

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE P09 2AX



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OPERATIONS AND PLACE SHAPING BOARD AGENDA

Membership: Councillor Lloyd (Chairman)

Councillors Buckley, Davis, Howard, Milne, Patrick, Raines, Satchwell, Thomas and Shimbart

Meeting: Operations and Place Shaping Board

Date: Tuesday 16 October 2018

Time: 5.00 pm

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

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

8 October 2018

Contact Officer: Mark Gregory 02392446232
Email: mark.gregory@havant.gov.uk

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PART 1 (Items Open for public attendance)

1 Apologies

To receive and record apologies for absence.

2 Minutes

1 - 2

To approve the minutes of the meeting of the Operations and Place Shaping Board held on 4 September 2018.

3 Matters Arising

4 Declarations of Interest



To receive and record any declarations of Interests from members present in respect of any of the various matters on the agenda for this meeting.

5 Work Programme

3 - 4

To review the Work Programme for 2018/19.

6 Exclusion of Press and Public

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

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

“it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that items 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.

Item 9 Regeneration Policy
(Paragraph 3)

Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Item 10 Civic Plaza Car Park
(Paragraph 3)

Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)”

7 Scrutiny Panel Updates

To receive verbal updates from Councillors Buckley and Lloyd on the work of the Local Plan Scrutiny Panel and the Parking Review Scrutiny Panel respectively.

Challenge Sessions

8 **Community Trigger** **5 - 14**

To explore any outstanding issues arising from the Scrutiny Review on the Community Trigger held in 2017.

Part 2 (Confidential Items)

