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COUNCIL AGENDA

Membership: Councillor Wade (Mayor)

Councillors Bains, Bowerman, Briggs, Branson, Buckley, Carpenter, Cresswell, Davis, Francis, Guest, Hart, Howard, Hughes, Keast, Kennett, Lloyd, Patrick (Deputy Mayor), Pike, Rees, Satchwell, Sceal, Shimbart, Mrs Shimbart, Smith K, Thomas, Turner, Weeks, Wilson, Robinson, Christie, Crellin, Lowe, Milne, Raines, Rennie, P Bains and Scott

Meeting: Council

Date: Wednesday 26 September 2018

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

18 September 2018

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 and record any declarations of interests from Members.

3 Minutes

1 - 10

To confirm the minutes of the last meeting held on 11 July 2018.

4 Mayor's Report

To be circulated separately.

5 Experimental Traffic Regulation Order - Update from Residents

The Council to receive a representation from local residents in relation to the Borough of Havant (Hayling Island: Beachlands West Car Park) (Experimental Parking Spaces) Order 2018.

The Mayor will allow five minutes for local residents to address the Council. The Mayor will then allow a maximum of 15 minutes for the Council to debate the issue and agree its response.

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 Cabinet/Board/Committee Recommendations

To consider the following recommendations to Council:

(A) Corporate Governance Policy and Local Code of Governance

To consider a recommendation arising from the meeting of the Governance, Audit and Finance Board held on 20 June 2018. The agenda and reports for this meeting can be viewed via the following link:

<http://havant.moderngov.co.uk/ieListDocuments.aspx?CId=477&MId=10713>

RECOMMENDED to full Council that the Corporate Governance Policy and the Local Code of Governance be approved and adopted.

(B) Organisational Development Strategy

To consider a recommendation arising from the meeting of the Joint Human Resources Committee held on 3 July 2018. The agenda and reports for this meeting can be viewed via the following link:

<http://havant.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=10623>

RECOMMENDED to full Council that the Organisational

Development Strategy be approved and adopted.

(C) Houses in Multiple Occupation Policy

To consider a recommendation arising from the meeting of the Licensing Committee held on 12 September 2018. The agenda and reports for this meeting can be viewed via the following link:

<http://havant.moderngov.co.uk/ieListDocuments.aspx?CId=125&MId=10780>

RECOMMENDED to full Council that the Houses in Multiple Occupation (HMO) Licensing Policy, and associated guidance on standards for HMOs, be approved and adopted as amended by the Licensing Committee at its meeting 12 September 2018.

(D) Wellbeing Strategy

To consider a recommendation arising from the meeting of the Joint Human Resources Committee held on 13 September 2018. The agenda and reports for this meeting can be viewed via the following link:

<http://havant.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=10778>

RECOMMENDED TO full Council that the Wellbeing Strategy be approved and adopted.

(E) Councillors' Allowances

To consider any recommendations arising from the meeting of the Governance, Audit and Finance Board to be held on 19 September 2018. The agenda and reports for this meeting can be viewed via the following link. The minutes of the meeting of the Board will be available after publication of the agenda for this Council meeting.

<http://havant.moderngov.co.uk/ieListDocuments.aspx?CId=477&MId=10715>

(F) Recommendations from the Extraordinary Cabinet Meeting

To consider any recommendations arising from the extraordinary meeting of the Cabinet to be held on 19 September 2018. The agenda and reports for this meeting can be viewed via the following link. The minutes of the meeting of the Cabinet will be available after publication of the agenda for this Council meeting.

8 Leader's Report

To be circulated separately.

9 Cabinet Lead Reports

To be circulated separately.

10 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

11 Questions Under Standing Order 23

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

12 Urgent Questions Under Standing Order 23

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

13 Notices of Motion

To consider any Motions from Councillors received in accordance with Standing Order 14.1.

14 Acceptance of Minutes

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

Governance, Audit and Finance Board – 25 July
Business and Commercial Services Board – 30 July
Extraordinary Cabinet – 31 July
Development Management Committee – 16 August
Operations and Placeshaping Board – 4 September
Licensing Committee – 12 September
Joint Human Resources Committee – 13 September

PART 2 (Confidential items - closed to the public)

GENERAL INFORMATION

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

Internet

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

Public Attendance and Participation

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

Disabled Access

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

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

PLEASE EVACUATE THE BUILDING IMMEDIATELY.

