meeting on 6 September had approved an updated policy on Safeguarding and encouraged all members of the Council to make every effort to attend the associated training sessions.

114 Cabinet Lead Reports

The Cabinet Leads reports were set out in the agenda, in addition:

Councillor Bains reported that a drop-in session information session on the 5 Councils project would be held for all Councillors prior to the next Council meeting.

Councillor Wilson reported that the pre-Christmas Small Business Saturday, allowing 3 hours free parking in town centres, would again be held this year and would be extended to be held on 2nd, 9th, 16th and 23rd December.

115 Cabinet Leads and Chairmen's Question Time

The Mayor invited Councillors to put questions to the Cabinet Leads in connection with their published reports.

There were no questions for the Committee Chairmen.

116 Questions Under Standing Order 23

Questions submitted by Councillors under Standing Order 23, and the associated responses, are published as an annex to these minutes.

117 Urgent Questions Under Standing Order 23

There were no urgent questions.

118 Acceptance of Minutes

The minutes of committees held since the last meeting of the Council were received.

The meeting commenced at 5.00 pm and concluded at 6.48 pm

Mayor's Report to Council November 1st 2017

Writing this, as I am, before the end of October, the last Council meeting seems to have only just happened.

A lot of things have happened over the last few weeks, with many interesting events to attend.

The day after the last Council meeting we attended the Gosport Civic Day, with a visit to the Submarine Museum and also to the 17th century village at Lower Woodham. This was followed the next day by the opening of Colt UK's new facility at Kenwood Business Park in New Lane and then the Emsworth Food Fortnight Apple Pressing followed, on the same day, by the Emsworth Pet Show and, the following day, a Harvest Service at Emsworth URC.

Eastleigh's Civic Day was held on the 28th, with a visit to Waterloo School in the morning of the 29th for their Macmillan Coffee Morning. That evening saw a very successful Mayor's Dinner at Waterlooville Golf Club, an event which I hope to repeat in March next year.

September finished with a trip to Hayling seafront for the first gathering of Harley-Davidson motorbike to be held locally. I had my very first ride on a motorbike that day, and really enjoyed it!

October began on Sunday morning with a visit to Havant Leisure Centre to mark their 20th Anniversary, followed in the afternoon by a Harvest Festival service at Winchester Cathedral in the afternoon.

The Hampshire Civic day took place on the 5th, with a visit to The Elms in Lower Bedhampton on the 7th, for the unveiling of a plaque to mark their 50th Anniversary.

The 9th saw us near Canoe Lake for the ribbon cutting to mark the introduction of a new fleet of 20 buses on the Stagecoach 23 route, while in the evening we attended a dinner at the Langstone Hotel to mark 60 years of the Rotary Club of Havant.

The Lord Lieutenant's Awards to members of the Forces Reserves and Cadets took place on the 12th, with the 2nd Leigh Park Girls Brigade 60th Anniversary Service taking place at Hart Plain Church during the afternoon of the 14th, and a Concert by Portsmouth Philharmonia being held at Hayling Island Community Centre in the evening.

The 15th saw the Annual Seafarer's Service at Portsmouth Cathedral, with wreath laying at the Nelson Monument in Grand Parade.

On the 20th, we went to Hart Plain Junior School for the opening of their Reading Garden, with a wooden Reading Chair, together with benches, being constructed by the Waterlooville Men's Shed.

The last event before writing this was, once again, on Hayling Island, where the library was host to a performance of "Stories at Sea Level", sponsored by The Arts Council.

Several more invitations have been accepted for the rest of this month.

By the time of this Council meeting, there will have been at least 140 events that have taken place.

Cabinet Lead Reports – Full Council 1st November 2017

Councillor Tony Briggs: Leader's Report

Cabinet Lead for: Corporate Strategy, Devolution, Finance and NORSE

This is my last Full Council as Acting Leader, as we welcome Cllr Cheshire back from sabbatical in January 2018. This report contains updates on my portfolio as well as duties as Acting Leader.

Finance

The team have been working with managers in building the budgets required for Financial Year 2018/19 from a zero base. This will require each and every budget to be justified before inclusion.

In parallel, work on the projections of expenditure and income for the current financial year identified a deficit against the approved budget. The Executive Team and Heads of Service have identified a number of solutions to reduce the projected deficit; and work will continue towards the year end to try to bring the outturn in on budget.

The Council's section 151 officer, Andy Radford, has advised us that he wishes to end his contract with us, subject to ensuring a smooth handover to his successor. I am pleased to say that Lydia Morrison has been appointed to replace Mr Radford as the Council's interim section 151 officer. I am currently supporting interviews to recruit a permanent Head of Finance and Deputy.

Business Rate Relief

The Chancellor announced in the budget in March 2017 funding for the Supporting Small Business Relief Scheme, the Discretionary Business Rates Relief Scheme, and the Pub Relief Scheme.

The small business relief has not been awarded as yet as we are in the process of installing a software release to award it (should be in the next week or so). There are only 5 ratepayers affected and they have previously been notified of the position.

The cases for discretionary relief scheme have not been awarded their relief yet as we are working to ensure the correct cases are identified. This should be concluded shortly and we will then be posting the awards automatically to the accounts – no need for ratepayers to apply. Current estimates are for 380 cases to be eligible to receive this benefit. All eligible cases will be backdated to 1st April 2017.

The pub relief has been granted to those who have applied.

Norse South East (NSE)

Highway weed control - There are still challenges and additional resources have been employed, however it is apparent that this has not resolved the situation to a satisfactory level. NSE will continue to work to improve the situation. This will include;

- Continuing to provide resources to physically remove weeds
- NSE has now trained team members to spray weeds. They will continue spraying weeds throughout the rest of this year, end of March 2018.
- As of 1st April 2018; NSE will have two team members continually employed on weed spraying. This will be supported by additional resource as required and will continue for as long as necessary.

Bottle banks – Due to operational challenges (driver shortages) this service was significantly disrupted, this resulted in poor service delivery in some of our key sites. Action was taken to address this as quickly as possible, which included crews working additional hours. Normal scheduled emptying has now resumed. In an effort to minimise future disruptions and to accommodate the increase in glass NSE will place additional bins at our busier sites, these will include;

- Hayling Park
- Tidworth Road, Leigh Park
- Wickes Car Park, Havant
- Tempest Avenue Car Park

Additional bins will be delivered to these sites by Friday 10th November. Signage will also be displayed at each site to advise customers of scheduled collection days and the nearest alternative site.

Health and safety - NSE and HBC continue to monitor the Health and Safety and there are no issues of concern.

