

COUNCIL AGENDA

Membership: Councillor Raines (Mayor)

Councillors Bowerman, P Bains, Bains, Branson, Briggs, Crellin, Guest, Francis, Howard, Hughes, Keast, Inkster, Jenner, Kennett, Linger, Moutray, Patel, Payter, Robinson, Stone, Thain-Smith, Lowe, Lloyd, Milne, Patrick (Deputy Mayor), Pike, Rennie, Robinson, Satchwell, Sceal, Scott, Mrs Shimbart, Turner, Wade and Weeks

Meeting: Council

Date: Wednesday 22 September 2021

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:

Daniel Toohey
Monitoring Officer

14 September 2021

Contact Officer: Jenni Harding 02392 446234
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PART 1 (Items open for public attendance)

1 Apologies for Absence

2 Declarations of Interests

To receive any declarations of interests from Members.

3 Minutes

1 - 4

To confirm the minutes of the last meeting held on 16 June 2021.

4	Mayor's Report	5 - 12
5	Public Questions Under Standing Order 27.5	
	<p>To receive questions from, and provide answers to, the public, provided they have been submitted in accordance with the requirements of Standing Order 27.5, which is to deal with any public questions notified no later than 12 noon three working days before the meeting and in accordance with the Council's protocol for public questions.</p>	
6	Cabinet/Board/Committee Recommendations	13 - 176
	<p>To consider any recommendations from the Cabinet and other Committees.</p>	
1	Cabinet – 08 September 2021	
	<p>HBC Climate Change and Environment Strategy 2021-2026 “RESOLVED that Council be recommended to adopt the Climate Change and Environment Strategy 2021 to 2026.”</p>	
2	Planning Policy Committee – 19 July 2021	
	<p>Emsworth Neighbourhood Plan “RESOLVED that:</p> <ol style="list-style-type: none"> 1) Council be recommended to adopt the Emsworth Neighbourhood Plan with immediate effect, so that it becomes part of the statutory development plan for the area.” 2) “Council agree, in accordance with section 7 of the submitted report, that an additional 10% of the CIL collected in Emsworth ward should be allocated specifically to Emsworth, backdated to monies collected from 1 July 2020. 	
3	Licensing Committee – 14 September 2021	
	<p>Caravan Site Licensing (residential sites): Fit and Proper Determination Policy “RESOLVED that Council be recommended to approve the attached Caravan Site Licensing: Fit and Proper Determination Policy 2021 – 2026 and the appended fee procedure.”</p>	

4 Standards Committee – 13 September 2021

Appointment of the Independent Person Panel

“RESOLVED that Council be recommended to approve the appointment of Mr Andrew Kirk, Mr David Heck and Mr Peter Moore to an Independent Persons Remuneration Panel.”

7 Leader's Report 177 - 180

8 Cabinet Lead Reports 181 - 212

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 27.4.1

To receive questions from Councillors in accordance with the requirements of Standing Order 27.4.1, submitted by 12 noon three working days before the meeting.

11 Urgent Questions Under Standing Order 27.4.2

To receive urgent questions from Councillors submitted in accordance with the requirements of Standing Order 27.4.2, received no less than two hours prior to the start of the meeting.

12 Committee Appointments

13 Acceptance of Minutes 213 - 214

The Council to receive the minutes of Committees:

Governance Audit & Finance Board – 01 February 2021

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=477&MId=11278>

Cabinet – 10 February 2021

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=128&MId=11076>

Development Management Committee – 25 February 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=127&MId=11124>

Planning Committee – 10 March 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=530&MId=11328>

Planning Committee – 18 March 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=530&MId=11356>

Joint HR Committee – 23 March 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=11360>

Audit Committee – 24 March 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=528&MId=11299>

Planning Policy Committee – 29 March 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=531&MId=11359>

Overview & Scrutiny Committee – 31 March 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=532&MId=11364>

Cabinet – 07 April 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=128&MId=11077>

Extraordinary Planning Committee – 29 April 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=530&MId=11375>

Planning Committee – 27 May 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=530&MId=11322>

Cabinet – 02 June 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=128&MId=11330>

Audit & Finance Committee – 09 June 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=528&MId=11301>

Planning Committee – 24 June 2021
<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=530&MId=11323>

Joint HR Committee – 29 June 2021

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=142&MId=11430>

Cabinet – 30 June 2021

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=128&MId=11416>

Planning Policy Committee – 19 July 2021

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=531&MId=11432>

Audit & Finance Committee – 21 July 2021

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=528&MId=11433>

GENERAL INFORMATION

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Internet

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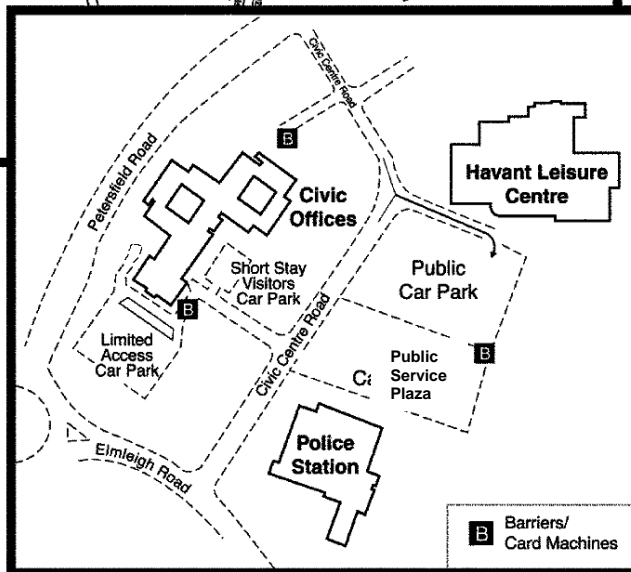
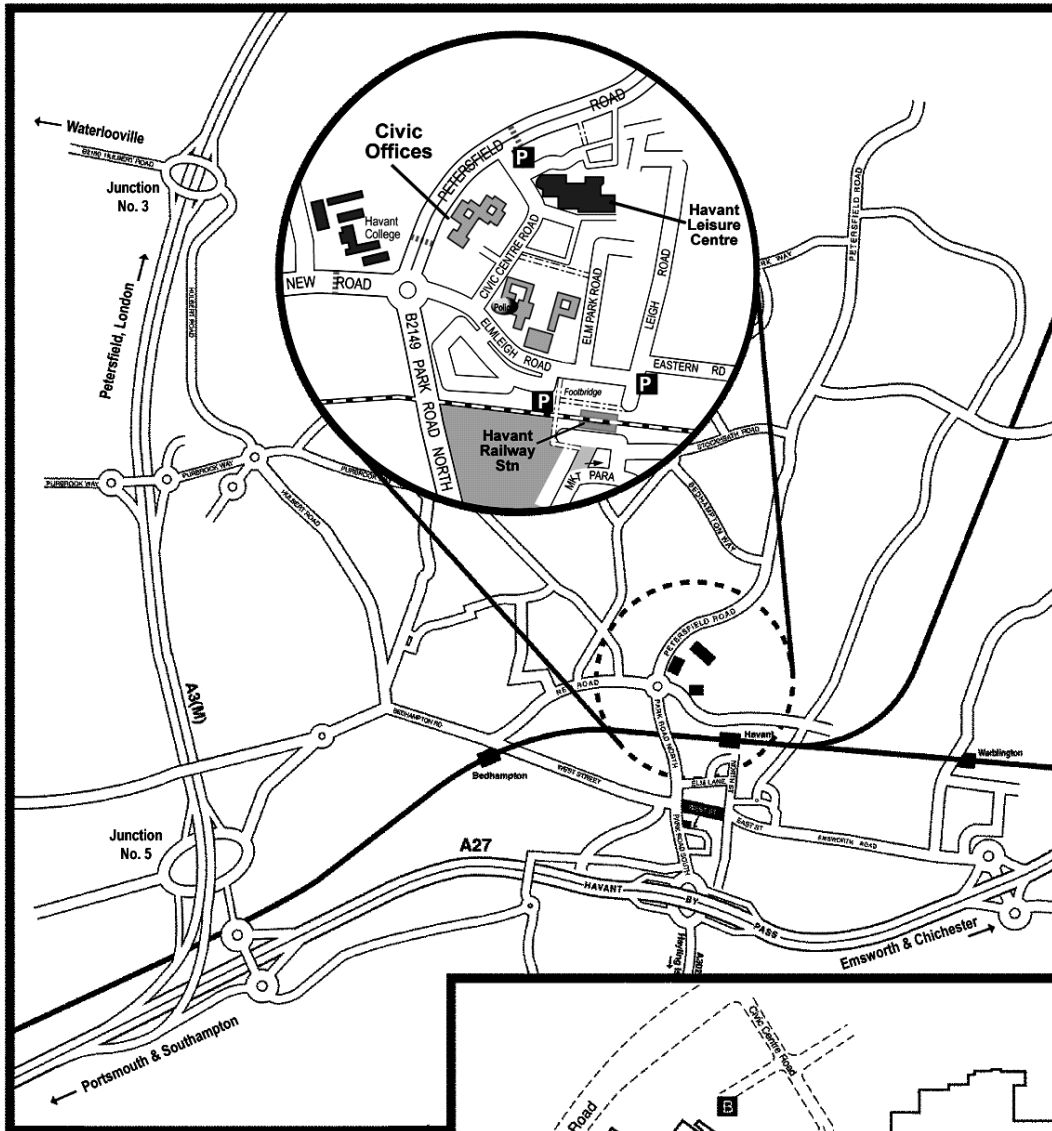
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Havant

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 16 June 2021

Present

Councillor Raines (Mayor)

Councillors Moutray, Jenner, Inkster, Patel, Thain-Smith, Robinson, Bains, Bowerman, Branson, Crellin, Francis, Howard, Hughes, Keast, Kennett, Lowe, Lloyd, Milne, Patrick (Deputy Mayor), Pike, Rennie, Satchwell, Sceal, Mrs Shimbart, Turner, Wade and Weeks

1 Apologies for Absence

Apologies were received from Councillors P Bains, Gary Robinson, Linger and Scott.

2 Declarations of Interests

There were no declarations of interest from the members present.

3 Minutes

Proposed by Cllr Crellin and seconded by Cllr Sceal it was RESOLVED that the minutes of the Council held on 19 May 2020 be confirmed as a correct record.

4 Mayor's Report

The Mayor's report was provided as a supplementary paper.

There were no questions in relation to the Mayor's published report.

5 Petitions

Mr Owens introduced the petition titled 'Hayling Sewage Watch: Help stop Hayling Beaches being polluted with untreated sewage'.

Cllr Satchwell as the relevant Cabinet Lead, thanked Mr Owens for his address and for sharing the petition with Council.

Cllr Satchwell requested that the Council notes:

- The petition and concerns raised by residents.
- That Southern Water is the statutory undertaker for sewage treatment, and has indicated a commitment to improving the capacity and efficiency of their

systems; (<https://www.southernwater.co.uk/the-news-room/the-media-centre/2021/may/save-our-harbours-summit-commits-to-action>)

- That the Environment Agency continue to give our seafront bathing waters an Excellent rating, with regular weekly testing during bathing season.

This motion was duly seconded by Cllr Pike and following a vote was declared carried.

It was therefore RESOLVED that Council:

- Continue to promote Hayling Island as a safe and accessible destination, noting the regular weekly testing undertaken by the Environment Agency.
- Implement new signage across Hayling Seafront to signpost visitors to water quality information as part of the wider Hayling Island Seafront Strategy.

6 Public Questions under Standing Order 27.5

No public questions had been received under Standing Order 27.5.

7 Appointments

Proposed by Cllr Rennie and seconded by Cllr Satchwell it was RESOLVED that Council:

APPROVE the following:

- (i)
 - 1 the appointment of Councillors to the Committees as outlined in Parts A and B;
 - 2 the appointment of Chairs and Vice-Chairs (as appropriate) to those Committees as set out in Parts A and B;
 - 3 all such appointments to remain in place until the next Annual Council meeting 2022; and
- (ii) the sundry appointments set out in Part C be APPROVED, such appointments to remain in place until the Annual Council meeting in 2022.

8 Leader's Report

The Leader had nothing to add to his published report.

9 Cabinet Lead Reports

Cllr Bowerman updated that, following discussions today between senior Directors at Norse, the Council's Chief Executive, and the Council Leader, to work through all the issues of the last few weeks; a full apology was given by Norse.

The senior Directors from Norse have pledged to investigate the recent service issues and find improvements for the future and resolutions quickly. Cllr Bowerman will further update on this issue in the near future.

Cllr Gwen Robinson updated to her published report, indications are, there are no cases of the Delta variant currently in the Borough.

10 Cabinet Leads and Chairmen's Question Time

In response to a question from Cllr Keast about waste collection issues in the Borough, Cllr Bowerman acknowledged that it would take time to clear the backlog.

In response to a question from Cllr Francis, Cllr Bowerman confirmed that consultation is underway with regards to the Environment Bill, which food waste collection may form part of. There will be an All Member Briefing on the Environment Bill in the near future.

In reply to questions from Cllr Hughes regarding West Beach, Cllr Pike confirmed that there were no immediate plans to alter the MTFs forecast in light of changes to the number of parking spaces available, but this would remain under review. Cllr Pike further confirmed that Cllrs are working together to bring forward a revised strategy for West Beach.

Cllr Satchwell further confirmed to Cllr Hughes that it was the Cabinet's intention to see if a viable solution can be found that includes West Beach.

Cllr Thain-Smith responded to Cllrs Francis regarding the Climate Change and Environment Strategy, confirming that the strategy has been written and is going through the democratic process. Following presentation of the strategy to Full Council, an Action Plan will be published.

11 Questions Under Standing Order 27.4.1

No questions had been received under Standing Order 27.4.1.

12 Urgent Questions Under Standing Order 27.4.2

No urgent questions had been received under Standing Order 27.4.2.

13 Notices of Motion

Council considered the following Motion, proposed by Cllr Milne and seconded by Cllr Lloyd. Cllr Milne was given an opportunity to present her Motion to Council:

1. to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
2. that organised firework display events will be circulated to the Safety Advisory Group (SAG) for comment through the standard events procedure. Where fireworks events are to take place on public land, additional controls may be applied on a risk-based approach. Advertising of such events will be provided ahead of time through HBC's communications team.

Cllrs debated the motion and Cllr Rennie proposed an amendment to the motion to remove the first part, duly seconded by Cllr Pike.

Following a vote, the amendment to the motion was carried.

Cllrs debated the amendment and following a vote the amended motion was carried.

It was therefore RESOLVED that:

- Organised firework display events will be circulated to the Safety Advisory Group (SAG) for comment through the standard events procedure. Where fireworks events are to take place on public land, additional controls may be applied on a risk-based approach. Advertising of such events will be provided ahead of time through HBC's communications team.

The meeting commenced at 5.00 pm and concluded at 5.45 pm



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Mayor's Report
Wednesday 22nd September 2021

13th May. Beauty Clinic cheque presentation.

I met Tom in the car park and we walked round to the Beauty Clinic in Leigh Park to accept a cheque for the Mayors Charity. Lee and Li, we're such generous people. We had a lovely conversation, and I stayed a lot longer than anticipated. For those of you that know me, know I love Orchids and the word Li is Chinese for orchids, also I have invited them both to the Mayors coffee morning in September and it is Li's birthday, so I will make her a cake.

10th June. Litter picking in Cowplain.

I arrived at 10:30 and met Daniel in the carpark and Ryan too who was the undertaker for the Co-op Funeral parlour In Cowplain. The Co-op were sponsoring the Cowplain "Trash busters", to help raise money for longer litter pickers, to help get stuff out of hedges and long grass. We had our photo taken by the Evening News first, I then spoke to some of the litter pickers. I deliberately wore flat shoes and raincoat and trousers, so that I could help litter pick too. We had great fun, they were such a lovely group of people from all different backgrounds, I had a long conversation with a pathologist from Queen Alexandra hospital who is a litter picker, also a long conversation with a young lad with mental health problems. The cakes were lovely, and we finally drew the raffle. I have never seen so many cigarette ends as that before, there must be some heavy smokers, that and finding a knife blade, was a bit shocking.

17th June.

Armed forces Briefing via Zoom. The briefing was introduced by CEO Patrick Crowley on behalf of the "SERFCA "Reserve Forces and Cadets association for the South East. It was a general overview of what had been happening during Covid and most meetings had been held remotely.

Their Motto is, 'To build and nurture enduring relationships with the wider community'.

The meeting explained the importance of working together as a team, also the importance of looking after your mental health.

21st June. Armed Forces Day flag raising.

Sue and I left Hayling at 10:00 and arrived at the Plaza to get changed for the short service and flag raising. Two of the Cadets came too, Lisa and Freddy, both very smart in their uniforms. Lisa did a reading after Sue Moss. The Mayor's chaplain did an excellent speech that encompassed the true reality of War. My speech was very short and the ceremony sadly had very few guests due to Covid constraints.

The facilities team did a great job as always, preparing the flag for Freddy to hoist and he did a good job too, I think the parents were very proud. We are very lucky to have them.

22nd June. Zoom meeting with Portsmouth Water boss, Bob Taylor.

I had researched first which had helped a little, I think he was impressed when I gave him the date that they started in 1857. He gave an interesting overview of the company and the work ethics, especially as most of the staff have worked there a long time, often other family members too. He did talk about the amount of water they produce, 170 million litres of water per day. He also went on to explain the mechanics of the Company and spoke about the "Thicket and plans for the future. They are hoping to become carbon neutral by 2030 and have won 2 Gold design awards.

27th June. The opening of the Hampshire Beauty clinic in Leigh Park.

Despite being a little disorganised in the beginning the day went well, and we were there for 4 hours in total.

First, we cut the huge ribbon to declare the shop open. There were lots of family and friends milling around outside. Lee and Li made us both feel so welcome. The Lion dance was amazing and to see it up close was a real honour. A young lady sang and played the guitar, she was the daughter of a friend. We were both very well looked after, there was tons of food and we cut the cake, all very impressive. We both sat outside at a distance with a former Mayor, Faith Ponsonby, and her husband (Faith was Mayor in 2016/2017). We had some beautiful Chinese food, after the cake, it was all delicious. I was asked to call the raffle tickets, they had some amazing prizes and so many of them, they had also raised money on-line too for the Mayors Charity. They raised a staggering £1082, an amazing amount, but a very humbling experience for the both of us.