Challenge Sessions

9 **Regeneration Strategy** **To Follow**

10 **Civic Plaza Car Park** **To Follow**

GENERAL INFORMATION

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Internet

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BOROUGH COUNCIL

PROTOCOL AT MEETINGS – RULES OF DEBATE

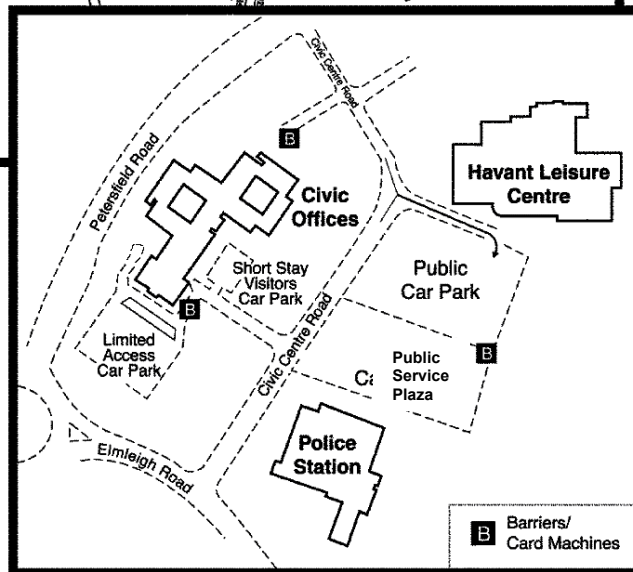
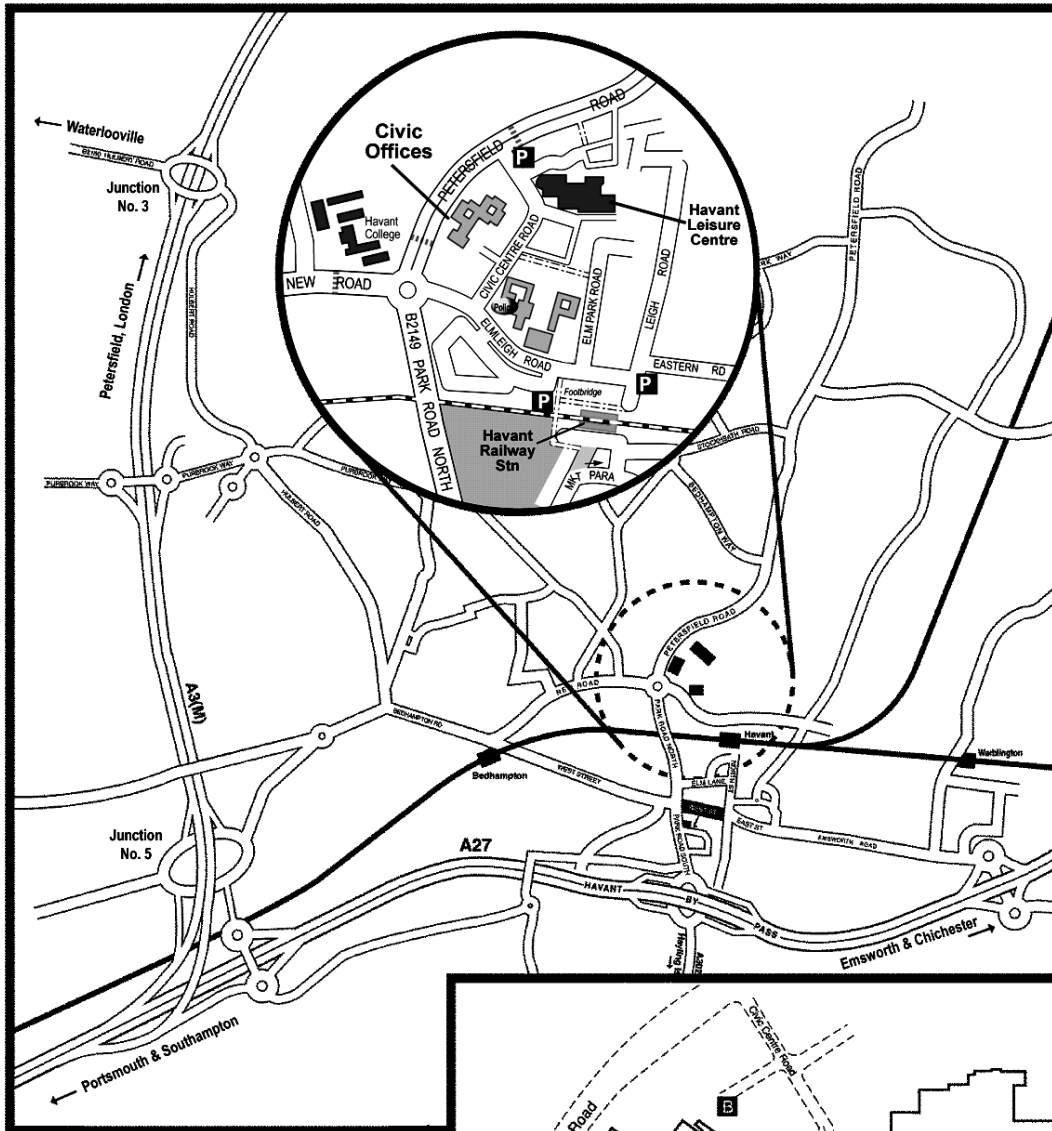
Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman
- Councillors may only take part in the debate if they are present at the meeting: video conferencing is not permissible
- A member of the Committee may not ask a standing deputy to take their place in the Committee for part of the meeting
- The report or matter submitted for discussion by the Committee may be debated prior to a motion being proposed and seconded. Recommendations included in a report **shall not** be regarded as a motion or amendment unless a motion or amendment to accept these recommendations has been moved and seconded by members of the Committee
- Motions and amendments must relate to items on the agenda or accepted by the meeting as urgent business
- Motions and amendments must be moved and seconded before they may be debated
- There may only be one motion on the table at any one time;
- There may only be one amendment on the table at any one time;
- Any amendment to the motion can be moved provided it is (in the opinion of the Chairman) relevant to the matter under discussion. The amendment can be a direct negative of the motion.
- The mover with the agreement of the seconder may withdraw or alter an amendment or motion at any time
- Once duly moved, an amendment shall be debated along with the original motion.
- If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion on which any further amendment may be moved.
- If an amendment is rejected different amendments may be proposed on the original motion or substantive motion.
- If an amendment is lost, other amendments may be moved to the original motion or substantive motion
- If an amendment is lost and there are no further amendments, a vote will be taken on the original motion or the substantive motion
- If no amendments are moved to the original motion or substantive motion, a vote will be taken on the motion or substantive motion
- If a motion or substantive motion is lost, other motions may be moved

Voting

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

- Councillors may not vote unless they are present for the full duration of the item;
- An amendment must be voted on before the motion
- Where there is an equality of votes, the Chairman may exercise a second (casting) vote;
- Two Councillors may request, before a vote is taken, that the names of those voting be recorded in the minutes
- A Councillor may request that his/her vote be recorded in the minutes