Strategic waste - Officers from Havant Borough Council and NSE continue to attend Project Integra meetings. Recent meeting highlighted key issues of concerns regarding recycling levels and recycling contamination levels, this appears to be a regional trend. A waste and recycling project is to be set up, this will include officers from various service areas in HBC and NSE. An initial meeting has been arranged to agree Terms of Reference, to identify the challenges around waste minimisation, increasing recycling levels and reducing recycling contamination. It has been identified that the NSE use of bin hangers for visible contaminated recycling has not been satisfactory, also the case for notification/stickers being placed on excess rubbish. This is being addressed by further employee training and improved monitoring by Managers.

Hampshire waste partnership project – The Hampshire & Isle of Wight Local Government Association (HLOWLA) agreed to fund this project and Atkins were appointed as consultants. In December, HLOWLA agreed that there was an opportunity to refit two Material Recycling Facilities (MRF) to

collect more materials, look at the wider collection of glass, and explore behaviour change options.

Since then, the project team has been working closely with Veolia to develop various options for expanding the MRF input specification. This includes looking at the number and location of the existing MRFs. For example, the building of a new MRF would mean lower transition costs and could be located at an optimum site to improve efficiency. Investigations are being conducted along with a timeline which will be completed by the next HLOWLA meeting on 21st July.

Green waste - The customer base has increased steadily throughout the season. There have been some disruptions to service but these have now been resolved.

Street cleaning - A good level of service has been delivered; the team are preparing for seasonal leaf fall and will divert appropriate resource to key areas.

Grounds and open spaces - Highway verge cutting, this work is scheduled between March and October and the target is 9 cuts. As of the end of October 7 cuts were completed. However due to the mild weather conditions grass continues to grow, NSE will continue to cut up to the 9 cuts weather and ground conditions permitting. All other aspects of this service are performing to standard.

Vehicle workshop and fleet - Continued growth in MOT testing, servicing and repairs.

Commercial update: NSE continues to develop new business opportunities and business growth is encouraging with recent business gained on grounds maintenance, vehicle workshop and ongoing increase in trade waste collections. NSE continues to bid for local business with a high number of proposals currently being considered, and the ongoing increase in trade waste collections. Sales continue to be on target.

Service Updates

At Full Council on 20th September 2017 it was suggested that all Councillors should have a Disclosure Barring Service check (DBS) due to their role within the community and schools. It has since been confirmed that a DBS check is not required by law based on the role that Councillors at HBC carry out.

Internal Communications

I attended the Portchester Crematorium Joint Committee meeting on 18th September 2017 where it was reported that following a consultation with members; Naomi House Children's Hospice has been nominated to receive

an award under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The Manager and Registrar updated members on the increasing popularity of early morning 'walk through' funerals. Further work is required to identify costings to fully implement utilising waste heat in the heating of the Crematorium.

I attended the NORSE EHDC & WCC Environmental Services meeting on 19th September 2017. Further meetings are being undertaken to move this project forward.

I attended the Hampshire & IOW Local Government Association meeting, held on 22nd September 2017, where it was agreed that a full investigation in to siting and building a new Material Recycling Facility will be undertaken by Veolia and Hampshire County Council.

I attended a joint meeting between Sandy Hopkins/Tom Horwood - Leaders/Deputies EHDC, HBC & WBC on 10th October 2017, where a number of issues were discussed and possible opportunities for the future discussed.

At the Partnership for Urban South Hampshire (PUSH) Joint Committee meeting, held on 16th October 2017 I received two presentations; one regarding the final draft of the South Hampshire Integrated Water Management Study. The other from a Marine Officer, introducing The Marine Management Organisation and their South Marine Plan.

End.

Cabinet Lead Reports – Full Council 1 November 2017

Councillor Narinder Bains - Cabinet Lead for Marketing and Commercial Strategy

Serving You:

The council's magazine has been written and designed by the council's communications and marketing team and is currently being printed. It will be distributed to approximately 56,600 properties. 1,000 will be sent to community centres and information points from 6 November. The magazine will also be available online.

Press releases

The communications team secured really good coverage in the media including coverage with key partners such as the Association of Pensions and Benefit Claimants CIC:

<http://www.abcorg.net/item/1699-havant-job-fair>

The announcement of [Small Business Saturday](#) and the return of the [Firework Display](#) have been positive for residents in the borough as well as the event [‘Your journey to employment’](#) reaching more than 8,500 people.

The Hayling Islander and The News have covered [Island gets £3.3m to fight against flooding– Hayling Islander](#) carrying the quote from Cllr Briggs - <http://www.portsmouth.co.uk/news/hayling-island-gets-3-3m-for-flooding-work-1-8169830>

Links to other releases issued are sent to in the new monthly councillor newsletter.

The communications team is also looking into new and innovative ways to share information relating to releases in the form of short videos for social media. More on this soon.

Internal communications

The team continues to develop the councillor newsletters as well as a weekly staff email (called Serving Us).

Digital media: (July – September 2017)

Website

99,417 website visits

315,749 number of pages viewed

When compared with Q2 in 2016, the number of website visits for this period has increased from 92,601 to 99,417 which is an increase of 17%. This shows that more people are using our website to access information and services.

Most service areas visited

Services			Press releases		
1	Home page	31,297 views	1	Bin collection	7,512 views
2	Contact us	11,476 views	2	Rubbish and recycling	6,891 views
3	Planning services	9,208 views	3	Planning applications and decisions	6,069 Views
4	Search and comment on planning applications	9,017 views	4	How to pay your Council tax	4,976 Views
5	Council tax	8,758 views	5	Modern.gov	4,629 views

The most viewed page on the website is the 'contact us' page. To contact a service, you have to complete the online form on the contact us page, the results of that form are then sent to the service to action. This is why the contact us form is always rated highly as it covers all forms of contact with the services directly.

Social media

Facebook - 160 new likes in Q2 meaning we are now on 2,105.

Twitter – 105 new followers in Q2 meaning we are now on 2,775.

Throughout the second quarter we have gained more than 260 followers across our social media channels which shows that our networks are continuing to grow and therefore we can reach more residents.

Our Friday Funday photograph feature on 4 August had 10 comments and reached more than 1,400 people. We plan to reinvigorate this feature in the New Year by running a competition for residents to contribute their own photographs for others to guess.

#OurDay is coming up on 21 November which will enable us to promote all of our services to our residents and others who follow us via social media. If councillors have any updates or photo opportunities please let the communications team know ASAP.

Strategic Commissioning (including contract negotiation and management such as 6 Councils partnership)

A number of Havant Council's services transferred to Capita on the 1st October. These services are: Human Resources, Payroll, Finance, Procurement, Revenues & Benefits, Land Charges, Customer Services and IT.

A "Welcome" event was held on the 2nd October for transferring staff; the Chief Executive and members of the Management Team attended the event along with Capita colleagues, including Capita Heads of Service who will be

taking management responsibility for the staff. The event was well received by the staff.