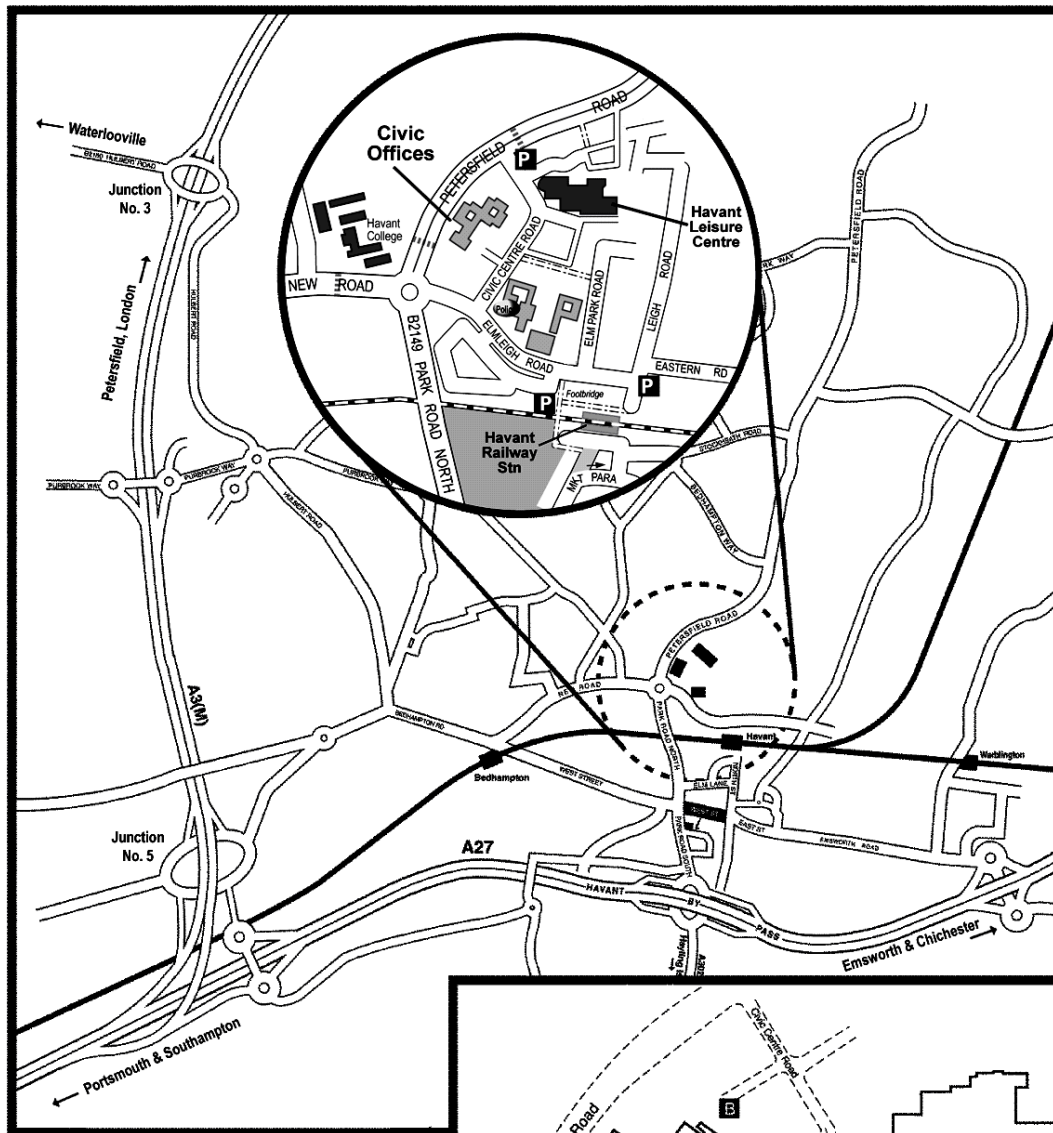
DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

No Smoking Policy

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Parking

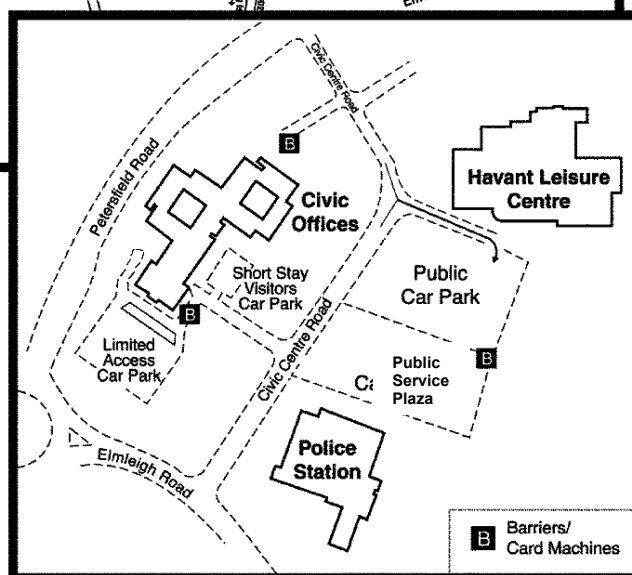
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Havant

BOROUGH COUNCIL

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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

HAVANT BOROUGH COUNCIL

At a meeting of the Council held on 11 July 2018

Present

Councillor Wade (Mayor)

Councillors Bowerman, Briggs, Branson, Buckley, Carpenter, Cresswell, Davis, Francis, Hart, Howard, Hughes, Keast, Kennett, Lloyd, Patrick (Deputy Mayor), Pike, Satchwell, Sceal, Shimbart, Thomas, Turner, Weeks, Wilson, Robinson, Crellin, Lowe, Milne, Raines, Rennie and Scott

1 Apologies for Absence

Apologies were received from Councillors N Bains, P Bains, A Christie, D Guest, Mrs E Shimbart and K Smith.

2 Declarations of Interests

There were no declarations of interest.

3 Minutes

Proposed by Councillor Buckley and seconded by Councillor Branson, it was

RESOLVED that the minutes of the meeting and extraordinary meeting of the Council held on 9 May 2018 be approved as a correct record.

4 Mayor's Report

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

5 Public Questions under Standing Order 13.4(f)

There were no public questions.

6 New Councillors Introductions

At the invitation of the Mayor, Councillors Crellin, Lowe, Milne, Raines, Rennie, Robinson and Scott introduced themselves and outlined their aspirations as newly elected members.

7 Appointments

Proposed by Councillor Wilson and seconded by Councillor Pike, it was

RESOLVED that the following casual changes to appointments be noted:

- (1) Development Management Committee – Councillor Patrick to replace Councillor Branson;
- (2) Joint West of Waterlooville Major Development Area Committee – Councillor Patrick to replace Councillor Branson;
- (3) Langstone Harbour Board – Councillors Branson and Cresswell to replace Councillors Bowerman and Wilson;
- (4) Chichester Harbour Conservancy – Councillor Cresswell to replace Councillor Branson; and
- (5) Councillor Guest to step down from the Cabinet.

8 Councillors Allowances

Proposed by Councillor Pike and seconded by Councillor Wilson, it was

RESOLVED that this matter be referred back to the Governance, Audit and Finance Board for further review, in light of the governance changes agreed by the Council on 9 May, in particular, to:

- (1) review the special responsibility allowances attracted by each position to ensure that the level set is fair in relation to the responsibilities associated with the post;
- (2) consider whether any other changes to the scheme of allowances are appropriate at the present time; and
- (3) make recommendations to be considered by the Council at its next meeting.