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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

Operations & Place Shaping Board Work Programme 2018/19

MILESTONES DUE

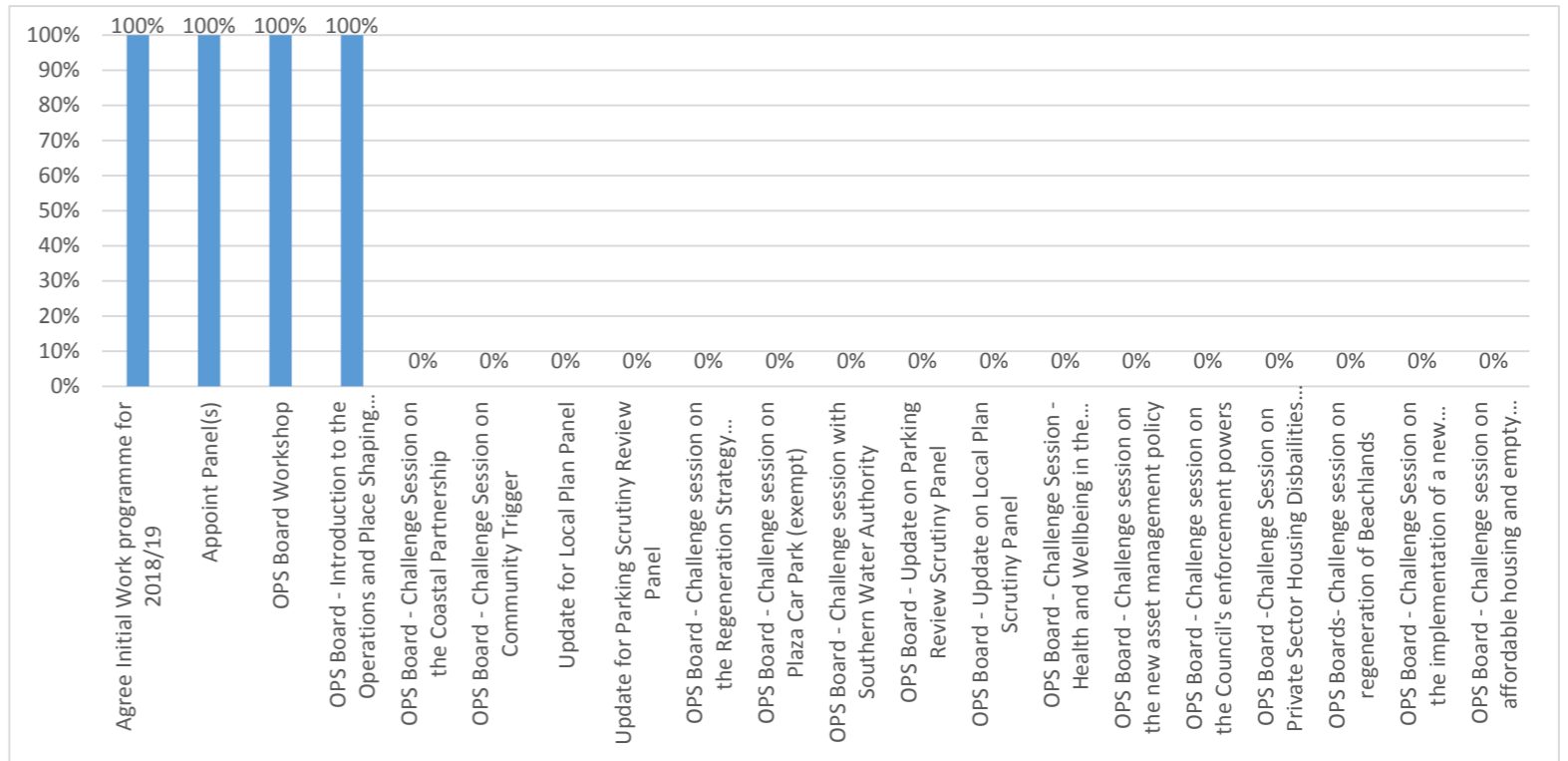
Milestones that are coming soon.