A further session was held later in the day for retained staff to meet the new service providers and ask questions about the new model of service delivery.

At the point of transfer, the services continue to perform “business as usual” as they work their Target Operating Model (TOM) dates.

The Revenues and Benefits Service has transitioned to its new operating model, with the new system going live on the 17th October.

Work continues to progress on transitioning to the Vinci contract with an anticipated commencement date of the 1st December.

Communications

We continue to deliver a programme of communications for both staff and Councillors around the 6 Council’s Partnership. There is a communication plan in place that will target specific communications over the coming months as services move to their new operating model to ensure that staff and councillors are informed about changes to processes or systems.

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Cabinet Lead Reports – Full Council 1 November 2017

Councillor Lulu Bowerman: Cabinet Lead for Governance and Organisational Development.

Legal Services

Abe Ezekiel, Head of Legal, is currently on a phased return following major surgery, so Marie Rosenthal will remain with the Team two days a week until Abe is back to full strength.

Following my last report, the decision has been taken to condense the three workstreams into two, and the team are now organised into two specialist teams as follows:

- Governance, Litigation & Planning Team led by Nick Leach (Monitoring Officer)
- Company, Commercial & Property Team led by Sara Bryan (Deputy Monitoring Officer)

This decision will be kept under review.

Annabel Foskett who joined as Legal Assistant will be undertaking her Legal Practice Course in order to qualify as a solicitor, and we offer her all the very best in her endeavours. Razana Begum, has recently completed a Diploma in Local Government Law, so many congratulations to her.

Finally Clare O'Meara joined the legal team and is working in the Company, Commercial and Property team 3 days a week, reporting to Sara Bryan.

Organisational Development

The following activities are currently being undertaken as part of the Council's Organisational Development plan, and annual business plan objectives;

Fit for Future

This project is designed to ensure all retained line managers and members of staff, post transfer of services to third party providers, are able to operate successfully within a self service and outsourced HR model. Key activities undertaken to date include a dedicated Communications Plan, events for line managers and staff members to raise awareness of the impact of service delivery changes on their roles, and roll out of training by Capita in respect of the online systems to be used as part of their service delivery model. Planned future activities include;

- A post 'go live' staff survey to assess the effectiveness of the Fit for Future communications plan, to establish good practice activities when communicating large scale changes;

- Receiving feedback from line managers and staff members in respect of Capita systems training, to ensure learning needs have been met and identify any further actions required;
- Design and roll out of a second phase of HR skills training, suitable for junior supervisors

Skills Development:

A Leadership Conference will be held in January 2018. The event will focus on creating the right conditions for high performing organisations. The conference will be opened by the Chief Executive of the LGA and an expert consultant will facilitate a participative session for attendees. The conference is open to all members of staff who have line manager responsibilities and are therefore able to influence the success of the Council, referred to as 'leaders'.

To further support the conditions for high performance, leaders will be invited to attend a series of workshops to explore the importance of mindset when working through organisational change. An external expert facilitator will present these sessions entitled 'Engaging for Excellence'.

The annual Leadership Conference and Engaging for Excellence workshops are both designed to generate concrete action plans for leaders.

An offer of Executive Coaching will be made to Heads of Service. An external provider has been sourced to support Heads of Service.

Individual personal development will be promoted during the coming months, using a drop in event specifically as a vehicle to raise awareness of opportunities such as;

- 360 degree feedback
- In house coaching availability
- Action Learning Sets
- E-learning
- HR Skills training for supervisors

Staff Engagement:

Staff engagement will be critical to the Council delivering its strategic aims. In order to support this, a specific engagement survey will be rolled out in early 2018 to gauge the extent of engagement by staff members. The Staff Focus Group have also recently revised their Terms of Reference to support the Council with robust internal communications and employee engagement.

Health and Wellbeing;

A report is being designed following a recent survey into workplace stress issues, using the HSE Management Indicators. The report will highlight areas of focus for change including priority actions, and also highlight positive

workplace experiences as reported by survey respondents. A number of stakeholders will be key in supporting this project, including UNISON, Culture Change Champions and Health and Safety Champions.

Culture Change:

The Culture Change Champions will be identifying actions that can be taken individually and by teams to remove 'blockers' and maximise 'enablers' to successful working in line with corporate aims. This follows from work undertaken previously to identify key cultural issues which either support or detract from the work of the Councils.

Democratic Services

Councillor Development

The work of the Councillor Development Panel continues, in preparation for the Council's ambition to achieve accreditation for the SEE (South East Employers) Charter for Elected Member Development. The Panel has overseen the collation of written evidence for the accreditation bid, and is preparing for the assessment day on 11 December. For this assessment, an external peer group will visit the Council offices and interview the Panel on the Council's development programme, while also meeting the Leader of the Council and Chief Executive.

In addition to this, a selection of non-Cabinet members will also be interviewed on the training and development sessions available to all Councillors. Communications will be circulated shortly in relation to this.

The Panel recently conducted a Mid-Year Training Review survey, asking all members to indicate any topic areas in need of further development for Councillors, feedback on previous seminars and suggest any improvements to the Councillor Training Programme. The results of this survey were considered at the last Panel meeting and will inform the training programme going forward. Please contact Panel members or Democratic Services if there are any further areas you feel there should be more further training in.

In addition to these areas of work, the Panel recently conducted a review of the Councillor Development Strategy, updating the document for 2017 – 2019 and ensuring this remains fit for purpose. Elements of the Panel's coming work programme include the identification of Councillor mentors and the preparation for the induction programme for members newly elected in the May 2018 elections.

The Panel maintains the on-going monitoring role of the Councillor Training Programme. Recent Councillor training sessions have covered a wide range of topic areas, including dementia awareness, fraud awareness and regular briefings on the Local Plan and CIL Spending.

Looking forward, the following sessions are coming up in the training programme:

- Safeguarding Training – Thursday 2 November, 5pm OR Tuesday 7 November, 1.30pm
- Local Plan Briefing 5 – Monday 6 November, 5pm
- Quarterly Planning Healthcheck – Wednesday 15 November, 5pm
- Emergency Planning Training – Tuesday 28 November, 5pm
- Local Plan Briefing 6 – Monday 4 December, 5pm

Feedback from sessions is highly useful in informing the layout, format and content of future sessions, so members are encouraged to complete feedback forms made available at each training course.

Scrutiny

The Council's scrutiny work is well underway for the current municipal year. Reviews into the Council's beach hut provision and the Assets of Community Value Policy have been completed by their respective Panels and are due to be considered at the Scrutiny Board meeting on 7 November.