9 Leader's Report

Councillor Wilson took the opportunity to thank Councillor David Guest for his contribution as a Cabinet member for 12 years and for 4 years as Deputy Leader of the Council.

10 Cabinet Lead Reports

There were no matters that the Leader or Cabinet Leads wished to add to their published reports.

11 Cabinet Leads and Chairmen's Question Time

At the invitation of the Mayor, the Cabinet Leads took questions from Councillors in connection with their published reports and the Committee Chairmen in connection with their respective minutes.

12 Questions Under Standing Order 23

The Council received questions submitted in accordance with Standing Order 23 and responses provided by the appropriate Cabinet Leads as follows:

(1) Questions from Councillor Kennett to Councillor Hughes:

- a. What key performance indicators are in place for our recycling?

There are no specific KPIs for recycling, however there is a national target for recycling of 50%.

- b. Which local authorities do we currently benchmark our performance against?

Disposal authorities across the country are able to take a variety of recyclate materials, therefore any performance comparison is contained within the disposal authority area, in our case Hampshire. It is not possible to undertake benchmarking on a broader basis.

(A graphic showing the different refuse and recycling regimes in place across Hampshire is published on the Council's website alongside these minutes)

- c. What are Havant's ambitions for recycling in the borough?

We are aiming to increase our recycling figures above 30%, reduce contamination and increase messaging about waste avoidance.

There is a recycling action plan in place for 2018, which will be delivered within existing budgets.

Key priorities are:

- *Increasing the number of localised recycling bring sites in an effort to make it easier for residents to recycle glass and textiles;*
- *We will be promoting the Garden Waste collection service to generate additional customers as garden waste forms c7% of our total recycling; and*
- *We will revise the recycling message to our residents to reduce contamination within the recycling bin.*

The government has adopted the recommended increases in recycling rates as set out in the EU Circular Economy paper, setting new national targets for recycling at:

- 55% 2025
- 60% 2030
- 65% 2035

As a member of the Project Integra Board, I will therefore be championing further action on recycling from our partners

- d. When will the new HCC recycling facility be ready for use?

Given the government's announcements on deposit return schemes (DRS) and recycling rates, HCC has paused commissioning the design of the new recycling facility (SMRF) as these announcements have the potential to significantly impact on the range and quality of materials that will be available to the kerbside recycling services in the future.

The DRS for plastic bottles was anticipated, but not the inclusion of glass and metal drink containers. A reduction in the availability of these materials does impact on the business case for the SMRF especially as the SMRF was intended to include glass as an accepted material.

- (2) What will the council be doing to support this years National Recycle Week (24 – 30 Sept)? There are plenty of local organisations such as The Final Straw Solent (based in Emsworth) who would be pleased to help

We are currently working with Norse SE on the National Recycle Week and I will provide further information when details are finalised.

Norse are currently supporting the "final Straw" scheme, linking with the Ben Ainslie Racing team and donating litter pickers, gloves and sacks.

(3) Councillor Francis to Councillor Pike

I am pleased to acknowledge the work being done on the project to build houses and a new Community centre in Leigh Park. It is being done with the finance of a grant to fund development and feasibility in the area, which was successfully bid for by Andrew Biltcliffe (Head of Regeneration).

I am also pleased to hear that investigations into financial support are being made. We badly need Social housing. Government funding might be found but are we investigating the sort of Trust arrangements made by other Councils so that we could borrow to build and not be subject to the right to buy? I also understand that the Co-operative society will support such development. This should not just be a question of builders' profits.

A project Panel has commissioned HCC architects and plans are being drawn up. Could you explain how it can be that the Project Panel has not included any Leigh Park Councillors (the people who understand the area) being included.

Apparently the people of Leigh Park are not to be consulted before the plans are drawn up. Do you agree that there is a democratic deficit here?

The question is whether to start the conversation about regeneration projects from a completely blank sheet or with a framework of what could happen. The Project Board decision was to commission Hampshire CC Architects to provide some high level visual ideas of what might be elements of the possible in order to have conversations with local stakeholders and the local community. The Project Board is made up of landowners, plus Community First as Head leasee of the community centre. The terms of reference include provision for a Partnership Board, which could include local councillors and will be involved as the project progresses.

The HCC ideas are a good start and set out the scale of housing that formed the original funding bid, which is also carried through into the draft Local Plan. It should be noted that the principle of construction of 150 homes and a rationalised community centre was consulted on through the Local Plan.

The high-level feasibility work accompanying the HCC visual ideas also demonstrates the challenge in achieving a viable development in this location. The HCC work is a tentative first step in the process of getting the project off the ground. These realities are an essential starting point for the project. Engagement with stakeholders and the local community are central to the whole project moving forward, as is confirmed in the successful funding bid.

(4) Councillor Francis to Councillor Hughes

- a. Did Capita consult with, or even inform, H.B.C., before deciding to make redundant 27 finance officers (who were located in the Plaza) on May 31st?

The Capita model of delivery was proposed as part of the contract that was signed in April 2016. Staff that TUPE transferred to Capita were given as much information as possible several months before the contracts started on the changes proposed under the new model. The Finance restructure was undertaken in line with the contract and TUPE regulations.

- b. The work is now to be done at Chichester and another location. Is this as convenient to us and is the work being properly done?

Services within the contract are now delivered in several locations, however there remains an on-site presence for many of the services, including Finance and HR.

We are continuing to work with Capita during this transition period to ensure smooth running services in the new delivery model.

- c. 4 new posts were created here, but, because the job descriptions are different, those who gained them no longer have TUPE protection.

This action, if officially approved, would seem contrary to the Council Policy of encouraging employment in the Borough.

The staff who transferred under the contract are now Capita employees.

As with any contractor, Capita is able to make changes to its team structures and job roles to meet its business need without recourse to council approval.

13 Urgent Questions Under Standing Order 23

There were no urgent questions.

14 Notices of Motion

There were no notices of motion.

15 Acceptance of Minutes

Proposed by Councillor David Keast and seconded by Councillor Yvonne Weeks it was

RESOLVED that the minutes of committees held since the last meeting of the Council be received.

