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## OPERATIONS AND PLACE SHAPING BOARD AGENDA

**Membership:** Councillor Lloyd (Chairman)

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

**Meeting:** Operations and Place Shaping Board

**Date:** Tuesday 11 December 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

3 December 2018

Contact Officer: James harris 01730 234098  
Email: [James.Harris@easthants.gov.uk](mailto:James.Harris@easthants.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 - 6**

To approve the minutes of the meetings of the Operations and Place Shaping Board held on 6 November 2018 and 13 November 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.

### **Challenge Sessions**

#### **5 Local Plan**

A quarterly challenge session on the Local Plan to review the progress of the plan against the project programme and in particular to examine:

1. any delays in the programme and inhibitors and
2. performance against milestones and KPIs

Report to be sent under separate cover.

#### **6 Community Trigger**

**7 - 8**

To consider the report, requested at the meeting of the Board held on 16 October 2018, outlining the roles and responsibilities for each stage of the Community Trigger process.

## GENERAL INFORMATION

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### **Internet**

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# Havant

## BOROUGH COUNCIL

### PROTOCOL AT MEETINGS – RULES OF DEBATE

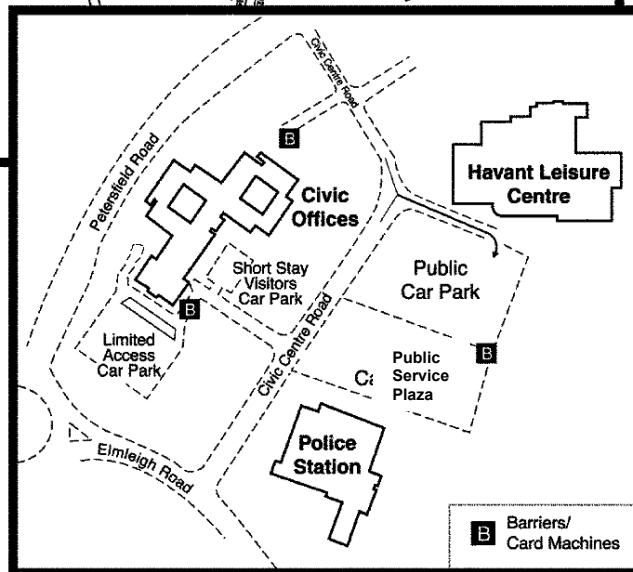
#### Rules of Debate

- Councillors must always address each other as “Councillor ...” and must always address the meeting through the Chairman
- 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 6 November 2018

Present

Councillors Lloyd (Chairman), Buckley, Davis, Milne, Patrick, Raines, Satchwell and Thomas

### **20 Apologies**

Apologies were received from councillors Howard and Shimbart.

### **21 Minutes**

The minutes of the previous meeting held on 16 October 2018 were agreed and signed as a correct record.

### **22 Matters Arising**

There were no matters arising.

### **23 Declarations of Interest**

There were no declarations of interest.

### **24 Scrutiny Panel Updates**

There were no scrutiny panel updates.

### **25 Cabinet Recommendations for the Regeneration Strategy**

The Board considered the draft Regeneration Strategy.

In response to questions the Board was advised that the past tense of the strategy was the accepted practice for such documents and the tone of the vision statements for each area reflected the aspirational and people focussed approach that the council had towards regeneration. A further piece of work around place shaping and creating communities would be undertaken, but it did not form a part of this document.

Regarding specific details about the delivery of regeneration, the Board was advised that the document was to be viewed as part of a suite of documents that added further detail, such as the Corporate Strategy and Local Plan.

The Board focussed on the delivery of affordable and social rented housing and noted that social rented housing had not been stipulated on page four under 'Housing Challenges' or the delivery of this housing on page nine under 'Objectives'. Cllr Pike reassured the Board that affordable and social rented housing would be delivered within the overall housing developments in the Regeneration Strategy.

The Board also requested that the font used for the 'Vision Statements' on page 12 be amended to be read more easily.

The Board supported the draft strategy and commended the evidence base on which it had been drafted.

Following the debate it was RESOLVED that the below Cabinet recommendation to Council be supported:

- (1) The Opportunity Havant Regeneration Strategy for Havant Borough 2018-2036 be approved and adopted; and
- (2) Subject to (1) above, the Council notes the prioritisation and phasing of the initial projects. These projects are prioritised on the basis that:
  - They have the potential for the generation of income that can be reinvested in the delivery of other projects within the Regeneration Programme;
  - They are on land owned by the Council
  - They are allocated/identified on the Adopted and emerging local Plan;
  - They attract external grant funding; and
  - There are no significant barriers to development and therefore are potential quick wins;

**The meeting commenced at 5.45 pm and concluded at 7.11 pm**

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**Chairman**



## HAVANT BOROUGH COUNCIL

At a meeting of the Operations and Place Shaping Board held on 13 November 2018

Present

Councillors Lloyd (Chairman), Buckley, Davis, Howard, Milne, Patrick, Satchwell and Thomas

### **26 Apologies**

Apologies were received from Councillors Raines and Shimbart.