Name	Meeting Date	Cabinet Lead	Officers
Agree Initial Work programme for 2018/19	Tue 19/06/18		
Appoint Panel(s)	Tue 19/06/18		
OPS Board Workshop	Mon 20/08/18		
OPS Board - Introduction to the Operations and Place Shaping Directorate	Tue 16/10/18	Councillors Turner, Pike and Bains	James Hassett, Andrew Low, Simon Jenkins, Lyall Cairns, Natalie Meagher, & Tracey Wood.
OPS Board - Challenge Session on the Coastal Partnership	NA	Councillor Pike	Lyall Cairns, and James Hassett
OPS Board - Challenge Session on Community Trigger	Tue 16/10/18	Councillor Bains	Ryan Gulliver and Tim Pointer
Update for Local Plan Panel	Tue 16/10/18	Councillor Turner	Councillor Buckley
Update for Parking Scrutiny Review Panel	Tue 16/10/18	Councillor Turner	Councillor Lloyd
OPS Board - Challenge session on the Regeneration Strategy (Exempt)	Tue 16/10/18	Councillor Pike	Andrew Biltcliffe and James Hassett
OPS Board - Challenge session on Plaza Car Park (exempt)	Tue 16/10/18	Councillor Bains	Andrew Biltcliffe and James Hassett
OPS Board - Challenge session with Southern Water Authority	Tue 13/11/18	Councillor Pike	Representatives from Southern Water Authority
OPS Board - Update on Parking Review Scrutiny Panel	Tue 11/12/18	Councillor Bains	Councillor Lloyd
OPS Board - Update on Local Plan Scrutiny Panel	Tue 11/12/18	Councillor Turner	Councillor Buckley
OPS Board - Challenge Session - Health and Wellbeing in the Borough	Tue 12/02/19	Councillor Turner	Tracey Wood, Nicki Conyard & James Hassett
OPS Board - Challenge session on the new asset management policy	NA	Councillor Pike	Andrew Low and James Hassett
OPS Board - Challenge session on the Council's enforcement powers	NA	Councillor Bains	Natalie Meagher & JameHassett
OPS Board -Challenge Session on Private Sector Housing Disbailities Grant	NA	Councillor Turner	Natalie Meagher & JameHassett
OPS Boards- Challenge session on regeneration of Beachlands	NA	Councillor Pike	Andrew Biltcliffe and James Hassett
OPS Board - Challenge Session on the implementation of a new planning IT system	NA	Councillor Turner	Simon Jenkins and James Hassett

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% 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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OPS Board - Challenge session on affordable housing and empty property strategies	NA	Councillor Turner	Simon Jenkins, Sam Ings, Natalie Maegher, Tracey Wood, Julie Clark and James Hassett
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OPERATIONS AND PLACE SHAPING BOARD – RECOMMENDATIONS UPDATE – 16 OCTOBER 2018 (as at 7 October 2018)

SCRUTINY ITEM:	Review of Havant Locality Board – Community Trigger (previous report attached as Appendix A)						
DATE INITIAL REPORT CONSIDERED:	Cabinet 14 March 2018						
TOTAL NUMBER OF RECOMMENDATIONS MADE:	3	IMPLEMENTED:		REJECTED:	0	CONSIDERED:	3
RECOMMENDATION 1	EXECUTIVE RESPONSE						
Officers be requested to maximise publicity for the Community Trigger on the Council’s website and the website for the Safer Havant Partnership	Agreed by Cabinet on 14 March 2018						
PROGRESS UPDATES							
Officer Update	TBC						
Impact Delivered							
RECOMMENDATION 2	EXECUTIVE RESPONSE						

<p>Officers be requested to provide a training course on the Community Trigger to all existing Councillors and to include this course as part of the Councillors' Induction programme</p>	<p>Agreed by Cabinet on 14 March 2018</p>
<p>PROGRESS UPDATES</p>	
<p>Officer Update</p>	<p>Training Course held for all Members on 16 May 2018</p>
<p>Impact Delivered</p>	
<p>RECOMMENDATION 3</p>	
<p>The Leader of the Council be requested to clarify the roles and responsibilities of the Cabinet Leads in relation to Community Safety and anti-social behaviour. Such clarification should include a clearer explanation of the term 'Community Safety'.</p>	<p>On 14 March 2017 the Cabinet noted that responsibility for Community Safety and Anti-Social Behaviour falls within the remit of the Cabinet Lead for Environment and Neighbourhood Services.</p>
<p>PROGRESS UPDATES</p>	
<p>Quarterly Meeting Update</p>	