16 Community Infrastructure Levy: Spending

Councillor Pike presented a report to Council recommending that authority be delegated to the Executive Director, in consultation with the Chief Finance Officer, to review the allocation of Community Infrastructure Levy funds so as to allow monies released from a stalled project to be reallocated.

In proposing the recommendation, Councillor Pike suggested that, if approved, the award of funding for the Hayling Ferry Shuttle Bus would provide a much-needed local public transport link and encourage people to use the ferry, thereby easing congestion on the main A3023 road for traffic onto and leaving Hayling Island.

The Mayor had agreed to the addition of this matter as an urgent item to allow the projects detailed in the report to be progressed due to time constraints on delivery.

Proposed by Councillor Pike and seconded by Councillor Satchwell, it was

RESOLVED that

- (1) the Council notes the bid for the Hayling Ferry Community Shuttle Bus and delegates the final decision on the award of funding of up to £20,000 to the Executive Director on consultation with the Chief Finance Officer; and
- (2) the Council notes the bid for £1,000 for the Spring Arts Centre Minor Works and delegates the final decision on the award of funding of up to £1,000 to the Executive Director in consultation with the Chief Finance Officer.

The meeting commenced at 5.00 pm and concluded at 6.20 pm

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Minute Volume

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HAVANT BOROUGH COUNCIL

At a meeting of the Governance, Audit and Finance Board held on 25 July 2018

Present

Kennett (Chairman), P Bains, Briggs, Crellin, Hart and Robinson

12 Apologies

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

13 Minutes

The Minutes of the meeting of the Governance, Audit and Finance Board held on 20 June 2018 were agreed as a correct record and signed by the Chairman.

14 Matters Arising

There were no matters arising.

15 Declarations of Interest

There were no declarations of interests.

16 Chairman's Report

The Chairman thanked the officers for the workshop held on Monday 23 July 2018.

17 Annual Internal Audit Report and Opinion 2017/18

The Board considered a report presented by Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership, who joined the meeting for the debate on this item and answered members' questions relating to the report.

The report provided the Board with the Chief Internal Auditor's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control for the year ending 31 March 2018. The Board was assured that the Council's framework was adequate and where weaknesses had been identified, work had been undertaken with Council management to agree appropriate corrective actions.

RESOLVED that the Annual Internal Audit Report and Opinion for 2017/18 from the Southern Internal Audit Partnership be approved.

18 Annual Fraud Report 2017/18

The Board considered the Annual Fraud Plan for 2017-18, as presented by Antony Harvey and Amanda Chalmers of the Southern Internal Audit Partnership.

The Fraud and Corruption Risk Plan highlighted the framework of reactive and proactive initiatives to detect fraud and provide assurance that fraud has not taken place.

RESOLVED that the Annual Fraud Report for 2017/18 be approved and progress made with dealing with NFI matches be submitted to a future meeting of this Board.

19 Annual Governance Statement

Further to Minute 7/06/2018, the Board considered the final version of the Annual Governance Statement 2017-18.

RESOLVED that the Annual Governance Statement for 2017/18 as submitted be approved.

20 External Audit Results Report 2017/18 and Audit Committee Briefing

The Board considered the External Audit Results Report for the year ended 31 March 2018. Andrew Brittain and Jason Jones 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 2017/18 audit. The Board were informed that a majority of outstanding items detailed in the report had been completed and had not impacted upon the opinions contained within the report. The Board were also informed of errors and changes to the report which had been identified since the report was published.

The Board that there were three unadjusted audit differences which would be explained in the Council's letter of Representation.

The Board noted the problems caused by the Government bringing forward the date for the submission of the Statement of Accounts and thanked the External Auditors and Council Officers for their work

RESOLVED that the External Audit Results Report 2017/18 and Audit Board Briefing be noted.

21 Statement of Accounts and Letter of Representation 2017/18

The Board received the Statement of Accounts and Letter of Representation for 2017/18. The Board noted details of amendments made to the Accounts since the report was published.

The Statement of Accounts detailed the Council's financial position against budgets in 2017/18, including core financial statements and supporting information, while also outlining the proposed budgets for 2018/19 onwards. The Letter

Governance, Audit and Finance Board (25.7.18)

of Representation set out the Council's response to the external auditors and explanation of the unadjusted audit difference.

The Board was advised that a finance workshop would be held at a later date. 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 18 and 29; and
- (b) The draft Letter of Representation for 2016/17 be agreed, and the Chairman and S151 Officer be authorised to sign the letter.

22 Monitoring Officer's Report

The Monitoring Officer informed the Board that there had been no new Code of Conduct complaints received since the last meeting.

23 Appointment of Panels

The Scrutiny Board considered the appointment of scrutiny panels.

RESOLVED that:

- (a) Scrutiny Panels be appointed as set out in Appendix A to these minutes;
- (b) Members of the Panels be appointed as set out in Appendix A to these minutes

24 Work Programme 2018/19

The Board considered the Scrutiny Work Programme and proposed success criteria for 2018/19.

The Board also considered a request from the Council to undertake a review into Councillors' Allowances.

RESOLVED that;

- (a) the Work Programme for 2018/19 be as set out in Appendix B to these minutes; and
- (b) the review into the Councillors' Allowances Scheme be referred to the Governance, Audit and Finance Scrutiny Panel

The meeting commenced at 5.00 pm and concluded at 5.59 pm

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APPENDIX A

BUDGET PANEL'S TERMS OF REFERENCE

Terms of Reference

Title: Budget Scrutiny Panel

Membership: Councillors Kennett, Hart, Bains, and Robinson

Chairman: TBC

Functions:

- (1) to review the Council's plans for the 2019/20 Budget and submit their findings and recommendations to the Governance, Audit and Finance Board.