### **27 Declarations of Interest**

There were no declarations of interest.

### **28 Review of Southern Water Authority - Discharges into Langstone Harbour**

The Board received a presentation By Sam Underwood and Paul Kent from Southern Water.

The Chairman then invited the following members of the public to make their Deputations to the Board:

- Mr Richard Platt
- Mr David Parham

The Chairman opened the challenge session and explained that the session would comprise of three elements:

- The blocked pumping station at Stoke on Hayling Island on 15 September 2018;
- The electrical fault at Budds Farm on 14 September 2018; and
- Communications

#### The blocked pumping station at Stoke on Hayling Island on 15 September 2018

The Board was advised that the failure had been due to both pumps becoming blocked by wet wipes. The incorrect disposal of wet wipes was an increasing problem and the Board noted that the issue had recently been raised in the national media.

Upon the failure occurring, a warning alarm had been received at Southern Water's Control Centre in Worthing and a local responder dispatched to investigate. This was in accordance with standard procedure, which was for a local responder to assess and repair if they were able or arrange for the appropriate remedial action. In this instance the latter took place and tankers were dispatched whilst the pumps were repaired. Southern Water apologised for the length of time that the repair took, which was due to the clean-up required after some of the contents of the wet well entered the dry well.

In response to questions the Board learnt that screens or filters were not usually fitted to pumps, although Mr Kent agreed to investigate whether there were any engineering solutions to the problem. Southern Water concentrated on education to prevent wet wipes being disposed of down toilets and also lobbied manufacturers and the Government via the appropriate body, Water UK. It was confirmed that there had been educational visits carried out on Hayling Island during the past year.

The Board was advised that pumping stations were routinely checked and it was agreed that the inspection schedule for the Stoke Pumping Station would be forwarded. Residents were not usually alerted to problems in their area, unless homes were at risk of flooding. However, this would be discussed with Southern Water's Customer Engagement Manager to review whether there were any opportunities for improvements.

With regard to clean up operations, it was confirmed that the Environment Agency led on compiling an action plan, which was then carried out by Southern Water. In the instance of the Stoke Pumping Station incident, tankers took away the untreated effluent and the system was then flushed through with treated effluent once the repairs had been completed.

The Board raised the issue of overgrown ditches, as these had the potential to hamper the natural process of untreated effluent breaking down by blocking UV light. In reply Mr Kent confirmed that ditches were checked after any incidents and agreed to investigate the Board's suggestion that they be checked annually.

In response to specific detailed questions, Mr Underwood agreed to report back on the following:

- The frequency of inspections at the Stoke Pumping Station;
- The number of instances in the past year where tankers had required to be deployed to Hayling Island;
- How quickly the first tanker arrived in respect of the incident on 14 September 2018; and
- Whether manhole No 9701 now had a permanent seal.

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The electrical fault at Budds Farm Wastewater Treatment Works on 14 September 2018

The Board was advised that an electrical failure on the site had required an emergency mobile generator to be brought in. Whilst there were fixed emergency generators on site, the power from them could not have been used on this occasion due to the location of the fault. As an emergency measure untreated effluent had been diverted into a storm tank for temporary holding before treatment. However, this had overflowed for a period of 22 minutes and released untreated effluent into Langstone Harbour.

In response to questions the Board was advised that the power failure had been an abnormal situation. Some failures could not be prevented, but reassurance was given that processes that had been proven to work were in place to deal with them.

With regard to sampling, Mr Underwood confirmed that Southern Water sampled the releases from Budds Farm and that the Environment Agency took regular samples from the bathing waters. The Board highlighted concerns about the quality of water in the open sea, which was used for recreation by water sports enthusiasts. In reply, it had to be remembered that the releases protected homes from flooding, although the quality of the harbour water was agreed to be a knowledge gap. It was highlighted that Chichester District Council tested the water in Chichester Harbour, therefore there was potentially a role for Havant Borough Council to do the same in Langstone Harbour. Mr Underwood confirmed that Southern Water would be happy to work with the council.

Communication

The Chairman offered the council's assistance with a joint communication plan with Southern Water, particularly around the Beachbouy website and the issues caused by wet wipes.