29th June. Zoom meeting Havant climate alliance

A great meeting with Sue James, 2 of her colleagues and Anne Thurlow joined us too. We discussed the Green week for September which will also be during the same week as the Mayors first Coffee morning at the Plaza on Friday the 24th of September between 10:30 and 12.

An idea was discussed to ask local school children if they would like to design a poster and banner to advertise the event, Sue and Anne contacted the Schools and Sophie Fullerlove, Sue James and myself will be judging them at the Spring in Havant on the 19th of July. The children who have designed the winning poster and banner, will both receive a book token.

2nd July. Langstone Harbour board annual tour.

Sadly, we were unable to attend this last year due to Covid. Colin from the Hayling Ferry very kindly ferried us about as the Delilah is in for a refit. We saw some seals at the top of the harbour by Langstone and there were a lot of children in canoes having fun and some getting very wet.

4th July. Romsey Abbey.

We left early to allow plenty of time to find somewhere to park, there was a farmer's market on in town, so we had to drive round twice as most of the streets were closed off to find somewhere to park. Eventually after parking we found a coffee shop as we were really early. We both walked to the Abbey, an impressive building with an interesting history. When we arrived, we were shown to our seats and sat behind the Mayor of Eastleigh which is where we sat at Winchester cathedral too, so it was nice to see some familiar faces. The choir sang beautifully and there were several readings. We all had to queue for ages to leave the building, a bit like a wedding as everyone was talking to the chaplain and the Mayor of Romsey. This was followed by dinky canapés and something to drink. We managed to talk to the Mayor of Winchester, we were on one of the same committees together and to Cynthia and Derek from Eastleigh, we had our photos taken and thanked the staff at the Abbey and walked back to the car. I am so not used to walking in heels, by the time I got back to the car I was hobbling, but it was a great day and lovely to play a small part in the ceremony.

5th July. NHS Flag raising.

This was a very small ceremony. I met Sue, my chaplain outside and Neill who was sorting the flag out for me, not being used to flag raising, unlike Graham. I raised the flag just before we had 2 minutes silence. Again, Sue did an amazing speech about the NHS and the care and love that they all showed for the population during these difficult times. I thanked Neill and Sue after a few photos, it lasted all of 5 minutes.

8th July. Charity Golf Day at Waterlooville.

This was a huge success, with very grateful thanks to Waterlooville Golf Club, Tony Briggs, Anne Thurlow, Neill Payne, and Andy Vassallo. Without their help it just wouldn't have taken place for which I am eternally grateful. We set up the table and registered all the players, teeing off at 12, we had a few photos first, then prepared myself for my first shot, fortunately I hit it and it went for miles in a straight line, I was so chuffed, I was worried that I would miss, having never played golf before. I left just after 1 o'clock and popped into Asda

on the way home to buy some flowers for the auction for later in the evening. I had great fun sorting the flowers out. Graham came home from work and we got changed and went back for 6pm, don't worry they said, it will be casual, so poor Graham wore an open short sleeve shirt, much to Neill's amusement. We had a lovely meal and great company too. The evening was a great success and Tony did well with the auction, even though he forgot about my speech, but that gave me a bit more time to prepare myself. I did thank everyone for working so hard and the players, the staff and everyone for coming. I did mention Graham too as it put the lifeboat and their work into context as Graham had been called out twice last week in the same day. He had a standing ovation; I was so proud of him.

17th of July.

Hayling Voluntary Services and Rowan's combined jumble sale. 10:00 until 12:00

I was greeted by Matt Rugman and Lin Green of HVS, they even had a "throne for me at the front entrance, to sit and welcome the guests. It was actually a refurbished Mahogany commode, which I felt was very fitting in my previous role as a Nurse.

I bought a radio for my dad, some wellies for my Granddaughter and they gave me a huge cake before I left, I gave it to the facilities team to have with their teas and coffee.

In the afternoon both Graham and I attended the "Skate park Jam. An open afternoon to promote Skateboarding and BMX cycling also to raise awareness of the importance of exercise for youngsters and older people too. It was also a fundraiser to enable new concrete ramps to be installed at a later date. Sadly, a young lad fell off and had a nasty laceration to his hand, he was formerly a pupil at the Hayling college last year and he recognised Graham. I cleaned his wound and patched him up, much to the delight of his Mum.

20th July

Spring Arts Centre.

I had been to the Spring Arts centre the day before to judge some pictures done by youngsters of local schools within the Borough to help celebrate Green week in September.

We were welcomed by Sophie Fullerlove the director of the Spring centre with a soft drink before we wandered round looking at all the artwork. We are very lucky to have so many talented people living in the Borough.

A chap called Tom had the most votes from everyone with his depiction of a "Rower" and his huge hands, it was a very clever painting, we did suggest to him that it would make a great card, he said he would think about it.

It was nice to catch up with Councillor Crellin, Councillor Weeks and Councillor Branson.

I was asked to give a short speech after Sophie and thanked everyone for attending and congratulated Tom on his artwork.

23rd of July

Sea Angling Spectacular at Northney.

Both Graham and I attended a new event at Northney Marina which they hope to make an annual event.

It was a sea angling event with all fish being returned to the sea, unlike most fishing events.

Sadly, neither the Lord Mayor nor deputy from Portsmouth could attend due to Covid.

Our host Ross Honey led the speeches with great emphasis on recycling and care for the environment, something that I hold very dear to my heart. Richard Craven the Chichester Harbour board was also there, and I gave a short speech, but sadly he had to dash off as his wife had broken her leg that day.

I concluded the speeches and thanked everyone for coming, but more importantly caring for our environment. The event was concluded with a chicken salad supper.

24th July. 2021.
Hayling Hi Fest music festival.

Both Graham and I met Tom from the facility team at the West Town pub, we were also met by Pam and Alan from the Hayling Lions club, for which the event had been organised to help fundraise for local charities. Maxine the landlady made us all a coffee and we spoke to some of the "artists, before having our photos taken by the Evening News.

After about 2 hours we went to Ralph's wine bar in Mengham and bought lunch and listened to more music from a very talented young man.

We then moved on to the Hayling Billy pub and listened to some great sea shanty type music. Again, the talent and enthusiasm were infectious, it was great to see many people genuinely enjoying themselves, something that we had not experienced for a long time.

26th of July
Rowan's Charity shop opening in Havant

I was met by Daniel the driver, we both decided to park at the big Tesco carpark and walk into the town as it was a lovely day. We were met by the fundraising manager and performed a ribbon cutting ceremony to formally open the shop, followed by official photos from the Evening News. It was nice to wander round the shop where I bought some clothes for the grandchildren but also a top for me for Mayoral duties. I stayed and talked to the volunteers and also a trustee, that used to work at Queen Alexandra hospital years ago when I worked there, he has since retired and spends his time helping raise money for the charity.

31st of July
Havant Rugby Club open day.

We were both met by Andy one of the facilities team who handed us our chains, then met by Alan, who is the CEO of Havant Rugby club.

We were given a tour of the building and facilities and also senior members of the team. We both waited in the members lounge for another Rugby colleague who introduced us to the children playing on the field adjacent to the club, again the enthusiasm of the club officials and the players was most impressive, had I have been 10years younger I would have joined them. They all seemed to be having so much fun.

We were treated to lunch a little later before presenting the awards to some of the players. I had a job to reach some of the older players with their ribbons as they were all so much taller than me and thought it was really funny to have to bend down for me to reach them. We had a brilliant day, and everyone made us both feel so welcome.

2nd August
Langstone technology park Fitness Centre Opening.

Simon, the facilities officer and I had arrived really early to miss the traffic so went twice round the large carpark, which was really great as I love walking anyway, so gave me time to "loosen up before I was being let loose on the Gym equipment. Mitch Avis took us on a tour of the park first, I didn't realise that so many companies operated from there. We then went to meet the team at the Fitness centre, it was very quiet with only a few people in there using the equipment. I did ask if I could take some photos to keep the Mayoral social media account up to date, so we took a few photos and left.

As Simon and I were walking towards the car, I said to Simon that they had missed a perfect opportunity to promote their business, so we both went back to take some more photos, they must have been thinking the same as they all piled out of the door as we got there, so, needless to say, more photos.

6th August

Waterlooville u3a celebrations.

I met the Chairman of the U3A and we went inside to meet the rest of the group, we both trotted round at a pace to try and see everyone before having a cup of tea and a speech before going round again at a slower pace to talk to everyone about their involvement with the group, most of the group were passionate about the areas that they were interested in, making it a very enjoyable experience talking to them all.

Later on, I cut the cake and made the usual speech thanking everyone. I managed to speak to everyone but left as they started to clear up around me. It was a really interesting afternoon.

7th August

BS Care in the park, thank you picnic for carers.

It had been heavily raining all day and Graham and I both arrived in the rain with Daniel.

Graham and I both spoke to service users and staff about the importance of good care. We also spoke to the carers and managers and listened to their stories of recent events and the devastating effects of Covid, with both the carers and their families. After the rain stopped, I asked some of the younger children to help me with the raffle, which we all enjoyed. As the sun came out the "Piper played too, Graham loves piped music, I must admit, it did make me feel very humble to be there and share their time and play a very small part in the afternoon.

12th August

Mengham Rythe Sailing club volunteers' drink.

Having been a volunteer all week at the Hayling Island Sailing club race event, this was an event to formally thank all those involved. It was great to attend as it is just up the road from where we live. We met Simon in the carpark and put our chains on. It was great to see everyone on the balcony, I felt really proud to play a small part in such a big event, we all enjoyed a drink and ploughman's, followed by flowers presented to me and speeches too. I thanked everyone for the flowers and managed to talk to most of the volunteers, some of which, never realised that it was us as Mayor and Consort.

14th August.

Havant Rugby Club 70th Anniversary.

We were met by Alan, the CEO who showed us to our table and Diana and James came too. The tables were beautifully laid out too. Gwen Blackett's son was there who is one of the England Rugby club bosses.

Graham had taken her out on the Lifeboat years ago for a trip out in the harbour when they got tasked to a call. On the service return he did the next day, RNLI head office wanted to know why the Mayor was on board. It wouldn't be allowed now!

19 August.

Sam's Sunflowers

Graham used to work for Stoke fruit farm years ago after he left school, so we have both known the family for years. It was a real delight to be invited to see the work they had done to make the sunflowers such a success. It was an amazing experience followed by tea and scones and lots of personal photos, also the grandchildren were there too so it was a great day.

21st August.

Co-op Mengham Fundraiser

I was invited at the last minute to attend a fund raising event at the local Co-op on Hayling Island. When there I met up with a friend's son - he had a lovely time; we both had a go at boxing and spoke to a few residents after having our photos taken for the local paper. I was unable to stay long as I had a hen party to go to at 1pm.

25th August.

Hayling Island Amateur dramatic society "A bunch of Amateurs.

This was the first play of the year following the outbreak of Covid, we all sat at a distance with our masks on, however, it was nice to get completely lost in the production about a group of amateur dramatics possible loss of venue for the group and trying to persuade a famous American player to join them. It was very well played and we both enjoyed it.

26th August.

Berewood, Grainger homes.

I was invited to visit the site to see for myself the amount of thought that had gone into the planning and organisation of a 250-acre site over 10 years for completion. I met up with Vivian Ascherl, the Mayor of Winchester too, we were both on the same committee, The Health and Overview Scrutiny Panel for the NHS so it was nice to see a familiar face, we were both shown round the vast site, followed by a presentation with tea and biscuits. The residents had been involved throughout the process, including a Primary School a health centre and local community centre too.

30th August

Emsworth show, Thorney Island.

Again, we both arrived early, to miss the queues and drove straight to the front of the carpark to our allotted space. We were met by Sarah after meeting with Daniel first, to put our chains on. We met Faith Ponsonby a former Mayor who was the organiser. After a brief history of the group and a 150-volunteer force to help with the organisation of the show that had sadly outgrown its venue in Emsworth due to its popularity had moved to the Christian life church in Thorney Island. We walked round and spoke briefly to some of the stall holders, but when we visited the Portsmouth Reptile centre, I could see Graham visibly withdrawing, he is terrified of snakes. We were introduced to "Syphon the Python, a 12-foot albino Burmese python, was draped round the neck of one of the handlers, when he asked if we would like a photo, I didn't think I would see Graham for dust, he reluctantly held the tail, while I held the head. We both made it into the local news. I was so proud of Graham, all in a day's work you might think, but not if you are terrified of snakes.

We then went to the announcements tent and did a short speech thanking everyone and also how brave my husband had been to which he received a round of applause. I also received a bunch of flowers too, which was unexpected as I had taken some for Faith from us as it had been a special birthday for her recently. We both had a light lunch and were then left to wander round and talk to the visitors. Everyone seemed so happy to be out in the open enjoying the show that everyone had worked so hard to arrange.

A great day was enjoyed by all including us, we were shattered when we got home and after a cup of tea, both had a snooze to recharge our batteries.

3rd of September

Raising of the Red Ensign

To commemorate the Merchant Navy, we raised the flag in a simple ceremony assisted by Simon from the facilities team, a photo was taken for social media.

7th of September

A visit to the High Sheriff of Hampshire in Basingstoke.

An amazing evening talking to the Coleman family from the "Coleman's mustard factory. One of the family had been High Sheriff last year but unable to celebrate the occasion had let this year's High Sheriff use her beautiful home and gardens, set in 4000 acres of perfectly manicured lawns and borders, complete with peacocks, canapés and sparkling rose' and iced Rhubarb soft drink.

Fortunately, we knew David from Portsmouth and Vivian from Winchester. We met Sir Michael Coleman briefly and Phillip Sykes, the High Sheriff of Hampshire, welcomed us to the evening and he explained a little about his background. The role is purely voluntary and there are only 12 in the country, the term being for one year only - similar to the Mayoral year but dating back to the 1100's. We both had an interesting evening despite the long drive there and back, a most memorable experience.

The theme for the Mayors coffee morning in September was to support green week, and was arranged at the start of the Big Green Week, launching a programme of events organised by Havant Climate Alliance. So we used China cups with fair trade tea and coffee. The morning was held at St Faith's Church and we were made really welcome. We were grateful to receive donations of cakes and raffle prizes and pupils from St Thomas More's School came and sang. The morning was a celebration of all things green within the Borough.

For me, it is such an honour to be able to represent the Borough in a positive way and to meet so many lovely residents too. Also, a big thankyou to all my colleagues who support me, especially my family, but also the facilities team and officers, I couldn't do this without your support, and I thank you all sincerely.

Thanks, Rosy

Rosy Raines

Cllr Rosy Raines
Mayor of Havant
Councillor, Hayling East ward

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NON EXEMPT

HAVANT BOROUGH COUNCIL

Council

22 September 2021

Havant Borough Council Climate Change and Environment Strategy
2021 to 2026

FOR DECISION

Portfolio: Climate Change and Environment

Cabinet lead: Cllr Julie Thain- Smith

Executive Director: Simon Jenkins

Key Decision: No

Report No: HBC/012/2021

1.0 Purpose of Report

- 1.1. On 08 May 2019 Havant Borough Council published a climate statement. This paper presents a draft Climate Change and Environment Strategy for the next 5 years 2021-2026 developed to implement commitments made by the statement.

2.0 Recommendation

- 2.1. That Havant Borough Council recommend Havant Borough Council's adoption of the attached Climate Change and Environment Strategy 2021 to 2026.

3.0 Executive Summary

- 3.1. Following the publication of the 'climate statement' mentioned in 1.1 above, Havant Borough Council leadership appointed a cabinet lead for the climate and environment, Councillor Julie Thain-Smith in July 2020. Consultation events in December 2020 and March 2021 with residents and Havant Borough Council members raised priorities for Havant Borough Council and shaped the attached Climate Change and Environment Strategy document.
- 3.2. The strategy sets out the Council's vision, approach and priorities for addressing climate and environment challenges we all face, and links to national and international commitments for climate mitigation.
- 3.3. An Action Plan itemising individual initiatives will follow the adoption of the strategy. See priority HM on page 14.

4.0 Additional Budgetary Implications

- 4.1. None directly arising from this report. Each initiative identified and linked to the priorities in the attached climate change and environment strategy will be evaluated and funding identified with separate business cases. (Similar to the approach taken in East Hampshire District Council under their adopted Climate & Environment Strategy.)
- 4.2. For the current financial year 2021/22, there is no budget. Some joint initiatives with East Hampshire District Council, climate awareness programme for staff and Councillors, and zero cash initiatives for example community engagement, tree planting and policy updates will be the focus for the next (the first) 6 months. These are necessary foundation initiatives and will allow subsequent years budget to be planned.
- 4.3. Since the approach for addressing climate change is to integrate objectives and actions across all services, budgets and budget planning processes must identify options for Havant Borough Council to become carbon zero, with associated marginal costs -if any- of migrating to low carbon operations.
- 4.4. S151 Officer: It is clear that this report and the strategy cause no direct financial implications for the Council. Furthermore, any proposed, specific actions arising from the strategy will be fully costed and a business case for funding will be presented for consideration before any additional costs are incurred.

5.0 Background and relationship to Corporate Strategy

- 5.1. The corporate strategy already contains reference to environmental sustainability and climate change. This strategy put those references into context, and provides a comprehensive set of priorities to guide the organisation's plan for action.

6.0 Options considered and reasons for the recommendation

- 6.1. Hampshire County Council, the Solent LEP and all neighbouring local authorities have identified climate change as a priority. The Climate Change Act 2008 has a legally binding target for the UK to reaching net zero carbon emissions by 2050. Therefore the options under consideration are concerned with the time frame for reaching net carbon zero. This strategy represents the first five year period and is aligned with national carbon reduction targets.