The Budget 2018/2019 review has started, with 'early thoughts discussions' undertaken with selected Heads of Service with a focus on those areas that set fees and charges. The briefing notes from these sessions will be considered by the Panel before further in depth interviews are held to discuss budgetary plans for 2018/2019.

Councillors who wish to take part in any of the reviews currently in progress are encouraged to speak to Democratic Services.

Electoral Services

We are busy with the annual canvass currently in order to produce an accurate new Register of Electors on 1 December. We began the process at the start of August and our 38 canvassers are now busy knocking on doors throughout the Borough, trying to retrieve household forms not returned by some 14000 households. Once we have these back we have the onerous task of sending Registration forms to all new people added to the household forms so that they can be individually registered.

Cabinet Lead Reports – Full Council 1 November 2017

Councillor Time Pike: Cabinet Lead for Economy and Infrastructure Projects

Harts Farm Way

There has been very positive news about development of this 4 hectare strategic employment site with the remaining 3 plots now sold and being brought forward for commercial development over the coming months. This is in addition to Havant-based P and I Generators who's new premises were opened officially in Sept 2017 following an expansion directly assisted by Havant BC, creating 15 new jobs.

Waterlooville MDA skills programme

As part of the S106 agreement for Waterlooville MDA, HBC has secured funding of £60k for local construction skills training. A training provider has been commissioned to provide this service which will benefit around 30 local people over next 3 years. Participants are those who are not currently in employment and are referred by the Job Centre and other local service providers.

Regional Investment Event

Havant BC has been invited to present at a regional event on 8th Feb alongside other local authorities at Solent Business Park. The event provides an opportunity to update professionals within the commercial property market on investments and key opportunities in the Havant Borough and is part of HBC's focus on promotion of the area as an location for investment.

Hampshire Strategic sites portfolio

Officers are working with Hampshire County Council to ensure that key regeneration and development opportunities in the Borough are included within Hampshire-wide promotional material. The strategic sites portfolio is the main route through which the counties key opportunities are promoted and marketed to developers, investors and intermediaries through the 'Invest in Hampshire' service.

Dunsbury Business Park

I reported in my last update that the development of Dunsbury Business Park is progressing well and the council continues to work with Portsmouth City Council to identify local businesses with expansion needs that can be met by the site. This regionally significant site has the potential to deliver over 3000 new jobs with Fat Face the first to move in, employing 300 people in the borough.

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Cabinet Lead Report for Council 1st November 2017

Councillor Leah Turner Housing and Communities

Housing

During quarter 2 there were 15 households who spent some time in B&B, awaiting alternative accommodation or a decision on their situation. There were 265 successful prevention interviews which meant that these households did not spend any time in B&B or temporary accommodation. The Housing Team continue to be very busy and interviewed 1147 people during quarter 2, advising them on Housing related issues that they may have had.

On 24th October 2017, to begin preparation for the roll out of full Universal Credit, Havant Borough Council hosted a Job Fair with a difference. "Your Journey to Work" was run in partnership with the DWP and Radian. It offered free workshops to assist those seeking employment to reach their full potential. Local employers attended to discuss job opportunities.

During quarter 2, 10 Affordable Rented Units and 18 Help to Buy Units were completed.

Commissioning

Approval was given at September's Cabinet meeting to start the process for Commissioning Advice Services for the Havant Borough. Procurement will be carried out through Capita and a new contract will be in place from April 2018.

This will offer the opportunity to ensure we provide the required advice services to our local communities in a flexible way.

WeBig Local

HBC have been requested to take over the role of Local Trusted Organisation (LTO) by the WeBig Local Partnership. (WBL) All agreements and other required paperwork has been returned to the Local Trust, the grant managers. The HBC job description and person specification have been agreed by the WBL and are being put forward to a job evaluation panel. There is a need to address the interim staffing support required by the WBL to enable them to deliver against the targets agreed in their Big Local Plan. This may be achieved through a secondment arrangement, all staffing costs paid for through the Big Local Grant. We are looking at all options to cover the gap before appointing.

Havant Lottery

In partnership with Gatherwell, a work programme has been developed outlining the activities and actions which must be delivered prior to the first Draw Date on March 31st 2018.

This is the process that Gatherwell have successfully used with other local authorities to ensure sufficient time to allow the Good Causes and the public to become fully engaged with the Lottery prior to the launch.

The start is later than I would have hoped, but, as the licence was not received until mid October and taking into account Christmas and New Year, the first draw is now scheduled for March 31st 2018.

We have a full Marketing Timeline in place and we have approached 2 prominent local residents to join the members of the panel in deciding on the Good Causes to be accepted.

Key dates are the Good Causes launch, 8 weeks before the first draw, when charities and Good Causes begin to enrol and generate interest.

Also the Havant Lottery launch, to ensure responsible gambling, players are encouraged to play by Direct Debit. These take 2 weeks to set up so will take place 4 weeks prior to the launch. More updates will follow.

Sport and Play

Front Lawn Recreation Ground

The facility investment project at Front Lawn continues and local youth clubs are now enjoying the new artificial grass pitch which opened at the beginning of October. This is the first phase of the project, with the remaining facilities due to be launched in early January following the £1.6 million investment.

Bidbury Mead Pavilion

Officers have now completed the procurement process to identify a contractor to carry out the refurbishment of Bidbury Mead Pavilion. The works which were due to commence on 18th October will be carried out by Createability Ltd, and last a total of 8 weeks. On completion the refurbished pavilion will offer modern day changing facilities and a small catering area for use by community sports clubs.

Adizone - Hayling Island

Following a procurement process, the Great Outdoor Gym Company has been identified to replace like for like the equipment that is now in poor condition. This will be paid for by S106 developers contributions and will prolong the life of this popular community facility. Work will start in November and is expected to take approximately 2 weeks.

Stakes- MUGA

Officers have been working with the Ward Councillors who have identified a need to refurbish the MUGA in Springwood Avenue, Stakes. This will hope to include a lighting scheme. S106 developer's contributions have been identified to support the refurbishment works, Officers are working with the Civil Engineering Team to carry out the feasibility work on the site.

Hampshire Farm- Play Area

The play area at Hampshire Farm has been identified as needing improvement works to enable it to better suit the needs of the Community. It is proposed that play equipment will be consolidated into a more usable space to include fencing, with equipment suitable for a wider age range. Officers are currently gaining costings for these works which will look to utilise developer's contributions.