Impact Delivered	
OVERALL SUMMARY OF IMPACT / SERVICE IMPROVEMENT	

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HAVANT BOROUGH COUNCIL

CABINET**14 March 2018****Review of Havant Locality Board – Community Trigger**

Report by: Scrutiny Board

For Recommendation

Key Decision: No

Cabinet Lead: Councillor Leah Turner

1.0 Purpose of the Report

1.1 At its meeting held on 20 February 2018, the Scrutiny Board considered a report (Appendix A) from the Communities and Housing Scrutiny and Policy Development Panel, setting out its findings and recommendations following a scrutiny review of the Havant Locality Board and its effectiveness in relation to the Community Trigger.

1.2 The Scrutiny Board endorsed the recommendations set out in the report.

2.0 Recommendations

It is recommended that Cabinet;

2.1 request the officers to maximise publicity for the Community Trigger on the Council's website and the website for the Safer Havant Partnership;

2.2 request the officers to provide a training course on the Community Trigger to all existing Councillors and to include this course as part of the Councillor's induction programme; and

2.3 request the Leader of the Council to clarify the roles and responsibilities of the Cabinet Leads in relation to Community Safety and anti-social behaviour. Such clarification should include a clearer explanation of the term 'Community Safety'.

3.1 Appendices

Appendix A – Report by the Communities and Housing Scrutiny and Policy Development Panel

Background Papers

[Panel's Findings Pack](#)

The Panel's report was agreed and signed off for publication by:

Head of Service: 27.02.18

Head of Finance: 05.03.18

Head of Legal: 05.03.18

Contact: Councillor Diana Patrick

Title: Scrutiny Lead for the Communities and Housing Scrutiny and Policy
Development Panel

E-Mail: diana.patrick@havant.gov.uk

HAVANT BOROUGH COUNCIL

Scrutiny Board

20 February 2018

Review of the Havant Locality Board – Community Trigger

FOR RECOMMENDATION

KEY DECISION NO

REPORT BY: Communities and Housing Scrutiny and Policy Development Panel

1.0 EXECUTIVE SUMMARY

1.1 This review was undertaken to investigate the effectiveness of the Havant Locality Board (formerly known as the Safer Havant Partnership) with regard to dealing with the Community Trigger.

2.0 RECOMMENDATIONS

2.1 The Scrutiny Board recommend Cabinet to;

2.1.1 request the officers to maximise publicity for the Community Trigger on the Council's website and the website for Safer Havant Partnership;

2.1.2 request the officers to provide a training course on the Community Trigger to all existing Councillors and to include this course as part of the Councillor's induction programme; and

2.1.3 request the Leader of the Council to clarify the roles and responsibilities of the Cabinet Leads in relation to Community Safety and in particular anti-social behaviour: such clarification to include a clearer explanation of the term "Community safety".

3.0 RESOURCES:

3.1 The above recommendations can be delivered within the existing budget.

3.2 The Council does not have the capacity to deal with a large number of community triggers. It is therefore critical that a proper assessment process is undertaken and Councillors are trained in the processes to reduce the officers' workload

4.0 LEGAL:

4.1 The community trigger is a mechanism for victims of persistent anti-social behaviour to request that relevant bodies undertake a case review introduced

APPENDIX A

under the Anti Social behaviour, Crime and Policing Act 2014 (“the Act”). A case review would entail the relevant bodies sharing information in relation to the case, discussing what action has previously been taken, and collectively deciding whether any further action could be taken. Relevant bodies are set out in section 105 and include local authorities, the police, health providers and providers of social housing. Any individual, community or business can make an application for a case review, and the relevant bodies must carry out a case review if the threshold is met. The threshold will be set by the relevant bodies and could, for example, be three reports of separate incidents of anti-social behaviour in a six month period, where there has not been an adequate response to that behaviour. The threshold may also be set with reference to the persistence of the behaviour, the potential for harm to the victim, and the adequacy of response from agencies. Subsection (4) provides that the threshold should be set no higher than three complaints, but agencies may choose to set a lower threshold. Subsection (11) defines a “qualifying complaint” as one which is made within one month of the incident occurring and provides that the application for the case review should be made within six months of the original complaint. The community trigger is intended as a backstop safety net for the victims of anti-social behaviour who consider that there has not been an appropriate response to their complaints about such behaviour.