REVIEW PANEL'S TERMS OF REFERENCE

Terms of Reference

Title: Governance Audit & Finance Scrutiny Panel

Membership: Councillors Bains, Crellin, Hart and Robinson

Chairman: TBC

Functions:

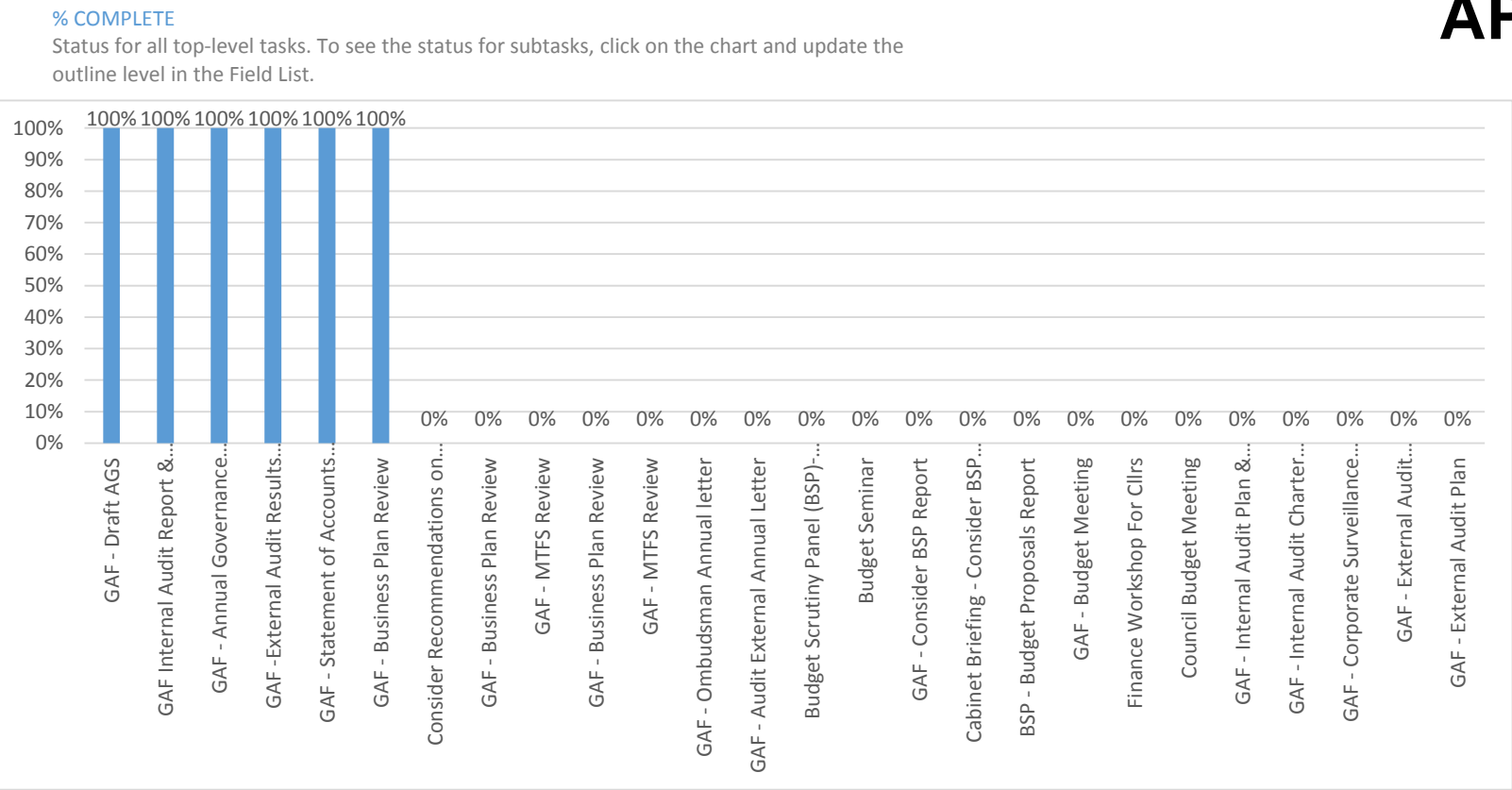
- (1) To undertake reviews as directed by the Governance, Audit and Finance Board ("the Board") and submit their findings and recommendations to the Board

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Governance, Audit & Finance Board Business Plan 2018/19

LA TASKS

Name	Start	Duration	% Complete
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MILESTONES DUE

Milestones that are coming soon.

Name	Cabinet Lead	Officers	Meeting Date
GAF - Business Plan Review			Wed 19/09/18
GAF - MTFS Review	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Wed 19/09/18
GAF - Business Plan Review			Wed 12/12/18
GAF - MTFS Review	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Wed 12/12/18
GAF - Ombudsman Annual letter	Councillor Pike	Nick Leach	Wed 12/12/18
GAF - Audit External Annual Letter	Councillor Pike	Lydia Morrison & External Auditors	Wed 12/12/18
Budget Scrutiny Panel (BSP)- Final Report	Councillors Wilson and Pike	Lydia Morrison & Sandy Hopkins	Mon 14/01/19
Budget Seminar	Councillors Wilson & Pike	Lydia Morrison	Mon 21/01/19
GAF - Consider BSP Report	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Tue 22/01/19
Cabinet Briefing - Consider BSP Report	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Mon 28/01/19
BSP - Budget Proposals Report	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Mon 04/02/19
GAF - Budget Meeting	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Wed 06/02/19
Finance Workshop For Cllrs	Councillors Wilson & Pike	Lydia Morrison & Sandy Hopkins	Mon 18/02/19
Council Budget Meeting	Councillor Wilson		Wed 27/02/19
GAF - Internal Audit Plan & Fraud and Corruption Risk Plan	Councillor Pike	Lydia Morrison & Internal Auditors	Wed 06/03/19
GAF - Internal Audit Charter 2019-20	Councillor Pike	Lydia Morrison & Internal Auditors	Wed 06/03/19
GAF - Corporate Surveillance Policy & Procedure	Councillor Pike	Nick Leach	Wed 06/03/19
GAF - External Audit Certification of Claims & Returns Report	Councillor Pike	Lydia Morrison & External Auditors	Wed 06/03/19
GAF - External Audit Plan	Councillor Pike	Lydia Morrison & External Auditors	Wed 06/03/19

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HAVANT BOROUGH COUNCIL

At a meeting of the Business and Commercial Services Board held on 30 July 2018

Present

Keast (Chairman), Branson, Cresswell, Sceal, Scott, Weeks and Hart (Standing Deputy)

1 Apologies

Apologies for absence were received from Councillors Carpenter, Christie, Francis and Rennie.