Cabinet Lead Reports – Full Council 1 November 2017

Councillor Michael Wilson: Acting Deputy Leader of the Council and Cabinet Lead for Environment and Neighbourhood

Parking Strategy/Management & Traffic Management, shared parking review

We have successfully recruited to 4 new Civil Enforcement Officers and they are currently undergoing training. We will launch a new recruitment drive in November ensuring that we target our campaign to specific employees (please see attached posters <J:\EHDC\Corporate Data\Communications & Policy\Kathy Fowler\Traffic & Parking\parking enforcement recruitment posters 1017.pdf> – we will add photo's of our own CEOs) They will also complete the Litter Enforcement training to ensure that they are flexible within their roles whilst out in the community. We have also announced 3 free hours parking on Remembrance Sunday and for every Saturday in the Borough throughout December. This allows for those that wish to attend Church on Remembrance Sunday and for customers to visit our shops within the Borough and for there to be a turn over –therefore discouraging workers and commuters to take up those spaces for the whole day.

Whilst we are making changes to the parking meters to enable these new tariffs we will also be removing the 22p credit and debit card charges ahead of the enforced changes imposed by Central Government in January 2018.

Traffic team are on target with the implementation of TROs

- Forest End Rockfield Drive – implemented 13th October
- Park Crescent – Pelham Terrace – implemented 20th October
- Furniss Way Hayling Island – implemented 8th September

As of 23rd October we will be fully staffed and it is hoped not to have any carry overs by the end of the year (March 2018)

All Public Realm Enforcement (Rangers) including dog fouling and litter dropping,

Officers are in the process of consulting residents and businesses in the Waterloo area of the nuisance caused by people feeding pigeons in the London Road Precinct area. The consultation period ends on the 30th October and will inform the next steps to deal with this nuisance.

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**COUNCIL MEETING
1 November 2017**

Item 10 – Questions Under Standing Order 23

Question 1 – Councillor Rivka Cresswell to Councillor Wilson

"Emsworth has two Laybys on the main A 259 road .The main purpose of a layby is to provide motorists with a safe but temporary resting place.

Both of the A 259 laybys are being abused by vehicles left unattended all day and night. Trailers with large advertising boards left for weeks on end. Mobile food outlets trading all day and even providing seating which is resulting in litter. Cars advertised for sale. I have made various attempts to rectify this but it seems there is no legislation within the Borough to prevent this misuse and I suspect it is occurring in other places. In view of this situation, I am asking for a Byelaw to be introduced to prevent this misuse."

Response:

I am sorry to learn that these two laybys are being abused preventing their true purpose as a safe stopping place for motorists using the road. You highlight three forms of misuse namely trailers with advertising boards, mobile food outlets and cars advertised for sale. There is some legislation to deal with all three of these issues: firstly, with regard to the advertising boards, under the Town & Country Planning Act there are powers to deal with such advertising and I understand from the Head of Neighbourhood Support that HBC has recently utilised those powers to tackle such a trailer in one of these laybys. With regard to the selling of food from a vehicle, I am informed that this may be a matter for the Highway Authority but I understand that Highways England have recently clamped down on vans selling food on trunk roads and this includes the A27 and A3 locally. The problem on the A259 may well be an example of the law of unintended consequences forcing one of those outlets to relocate. I will be investigating further how we can enforce its removal.

The sale of vehicles is covered by another piece of legislation namely the Clean Neighbourhoods & Environment Act 2005. Under this Act the sale of two or more vehicles on the highway within 500 metres of each other by way of business is banned.

The problem for Officers is proving the business element which you will understand is not often clear if no more than a name or a mobile number is left in the window of the offending vehicle. Again, I will be looking at this more closely when considering TROs generally.

Councillor Creswell has suggested the creation of a bye law as a method of dealing with all three of these problems and I am advised by Legal Services this is not an appropriate way to tackle the problem rather the most appropriate solution would be to use a restriction of waiting time, for example, no parking between 8:30am and 10:30am or 1:00pm to 3:00pm or no parking between midnight and 6:00am. If such a restriction were in place this could be enforced and tickets issued to miscreants. I am advised that before my time this was indeed put in place in respect of laybys just off the A3M at the Waterlooville junction where there was a problem with workers lift sharing and using the laybys as an all-day car park. I am happy to discuss this further outside the Council with Councillor Creswell and the Traffic Team. Finally, we could utilise an experimental route meaning that we could bring a restriction within a week of notice in the paper which would then allow residents 6 months to make any representations against the TRO. This would save us having to advertise for 21 days and then if there were objections waiting longer to implement the restriction. This may be a more appropriate way of dealing with an immediate problem. As I say, I am happy to speak to Councillor Creswell out of this meeting with a view to resolving the problem.

<p><u>Question 2 – Councillor John Perry to Councillor Briggs</u></p> <p><u>Borough of Havant Sport and Leisure Trust (BHSLT)</u></p> <p>Further to my question on this subject under standing order 23 in the 20 September 2017 full Council meeting, the BHSLT (has published its accounts for 2016/17.</p> <p>The BHSLT made a £1.2 million surplus during the past financial year and transferred £1 million of this surplus into an interest bearing investment. Furthermore, the BHSLT has doubled its value over the past two years.</p> <p>Could Cllr Briggs please advise each of the annual payments (required under the 13 June 2008 Partnering Agreement) that have been made from 2009 to October 2017.</p> <p>The Counterpart Lease agreement of 7 May 2014 does not alter the Partnering Agreement obligations of the BHSLT.</p> <p>It is my understanding that HBC is owed hundreds of thousands of pounds and I am keen that the Cabinet starts using its best efforts to recover the monies due and so restore some of the services that have been cut in our Borough.</p>	<p><u>Response:</u></p> <p>The Cabinet has determined to reduce the Council's maintenance liabilities of the two leisure centres in the Borough. This requires negotiation with Horizon Leisure Trust, and includes discussions around the gainshare element of the partnering agreement.</p> <p>Negotiations are ongoing and, at the point these are resolved, I will be able to share more information around the detail of the gainshare.</p>
<p><u>Question 3 – Councillor John Perry to Councillor Briggs</u></p> <p><u>Southmere Field Langstone</u></p>	<p><u>Response:</u></p>

Will this council confirm that it will honour in perpetuity the Covenant it entered into on 20 March 1980 and which is attached. The Covenant prohibits housing development on the green pasture which is to the west of Langstone Road and south of The Mallards”.

I can confirm that the land known as Southmere Field is covered by a Section 52 Agreement (Town and Country Planning Act 1971). The provisions of Section 52 are similar but not identical to Section 106 Agreements which are commonly used in planning today. However in either type of legal agreement, the principle of sound planning justifications for the provisions is the same. This then feeds into how the Council, as Local Planning Authority, consider the site for inclusion in the Local Plan and indeed would determine any planning application that is submitted.