7.0 Resource Implications

- 7.1. The strategy does not in itself have any additional resource implications. Each initiative will be proposed with a business case to evaluate resource implications and options for delivering specified outcomes. The Climate and Environment Lead officer is a dedicated resource to coordinate the delivery of the strategy objectives.

8.0 Legal Implications

8.1 Gina Homewood – 1 June 2021. The adoption of the strategy itself does not have any significant legal implications, but as each initiative is brought forward for implementation any specific legal implications will be addressed in the appropriate reports.

9.0 Risks

9.1. The risks posed by the climate crisis are well documented: scientific evidence demonstrates action must be taken immediately to reduce greenhouse gases and avoid catastrophic impacts of severe weather events and damage to ecosystems that will have an adverse and irreversible impact on everyone.

9.2. Without a plan of action based on adopted strategy the organisation risks failing to deliver. Council service areas need this strategy to deliver the changes we need. Services must embed climate and environment criteria in business plans, decision-making, and across the range of policies that underpin service delivery.

9.3. Swift and easy zero-cost opportunities risk being missed. For instance, we risk lost opportunities for building collaborations with other public bodies including Hampshire County Council and influencing positive change through our role as a planning authority for residents communities and enterprises.

10.0 Consultation

10.1. The Cabinet Lead for Climate and the Environment has hosted two (online) events in December 2020, and March 2021. Attended by approximately 60 people including local residents, and fellow Councillors, these events have helped to identify priorities and have shaped the attached climate change and environment strategy.

10.2. The consultation activity has forged links with local community groups concerned about local impacts of the climate crisis. The strategy is aimed at enabling everyone to play their part in addressing climate and environment.

11.0 Communication

11.1. Internally, the strategy identifies a need to embed climate and environment awareness for all staff and Councillors. An initiative is already specified to deliver this through a Climate Awareness Programme (to be provided online via MS teams).

11.2. Externally, a communications plan identifies key stakeholder groups, and most appropriate channels for one to many, and many to many communications messages. A collaborative and inclusive approach is envisaged. Support from the communications team to update and maintain information on our web pages is in hand.

12.0 Appendix

12.1. *Draft* Climate Change and Environment Strategy 2021 to 2026 - attached as pdf.

13.0 Background Papers: *none*

Cabinet lead: Julie Thain-Smith 26 April 2021

Executive Director: Simon Jenkins 17 May 2021

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Havant Borough Council
Climate Change and Environment Strategy 2021-2026

Havant Borough Council

Climate Change and Environment Strategy 2021-2026

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Foreword by Julie Thain-Smith, Cabinet Lead

I am pleased to introduce the Havant Borough Council Climate Change and Environment Strategy 2021-2026.

In developing this strategy, we have made a determined effort to explore what is within Havant Borough Council's sphere of influence to drive the change we need. We will collaborate with others on how this is achieved. It is essential that all potential effects and impacts on the environment are mandated as material considerations in all decisions, policies or guidelines that Havant Borough Council makes or produces.

This strategy will evolve as we deliver it, learning as we go, leveraging influence and working collaboratively across our Borough.

The decisions that we make as an organisation over the next five years have the potential to have a far-reaching and positive impact on our climate. With this strategy, guided by the science, and based on evidence for optimising outcomes, we will strive for the best outcomes for the climate and environment.

The prize is a future for the next generation of Havant residents which embraces a low-carbon economically-vibrant, inclusive community, and where health and wellbeing is enjoyed by everyone.



Julie Thain-Smith, Cabinet Lead

Endorsement of the Chief Executive

The Leadership of Havant Borough Council recognises that the climate crisis poses a key risk for the authority. The first step was taken in in May 2019 with a motion that recognises that we all have a part to play in reducing harmful emissions and improving the environment.

My role as Chief Executive is to take that mandate and embed behaviours across the whole organisation to tackle the climate crisis.

This Climate and Environment Strategy 2021-2026 firmly establishes a collaborative and integrated approach that embraces how I lead the officer team to deliver all our services, including those provided through our strategic partners.

The first objective laid out in this document is for the Council to reach carbon net-zero operation by or before 2050. But the challenge is greater than that: we also need to use our influence as community leaders and the planning authority to deliver carbon net-zero development, whilst securing a vibrant low-carbon economy.

The second objective in the strategy is to protect and enhance the local natural environment. It is crucial to take an inclusive approach to deliver compelling opportunities for active travel, appreciation and enjoyment of the coast, beaches and open green spaces. Sea water and freshwater quality is an integral part of this priority, and we will continue to work with partners to deliver improvements, such as the Environment Agency and Southern Water.

Gill Kneller, May 2021

1. Executive summary

The purpose of this strategy is to provide a clear statement of the Council's climate change and environment objectives and identify priorities that will drive action and promote accountability.

There is irrefutable scientific evidence that climate change is having serious negative impacts on our livelihoods and communities.

We are all partners in the delivery of this strategy as individuals, families, communities, organisations, schools, colleges and enterprises across the Borough.

In May 2019, the Council acknowledged that Havant needs to respond swiftly to the nationally recognised need to reduce harmful carbon emissions. The wording of the motion to the council can be found in Annex 1.

This Climate Change and Environment Strategy has been shaped by stakeholder engagement with (virtual) open events held in December 2020 and March 2021.

The strategy provides a vision for Havant Borough Council and its priorities for the focus of the next five years. A delivery Action Plan will follow, to identify initiatives, and be implemented by business cases. By mainstreaming climate priorities across the organisation, the Council will report on progress and be accountable in our annual review.

The strategy describes two high level objectives for the strategy, to reduce carbon emissions to net-zero by 2050, and to protect and enhance the local natural environment. It covers spheres of influence to drive change and lift the level of ambition for a future where people and nature thrive. We want to take an inclusive approach, so everybody takes action to tackle the climate crisis.

2. The climate crisis

Climate change is a large-scale, long-term shift in the earth's weather patterns because of increasing average global temperatures. The results are seen in ever increasing severity and frequency of extreme and unpredictable weather events. Flash floods, storms and high winds, heatwaves, wildfires, summer droughts and coastal incursions have caused the climate challenges we face.

Human activity is responsible for the climate crisis: burning fossil fuels, intensified agriculture, polluting industrial processes and land-use change, clearance of vegetation increases green-house gases, changing the atmosphere, and altering the climate.

The impact is recognised globally. Everyone has a responsibility to take action, urgently.

3. National and International Policy context

The UN Intergovernmental Panel on Climate Change (IPCC) published a report in October 2018 which concluded that we have less than 12 years to act to avoid the worst impacts of climate change. The report highlights several climate impacts that could be avoided by limiting global warming to 1.5°C compared to 2°C, or more. It

suggests that limiting global warming to 1.5°C may still be possible with ambitious action by governments that signed the Paris Agreement.

This was strengthened by the IPCC *Sixth Assessment Report* published August 2021, which stated that human-induced climate change is already affecting many weather and climate extremes in every region across the globe.

In June 2019, the UK government amended the Climate Change Act 2008, committing to a net-zero carbon target by or before 2050. The UK as a whole must eliminate climate emissions from energy use in homes, transport, farming industry, and from all public services.

The UK government envisage local authorities as catalysts of change. Councils are experts in understanding their local areas, and delivering action mandated through national policy.

In October 2017, the government adopted the Clean Growth Strategy, proposing measures for decarbonising all sectors of the UK economy through the 2020s. It explains how the whole country can benefit from low-carbon opportunities, while meeting national and international commitments to tackle climate change. Amendments to this strategy have brought forward timescales for instance, banning the sale of petrol and diesel vehicles by 2030.

In January 2018, the 25-year Environment Plan confirmed the government's aim to take all possible action to mitigate climate change by continuing to cut GHG emissions, while adapting to reduce its impact through risk assessments and responses to floods, heatwaves, new pests and disruption to food production.

More recently, despite the impact of Covid-19, we have seen proposals and policies for a Future Homes Standard, Build Back Better, Living with Beauty and Active Travel (links to references provided [below](#)).

4. Local context and key challenges

Havant Borough Council is set on the south coast of England between Chichester to the east and Portsmouth to the west. It is located on the coastal plain between the South Downs National Park and the Solent. It comprises five areas: Emsworth, Hayling Island, Waterlooville, Leigh Park to Havant and Bedhampton in the centre. It is home to around 129,000 people (2017 estimate).

The existing cycling and walking network is extensive, and the flat landscape topography lends itself to active travel. Bicycles go free on local ferry services connecting Hayling Island.

Havant railway station is the best connected in South Hampshire and has direct services to London, port cities of Southampton and Portsmouth, and good connections to the east. Road links connect the borough east-west M27/A27 and northeast-southwest A3M.

The economy has moved from a largely manufacturing base with marine and technology businesses, towards more service-based economy with a focus on tourism and retail. Windsurfing has its origins on Hayling Island, and Beachlands continues to

be a popular location for the sport. Many higher skilled workers commute in to the Borough for work, whilst 59% of residents commute out for work (2019 estimates).

Of the 51,300 households in Havant (2018 census) more than 20% do not have an EPC Energy Performance Certificate. We know that almost 50% of EPCs are rated D or below. The Clean Growth Strategy set a target to upgrade as many houses as possible to EPC Band C by 2035. Since carbon emissions from domestic properties are one of the biggest contributors in Havant, it is likely that over 12,500 homes will need retrofitting over period of this strategy. This translates to around 2,500 homes every year.

There is only one 'neighbourhood' plan drafted (2021) in Havant's area: Emsworth. Additional funding from house-builder contributions (CIL & S.106) are made available to places with an adopted neighbourhood plan. The challenge is to support communities to develop neighbourhood plans, to give communities funding to address the climate crisis.

5. How to make a difference

You can make a difference:

- At home or at work, reduce energy use by making buildings energy efficient.
- Switch to renewable sources of energy.
- Choose locally produced food; reduce meat and dairy consumption.
- Switch to active travel: walk and cycle more, drive and fly less.
- Use resources more efficiently: avoid waste, reuse and recycle.
- Help us increase tree cover by planting a tree near to where you live.
- Join a local team keeping our coastline, open green-space and woodlands healthy.

Help by talking to friends and family about making small changes, they add up to influencing the future for good.

More information can be found by searching for Havant Climate Alliance and the Action Network. (Link 2021: <https://actionnetwork.org/groups/havant-climate-alliance>)

6. The Impact

Without action, rising global temperatures will increase the frequency and intensity of unpredictable weather events. The natural environment will be affected, with the loss of many species of flora and fauna. Ecosystems and the ecosystem services they provide will change and have an adverse impact on our economy and food supply chains.

The IPCC predicts:

- Climate change is expected to magnify regional differences in Europe's natural resources and assets. Negative impacts will include increased risk of inland flash-floods, more frequent coastal flooding and increased erosion.
- Glaciers will retreat and snow cover will reduce affecting winter tourism. There could be extensive loss of plant and animal species.
- In Southern Europe, climate change is projected to worsen conditions (high temperatures and drought) in a region already vulnerable to climate variability

and to reduce water availability, hydropower potential, summer tourism and, in general, crop productivity.

- The Panel also anticipate that there will be increased risks to health associated with heat waves, in particular for the young and the elderly.

For Havant, the impact of climate change will likely mean hotter drier summers with more chance of heat waves and drought and wetter, milder winters with more storms and increased risk of river and coastal flooding.

7. Tackling Climate Change

Our response to climate change will be managed on two fronts:

Mitigation: Taking action to reduce greenhouse gas emissions

Adaptation: Being prepared for the impacts caused by changes in our climate.

By developing a coherent approach to mitigation and adaptation, everyone in Havant will benefit by saving energy and money, and improved environmental performance.

Our residents and businesses benefit through an improved quality of life and being more prepared for the threats posed by the changing climate.

Through Havant Borough Council's Climate Change Motion and the production of this Climate Change and Environment Strategy, the Council is committed to reducing greenhouse gas emissions to net-zero by or before 2050 in line with national legislation.

You can keep in touch with the latest initiatives, with the Council's Community Climate Conversation initiative. Your Council wants to work with everyone for a sustainable future.

8. Havant Borough Council's Vision

The adoption of the strategy means the following statements will be true:

Havant Borough Council operations and services are delivered with net-zero carbon emissions. Changes to our policy framework are made soon as reasonably practicable, ahead of, or in line with national legislation.

Collaboration and cooperation with relevant agencies, partners, enterprises, and communities actively support the net-zero carbon ambition in all sectors.

Havant Borough Council members actively identify policy obstacles and lobby for change to address the climate and ecological crisis.

Havant is a carbon net-zero Borough, with the council enabling everyone to play their part, and to benefit from a sustainable, economically-vibrant society, where good health and wellbeing means that people and nature thrive in harmony.

The purpose of the strategy is to provide a clear statement of the Council's climate and environment priorities for tackling the Council's direct impact. Working with our

public and private sector partners and our communities, the Council will use its mandate to influence outcomes to accelerate and embed low-carbon outcomes.

9. Havant’s strategic objectives

STRATEGIC OBJECTIVE 1. CLIMATE

To reduce carbon emissions in line with the Climate Change Act 2008 to net-zero carbon by 2050 for all Council services, whether they are delivered by us, or through a partnership. To use the authority’s mandate as Planning authority for sustainable development. To influence and support our residents and enterprises in every sector to reduce carbon emissions to net-zero by 2050.

STRATEGIC OBJECTIVE 2. ENVIRONMENT

The ecosystem services provided by the natural environment represent a life-support system we all rely upon. Havant Borough Council works in partnership to protect, improve and enhance our natural environment locally for biodiversity net gain.

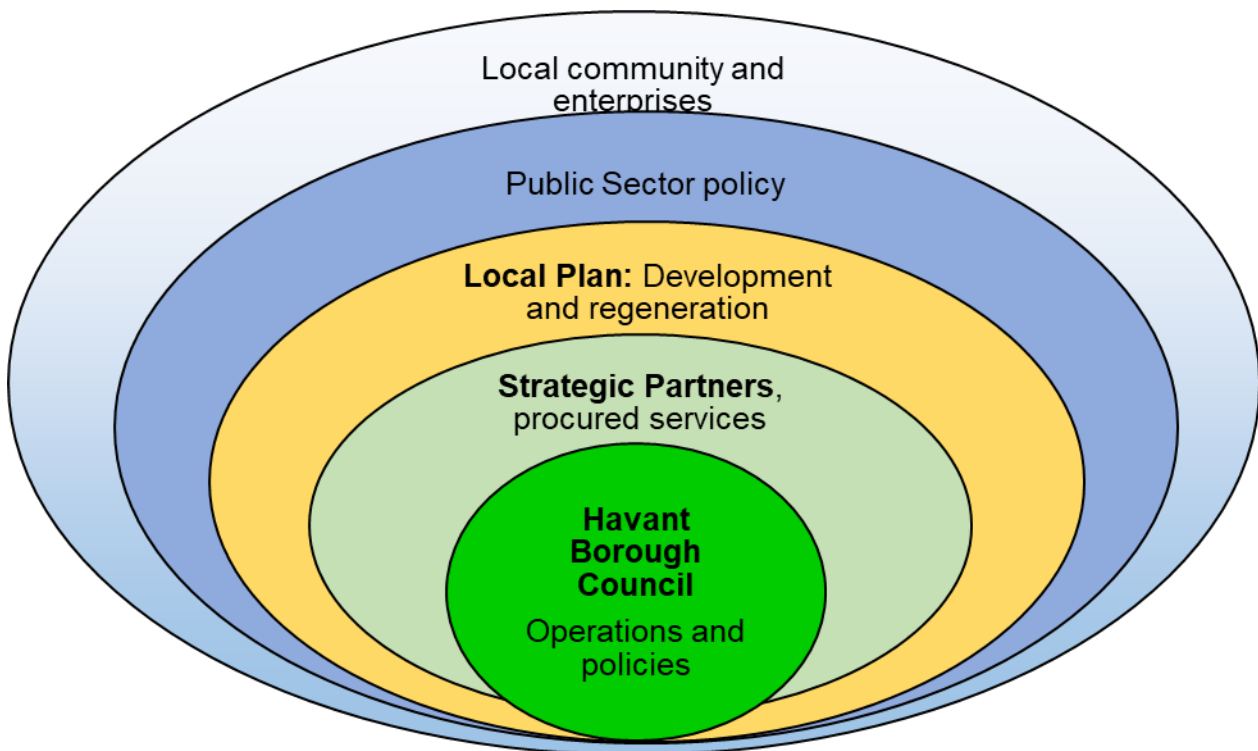
10. Scope and influence of the strategy

This strategy is for Havant Borough Council. Figure 2 covers the spheres of influence: ranging from direct control over emissions from its own operations through the strong influence on the area through the Local Plan. The council has no mandate or direct influence on the wider public sector policy formation other than as a statutory stakeholder. And the council influences local communities and enterprises through a process of consultation, cooperation and collaboration.

The strength of influence indicated in level to reflect the ability of the council to them influence actions to mitigate climate change.

Figure 1 Spheres of Influence

Havant Borough Council	Strategic Partners, procured services	Development and Regeneration	Public Sector policy Framework	Local Community and Enterprises
The Council has <i>overall direct control</i> over its own operations, and the policies it adopts.	The Council has a <i>significant control</i> through specification of procured services, and strategic partners delivering services on behalf of Havant borough council	The Council's Local Plan has a <i>strong influence</i> on development and regeneration in Havant Borough Council	The Council is a statutory stakeholder for national policies framing our operating environment. <i>Some control</i> is provided through consultation or lobbying.	The Council influences the local community and enterprises through, <i>consultation-operation and collaboration</i> .