Councillor Hart attended as Standing Deputy for Councillor Francis.

2 Declarations of Interests

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

3 Chairman's Report

The Chairman has nothing to report.

4 Work Programme 2018/19

The Board considered a draft work programme, which was compiled following a workshop held on 18 July 2018.

The Board felt that a review of the IT systems and the sponsorship of roundabouts should be included in this programme.

The Board was advised that review of Norse South East would not be undertaken, due to staff work commitments, until later in the year or early 2019.

RESOLVED that the work programme as set as an Appendix to these minutes be agreed.

5 Appointment of Panels

The Board considered the appointment of scrutiny panels.

RESOLVED that:

(a) the following scrutiny panel be appointed:

Title:	Business and Commercial Services Scrutiny Panel
Membership:	Councillors Bains, Branson (lead Councillor), Cresswell, Sceal, Scott, and Weeks

Functions: To undertake reviews as directed by the Business and Commercial Services Board ("the Board") and submit their findings and recommendations to the Board

- (b) the review into litter included in the Board's work programme be referred to the Business and Commercial Services Scrutiny Panel;
- (c) the sponsorship of roundabouts review be the subject of a challenge session at a future meeting of the Board; the research for this review to be undertaken by the Chairman and Councillor Christie; and
- (d) the review of the performance of Norse South East be the subject of a Challenge Session by the Board.

The meeting commenced at 5.00 pm and concluded at 5.30 pm

BACS BOARD WORK PROGRAMME 2018/19

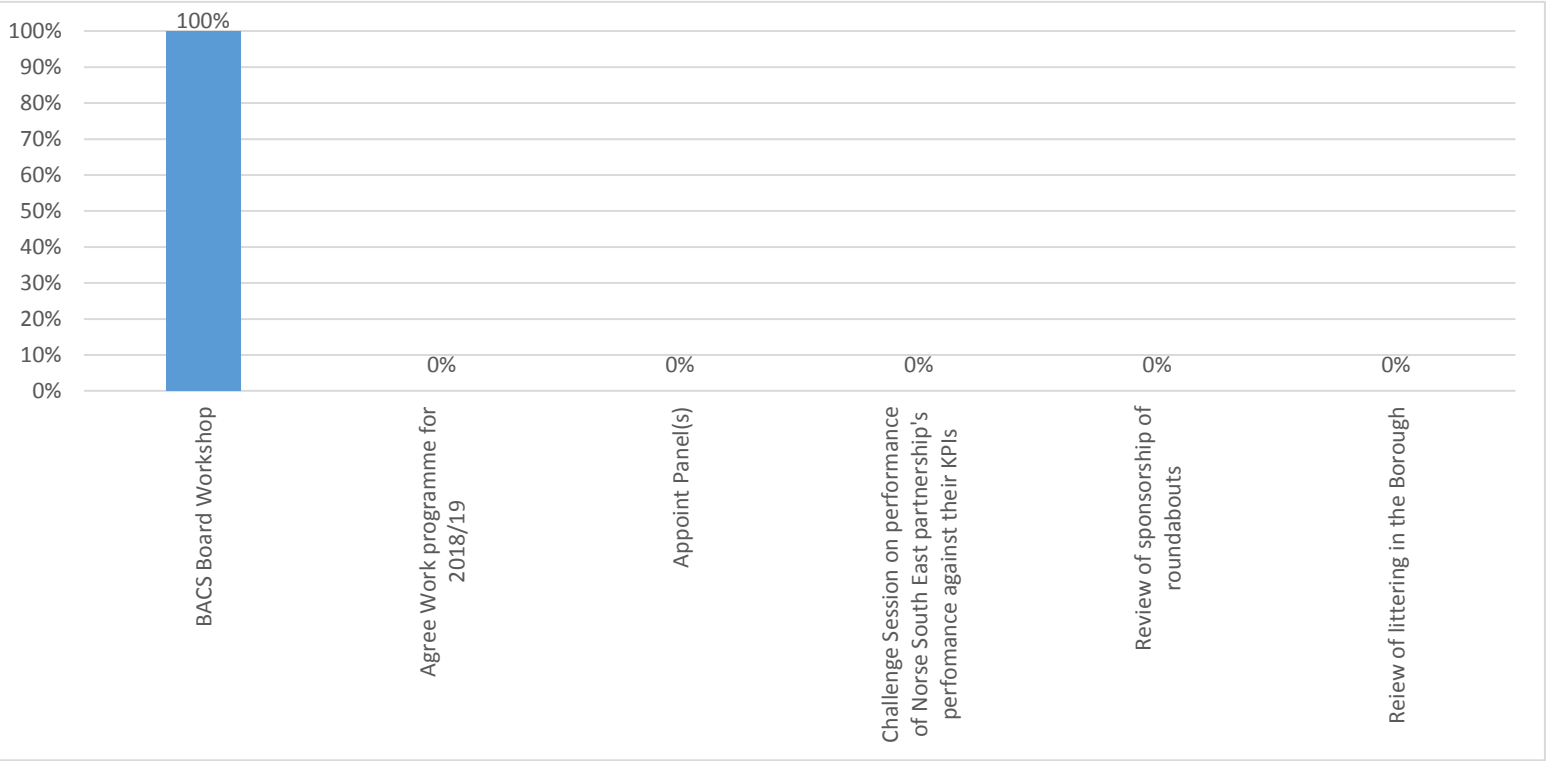
MILESTONES DUE

Milestones that are coming soon.