The site has been submitted for consideration in the Draft Local Plan and this was highlighted in the Local Plan Housing Statement that was adopted by the Council in December 2016. An assessment as to the planning constraints is currently being undertaken by officers. A recommendation will be made to Cabinet as to whether the site should be proposed for allocation through the Draft Local Plan process. The recommendation will either be that there are sound planning reasons for the site to remain undeveloped, or that there are no sound planning reasons for the section 52 Agreement to remain in place and that the relevant section 52 clause should be varied to reflect this and allow allocation of the site for development.

This question can only be considered through the Local Plan. Cabinet are due to consider the Draft Local Plan on 18th December. Cllr Perry is of course welcome to make a deputation to Cabinet on 18th December regarding the Draft Local Plan and its treatment of Southmere Field.

	<p>Planning consideration of the sustainability of the site for development is being undertaken in the context of current government policy on development. Therefore the considerations may be different from those considered pertinent at the time the section 52 agreement was originally made.</p>
<p><u>Question 4 From Councillor Francis to Cllr.Bowerman</u></p> <p>Until now, Havant Borough Council, like most reputable businesses of any size, has cared for its employees by having a dedicated Human Resources officer available for advice and consultation.</p> <p>Under the new arrangement, I understand, Heads of Services will be trained to deliver HR to their departments with there being an arrangement for officers to seek advice from Southampton or Belfast if they wish.</p> <p>This raises problems.</p> <ol style="list-style-type: none"> 1. Heads of Services are very busy people. Adding this to their workloads might be a step too far. 2. They might not be comfortable with this role. 3. Officers might not be comfortable with dealing with their Head of Service, indeed their Head of Service might be their problem. 4. If confidential advice is required it is rather difficult to arrange this from Southampton or Belfast without there being some publicity. 	<p><u>Response:</u></p> <p>Firstly I would like to thank Cllr Francis for asking this question and for giving me the opportunity to provide some further detail about the new arrangements for HR at the Council – particularly for Heads of Service - which have been implemented earlier this month.</p> <p>Havant Borough Council have chosen to outsource their HR Advisory and HR Administration services to Capita which means that managers will now access the HR Advisory support through a centre based at Southampton. This type of service is well established in the industry and this will be available online, on the phone or face to face.</p> <p>Choosing to outsource HR advice and administration has been well prepared for by Caroline Tickner head of organisational development and her team with excellent support and training for staff and line managers and particularly Heads of Service.</p> <p>This programme began before the transfer to Capita with events such as “Fit for Future” and training to ensure that staff and managers were prepared for the change in operating style and</p>

In view of this, are you able to arrange for there to be some alternative within our Council, e.g. an officer who is skilled in HR who could be consulted by any employee and who is available within the building?

able to use the appropriate online systems.

In Addition - In the 3 months or so leading up to the changes in HR, and as part of the preparation for the transfer of the HR service to Capita, the in-house HR Team changed the way it responded to queries, both in the office and via email and phone. This has helped staff to adapt to the change in advance of the transfer taking place.

As a follow up - A Survey of all staff will take place soon to ask for feedback about Capita training on their systems to make sure it has been right for the staff's training needs and if any further support and skills training is required.

Whilst there will be a change to the way in which Heads of Service and managers will deal with their HR issues, it is envisaged that the skills programme and systems training will ensure that managers feel empowered to take control of employee issues and will support their team's to improve performance

Heads of Service and managers have received a comprehensive HR skills training programme to equip them with the skills and confidence to effectively support and manage their staff and this training will be ongoing, with access to guidance when dealing with more complex employee issues.

Staff who might not be comfortable dealing with their Head of Service, will be able to access HR if they have issues with their line manager in the same way they do now.

	<p>Confidentiality will of course, remain of utmost importance to Capita and the Council and Confidential advice can be provided over the phone or face to face, depending on the circumstances – both items I know will be of particular interest to Cllr Francis.</p> <p>In addition, it is important to add that there will be a retained strategic HR presence at Havant Borough Council which will play a key role in ensuring that the Council gets the best out of the contract and that managers and staff operate effectively in this new model.</p> <p>I hope many of you were able to visit the Drop in session this afternoon before Full Council and meet representatives from Capita HR Solutions and the Head of Organisational Development and HR Business Partners and learn more about the changes in HR and organisational development at the Council</p>
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Minute Volume

Cleaner, Safer,
More Prosperous

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HAVANT BOROUGH COUNCIL

At a meeting of the Scrutiny Board held on 26 September 2017

Present

Councillor Buckley (Chairman)

Councillors Branson, Francis, Hughes, Lloyd, Quantrill and Davis (Standing Deputy)

Councillors Invited to Attend:

Councillor(s): Briggs and Bains

47 Apologies

Apologies for absence were received from Councillors Carpenter, Fairhurst, Patrick, Shimbart and D Smith.

48 Minutes

The Minutes of the meeting of the Scrutiny Board held on 29 August 2017 were agreed as a correct record and signed by the Chairman.

49 Matters Arising

Minute 46 – In response to a concern raised that the future role of the Economic Development Service did not appear to include Leigh Park as area for securing investment for regeneration, it was agreed that this matter would be checked and reported back to members of the Committee.

50 Declarations of Interests

There were no declarations of interests.

51 Chairman's Report

The Chairman reported that he would be attending meetings of the Push Overview and Scrutiny Committee and the Five Councils Partnership Corporate Services Scrutiny Committee in October 2017.

52 Scrutiny Board Work Programme

The Scrutiny Board considered the Scrutiny Work Programme 2017/18 and the Panels' performance since the last meeting of the Board.

The Board was advised that:

- (a) the Budget Scrutiny Panel was waiting for a response to comments raised and information requested arising from an initial discussion on the proposed strategy;
- (b) the Operations, Environmental Services and Norse Scrutiny and Policy Development Panel hoped to be a position to complete its review of the Beach Huts before the end of October 2017;
- (c) the review of the Council's Taxi Licensing Policy by the Marketing, Business Development and Five Councils Scrutiny and Policy Development Panel would be delayed to enable the officers to obtain Counsel's opinion on issues raised by the public consultation;
- (d) the Economy, Planning Development and Prosperity Havant Scrutiny and Policy Development Panel was working on the terms of reference for the proposed review of the Development Management Service;
- (e) it was anticipated that the Board would meet its success criteria by the end of this municipal year

The Chairman brought to the Board's attention that the Cabinet Lead for Communities and Housing had reported at the last Council meeting that the Built Leisure Facilities strategy was due to be completed in October 2017. The Panel considered that, in view of its importance to the current and future provision of sports provision in the Borough, this strategy should be reviewed by a Scrutiny and Policy Development Panel before being submitted for approval.

RESOLVED that;

- (a) the Scrutiny Board Work Programme 2017/18 be approved subject to the addition of a review of the forthcoming Built Leisure Facilities Strategy being included as the next scrutiny project for the Marketing, Business Development and Five Councils Scrutiny and Policy Development Panel;
- (b) the performance of the panels be noted.