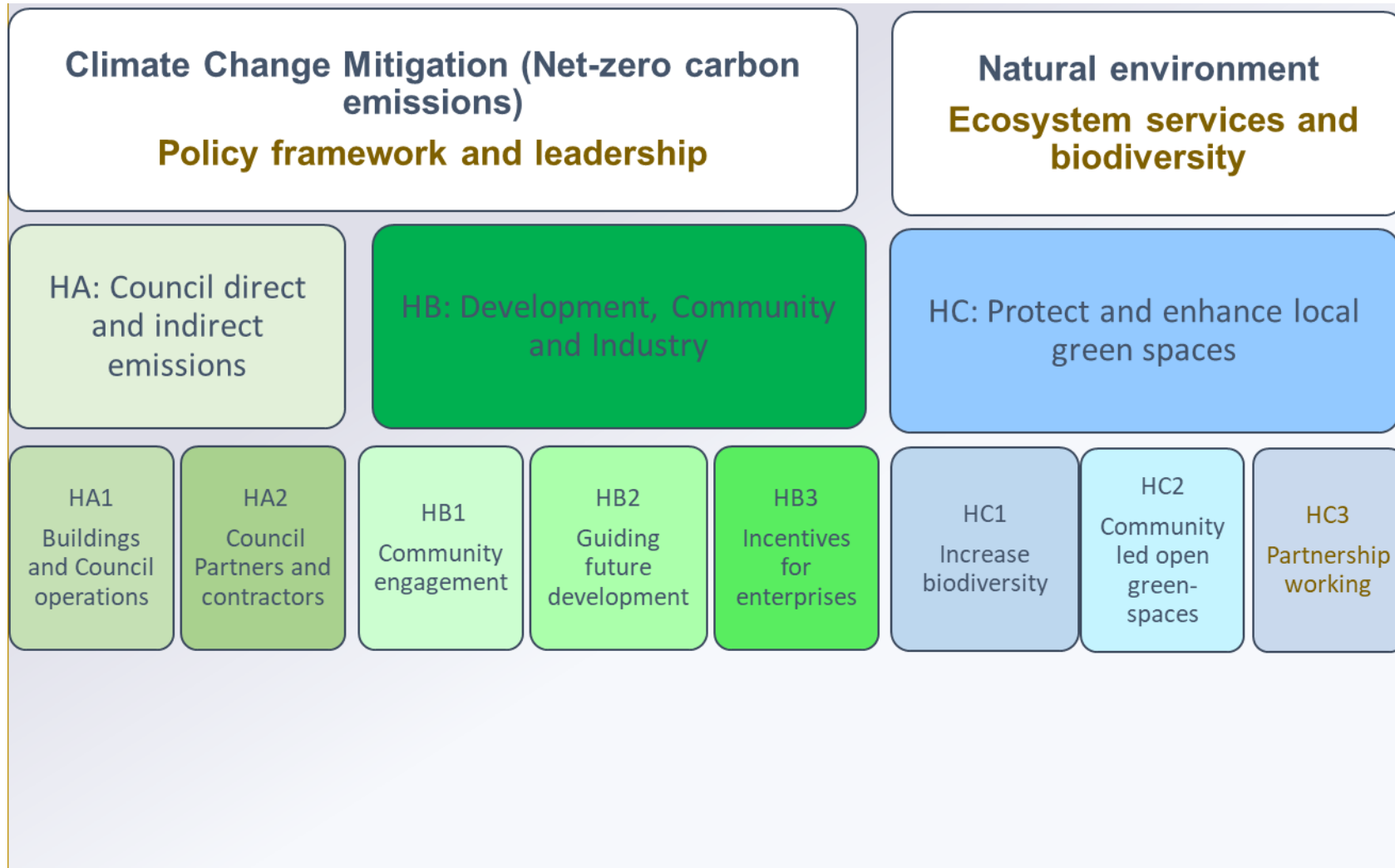


Figure 2 Overview of Havant BC Climate and Environment Objectives and Initiatives

11. Priorities

HA: Priorities to tackle Council's estate and operations emissions

Emissions attributable to Council's own operations are only a small proportion of all climate emissions in the borough, perhaps 1 or 2% of the total. We have direct influence over these, so we are putting these first to demonstrate leadership by tackling our own emissions as a priority.

HA1: Priorities for tackling the emission from Council Estates and operations	
HA1i	Reduce emissions from Council buildings and vehicles to zero by or before 2050 by switching to renewable energy and EVs
HA1ii	Harness new technology for a transition to innovative low-carbon on-line and cloud-based working practices. Reduce office space requirements and move to hybrid in-person and virtual meeting arrangements.
HA1iii	Amend the Constitution, procurement processes and investment appraisal tools to mandate inclusion of criteria to mitigate the climate crisis.
HA1iv	Change the culture of the organisation with carbon literacy awareness at all levels

HA2: Priorities for tackling the emissions from our partners and contractors	
HA2i	All new or reviewed contracts and procurement will embrace the net-zero by or before 2050 target from 2021
HA2ii	Strategic long-term partners' emissions will be managed to net-zero by or before 2050 within existing contracts e.g., in leisure centres and from refuse collection.
HA2iii	Lobby staff pension providers to eliminate fossil fuel investments.

HB: Priorities for action by the community, residents, and enterprises

We will use our channels of communication and networks in the community and across our local economy to present everyone with the opportunity to make the changes we need to see to reach net-zero carbon emission for the whole district by or before 2050.

HB1: Priorities engaging positively with residents and our local community	
HB1i	Promote climate messages to raise awareness and stimulate public engagement to foster change, including active travel, improving recycling rates, reducing energy demand, and looking after the natural

	environment.
HB1ii	Promote retrofitting for existing homes to reduce energy demand and save money on heating. Tackle fuel poverty and identify funding for schemes offering installation of energy-efficiency measures, including insulation and smart thermostats.
HB1iii	Engage and facilitate a network of 'Green Groups' to enable effective sharing of successful initiatives for behaviour change. Initiate climate conversations and consult with residents and enterprises for lifting and accelerating ambition for net-zero carbon.

HB2: Priorities for guiding future development e.g., through the planning system

HB2i	Minimise the climate impact of new development through our Local Plan policies and development management decisions. Embrace and enforce policies to reduce energy demand in dwellings such as the Future Homes Standard, Living with Beauty, and others as appropriate. Leading by example, minimise the climate and environmental impacts of Havant Borough Council's own projects.
HB2ii	Adopt approaches for delivery of new homes that meet or exceed energy standards. Seek better protection for households through engagement with housebuilders, social landlords, and through effective, resourced enforcement.
HB2iii	Reinforce and implement policy and initiatives for low-carbon transport. Prioritise compelling options for active travel, walking and cycling, and insist on best practice for infrastructure design and paths. Ensure alternatives to fossil fuels through promoting investments in infrastructure for electric-vehicles, and green hydrogen hubs for HGVs

HB3: Priorities for providing incentives for businesses and enterprise

HB3i	Encourage the switch away from internal combustion engines (ICE).
HB3ii	Mandate that Climate Change and Environment criteria and impacts are material considerations when awarding or supporting grants and funding
HB3iii	Celebrate best practice amongst our local businesses and shops, for instance to improve energy efficiency, or innovation to address climate issues
HB3iv	Embrace Build Back Better ¹ and promote jobs in 'green' sector

HC: Priorities to Protect and enhance the Natural Environment.

Promote inclusive access and enjoyment of the natural environment alongside sustainable management.

HC1: Priority for the local Natural Environment	
HC1	In line with Havant Borough Council's Biodiversity Strategy (Jan 2019), support and promote initiatives that halt biodiversity loss, conserve the biodiversity value of trees, support healthy, well-functioning ecosystems, and establish coherent ecological networks, with more and better spaces for nature for the benefit of wildlife and people.

HC2: Priority for Community led open green-spaces.	
HC2	Enhance and extend the process for residents and community groups to adopt under licence land owned by Havant Borough Council for planting wildflowers, trees and improving local biodiversity.

HC3: Priorities for partnership working	
HC3i	Work with our partners and Hampshire County Council to eliminate routine use of herbicides in public open spaces
HC3ii	Work with Hampshire County Council to develop and promote active travel. Seek funding to connect cycling and walking infrastructure across and within the Borough to connect neighbouring settlements and employment hubs.
HC3iii	Work with the Environment Agency, Southern Water and Portsmouth Water and other agencies to deliver schemes to improve provision of water supply*, freshwater quality, coastal (seawater) quality, and mitigate nitrate pollution. * including addressing use of freshwater springs to protect aquifer function.
HC3iv	Collaborate with the Coastal Partnership on adaptation. Support proposals to minimize carbon emissions from implementation of the shoreline management plan.

HM: Priorities for Reporting Metrics and Accountability

Havant Borough Council has committed to adopting this policy and the priorities for period 2021 to 2026. Accountability for delivery of initiatives will be mainstreamed and business cases scrutinised and made public through the Annual Report, using

metrics consistent with statutory reporting and Hampshire County Council methodologies.

An Action Plan itemising individual initiatives will follow the strategic priorities, with envisaged timetables and reporting metrics incorporated,

HM	HM Metrics and Accountability Priority
HMi	Align with Hampshire County Council methodology for reporting on carbon emissions. Undertake a verifiable and objective reporting against the indicators listed in the Action Plan.
HMii	Publish a narrative for actions and progress undertaken as part of the Annual Report every year
HMiii	Update our independent Integrated Impact Assessment to include climate and environment criteria and ensure that the key indicators are prioritised

Supplementary information

Glossary and abbreviations

Carbon, Carbon Dioxide	C; CO ₂ ; CO ₂ ^e	Carbon and Carbon dioxide is the biggest contributor to GHG in the atmosphere by volume, responsible for global warming. Carbon in fossil fuels generates CO ₂ when burned. Other gases are expressed as carbon dioxide equivalents CO ₂ ^e : Methane 21 times the impact on atmospheric warming
Council Services		Havant Borough Council is a District authority within Hampshire County. Services include bin collections, benefits and housing, communities, economic development licensing, parking services, Council Tax collection and planning applications.
Carbon capture and storage	CCS	Processes which 'suck' carbon dioxide out of the atmosphere, make a chemical or physical change and stores it so it cannot escape back into the atmosphere. Only small-scale schemes have been proven as reliable. Only to be used as a last resort in any hierarchy.
Climate Emissions		Emissions of gases that increase the greenhouse effect. They include carbon, methane, nitrous oxide and many more. See GHG; CO ₂ ; CO ₂ ^e
Direct and indirect emissions		Direct emissions are those produced directly by an organisation; indirect emissions are made by a contractor or supplier on behalf of an organisation
Ecosystem Services		Ecosystem services are provided free of charge by our natural environment, sometimes referred to as 'natural capital'. Ecosystem services are our life-support system and enable us to thrive. Ecosystem Services include Provisioning services, fresh water, food and materials, timber and minerals, Supporting services, functions that underpin all the other ecosystem services, like soil formation, nutrient and water cycling, and biodiversity. Regulating Services of natural processes for good air quality, water and soil quality, water flow and flood control, and pollination. And finally, Cultural services, the

		'non-material' benefits from our interaction with the natural environment, offering inspiration, tranquillity, recreation, and cultural heritage. We must look after our environment; after all, it looks after us.
Electric Vehicles	EV	Zero emission cars and vans using battery power.
Greenhouse gas	GHG	Atmospheric gases which cause global warming, principally carbon dioxide, but includes methane, nitrous oxide, and many others. GHG are used to quantify emissions and for carbon budgets.
Hampshire County Council	HCC	Hampshire County Council is the transport Authority, and waste disposal authority. Havant is a Borough Council within Hampshire.
Local Plan		The Local Plan is the overarching planning policy strategy that guides how development is delivered in a planning authority area.
Net-zero		The target of net-zero means cutting greenhouse gas emissions, to as close to zero as possible, and offsetting the remaining emissions to prevent global temperature rise. It means the same as 'carbon neutral'.
Resource efficiency		Avoiding waste, reusing, or recycling materials and things.

References and further Reading

Climate change and the EU's response	EU Commission	November 2007	https://ec.europa.eu/commission/presscorner/detail/en/MEMO_07_515
UK Climate Change Act	UK Government	November 2008	http://www.legislation.gov.uk/ukpga/2008/27/contents
Sustainable development goals 2030	United Nations	May 2015	https://sustainabledevelopment.un.org/sdgs
The Paris Agreement/Agreement	United Nations Committee on Climate Change	November 2016	https://unfccc.int/process-and-meetings/the-paris-agreement/the-paris-agreement
Sixth Assessment Report	UN IPCC	August 2021	https://www.ipcc.ch/assessment-report/ar6/
Clean Growth Strategy	UK Government	October 2017	https://www.gov.uk/government/publications/clean-growth-strategy

25 Year Environment Plan	UK Government	January 2018	https://www.gov.uk/government/publications/25-year-environment-plan
Green Finance Strategy	UK Government	July 2019	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820284/190716_BEIS_Green_Finance_Strategy_Accessible_Final.pdf
Hampshire CC strategy/vision	Hampshire County Council	January 2020	https://www.hants.gov.uk/News/07012020ClimateChange
Havant BC Biodiversity Strategy	Havant Borough Council	January 2019	https://cdn.havant.gov.uk/public/documents/Havant%20Borough%20Biodiversity%20Strategy.pdf#:~:text=The%20strategy%20will%20enable%20Havant,taking%20a%20collective%20approach%20to
Local Plan - Statutory policy framework for development	Havant Borough Council	May 2020	https://www.havant.gov.uk/localplan
Living with Beauty Report	Building Better, Building Beautiful Commission	January 2020	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/861832/Living_with_beauty_BBBBC_report.pdf
Future Homes Standard	The Future Homes Standard: changes to Part L and Part F of the Building Regulations for new dwellings	Consultation January 2021	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956094/Government_response_to_Future_Homes_Standard_consultation.pdf
Local Plan	The statutory Policy covering development in Havant 2036	(To be adopted in 2021)	https://www.havant.gov.uk/local-plan
Coastal	(Various) plans for protecting the coastline		https://coastalpartners.org.uk/

Annex 1 Climate Statement May 2019

Motion to The Council 8 May 2019

<https://havant.moderngov.co.uk/ieListDocuments.aspx?CId=212&MID=10584#A114876>

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

RESOLVED that

This Council recognises that residents, businesses, community groups and public bodies all have a part to play in reducing harmful emissions and improving our environment.

As a Council, we wish to see a reduction in carbon emissions across the Borough, and new dwellings that have a reduced impact on the environment.

Our draft Local Plan 2036 gives clear leadership to sustainable housing, increasing use of renewable energy and electric vehicles. We call upon housebuilders to comply with and exceed these new standards which will significantly reduce the environmental impact of new housing.

As a Council, we are providing leadership in environmental standards by, for example, investing in electric vehicles for HBC services, electric vehicle charging points in our car parks, better cycling and walking routes, high standards of building and green spaces in our regeneration plans and increasing our recycling rates.

There are many steps that property owners can take, for example, solar PV/solar tiles, solar assisted water heating, individual room thermostatic heating controls, exterior wall insulation, double/triple glazing, electric car charging points and other low carbon and energy saving measures.

This Council urges all residents, businesses and other public bodies to work with us to reduce our collective impact on the environment.

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Full Council 22 September 2021

Making of Emsworth Neighbourhood Plan

FOR DECISION

Portfolio Holder: Councillor Clare Satchwell - Cabinet Lead for Planning, Hayling Seafront Strategy and Coastal Management

Key Decision: Yes

Report Number: [*HBC/008/2021*]

1. Purpose

- 1.1. This report is submitted to the Council, following Planning Policy Committee on 19 July 2021.
- 1.2. The report considers whether the Emsworth Neighbourhood Plan should be adopted as part of the statutory development plan, following its successful examination and referendum.

2. Recommendation

- 2.1 Members are requested to recommend the Emsworth Neighbourhood Plan is adopted with immediate effect, so that it becomes part of the statutory development plan for the area
- 2.2 To agree, in accordance with section 7 of this report, that an additional 10% of the CIL collected in Emsworth ward should be allocated specifically to Emsworth, backdated to monies collected from 1 July 2020.

3. Executive Summary

- 3.1. The 'making' of the plan is the culmination of a number of years work by the local community, in particular the Emsworth Neighbourhood Forum. The plan has successfully passed through the required stages consultation, independent examination and a local referendum.
- 3.2. The referendum held on 8 July 2021, produced a 91% yes vote. This report therefore recommends that the Emsworth Neighbourhood Plan should be 'made' (ie adopted) by the Council to become part of the statutory Development Plan for the area.
- 3.3. Once made, the Neighbourhood Plan will be used, alongside local and national planning policy and guidance, to determine planning applications.

4. Additional Budgetary Implications

- 4.1. None

5. Background and relationship to Corporate Strategy and/or Business Plans

- 5.1. The Emsworth Forum was first designated as the 'neighbourhood forum' for the purposes of neighbourhood planning in the Emsworth Area in July 2014, and that designation was extended for a further 5 years on 24 June 2019.
- 5.2. The Forum completed the preparation of the plan in April 2019, and an independent examiner was appointed. The Examiner's Report was received on 6 January 2020. It concluded that subject to a series of recommended modifications, the Emsworth Neighbourhood Plan met all the necessary legal requirements and should proceed to referendum.
- 5.3. Having considered the recommendations made in the examiner's report, and the reasons for them, Havant Borough Council decided on 21 February 2020, though a delegated decision by the Cabinet Lead for Planning, Regeneration and Communities, to accept the modifications proposed in the examiner's report, and to proceed to referendum with voters in the neighbourhood area.

- 5.4. That referendum was originally scheduled to be held alongside the local elections in May 2020, but had to be postponed due to Coronavirus. The referendum was held in Emsworth on 8 July 2021. The turnout of electors was 23%.
- 5.5. Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to 'make' a NP if more than half of those voting in a referendum have voted in favour of it. From the votes recorded, of those who voted 91% were in favour of the plan. The Council therefore now has a statutory duty to 'make' (i.e. adopt) the plan.

6. Options considered

- 6.1. The making of the Emsworth Neighbourhood Plan is a mandatory legal requirement following the positive outcome of the referendum (apart from in a narrow set of circumstances which are not relevant in this case). As such the Brough Council is under a statutory duty to adopt and 'make' the Emsworth Neighbourhood Plan, and therefore the options in this regard are limited.