Mr Underwood welcomed working with the council on a joint communication plan and explained that the Beachbouy release reporting system had launched in July 2018. This was currently a pilot system for Langstone and Chichester Harbours, but was planned to be rolled out over the whole Southern Water area. Following the discussions at this meeting Mr Underwood agreed that the beaches on Hayling Island would be prioritised for the next phase of Beachbuoy. This was welcomed by the Board, as was Southern Water's proposal to undertake some educational events on Hayling Island during the coming six months.

With regard to the year round use of the beaches on Hayling Island, Mr Underwood confirmed that Southern Water would look to the council and the Environment Agency for assistance with water testing outside of the bathing season.

The Chairman closed the meeting by thanking Mr Underwood and Mr Kent for attending and requested that representatives from Southern Water attend future meetings of the Board to provide updates on progress.

**The meeting commenced at 5.00 pm and concluded at 7.00 pm**

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Chairman

## Anti-Social Behaviour and Policing Act 2014

### “Community Trigger”

#### A guide for Councillors as to the practical application of the trigger within Havant.

The Chair of the Operations and Place Shaping Board has requested that officers prepare a report for Councillors on the practical application of the “Community Trigger” within the Havant area.

#### Overview

The Community Trigger gives victims of persistent anti-social behaviour the right to request local agencies to review of their case and bring agencies together to take a joined up, problem solving approach to find a resolution.

It is not a complaints procedure – it is intended to offer a safety net for vulnerable victims and to help avoid individuals being passed between agencies without resolution. It can be used for both anti-social behaviour and hate incidents.

The responsibility for investigating a Community Trigger rests with the multi-agency Community Safety Partnerships (Havant Locality Board). In Havant it has been agreed that in the first instance this responsibility will be discharged on behalf of the Partnership by the Neighbourhood Quality Manager.

*Note.....should the matter raised relate to the lack of action by employees of the Council then the lead Manager would be decided in consultation with the Havant Locality Board.*

#### Who can use the Community Trigger?

- A victim of anti-social behaviour or hate crime,
- Another person acting on behalf of the victim.

*Note.....An individual acting on behalf of a group of residents or community group would need to have the written authority of the others to speak on their behalf and to share their information.*

#### How to activate the Community Trigger?

- Through contact with Hampshire Constabulary on non-emergency number 101.

*Note.....Should a Councillor find themselves in a position where they are considering whether a Community Trigger should be activated they are welcome to seek the guidance and support of the Neighbourhood Quality team (phone 02392 446606 or email [neighbourhood.quality@havant.gov.uk](mailto:neighbourhood.quality@havant.gov.uk))*

#### Process

- The Police control room upon receipt of a trigger notification will initiate an email to the Neighbourhood Quality Team for the attention of the manager.
- The Manager will undertake an initial review of the case to ascertain whether the community trigger threshold has been met (see below)

- The Manager will in undertaking this review speak to the person who initiated the trigger and also the person on whose behalf the trigger has been raised.
- Should the matter meet the trigger threshold the manager will notify the victim and or person who raised the trigger and instigate partnership meetings to enable the exchange of information relating to the matter.
- The Manager will, within 21 days, seek to identify whether all reasonable steps have been taken to resolve the matter and feedback to the victim their findings
- If further action is required, the manager will seek to reach an agreement between the agencies and the victim(s) as to the next steps.
- The Manager will be responsible for ensuring that the victim(s) and indeed the person who raised the trigger on their behalf is updated on the progress of the case and actions agreed.
- If the matter does not meet the trigger thresholds the manager will still report back to the victim and/or the person who raised the trigger and advise them as to what other options are available to them.

*Note.....It may not be possible to share all information in the case with all parties although every effort will be made to ensure that reasons for this are explained on a case by case basis.*

#### **Community Trigger threshold:**

**Individual –** Three complaints in the previous six months. Reporting behaviour causing harassment, alarm or distress to a member or members of the community and you think no action has been taken or are not satisfied with the action taken.

**Group –** Five individuals in a local community have reported separately similar incidents of anti-social behaviour to members of the Community Safety Partnership. They all think that no action has been taken or are not satisfied with the action taken. The individual acting on behalf of the group must have all other individuals consent.

*Note....It is considered best practice for a Councillor to secure the written consent of their constituent to raise the matter on their behalf.*

To meet the criteria, incidents need to:

- Cause harassment, alarm or distress.
- Been logged within one month of the incident.
- Last incident has occurred within the previous six months.

#### **Time Frame:**

The relevant Manager should aim to have Community Triggers dealt with within 20 working days. More complex cases may take longer, in these cases the individual or group will be notified that the deadline date will not be met.