53 Exclusion of Press and Public

RESOLVED that the public be excluded from the meeting during consideration of the minutes headed and numbered as below because:

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 those minutes 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

in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute 54 - 5 Councils Contract (Paragraph 3)

54 5 Councils Contract

The Leader of the Council, the Cabinet Lead for Marketing and Commercial Strategy the Head of Strategic Commissioning and the Head of Organisational Development were invited to join the meeting and answer questions in relation to the 6 Councils contract.

The Chairman, on behalf of the Panel, expressed his gratitude to those Councillors and Officers who attended the meeting and to all the officers involved with this contract.

The meeting commenced at 5.00 pm and concluded at 6.28 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Governance & Audit Committee held on 26 September 2017

Present

Councillor Smith K (Chairman)

Councillors Davis, Smith D and Keast (Standing Deputy)

99 Apologies

Apologies for absence were received from Councillors Sceal, Lenaghan and Rees.

100 Minutes

RESOLVED that the minutes of the Governance and Audit Committee held on 21 June 2017 be approved as a correct record.

101 Declarations of Interests

There were no declarations of interest.

102 Chairman's Report

There were no matters that the Chairman wished to report.

103 External Audit Results Report 2016/17 and Audit Committee Briefing

The Committee considered the External Audit Results Report for the year ended 31 March 2017 presented by Ernst and Young LLP. Andrew Brittain and Emma Bryant of Ernst and Young LLP joined the meeting for the debate on this item and answered members' questions in connection with the report.

The Audit Results Report summarised the findings from the 2016/17 audit. The Committee were informed that the majority of outstanding items detailed in the report had been completed and had not impacted upon the opinions contained within the report. The Committee were also informed that one uncorrected mis-statement had been identified in the financial statements, which management has chosen not to adjust.

The Committee were also presented with the Local Government Audit Committee Briefing from Ernst and Young LLP, which provided information on issues and wider matters from the audit sector.

RESOLVED that the External Audit Results Report 2016/17 and Audit Committee Briefing be noted. **Page 29**

104 Statement of Accounts and Letter of Representation 2016/17

The Corporate Accountancy Team Leader presented the Committee with the Statement of Accounts and Letter of Representation for 2016-17.

The Statement of Accounts detailed the Council's financial position against budgets in 2016/17, including core financial statements and supporting information, while also outlining arrangements for 2017/18 onwards. The Letter of Representation set out the Council's response to the external auditors and explanation of the unadjusted audit difference.

RESOLVED that;

- a) The Statement of Accounts for 2016/17 be agreed, the Chairman be authorised to certify the approval of the Accounts by signing page 30 and the S151 Officer be authorised to certify the approval of the accounts by signing pages 30 and 39; and
- b) The draft Letter of Representation for 2016/17 be agreed, and the Chairman and S151 Officer be authorised to sign the letter.

105 Internal Audit Progress Report

The Committee considered the Internal Audit Progress Report presented by Antony Harvey of the Southern Internal Audit Partnership, who joined the meeting for the debate on this item and answered members' questions in connection with the report.

The Committee were informed that the internal audit work relating to the 5 Councils Contract was yet to commence due to implementation timescales, but the work of internal audit remained on track and there were no significant issues to be highlighted at this stage.

RESOLVED that the Internal Audit Progress Report be noted.

106 Monitoring Officer's Update

The Deputy Monitoring Officer informed the Committee that there had been no new Code of Conduct complaints received since the last meeting. Of the two outstanding reported at the last meeting, one had been resolved with no further action taken and one was currently being considered by officers.

THE BOROUGH COUNCIL OF HAVANT

At a meeting of the Licensing Committee held on 27 September 2017

Present

Councillor Keast (Chairman)

Councillors Hart, Howard, Kennett, Kerrin, Lloyd, Ponsonby, Thomas, Wade and Weeks (Vice-Chairman)

Also in Attendance

4 APOLOGIES

Apologies for absence were received from Councillors Hughes, Rees and Shimbart.

5 MINUTES

The Minutes of the meeting of the Licensing Committee held on 10 May 2017 were agreed as a correct record and signed by the Chairman.

6 MATTERS ARISING

There were no matters arising.

7 DECLARATIONS OF INTERESTS

There were no declarations of interests.

8 MINUTES OF THE LICENSING SUB COMMITTEE

The Minutes of the meeting of the Licensing Sub Committee held on 21 June 2017 were agreed as a correct record and signed by the Chairman.

9 CHAIRMAN'S REPORT

The Chairman had nothing to report.

10 GAMBLING ACT 2005 STATEMENT OF PRINCIPLES

The Committee considered the revised Statement of Principles under the Gambling Act 2005.

RESOLVED that:

- (a) the revised Statement of Principles under the Gambling Act 2005 as submitted be approved for the purpose of public consultation; and
- (b) in the event of no objections being received during the consultation period, Council be recommended to approve the revised statement of policy.

The meeting commenced at 5.00 pm and concluded at 5.34 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 11 October 2017

Present

Councillor Briggs (Chairman)

Councillors Bains, Bowerman, Pike, Guest and Wilson

31 Apologies for Absence

Apologies were received from Councillor Turner.

32 Minutes

The minutes of the meeting of the Cabinet held on 11 September 2017 were approved as a correct record.

33 Matters Arising

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

34 Declarations of Interests

There were no declarations of interest.

35 Chairman's Report

There were no matters the Chairman wished to report.

36 Cabinet Lead Delegated Decisions, Minutes from Meetings etc.

RESOLVED that the following be noted:

- (1) Minutes of the meeting of the Portchester Crematorium Joint Committee held on 18 September 2017; and
- (2) Standing Order 48 – Special Urgent Matters – Civica System Hosting Arrangements.

37 Gifts and Hospitality Policy for Councillors

Councillor Bowerman presented a report to Cabinet setting out an updated policy on Councillors receiving Gifts and Hospitality. The new policy reflected Government guidance in relation to the 2010 Bribery Act and was set in the context of the commercial environment in which local authorities now operated.

The new policy was intended to give clarity to Councillors as to when gifts and/or hospitality may be accepted in their capacity as a member of the Council and where, in doing so, there would be a benefit to the Council.

All Councillors were to be reminded of the need to declare all gifts and hospitality in line the procedures set out in the report and to seek advice from the Monitoring Officer in any case of doubt.

RESOLVED that the updated Gifts and Hospitality Policy for Councillors be approved and adopted.

38 Complaints and Vexatious Complaints Policy and Procedure

Councillor Bowerman presented a report to Cabinet setting out an updated Complaints policy and incorporating vexatious complaints. The new policy reflected consultations with the Local Government Ombudsman and sought to reduce the amount of officer time spent on dealing with excessive and/or unreasonable complaints.