Name	Meeting Date	Cabinet Lead	Officers
BACS Board Workshop	Wed 18/07/18	Councillors Bowerman and Hughes	Gill Kneller
Agree Work programme for 2018/19	Mon 30/07/18		
Appoint Panel(s)	Mon 30/07/18		
Challenge Session on performance of Norse South East partnership's perfomance against their KPIs	NA	Councillor Hughes	Claire Hughes and Gill Kneller
Review of sponsorship of roundabouts	NA	Councillor Hughes	Clair Hughes and Gill Kneller
Reiew of littering in the Borough	NA	Councillors Bains and Hughes	Tim Pointer, Carl Mathias & Peter Vince (Norse South East)

% COMPLETE

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



LATE TASKS

Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
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HAVANT BOROUGH COUNCIL

At a meeting of the Cabinet held on 31 July 2018

Present

Councillor Wilson (Chairman)

Councillors Bains, Bowerman, Turner and Hughes

88 Apologies for Absence

Apologies were received from Councillor Pike.

89 Declarations of Interests

There were no declarations of interest.

90 Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of this 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 may be disclosure to them of exempt information of the descriptions specified in paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 shown against the heading in question; and
- (b) In all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Environmental Update – Paragraph 3

91 Environmental Update

(this item was taken in Camera)

Councillor Hughes presented an exempt report to Cabinet providing an environmental update.

RESOLVED as set out in the Restricted Minute.

The meeting commenced at 10.00 am and concluded at 10.45 am

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HAVANT BOROUGH COUNCIL

At a meeting of the Development Management Committee held on 16 August 2018

Present

Councillor Buckley (Chairman)

Councillors Keast, Lloyd, Lowe, Satchwell (Vice-Chairman), Patrick and Crellin
(Standing Deputy)

Other Councillors Present:

Councillor(s): Pike and Robinson

33 Apologies for Absence

Apologies for absence were received from Councillor Howard

34 Minutes

The minutes of the meeting of the Development Management Committee held on 10 July 2018 were agreed as a correct record and signed by the Chairman.

35 Matters Arising

There were no matters arising.

36 Site Viewing Working Party Minutes

The Committee received the minutes of the Site Viewing Working Party held on 9 August 2018.

37 Declarations of Interest

There were no declarations of interest.

38 Chairman's Report

The Chairman reminded the Committee that it was important to attend Development Consultation Forums, as these provided an opportunity to give feedback to developers on potential applications.

The Chairman also reported that there would be a West of Waterlooville Major Development Area Joint Planning Committee held at 3pm on Wednesday 29 August 2018.

39 Matters to be Considered for Site Viewing and Deferment

There were no matters to be considered for site viewing and deferment.

40 Deputations

The Committee received the following deputation request:

(1) Mrs Gratton – APP/18/00443 – 31 Blendworth Crescent, Havant

41 APP/18/00443 - 31 Blendworth Crescent, Havant

Proposal: Subdivision of site to create two bedroom bungalow formed from the alteration and extension of existing ground floor addition and rear access and parking.

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

The Committee received supplementary information, circulated prior to the meeting, which reported the receipt of due ecological fees and updated the recommendation.

The Committee was addressed by the following depute:

(1) Mrs Gratton, who objected to the application for the following reasons:

- a) The application would result in loss of light to her property; and
- b) Due to close proximity of the proposal to her property, the proposed development would be oppressive and detrimental to the visual amenities and the quiet enjoyment of her property.

Following the deputation, the Chairman invited members to ask questions of officers regarding the report and proposal. In response to these questions it was advised that:

- The application would lead to some loss of light for the neighbouring property but it was considered to be at an acceptable level.
- Alternative arrangements for refuse collection were available, with possible collection on Soberton Road.

The Committee then considered the proposal, taking into account the responses from officers, points raised by the deputations and the recommendation to grant permission.

During the debate, members raised concerns over increasing the density of buildings in the area and compounding issues relating to loss of sunlight to neighbouring properties.

However, the majority of the committee were minded to approve the application, as the majority of the building bulk was already on the site and the design of the roofing offset the loss of light to an extent. It was therefore

RESOLVED that APP/18/00443 be granted 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:

Location Plan Drawing No: C3298-1 rev A
Proposed Plan Drawing No: C3298-9
Proposed Elevations Drawing No: C3298-10 rev A
Proposed Block Plan Drawing No: C3298-12 rev B

Reason: - To ensure provision of a satisfactory development.

- 3 The external materials used shall match, in type, colour and texture, those of the existing building so far as practicable.

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

- 4 Notwithstanding the provisions of any Town and Country Planning General Permitted Development Order, no additional windows / doors or other openings shall be constructed within the west elevation of the hereby approved bungalow without the prior written approval of the Local Planning Authority.

Reason: In the interests of the amenities of the occupiers of adjacent properties and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2018.

- 5 Notwithstanding the provisions of any Town and Country Planning General Permitted Development Order, no extensions, alteration to the roof, including the addition of roof lights or dormers, or outbuildings permitted by Schedule 2, Part 1, Classes A, B, C and E of the 2015 Order, or as amended, shall be constructed within the curtilage of both No 31 and the hereby approved bungalow, without the prior approval of the Local Planning Authority. .

Reason: To protect neighbouring residential amenity and adequacy of amenity space for future occupiers, and having due regard to policy CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

- 6 The car parking, servicing and other vehicular access arrangements shown on the approved plans to serve both No 31 and the hereby approved bungalow shall be made fully available for use prior to the development 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 DM13 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

42 APP/18/00277 - Land on south side of Mill Rythe Lane, Hayling Island

Proposal: Change of use application for use of the land to a vehicle parking compound including the retention of 2No. metal containers and erection of a palisade fence along the fronting Mill Rythe Lane. (Retrospective application).

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

The Committee received supplementary information, circulated prior to the meeting, which set out the response to a query raised at the Site Viewing Working Party in relation to vehicle movements.

During the debate, members discussed the impact on the Chichester Harbour Area of Outstanding Natural Beauty (AONB) and were minded to grant permission as the application would have a limited impact upon the AONB.