7. Resource Implications

- 7.1. Financial Implications

There are no additional resourcing implications arising from the decision to make the plan. It should be noted that once the Emsworth Neighbourhood Plan is made, the proportion of Community Infrastructure Levy (CIL) receipts generated from development in Emsworth that must be allocated to the Neighbourhood Portion rises from 15% to 25%. What that amount will be will vary year on year depending on the amount of CIL collected in the area, but the 10% uplift is estimated to be in the region of £60 – 100k per annum based on past years. The uplift in the CIL neighbourhood portion will mean an equivalent reduction in the amount available to the strategic CIL fund. The Council is obliged to make this shift in line with the regulations.

It is proposed that the original 15% of CIL receipts for the area is considered as part of the wider allocation of neighbourhood funds, with the uplift of 10% ringfenced specifically to the Neighbourhood Plan area.

For Emsworth, it is proposed that the uplift to 25% is applied to monies collected from 1 July 2020 onwards. This is the date that the Council would have 'made' the Neighbourhood Plan following the planned May 2020 referendum, which was cancelled due to Coronavirus restrictions. Government guidance has been issued to councils that suggests arrangements should be made to recognise this delay in the way CIL funding is handled. Although funds collected in 2020/21 pre-date the making of the neighbourhood plan, it is considered fair, reasonable and in line with national guidance for delayed referendums. The implication is a reduction in funds from the Strategic CIL fund of £29,000 (rounded).

Section 151 Officer comments

Date: 26 March 2021

There are no direct financial implications. Future changes in CIL are explained in this section.

7.2. Human Resources Implications

There are no additional human resource implications. The publication of the Emsworth Neighbourhood Development Plan, and its implementation through planning decisions will be met from existing resources within the Planning Service.

7.3. Information Governance Implications

None

7.4. Other resource implications

None

8. Legal Implications

- 8.1. Under Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 the Council is required to 'make' a Neighbourhood Plan if it meets the basic conditions and more than half of those voting, vote in favour of the neighbourhood development plan. As these conditions are met, the Borough Council is obliged to make the plan. Once it is made it becomes part of the Development Plan for the area and must be considered in the determination of planning applications.

Monitoring Officer comments

Date: 29 June 2021

The legal implications comments above are noted and agreed.

9. Risks

- 9.1. Upon being 'made', the Emsworth Neighbourhood Plan will be subject to a statutory period of time (six weeks) within which a legal challenge can be lodged. The Neighbourhood Plan has been produced in line with legal requirements and it is therefore considered that the risk of legal challenge is low.

10. Consultation

- 10.1. The Neighbourhood Forum and the Borough Council carried out informal and formal consultations in accordance with the statutory requirements. This involved consultation with the local community, businesses, landowners and other statutory stakeholders.

11. Communication

- 11.1. The making of the Plan will be published in accordance with the Neighbourhood Planning (General) Regulations 2012. Following the Council decision, the neighbourhood plan and supporting documents, including a decision statement, will be published on the Council's website. Officers will also send a copy of the decision statement to Emsworth Neighbourhood Forum and any person who asked to be notified of the decision.

12. Appendices

Emsworth Neighbourhood Plan 2019-2036

13. Background papers

- 13.1. The full background of the development of the neighbourhood plan can be found at www.havant.gov.uk/emsworth-neighbourhood-planning.

Agreed and signed off by

Portfolio Holder: Cllr Clare Satchwell, 28 June 2021

Director: Simon Jenkins, 15 March 2021

Monitoring Officer: Daniel Toohey, 29 June 2021

Section 151 Officer: Matthew Tiller, 23 March 2021

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Emsworth Neighbourhood Plan 2019 - 2036

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This plan has been prepared by the Emsworth Neighbourhood Forum, on behalf of those who live and work within Emsworth



The Emsworth Neighbourhood Plan has been prepared by the Emsworth Forum, the qualifying body responsible for plan preparation. Contact for further information:

- Chair: Stephanie Elsy | stephanie@stephelsy.net
- Secretary: Mike Bateman | mikebateman20@gmail.com
- The Emsworth Forum, c/o The Community Centre, North Street, Emsworth, PO10 7DD.



The qualifying body has received technical support during the preparation of this plan from Feria Urbanism, a planning and design studio that specialises in urban design, urban planning, neighbourhood strategies and community engagement. Contact for further information:

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- 07816 299 909 | 01202 548 676

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Introduction

This neighbourhood plan has been prepared by the Emsworth Neighbourhood Forum on behalf of those who live and work within Emsworth. The plan sets out a vision for the area from 2019 through to 2036 and is supported by a set of planning policies and a series of specific projects.

This neighbourhood plan has been informed by the strategic policies in the adopted Havant Local Plan, made up of the Core Strategy (2011) and the Allocations Plan (2014) against which it has been found to be in general conformity. In order to address the high need for new housing in the borough, Havant Borough Council is reviewing the adopted Havant Local Plan. Therefore, this neighbourhood plan has regard for the emerging Havant Borough Council Local Plan.

In accordance with the neighbourhood planning regulations, this plan has been prepared through extensive public consultation.



About Neighbourhood Planning

The Government introduced the opportunity for local communities to prepare neighbourhood plans through amendments to the Town and Country Planning Act 1990 and the Localism Act 2011, and through the Neighbourhood Planning (General) Regulations 2012, which set out the requirements for neighbourhood plans.

Neighbourhood plans are policy-based land use plans that need to be in general conformity with the local plan. In this case, the local plan is prepared by Havant Borough Council. Neighbourhood plans are produced by neighbourhood forums or parish or town councils.

Neighbourhood plans can influence or allocate new housing; produce design policies for allocated sites or for general design policies; protect or identify new community facilities; and identify green spaces to be protected from any future development proposals and more.

In Emsworth, the preparation of the neighbourhood plan was led by the Emsworth Neighbourhood Forum. There was also an ongoing dialogue between Emsworth Forum and Havant Borough Council to ensure the policies conform with national and local policy, as required by the neighbourhood plan regulations.

The Emsworth Forum is an approved Neighbourhood Forum under the Localism Act 2011, which brings together local residents and organisations to prepare a neighbourhood plan for the future development of Emsworth. The Forum aims to promote the social, economic and environmental well-being of Emsworth.

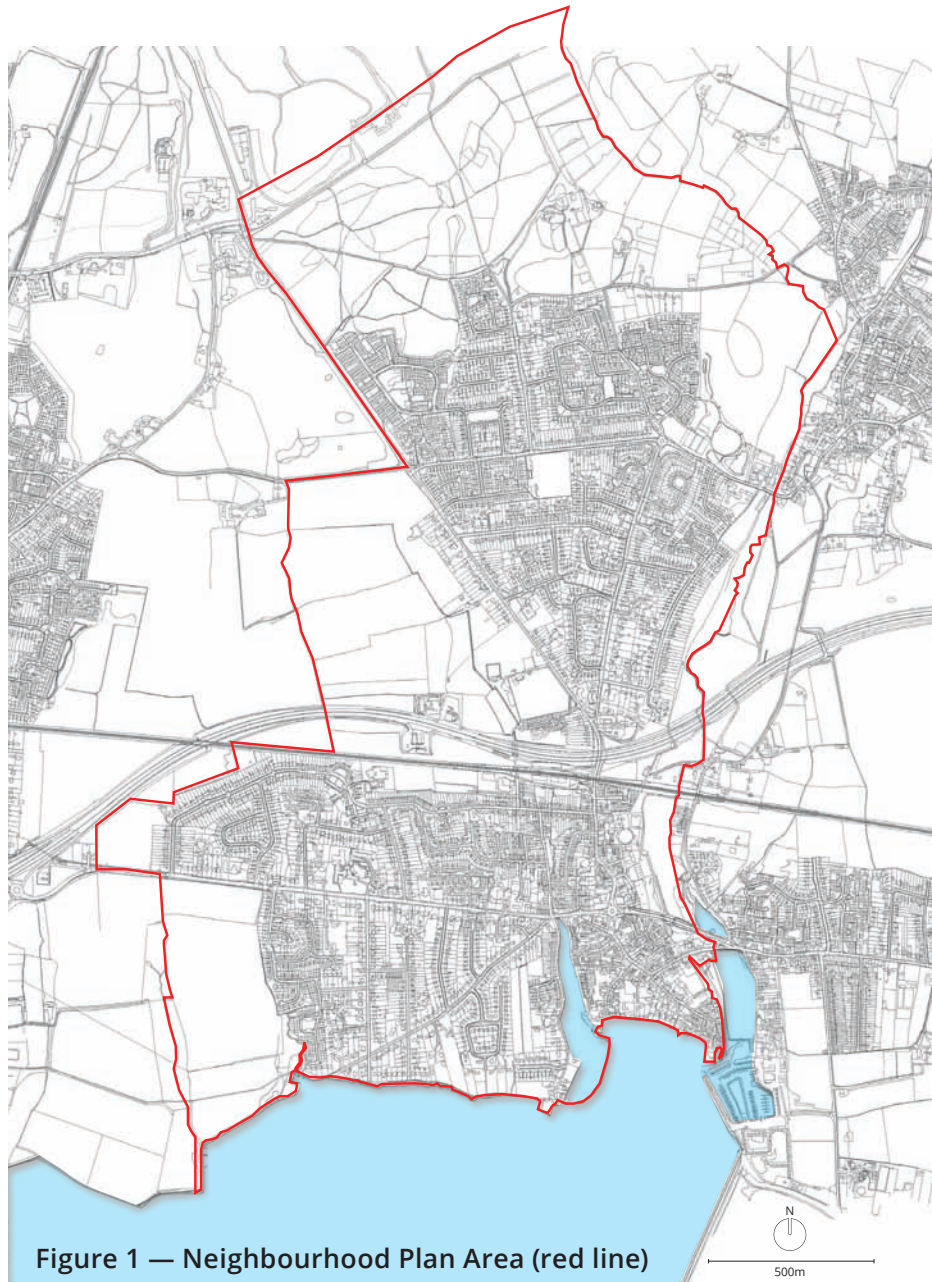
The Designated Neighbourhood Area

This plan has been produced by the Emsworth Neighbourhood Forum, which was set up for the purpose of producing a plan. All residents and those with an interest in Emsworth were invited to join the Forum and the community has been closely involved in developing the policies which have gone into the plan.

The Forum was established and formally designated by Havant Borough Council in 2014. This designation was renewed in 2019. The area to be covered by the plan was debated at some length prior to the application for designation to Havant Borough Council. Whilst in three directions the physical boundaries to the town are reasonably clear, its boundary to the east is less well-defined.

There are considerable social and economic links across the county boundary to the east, with many of the residents of Hermitage and Lumley in Southbourne Parish using Emsworth as their district shopping centre, as well as seeing it as a centre for social interaction.

However, Southbourne, along with other West Sussex parishes, was already in the process of producing its own neighbourhood plan, which clearly would lead to difficulties were an attempt made to include the area in West Sussex as part of this plan. It was therefore decided to seek a designation for the area of the Neighbourhood Forum to include the civil ward of Emsworth itself, which is well-defined.



Planning Policy Framework

Havant Borough Council Local Plan

There is a local plan covering the whole of the Borough of Havant, including Emsworth. This comprises the Core Strategy (2011) and Site Allocations Plan (2014), and sets out the policies which will determine planning decisions across the borough.

In 2014, Havant Borough Council adopted more detailed housing allocations, including sites in Emsworth, which were agreed after public examination. These allocations were part of the response by the Borough to housing needs in the sub-regional PUSH area which covers the coastal areas of South Hampshire, including Southampton and Portsmouth.

A “Local Plan Housing Statement” was formally adopted in December 2016. This statement started to address the rising housing need through a review of the Havant Local Plan up to 2036. Though the statement did not have the same status as a local plan in decision-making, it provided the foundation for the new Havant Local Plan.

The Borough Council consulted on a draft Local Plan in early 2018 and 2019. These drafts included sites identified for development across the borough, including Emsworth, as well as general policies guiding future proposals. Notably, the emerging Local Plan proposes a strategic development site between Denvilles and Emsworth – most of which, although not all, is outside the Emsworth Neighbourhood Plan area.

During the preparation of this plan, the Neighbourhood Forum and Havant Borough Council were in continued dialogue to ensure that the Borough Council was aware of the community's aspirations for the future of Emsworth, and that the Neighbourhood Plan remained in general conformity with the emerging Local Plan.

Emsworth Design Statement

Following broad public consultation, an Emsworth Design Statement (EDS) was produced by the Emsworth Residents' Association in 2008, setting out the design parameters for the town. Since that time it has been treated as a document of "material consideration" by Havant Borough Council. The EDS has an appendix which was not adopted, but has been used as an advisory note in planning matters for the town.

This Emsworth Neighbourhood Plan has incorporated the key elements of the EDS in its design policies to give it greater weight in decision making. This is because, once made, the Emsworth Neighbourhood Plan will become a statutory planning document within the legal planning framework and will need to address matters of design. Emsworth Forum would like to thank the Emsworth Residents' Association for its support and co-operation.

Shared Vision & National Planning Policy

— *"Neighbourhood planning gives communities the power to develop a shared vision for their area" (para. 29 of the National Planning Policy Framework).*

Each stage of the process, the Emsworth Neighbourhood Plan has sought to extend the amount of common ground between local residents, business groups and other stakeholders, narrowing down various options through a transparent and open process.

At all stages, the neighbourhood planning process allowed room for dissent and minority views, but the overall aim of the process was to build a broad-based consensus around the policies and projects.

This process allowed a set of objectives for the neighbourhood plan to be developed with a supporting six-point vision statement.

Neighbourhood Plan Policy Structure

The consultation processes resulted in the planning policy themes, a vision statement and a set of neighbourhood plan objectives. The planning policy themes, and their policy letter and colour codes, are set out here as follows:

- **Community (C)**
- **Living (L)**
- **Heritage (H)**
- **Working (W)**
- **Moving (M)**
- **Waterfront (WF)**
- **Design (D)**

The individual policies within each theme will be applied to the future decision-making process with regard for the vision statement and the neighbourhood plan objectives. This will ensure that they are complementary and will be effective at delivering the right balance between change and preservation across Emsworth.

Settlement Patterns

Emsworth lies at the south-eastern edge of the Borough of Havant. Its eastern boundary is marked by the River Ems, which also marks the boundary with neighbouring West Sussex.

Originally a fishing village on the northern shore of Chichester Harbour, it now houses many people who work in Portsmouth, Southampton, Chichester, or further afield. However it is much more than a dormitory settlement since it is an important recreational centre, drawing visitors from across the South East of England, some attracted by its sailing activities. It also has a growing employment base in services and small scale manufacturing, some of which is linked to its maritime location.

Land Use & Protection

The area of the town centre south of the A259 was designated a Conservation Area in 1970 and was upgraded to “Outstanding” status in 1977. There is a feeling among Emsworth residents that the Conservation Area should be extended into North Street to bring benefits to the area.

The southern boundary of the town is the shoreline of Chichester Harbour, which is well protected by its European and national designations and where any development will be very sensitively managed.

On the east, the River Ems forms its administrative boundary with West Sussex. Whilst there is considerable social and commercial interaction between Emsworth and these neighbouring areas of Southbourne and Westbourne, this plan covers only that part of the community within Hampshire.

The northern edge of the settlement is marked by woodland known as Hollybank Woods, a part of the ancient Forest of Bere. This creates a natural barrier to significant northward extension and is itself a significant recreational resource.

- 1 Nore Barn Woods
- 2 Horndean Road Recreation Ground
- 3 Brook Meadow
- 4 Southleigh Park
- 5 Hampshire Farm Meadow
- 6 Hollybank Woods
- 7 Emsworth Victoria Cottage Hospital (EVCH) Garden





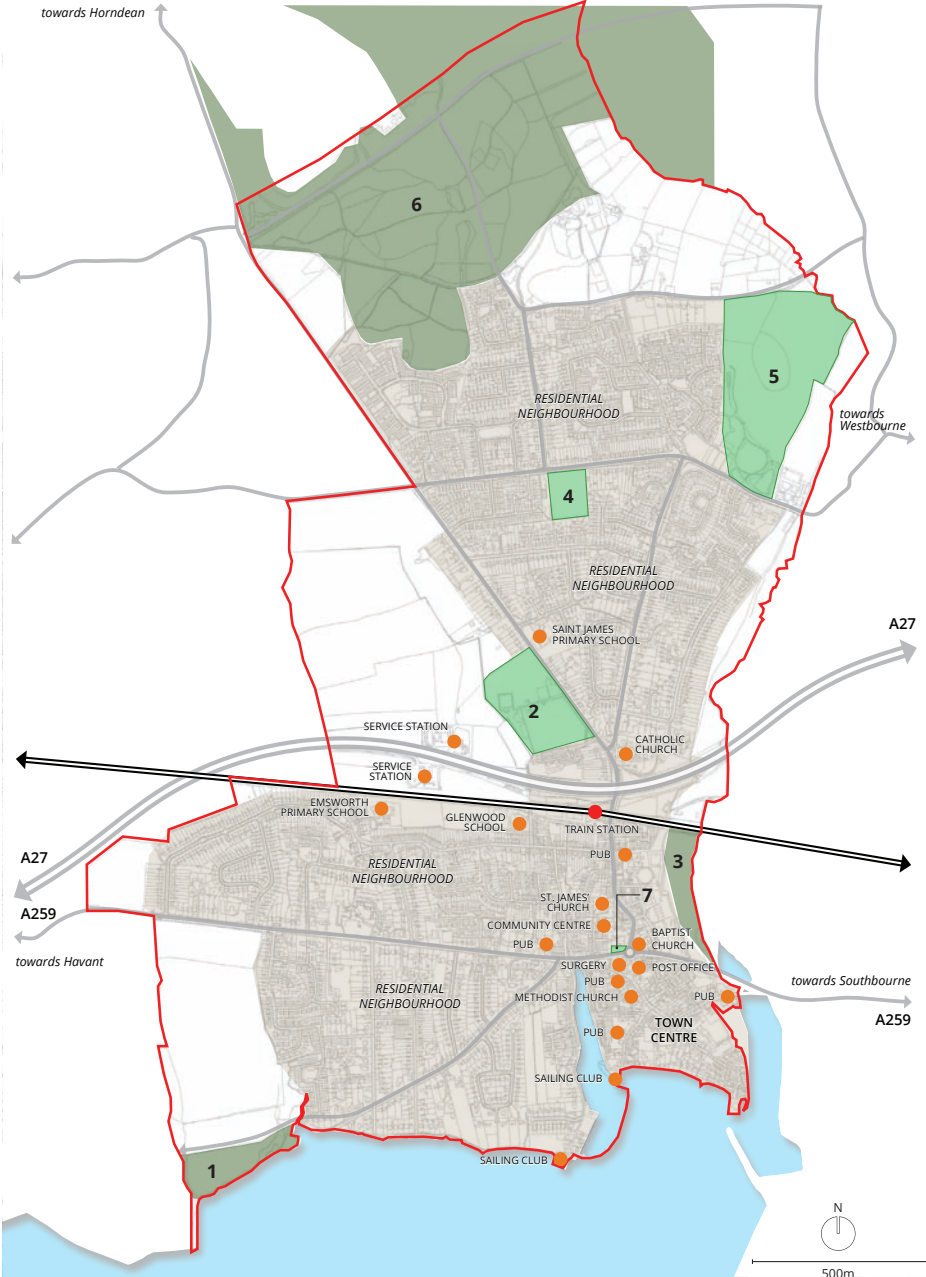
-  Woodland
-  Open Space
-  Key Services & Facilities
-  Neighbourhood Plan Area

Figure 2 — Main features and services in Emsworth



Emsworth Today

Understanding the context

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Demographics

The median age of Emsworth residents is 51 years old, which is eleven years older than the UK average (2016 ONS data). Emsworth will feel the effects of an ageing population in the coming years, as is the case nationwide. Although it is unhelpful for the town to be branded as a retirement area, it is important to address the specific needs of elderly people when it comes to local facilities, such as health services and the opportunity to remain active through the use of safe cycling routes.