The Monitoring Officer clarified that the policy would not apply to individual Freedom of Information requests that these would continue to be dealt with on a case by case basis.

RESOLVED that the updated Complaints and Vexatious Complaints policy and procedure be approved and adopted.

The meeting commenced at 5.00 pm and concluded at 5.24 pm

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Chairman

HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 19 October 2017

Present

Councillor Keast (Chairman)

Councillors Buckley, Hughes, Patrick, Perry, Satchwell and Lloyd

61 Apologies for Absence

There were none.

62 Minutes

RESOLVED that the minutes of the last meeting of the Development Management Committee held on 7th September 2017 were approved as a correct record and signed by the Chairman.

63 Declarations of Interest

There were no declarations of interest relating to matters on the agenda.

64 Chairman's Report

The Chairman advised that there were two upcoming Development Consultation forums:

- 14th November; Land north of Sinah Lane, Hayling Island
- 21st November; 40 Acres, Bedhampton.

Members were encouraged to make every effort to attend.

The Chairman also advised that, following consultation with members of the Development Management Committee, training events would be delivered in the near future.

65 Matters to be Considered for Site Viewing and Deferment

There were none.

66 Deputations

The following deputation requests were noted by the Committee:

(1) Mr Gary Robinson – APP/17/00972 – Aura House, New Road, Havant, PO9 1DE

66a APP/17/00972 - Aura House, New Road, Havant, PO9 1DE

The Committee considered the written report and recommendation from the Head of Planning Services to grant permission.

The Committee was addressed by the following depute:

(1) Mr Gary Robinson, who supported the application for the following reasons:

- a. Further development would increase the interest from Local Businesses to operate from the site
- b. The existing development was of a high standard and the proposal was also of a high standard and quality design.
- c. The proposal sought to mitigate concerns of parking by increasing the overall parking spaces and including bicycle storage to encourage commuters to use alternative methods of transport
- d. The site was adjacent to bus routes and railway station, making it highly accessible, also mitigating concerns of increase in parking
- e. This proposal, in addition to previous 2 proposals, had not received any objections from Councillors or members of the public.
- f. The design of the proposal was sympathetic to the character of the areas and in keeping with the street scene.
- g. Would provide much needed economic growth to the locality.

In response to questions raised by the committee, Mr Robinson advised that:

- In comparison to previous applications, the floor space was slightly greater
- The applicant was confident, due to the high level of interest shown by local businesses, that if the proposal was approved, the new offices would be occupied within a short period of time.

In response to questions raised by the Committee, officers provided the following information:

- The difference in scale from previous applications and the level of projection to the west that was outlined in the proposal.

The Committee discussed the application in detail together with the views raised by the depute. The Committee agreed that the scale and bulk of the proposal was more in keeping with the character of the area and found that its prominence on the street scene was appropriate and acceptable in planning terms. Members also acknowledged that the proposal provided a contribution to the economic growth to the area. It was therefore

RESOLVED that the Head of Planning be authorised to grant permission for application APP/17/00972 subject to the following conditions:

- 1 The development must be begun not later than three years beginning with the date of this permission.
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

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

Design and Access Statement received 11th September 2017
Noise Impact Assessment dated 3rd April 2017
Traffic Plan Drawing 03 A
Elevations Drawing 05 A
Location, Site, Floor Plans and Elevations Drawing 06 A

Reason: - To ensure provision of a satisfactory development.

- 3 Notwithstanding the provisions of any Town and Country Planning General Permitted Development Order, the building hereby permitted shall not be converted for residential occupation.
Reason: In the interests of the living conditions of any future occupants and having due regard to policies CS16 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.
- 4 Notwithstanding any description of materials in the application no above ground construction works shall take place until samples and a full specification of the materials to be used externally on the building have been submitted to and approved in writing by the Local Planning Authority. Such details shall include the type, colour and texture of the materials. Only the materials so approved shall be used, in accordance with any terms of such approval.
Reason: To ensure the appearance of the development is satisfactory and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.
- 5 The car and cycle parking, servicing and other vehicular access arrangements shown on the approved plans to serve the development hereby permitted shall be made fully available for use prior to the extension being first brought into use and shall be retained thereafter for their intended purpose.
Reason: In the interests of highway safety and having due regard to policy DM14 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.
- 6 If, during development, contamination not previously identified is found to be present at the site, then no further development (unless otherwise

agreed in writing with the local planning authority) shall be carried out until the developer has undertaken an appropriate assessment and submitted remediation method statement to the local planning authority detailing how this unsuspected contamination shall be dealt with. Written approval for the remediation method statement shall be obtained from the local planning authority prior to implementation, and the remediation shall be implemented as approved.

Reasons: To ensure that no contamination sources exist or remain on the application site that may pose an unacceptable risk to future site users, offsite residential land uses, buildings, potable supplies or other services. This condition is in line with paragraphs 109 and 121 of NPPF, policies DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and DM17 of the Local Plan (Allocations) 2014.

- 7 No development shall take place until details of existing and finished floor and site levels relative to previously agreed off-site datum point(s) have been submitted to and approved in writing by the Local Planning Authority. The development shall be undertaken in accordance with the approved details.

Reason: In the interests of the amenities of the locality and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 8 No development hereby permitted shall commence until a specification of the materials to be used for the surfacing of all open parts of the site proposed to be hardsurfaced has been submitted to and approved in writing by the Local Planning Authority. The development hereby permitted shall not be brought into use until the implementation of all such hardsurfacing has been completed in full accordance with that specification.

Reason: In the interests of the amenities of the locality and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012.

- 9 No development shall take place until plans and particulars specifying the following matters have been submitted to and approved in writing by the Local Planning Authority:

(i) The provision to be made within the site for contractors' vehicle parking during site clearance and construction of the development;

(ii) The provision to be made within the site for a material storage compound during site clearance and construction of the development.

Thereafter, throughout such site clearance and implementation of the development, the approved parking provision and storage compound shall be kept available and used only as such.

Reason: To safeguard the amenities of the locality and/or in the interests of traffic safety and having due regard to policies CS16 and DM10 of the Havant Borough Local Plan (Core Strategy) 2011 and the

National Planning Policy Framework.

- 10 Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987, (as amended) and any Town and Country Planning (General Permitted Development) Order, the premises shall only be used as a B1(a) Office Accommodation; and for no other purposes within Class B of the above Use Classes Order.
Reason: In the interests of amenity and highway safety and having due regard to Policies CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

67 Appointment of Chairman

RESOLVED that Cllr John Perry be appointed as Chairman for the next meeting of the Development Management Committee.

The meeting commenced at 5.00 pm and concluded at 5.30 pm

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Chairman

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