It was considered however that Portuguese Laurel was not desirable for use at the site and the landscaping plan should be resubmitted with the use of native species in the planting around the palisade fencing. It was therefore

RESOLVED that the Head of Planning be authorised to grant permission for APP/18/00277 subject to:

(A) The submission of a revised landscaping plan in a form satisfactory to the Head of Planning which secures the use of native species in the screen planting proposed along the Mill Rythe Lane frontage; and

(B) the following conditions:

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

DN: 21804/101 - Existing location plan and proposed block plan
 Resubmitted landscaping plan as referred to in (A) above.

Reason: - To ensure provision of a satisfactory development.

- 2 The landscaping works shown on the resubmitted landscaping plan as referred to in (A) above shall be carried out in accordance with the approved details within two months of the date of this planning permission, or such other date as may be agreed in writing by the Local Planning Authority. Any trees, hedging or plants planted or retained in accordance with this condition which are removed, uprooted, destroyed, die or become severely damaged or become seriously diseased within 5 years of planting shall be replaced within the next planting season by trees, hedging or plants of similar size and species to those originally required to be planted.

Reason: To ensure the appearance of the development is satisfactory and having due regard to policies CS11, CS12 and CS16 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework.

The meeting commenced at 5.00 pm and concluded at 6.15 pm

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Chairman

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HAVANT BOROUGH COUNCIL

At a meeting of the Operations and Place Shaping Board held on 4 September 2018

Present

Lloyd (Chairman), Buckley, Milne, Patrick, Satchwell and Thomas

5 Apologies

Apologies for absence were received from Councillors Davis, Howard and Raines.

6 Minutes

The Minutes of the meeting of the Operations and Place Shaping Board held on 25 July 2018 were agreed as a correct record and signed by the Chairman.

7 Matters Arising

With regard to Minute 4(a), the Deputy Leader clarified that he had suggested that the Board might wish to examine its affordable and empty property policies that in view of the lack of affordable housing in the Borough.

8 Declarations of Interest

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

9 Scrutiny Panel Updates

Councillors Lloyd and Buckley updated the Board on the work of the Parking Review Scrutiny Panel and the Local Plan Scrutiny Panel respectively.

10 Introduction to the Operations and Place Shaping Directorate

The Board received a presentation on the Operations and Place Shaping Directorate from the following officers:

- Tracey Wood, Head of Housing and Community Engagement
- Natalie Meagher, Head of Neighbourhood Support
- Simon Jenkins, Head of Planning
- James Hassett, Director of the Operations and Place Shaping Directorate
- Andrew Low, Interim Head of Property
- Lyall Cairns, Head of Coastal Partnership

The officers answered questions from members of the Board.

The Chairman thanked the officers for their presentation

RESOLVED that the following be considered at the next meeting of the Board for inclusion in the Work Programme:

- (a) a policy relating to the regeneration of Beachlands (including parking, beach huts, signage and safety issues);
- (b) review of the affordable housing and empty property strategies;
- (c) health and wellbeing in the Borough;
- (d) the Council's powers relating to parking and other neighbourhood support enforcement;
- (e) the private sector housing disabled facilities grant;
- (f) an update of the Community Trigger review undertaken last year;
- (g) the implementation of a new planning IT system;
- (h) a new asset management policy; and
- (i) the coastal partnership.

The meeting commenced at 5.00 pm and concluded at 7.34 pm

HAVANT BOROUGH COUNCIL

At a meeting of the Licensing Committee held on 12 September 2018

Present

Councillor Y Weeks (Chairman)

Councillors P Crellin, J Davis, D Keast (Vice-Chairman), T Hart, C Howard, R Kennett, S Milne, R Raines and A Rennie

6 Apologies

Apologies for absence were received from Councillors A Christie and D Lloyd.

7 Minutes

The minutes of the previous meeting held on 9 May 2018 were agreed and signed as an accurate record.

8 Matters Arising

There were no matters arising.

9 Declarations of Interests

There were no declarations of interest.

10 HMO Licensing Policy

The Private Sector Housing Manager introduced the report and drew the committees attention to three amendments since the publication of the agenda:

- Temporary Exemption Notice (TEN) be amended to Housing Temporary Exemption Notice (HTEN);
- Remove “and Democratic” from Paragraph 10 of the Policy; and
- Include an explanation of an “Interim Management Order”.

In response to questions, the Private Sector Housing Manager confirmed that he was confident that the team would have adequate resource to manage the licence applications and that the licence fee had been set at a level that would cover the processing of HMO licences.

In reply to concerns regarding publicity of the of the scheme, it was confirmed that all letting agents and landlords associations had been contacted directly to cascade the information to landlords and there had been a social media campaign.

Following a discussion, it was **RESOLVED** that the Houses in Multiple Occupation (HMO) Policy and associated guidance on standards for HMOs be **RECOMMENDED** to Council for approval and adoption subject to the following three amendments:

- Temporary Exemption Notice (TEN) be amended to Housing Temporary Exemption Notice (HTEN);
- Remove “and Democratic” from Paragraph 10 of the Policy; and
- Include an explanation of a “Interim Management Order”.

The meeting commenced at 5.00 pm and concluded at 5.53 pm

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Chairman

EAST HAMPSHIRE DISTRICT COUNCIL AND HAVANT BOROUGH COUNCIL

At an extraordinary meeting of the Joint Human Resources Committee held on 13 September 2018

Present

Councillor: K Carter (Vice-Chairman in the Chair)

Councillors: J Branson, P Crellin, A Glass and Y Weeks

6 APOLOGIES FOR ABSENCE

Apologies were received from Councillors N Noble, I Scott and K Smith.

7 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

8 DECLARATIONS OF INTERESTS

There were no declarations of interest.

9 WELLBEING STRATEGY

The committee considered the report of the HR Business Partner and commended officers on the quality of the strategy and the simple layout of the summary document.

The committee requested that its strong recommendation that the strategy be approved by Full Council be noted.

Following the discussion it was RESOLVED that the Wellbeing Strategy be Recommended to Council for approval.

The meeting commenced at 4.00 pm and concluded at 4.31 pm

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Chairman

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