Protected Environments

Emsworth is within and immediately adjacent to a number of environmentally and sensitive and valuable areas, which have various levels of protection. Chichester Harbour Area of Outstanding Natural Beauty (AONB) is designated for its attractive landscape under UK law.

The whole harbour itself is a Site of Special Scientific Interest (SSSI) under UK law for its wide range of flora and fauna, and is both a Special Protection Area (SPA) for its birdlife and Special Area for Conservation (SAC) for its habitats under European law. Both these latter two designations are jointly referred to as the Solent Maritime European Site (SEMS). The same area is a Ramsar site, recognised internationally as an important wetland.

The historic woodland of Hollybank Woods (61 hectares), which lies on the northern boundary of Emsworth is important for its flora and fauna, such as bats, orchids and fungi, as well as providing nesting sites

for a variety of birds. In addition, several other areas are of particular significance for nature conservation. The woods are designated nationally as a Site of Importance for Nature Conservation (SINC).

Brook Meadow is an area of natural unimproved grassland which is also a SINC and has been designated as a Local Nature Reserve. It is important for bird and plant life as well as providing habitats for the water vole along the banks of the River Ems which flows through the reserve.

Other small areas are also designated as SINCS, including the Town Mill Pond and the area of the Westbrook north of the railway. To the west of the town, the area known as The Horse Field is part of the AONB, and is also a SINC.

Although not designated, the Slipper Mill Pond on the east of the town centre and Peter's Pond which flows into it, are both important habitats for birdlife as well as other flora and fauna. These environmentally valuable areas provide an important framework for the town as well as offering considerable recreational opportunities.

Retail & Commercial Uses

The district centre of Emsworth is a vibrant retail centre, situated to the south of the railway, to the north and south of the A259. It is characterised by a high proportion of independent shops, and a range of restaurants and public houses which support a lively night-time economy. However, some of these businesses struggle to keep going.

A higher rate of turnover of shops to the north of the A259 compared to the south underlines the need to implement policies which protect that part of the centre. This difference in economic performance can be partially attributed to the physical and psychological divides that result from the 20th Century road infrastructure.

In a general sense, employment is in relatively small units, involved in small scale manufacturing, distribution and services, located mainly to the east of the frontage of the B2148 (North Street) or to the south of the railway adjacent to the railway station. However, there are also small units to the south of the A259, often in premises converted from other uses. Employment directly linked to the maritime recreational activities of the town has declined at the centre, where historic boat-building and repair businesses have been lost to neighbouring areas.

The service sector is however, an important part of the local economy, including design and marketing companies which are based in the town. There is also a significant number of service businesses run from home, which are dependent almost entirely on good internet connections. These will need to be maintained to ensure that this economic activity can be supported adequately in the future.

Schools & Education

There are two primary and middle schools in the town: Emsworth Primary and Middle School located in Victoria Road and Emsworth St James Primary and Middle School in Bellevue Lane. Recent new housing developments have put pressure on school places, with some new classrooms being provided through Section 106 contributions from the developers. However, it is understood that both primary schools are at full capacity.

It is envisaged that further new housing will result in additional pressure on school places, which will require further funding through Section 106 contributions and/or Community Infrastructure Levy. In addition to these schools, Glenwood School serves children with special needs, located in Washington Road. This school has a much wider catchment area than Emsworth itself. The local 11 — 16 age school is Warblington School, two miles to the west of Emsworth. In addition, some children and young adults go further afield either to schools in the private sector, or to secondary schools and universities in Chichester, Portsmouth and Southampton.

Education beyond the age of 16 is provided by Havant and South Downs College, Highbury College or Chichester College, all of which are easily accessible from Emsworth.

Health Services

The Emsworth Practice is the only general practice in Emsworth, and it has a satellite surgery in Westbourne. The main surgery is in the centre of Emsworth, but it is old and cramped, and does not have any accommodation for Primary Care Team members other than GPs and practice nurses. Child health clinics are held in the local Community Centre due to lack of space in the Surgery. There are two large and a number of smaller nursing and residential homes in Emsworth.

Community nursing and mental health services for Emsworth are currently provided by Southern Health, but they do not have health premises in the town. Oak Park Community Clinic is located in Havant and provides a comprehensive range of outpatient and community services for both adults and children. There are however, no direct transport links to the clinic from Emsworth, and buses cannot turn round at the clinic, making it difficult for a commercial bus service to serve the site.

The Town Centre Retail Offer

Emsworth is a thriving district centre providing a wide range of convenience stores, including two small neighbourhood supermarkets provided by national chains (Tesco and Co-Op), a delicatessen, two independent butchers, a greengrocer, a hardware store, two pharmacies and two florists, together with a range of shopping goods outlets, including a clothes and shoes shop, two opticians, a second-hand

bookshop, two carpet stores, a record shop, antique shops and a number of gift shops. Services provided include estate agents, a travel agent and several hairdressers. There are a large number and wide range of restaurants, coffee shops and public houses. It has a high proportion of independent outlets which are greatly valued by the local community, such as a wine merchants and newsagents.

Recent changes, however, have reduced the vitality within the town. All three of the national banks have closed their branches since late 2014, leaving just the post office in the town and three cash machines.

In 2016, a coffee shop and a betting shop, both national chains, were established in one of the vacated bank premises. The increase in the number of charity shops to four in the centre south of the A259 has given rise to some concern amongst the residents and retailers of the town.

Access & Movement

The town is divided by the major transport routes which run on an east-west axis through the town. Historically, the railway brought about a north-south divide, at a time when northward expansion was very limited. Built in 1974, the so-called inner relief road (now the A259) brought some temporary relief from traffic congestion in the centre of the town, but introduced a new east-west line which effectively created a north-south division of the town centre.

This division was considerably reinforced by the A27 by-pass, constructed in 1989. Situated below the A27, the B2148 is an unpleasant walking route, with noise of the traffic echoing loudly from the bridge. Together these transport routes have created physical and psychological divides between communities that need to be addressed if the area is to protect and enhance its coherent settlement character.

When considering the users of streets and paths in Emsworth, the following hierarchy of needs should be observed so that a balanced and sustainable approach can be developed, safe for all: All new development should provide for access by emergency and service vehicles (waste and recycling), disabled access, child pedestrians, pedestrians, cyclists, users of public transport (inc. buses and taxis), and finally other motor traffic. This hierarchy will help to ensure that the correct priority is given during the formulation, planning, design, and construction phases.

Cycling

A cycle route strategy has been implemented in Emsworth, especially to provide more protected routes to schools. However, there are few stretches of dedicated cycle routes as opposed to advisory cycle lanes marked on existing roads and even where such lanes have been marked they are often perceived to be too narrow, unsafe and not well-maintained.

Bus Services

Emsworth is served by the Portsmouth – Brighton south coast bus service by a national operator, as well as a range of local services, linking the town to Leigh Park, Rowlands Castle, Westbourne and Havant, including a shopper service to local large supermarkets. There are currently two national operators and a local family business offering public transport to and from Emsworth. As previously mentioned, the public transport links to local health services are poor.

Rail Services

Emsworth is well-connected by rail. There are regular services to Chichester, Brighton, London Victoria and Gatwick, Havant, Portsmouth and Southampton (all direct) with a regular well used service to London Waterloo (via Havant). Recent changes to the station infrastructure mean that it now has full access for all passengers and since 2014, a community initiative has supported the establishment of a small refreshment/coffee facility.

Impacts of Through Traffic

The town lies on the A259, providing the main east-west road link since the construction of the A27 by-pass. Although the new road relieved the town of major congestion associated with the principal south coast trunk, the fact that the nearest access to the A27 to the east of Emsworth is nine miles to the east, means that much of the traffic generated by the settlements between Chichester and Emsworth goes through the town, which is now causing renewed concerns, especially as these settlements are expected to expand in the future.

Despite the introduction of new road infrastructure over recent decades as a means of relieving congestion, there remain peak-time congestion, associated air quality and noise issues. Furthermore, some of this road infrastructure has created severance issues, making north-south movement between North Street and High Street particularly difficult for pedestrians and cyclists. This severance issue is directly addressed by policies in this plan, including Policy M1.

Car Parking

There are three off-street car-parks in the town: South Street (105 places), Bridge Road (52 places) and Palmers Road (117 places). Two are regulated with a minimum charge for a one hour stay. Bridge Street is free. There is also on-street which is regulated, the majority with a maximum waiting time of 45 minutes. Parking is a concern to some residents and traders, with many fearing that the cost of parking could be a disincentive to use the shopping centre, especially for minor shopping trips.

Green Spaces, Recreation & Leisure

Emsworth has two public parks both to the north of the railway. Horndean Road recreation ground has grass pitches available for team games, tennis courts, a children's playground and a skate park. Southleigh Park has pitches for team games and a children's playground. Spencer's Field has a central open space with a children's play area. There is also an area of open space adjacent to the old hospital site, owned by the Friends of Emsworth Community Health, which is open on an occasional basis.

South of the railway, there are no formal open air recreational facilities and no children's playgrounds. There is access to more informal recreational activities on the foreshore and in Nore Barn Woods. There are a number of meeting spaces where recreational and leisure activities take place in Emsworth, either associated in one of the churches in the town, in the community-managed Emsworth Community Centre, or in Hewitts in South Street.

The churches and their social activities are a key part of Emsworth, which together support the Pastoral Centre in St. Peter's Square. This centre provides a comfortable informal environment for people to meet, and is well used throughout the week. The town also has a busy calendar of community events, including Emsworth Arts Trail, Wemsfest, Hampshire Farmers' Market, and British Food Fortnight celebrations, with special events hosted by local restaurants.

Vision Statement

Emsworth in the Future

Emsworth will experience change in the future. To ensure this change is well-designed and right for the community, this vision statement has been prepared to describe the aspirations of the Emsworth Community. Furthermore, development proposals will be measured against the vision statement to help inform planning decisions. The following points are not written in any particular order and should be considered collectively.



The distinctiveness of Emsworth as an outward-looking but cohesive community will be maintained as new growth is sympathetically accommodated

New residential development will be supported by the right level of essential infrastructure such as schools, flood defence, drainage, health, transport, broadband, social services and employment opportunities

Emsworth's attraction as a recreational centre will be enhanced wherever possible, through a combination of the continued careful conservation of protected areas, including its historic environment, and the sympathetic addition of new facilities

The needs of the growing number of elderly people will be recognised. Greater accessibility to health and social services for all residents will be encouraged, while both public and private health services across the town will be maintained and enhanced

There will be a wider range of facilities for the expected increase in the number of young people, to enable them to develop a sense of belonging to the town and its community

The north/south divide will be bridged by design and planning measures, which will reduce traffic noise and seek to ensure that all residents feel part of a single, well-supported community

Neighbourhood Plan Objectives

Defining a series of objectives to guide the future of Emsworth

The public consultation process revealed a series of issues that are of concern to local residents and businesses. The same process also identified the features and characteristics of the area about which people are proud and wish to see protected or enhanced.

Together, these results were used to generate these ten plan objectives for Emsworth. These are the guiding principles of the plan and are designed to strike the right balance between protection and enhancement. All ten objectives are of equal importance. The range of planning policies are written in such a way as to help the plan meet these objectives.



1. Maintain and enhance the historic and maritime character of Emsworth, its immediate setting and the wider neighbourhood area.
2. Coordinate all new development so that it contributes to the creation of safe, sustainable, liveable and mixed communities with good access to jobs and essential services for all members of the community.
3. Create a robust yet flexible network of streets and spaces, suitable for all modes of travel and for current and future populations.
4. Use land and resources efficiently so that new developments have a reduced demand for energy and water and move towards carbon neutrality.
5. Protect and enhance the rich natural and historic environment of Emsworth.
6. Ensure the high quality of new development through appropriate use of materials, details and inclusive designs that responds to local context.
7. Ensure that land made available for development will be developed in such a way as to improve people's quality of life, for both new and existing residents.
8. Deliver the social and environmental infrastructure necessary to support a growing community in the 21st Century.
9. Protect and enhance Emsworth's unique linear waterfront experience for use by both current and future generations.
10. Reconnect parts of the community that are currently divided and fragmented through the presence of major road infrastructure and the resultant traffic noise.

COMMUNITY

Promoting social cohesion through well designed public spaces and services.

Policy Objectives

Page 64

— Create living and working environments that respond to Emsworth’s rich and outstanding heritage and the demands for high-performing standards of sustainable development, whilst supporting community groups and their aspirations.

— Reinforce Emsworth’s public destination potential by including opportunities for the arts, culture, youth facilities, tourism, leisure and retail.

— Create a diversity and vibrancy of land uses by providing opportunities for a range of different community uses throughout the neighbourhood area.



What makes a successful town centre?

The topic of maintaining a vibrant town centre has been highlighted by the relocation of the Emsworth medical practice and the loss of the banks. Set out below are some guiding principles on why different activities should be combined into a close-knit, compact town centre.

Physical & Mental Health Benefits

By positioning goods and services within a walkable distance from one another, people can easily access what they need while enjoying health benefits of active travel and the mental well-being benefits of social interaction. Health services or associated support services may well play a key part of a unified town centre strategy.

Increased Footfall & Economic Benefits

As people use the town centre for a range of services — e.g. retail, health, leisure, employment — the combined footfall benefits the local businesses and local economy. Increased levels of activity helps to create a vibrant and attractive town centre, which attracts more customers, tourists, investment and businesses, further strengthening the economy.

Town centres need a critical mass of activity to make them economically successful. When the centre is vibrant and pleasant to be in, employees of the local businesses and public services, such as shop workers, will begin to do their lunchtime shopping in the centre, rather than driving out of town.

This increased critical mass to a town centre also adds to the viability of railway and bus services. As stated by Centre for Cities, the following insight regarding cities can also apply to lively town centres:

“... cities are match makers; they match workers with jobs, citizens with health and with education services, and they match people with people”.

Meeting on the Street

Face-to-face interactions are more likely to occur on the street and these chance encounters help improve individual happiness and wider social cohesion, and the opportunity for exchanging knowledge and sharing ideas on a personal level has been shown to advance business innovation and enterprise.

Off-Centre Locations

By locating traditional town centre uses in an out-of-town location, residents are far less likely to access the service by foot. Here, the experience solely consists of driving from their home to the service and back again, meaning there is reduced opportunity to enjoy the benefits of a town centre and making “linked trips”.

Sitting inside a car reduces the chance encounters and informal conversations people experience on an active high street. This can increase isolation, which can be a particular a problem for the elderly and can further contributes to mental health issues.

Public Transport

Public transport networks often focus on town centres, helping reduce the need for private cars which add to environmental degradation, air quality problems, congestion and put pressure on land use to address the need for parking.

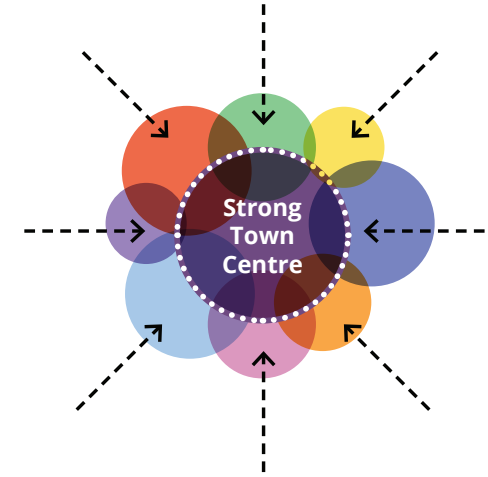
Increasing the Dwell Time of an Urban Centre

The ability to dwell within public spaces allows people the time to reflect and relax. With many people having increasingly busy day-to-day lives, this is important for health, and significant enhancements can be made with little intervention.

Quality of life improves with the quality of the public realm. People enjoy spending time in places that are pedestrian-friendly, compact, mixed-use, have public transport, and are green and healthy.

Town centres are becoming ever more the focus of leisure and non-retail activity, placing greater emphasis on the need for them to encourage these experiences. It is accepted within the urban planning profession that different categories of public activity can be influenced and affected by the built environment.