4.2 The relevant bodies in each local government area must make and publish arrangements for review procedures (subsection (2)). Paragraph 8 of Schedule 4 allows for joint arrangements to be made for a larger area such as the police force area. The procedures must include the point of contact for making applications and ensure that applications are passed to all the relevant bodies in the area. The bodies carrying out the review must inform the applicant of their decision on whether the threshold for review is met, the outcome of the review and any recommendations made as a result of the review (subsections (6) to (8)). The bodies carrying out the review may make recommendations to a person who carries out public functions, including any of the bodies that have taken part in the community trigger review, and the person must have regard to the recommendations.

4.3 Subsection (9) requires relevant bodies to publish information about the number of community trigger applications they received, the number of times the threshold was not met, the number of case reviews carried out and the number of reviews that resulted in further action.

5.0 STRATEGY:

5.1 The Community Triggers contributes towards the Council’s aim to improve neighbourhoods and their environmental quality.

6.0 RISKS:

6.1 There are no risks rising from the contents of this report.

7.0 COMMUNICATIONS:

APPENDIX A

7.1 N/A

8.0 FOR THE COMMUNITY:

8.1 The recommendations seek to improve the processes and procedures of the Community Trigger and allow for better support for vulnerable families within the Borough.

9.0 METHODOLOGY

9.1 The Council is required to review how the Havant Locality Board discharges its function every year. In view of the wide range of functions delivered by the Board it was decided to limit this year's review to the procedures and processes involved in the Community Trigger process

9.2 The Communities and Housing Scrutiny and Policy Development Panel held an initial meeting with the Neighbourhood Development Team Leader and Transformation Officer to discuss the procedures and processes of the Community Trigger.

9.3 From this discussion, the Panel identified three agencies to interview to discuss their experience of the Community Trigger.

9.4 Full details of the methodology of the project are set out in the separate Findings Pack.

10.0 KEY FINDINGS

10.1 The Panel were pleased to note that although there were initially issues dealing with anti-social behaviour in the Borough, the Community Trigger appeared to offer an effective tool to progress any issues.

10.2 The Panel were concerned to hear that from a victim's perspective, there was concern that the agencies did not appear to take the issue seriously before the trigger was activated. There was also concern about the delay before any action was taken. However, once trigger was activated the victim understood the reasons for the delay and was pleased with the processes and outcome.

10.3 From the interviews with agency representatives, it was clear that all felt that the trigger had allowed for support to be delivered in a more effective manner to vulnerable victims of anti-social behaviour.

10.4 The multi-agency approach required the agencies to concentrate on the vulnerability of the victim and allowed for a wide range of support and advice to be available for vulnerable victims of anti-social behaviour. In addition, the trigger enabled agencies involved with a case to share information and give a joint and consistent response to cases that were the subject of individual but similar concerns reported to multiple organisations.

APPENDIX A

- 10.5 There are however areas which could be improved. The agencies interviewed acknowledged that the public are mainly unaware of the Community Trigger, which could be overcome by better publicity on the Council's and Safer Havant Partnership's websites. Councillors could also play an important role in maximising awareness of the process and helping victims of anti-social behaviour. The Panel therefore considered that the training course given to new Councillors in 2016 should be extended to all Councillors.
- 10.6 The Panel accepted that there is a limited resource capacity to deal with community trigger cases. This workload pressure is currently being reduced by the agencies working together more to help resolve issues before the trigger could be activated.
- 10.7 The use of Councillors to guide victims or potential victims through the process should also help reduce the workload for the agencies and enable them to deal with more cases which may arise from a greater awareness of the process.
- 10.8 There is no clear understanding or agreement amongst the relevant Cabinet Leads and officers over the arrangements for the discharge of functions relating to community safety and in particular anti-social behaviour. The Panel felt that this could potentially lead to duplication, a Cabinet Lead acting beyond his or her powers, delays in progressing any issues, or issues being missed.
- 10.9 Full details of the findings of the project are set out in the separate Findings Pack.

Background Papers

[Findings Pack](#)

Contact: Councillor Diana Patrick
Title: Scrutiny Lead for the Communities and Housing Scrutiny and Policy Development Panel
E-Mail: diana.patrick@havant.gov.uk