Bringing land uses together strengthens the viability and vitality of a town centre



The dispersal of services can leave a town centre weakened and can place pressure on the wider road network

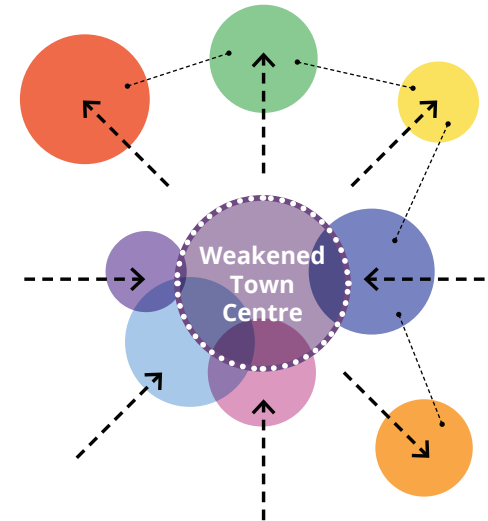


Figure 3 — Diagrams showing the benefits of a multi-use town centre

POLICY C1

Proposals for the development of a community and public services hub within the area identified on Figure 4 will be supported.

Development proposals will be particularly supported which incorporate:

- health and social care facilities;
- community services;
- public service provision;
- a public library;
- a nursery; and/or
- other social or cultural services

Policy Background

The former site of Victoria Cottage Hospital was paid for by the people of Emsworth for health services and people wish to see it used for similar purposes if possible. The community of Emsworth requires that its healthcare needs are met, not in isolation, but as part of a wider strategy that encourages a healthy town and healthy lifestyles. Concentrating health services in a central location would create a local hub, allowing

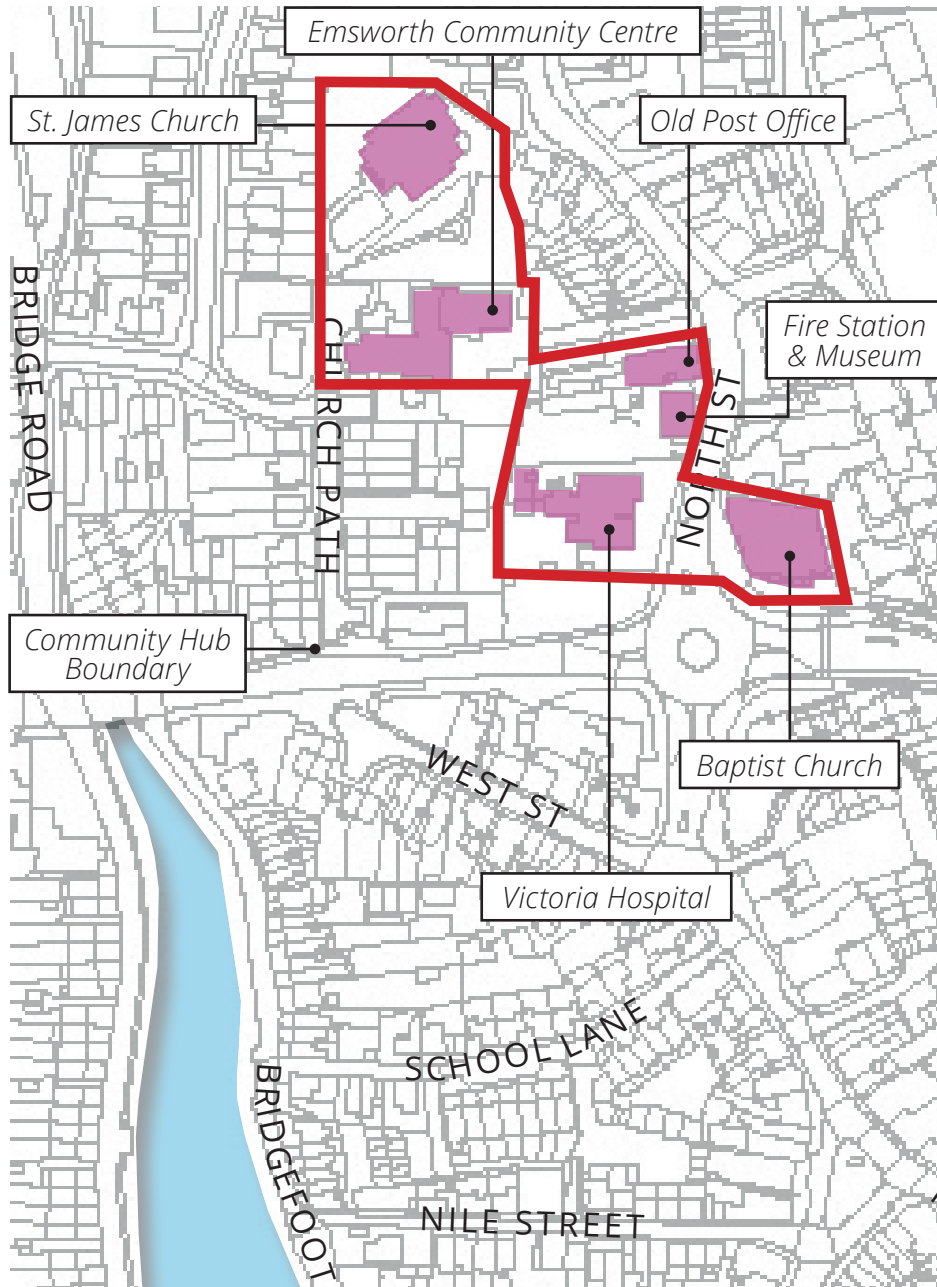
people to access different forms of healthcare easily. The community's clear preference is for the development of health or social care facilities on the site. Policy C1 is designed to support such uses or other related alternative and/or complementary uses in the event that health or social care facilities do not come forward on the site. If health services are not placed here, the site should be used to accommodate a mix of uses, with ground floors safeguarded for community, social and/or commercial activity.

The wider “public service hub” is defined as the land that contains the former Victoria Cottage Hospital site, the Emsworth Community Centre, the Old Post Office, the Fire Station and The Hole in the Wall Pottery (see map on following page).

Emsworth's lively churches and active charity sector exemplify the community spirit that is achieved when people come together. Interaction between residents through leisure, recreation and daily essentials increases social cohesion and fosters a vibrant atmosphere.

By positioning services within a walkable distance of other services and facilities, people can easily access what they need while enjoying the experience of leisurely exercise and social interaction. Face-to-face interaction improves individual happiness and wider social cohesion, and decreases isolation, which is a particular challenge for the elderly.

The incorporation of a library service, nursery or other social or cultural activity that enhances social integration will be supported within the proposed public service hub. The provision of accessible, inclusive spaces for people of all incomes and backgrounds, that promote wider social cohesion — such as libraries or nurseries — is key to a successful local community.



POLICY C2

Retail, High Street & Food / Drink Uses

- Insofar as planning permission is required proposals for commercial, business and service uses (class E), and pubs or other drinking establishments on High Street, St Peters Square, North Street and South Street will be supported.
- Hot food takeaways will not be supported in these key retail frontages.
- Where two or more commercial units in the town centre are combined into a single larger retail unit, proposals for any new shop fronts should reflect the character of the buildings concerned, and, where necessary, respect the scale, nature and composition of the host buildings in general, and their elevations in particular.

Figure 4, Map for Policy C1 — Community & Public Services Hub with key buildings highlighted in pink

Policy Background

A healthy mix of economic and social uses within the town centre will be required to maintain and enhance the attractiveness of Emsworth. For this reason, while retail shops and banks are particularly encouraged by the local community, all commercial, business and service uses falling into class E, as well as on-the-premises food and drink uses will be supported in town centre locations. Uses of this type have the ability to enhance public and community uses and contribute to a safe, vibrant and attractive street scene. This is already an important component of the character and appearance of the town centre. However, it is not considered that hot food takeaways make a similar positive contribution, and these will be resisted in the main shopping frontage of High Street, St Peters Square, North Street and South Street.

POLICY C3

Public Realm Design

Development proposals that improve the public realm across the neighbourhood plan area will be supported, especially where they improve pedestrian connectivity, encourage cycling and connections with public transport and make streets and spaces feel safer.

Policy Background

The public realm — the streets, squares and spaces between the buildings — is an essential asset of community life in Emsworth. These spaces are where social connections are made and individual well-being is improved. Enhancement of the public realm will be supported and is often the means by which to measure the liveability of the town. Strong pedestrian, cycle and public transport connections are vital factors to ensure successful public realm design.

The inclusion of high quality landscape designs within the public realm, such as trees, hardy planting and flowering species, is also encouraged. Making the conditions of the streets and public spaces convenient and safe for users of mobility scooters is also encouraged by this policy.

POLICY C4

Leisure & Recreational Facilities

The following community spaces as shown on Figure 5 are identified as key leisure and recreational facilities:

- 1) Horndean Road Recreation Ground, including the pavilion, sports pitches, skate park, bowling club and children's play area
- 2) Southleigh Park Recreation Ground, including the pavilion, sports pitches and children's play area
- 3) Hampshire Farm Meadow, containing 30 allotments, a playground area, a community orchard, a woodland, open space and the balancing pond to alleviate flood risk further south. Its function as a buffer zone between the recent Redlands Grange residential development and Westbourne should also be maintained.

- 4) Emsworth Victoria Cottage Hospital (EVCH) Garden

Development will not be supported on the identified key leisure and recreational facilities unless:

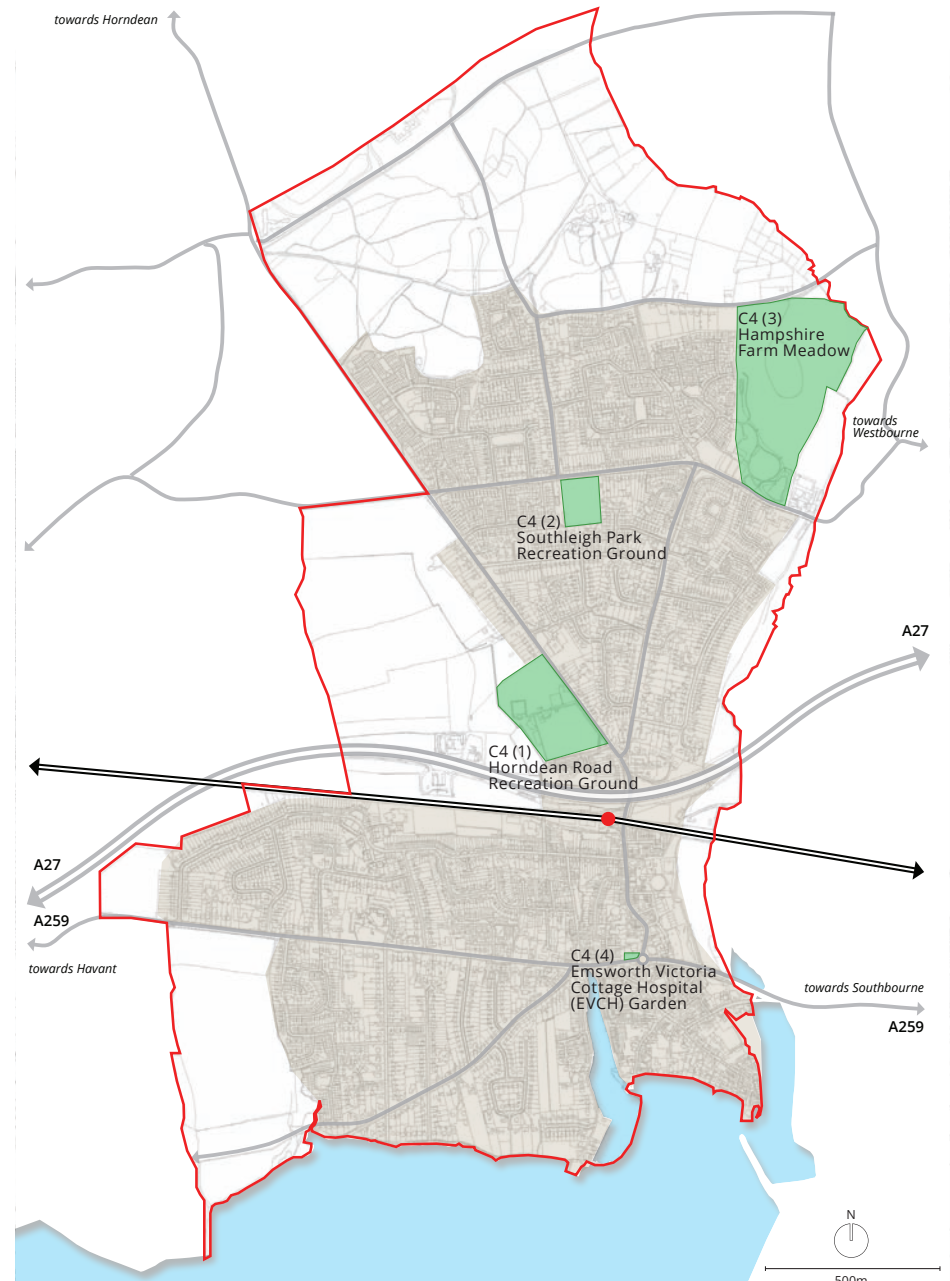
- it would deliver essential infrastructure; or
- it would contribute to the attractiveness and/or use of the facility concerned; and
- the benefits arising from the proposed development would outweigh any harm and there are no reasonable alternative sites to accommodate the development proposed.

Policy Background

This policy is designed to protect recreational spaces and encourage investment in their long term use and maintenance. This is separate to and, in some cases, in addition to the Local Green Space designation as described in Policy C5. Development of leisure and recreational facilities will be further encouraged, especially north of the railway in North Emsworth. This general location is best placed to provide such activities,

considering the existing grounds at Horndean Road and Southleigh Road. Enhancement of the town's leisure and recreation facilities will promote happiness and well-being on both an individual and societal level. Social interaction and exercise improve health for mind and body. Beyond the town centre, there are important community facilities such as recreational spaces and sporting facilities. These are vital for residents' social connections, health and leisure time and will be protected by the neighbourhood plan.

Figure 5, Map for Policy C4 — Leisure and recreation facilities to be protected



POLICY C5

Designated Local Green Spaces

The following sites are designated as Local Green Spaces. They are shown on Figure 5 and in more detail in the maps on pages 33-35.

- 1) Brook Meadow Nature Reserve
- 2) Emsworth Community Hospital Garden
- 3) Hampshire Farm Meadow
- 4) Hollybank Recreation Ground
- 5) Emsworth Recreation Ground
- 6) Nore Barn Woods
- 7) Emsworth Town Millpond
- 8) Ems Valley Corridor
- 9) Washington Road Allotments
- 10) Warblington Road Allotments
- 11) Redlands Grange Allotments

Development will not be supported within the designated local spaces except in very special circumstances

Policy Background

The Emsworth Neighbourhood Plan has identified this network of green infrastructure and open spaces through the town, linked to the surrounding countryside, that the community use for enjoyment and have a wildlife benefit and value. They are afforded Local Green Space designation here to protect them into the future. See Figure 6 for their locations. These have been considered worthy for inclusion due to their value to Emsworth based on the following five criteria:

- *Beauty* — A place of aesthetic beauty that adds to the visual qualities of the town.
- *History* — A place with significant historical importance for the town.
- *Recreation* — A place which offers formal or informal recreation and sporting opportunities for residents and visitors.
- *Tranquillity* — A place that offers an escape from everyday urban noise and activity.
- *Wildlife* — A place that provides a haven for wildlife, both animals and plants.

Policy C5 applies the matter of fact approach to LGSs as incorporated in the NPPF. Havant Borough Council will be able to come to its own judgement on the extent to which development proposals affecting designated LGSs do or do not relate to the approach in the NPPF. However, these may include proposed development for essential utility infrastructure and if it is demonstrated that there are no reasonable alternative sites for the proposed development.

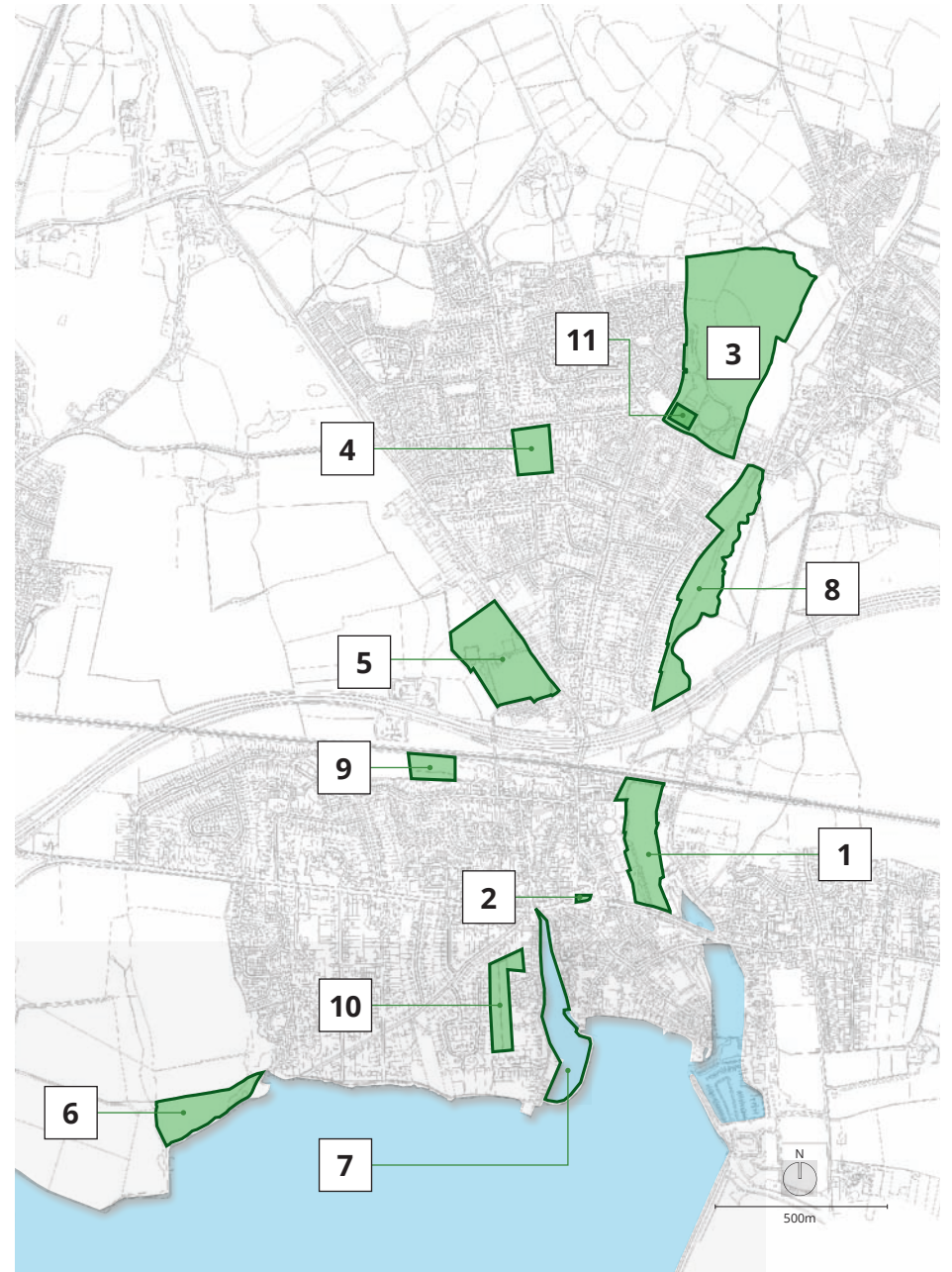
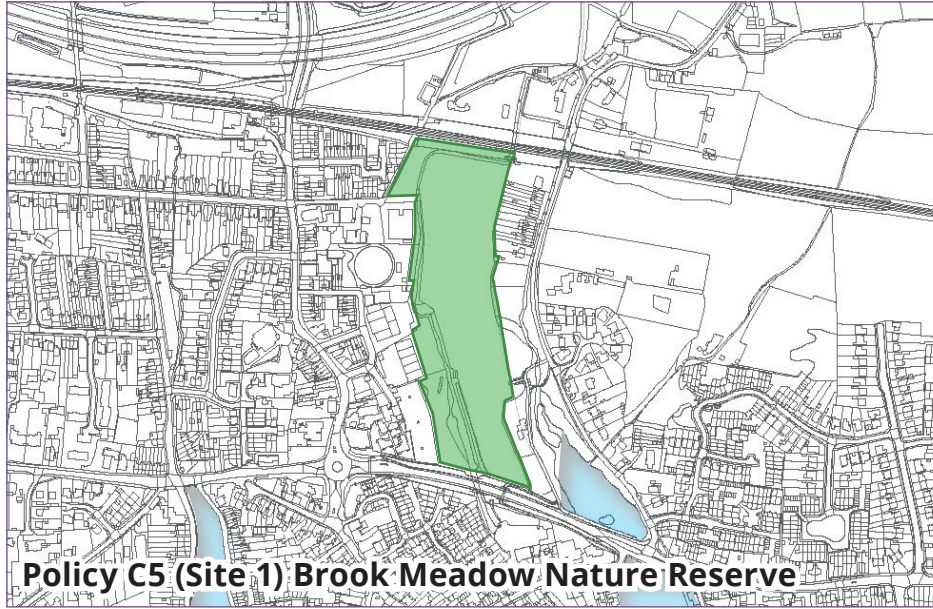
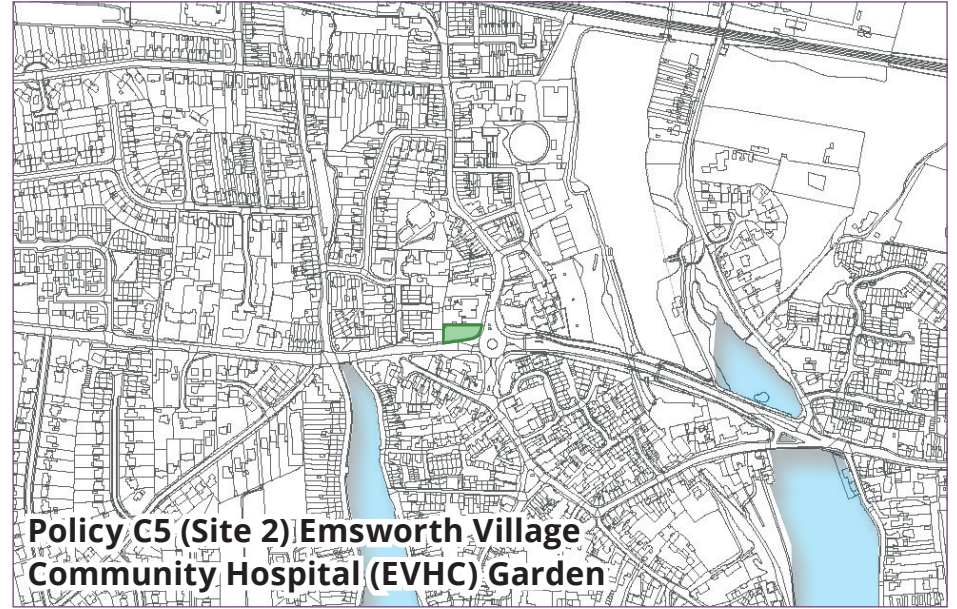


Figure 6, Map for Policy C5 — Designated Local Green Spaces

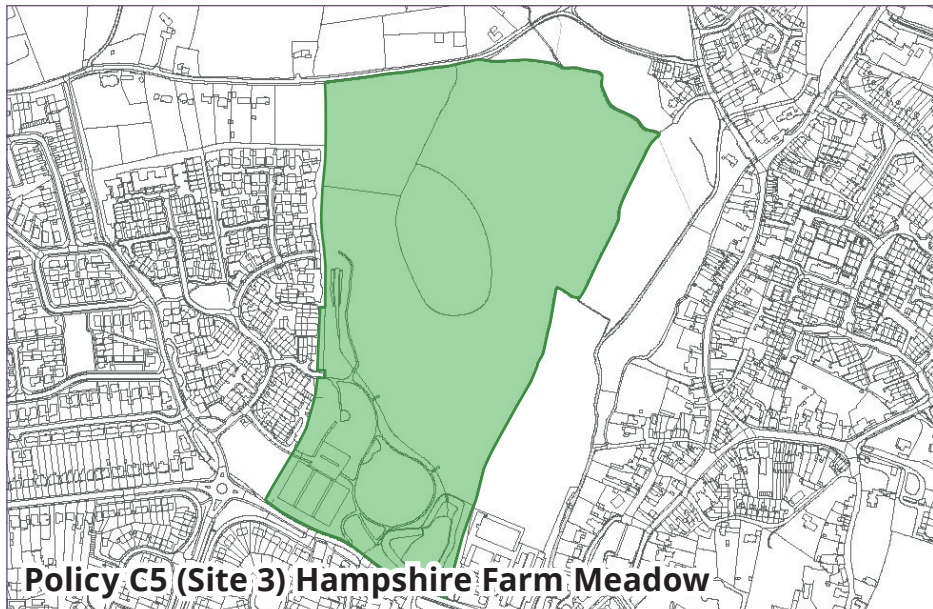
Site Reference & Name		Local Green Space Criteria				
		Beauty	History	Recreation	Tranquility	Wildlife
1	Brook Meadow Nature Reserve					
2	Emsworth Victoria Cottage Hospital (EVCH) Garden					
3	Hampshire Farm Meadow					
4	Hollybank Recreation Ground					
5	Emsworth Recreation Ground					
6	Nore Barn Woods					
7	Emsworth Town Millpond					
8	Ems Valley Corridor					
9	Washington Road Allotments					
10	Warblington Road Allotments					
11	Redlands Grange Allotments					



Policy C5 (Site 1) Brook Meadow Nature Reserve



**Policy C5 (Site 2) Emsworth Village
Community Hospital (EVHC) Garden**



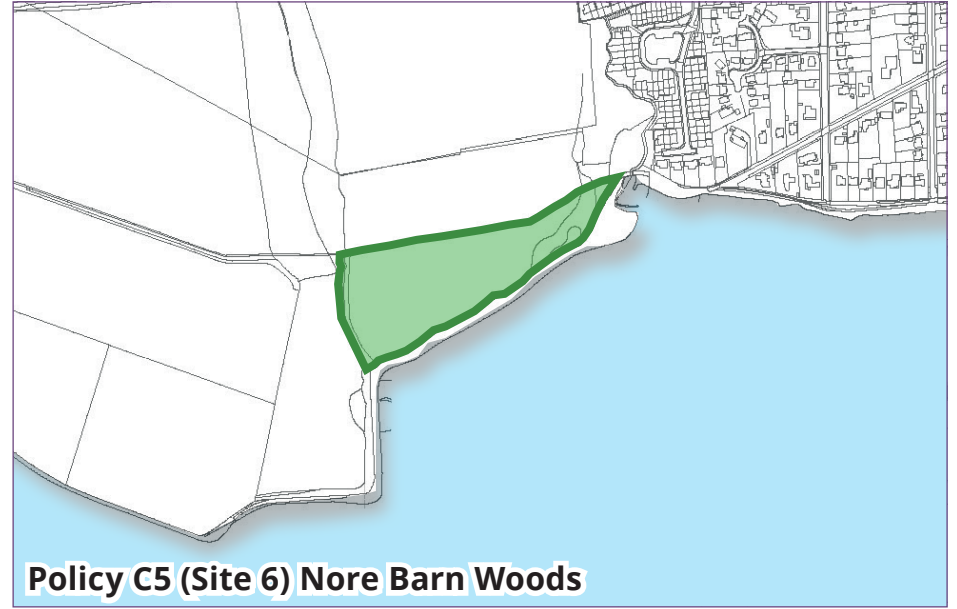
Policy C5 (Site 3) Hampshire Farm Meadow



Policy C5 (Site 4) Hollybank Recreation Ground



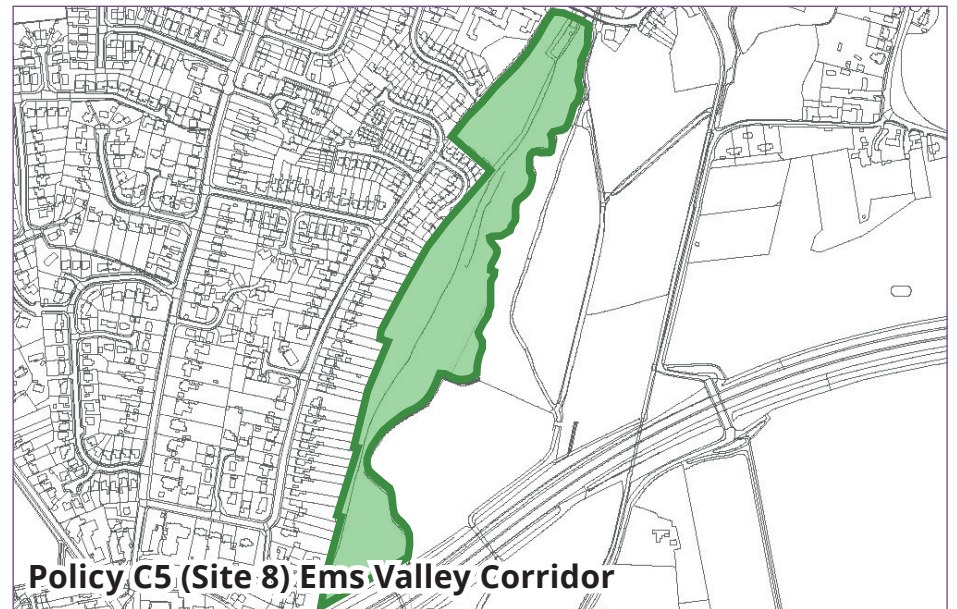
Policy C5 (Site 5) Emsworth Recreation Ground



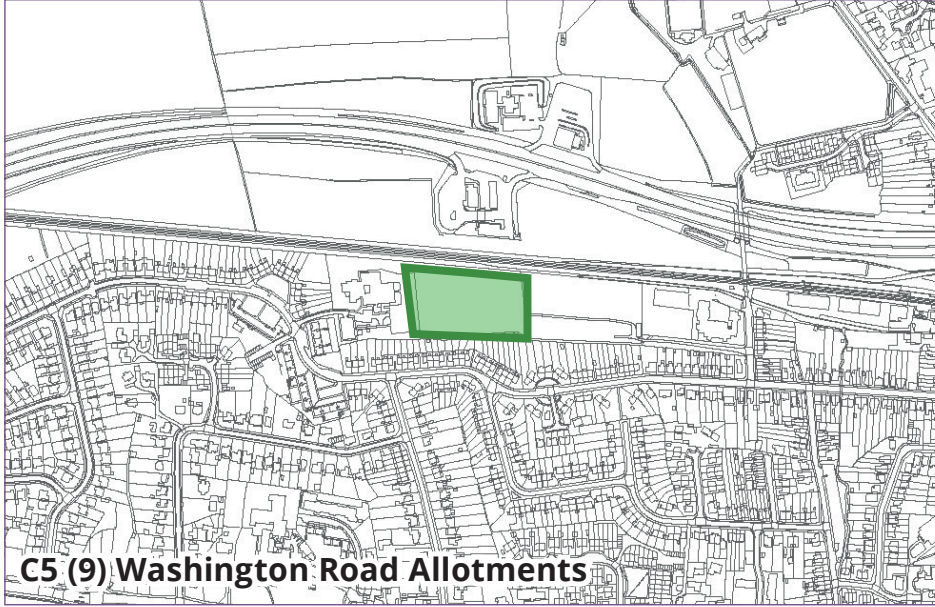
Policy C5 (Site 6) Nore Barn Woods



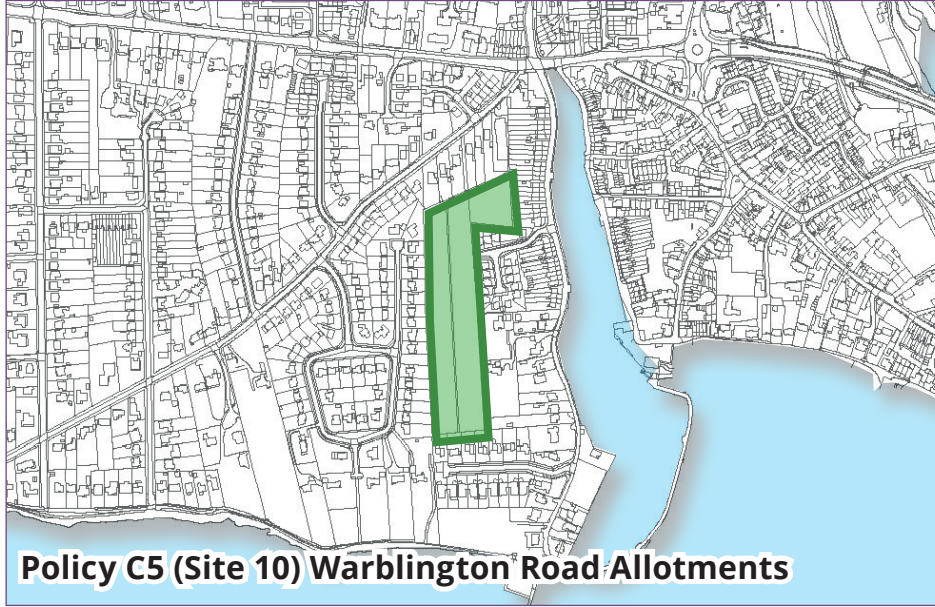
Policy C5 (Site 7) Emsworth Town Mill Pond



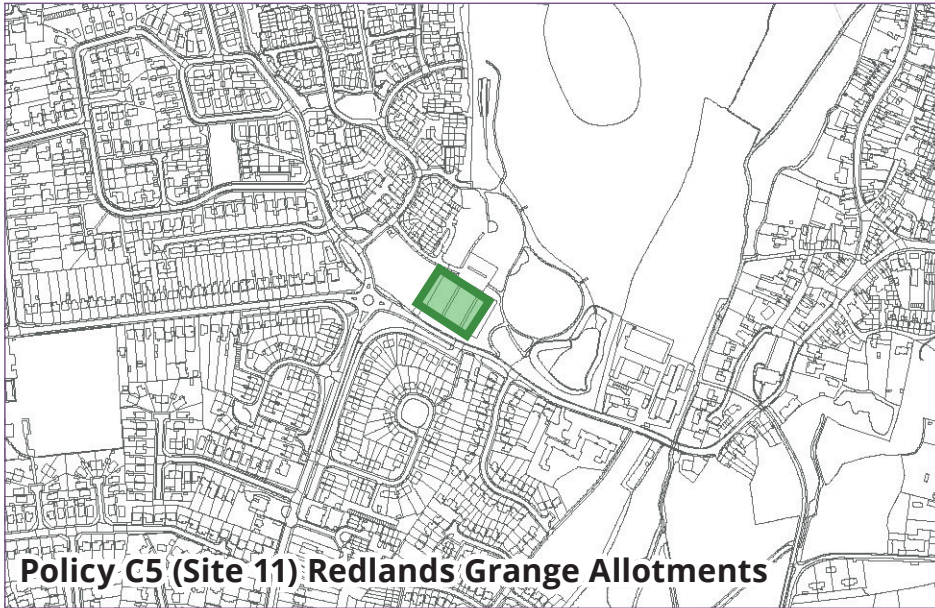
Policy C5 (Site 8) Ems Valley Corridor



C5 (9) Washington Road Allotments



Policy C5 (Site 10) Warblington Road Allotments



Policy C5 (Site 11) Redlands Grange Allotments

LIVING

Accommodating a mix of housing types designed to benefit the whole community.

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Policy Objective

— Provide a range of housing types and tenures as part of mixed use environments, to support delivery of area-wide objectives and to redevelop sites no longer suitable for other uses.

POLICY L1

General Housing Policy

- a) Proposed developments with a net gain of ten or more dwellings should deliver affordable housing, with the appropriate amount and tenure types as stated in the Local Plan.
- b) All new housing in the plan area should respect Emsworth heritage assets, especially in the town centre and on the waterfront. Where appropriate to their scale and location, new housing developments should safeguard and respect the views and roofscapes identified in the Emsworth Conservation Area Character Appraisal. Development proposals which would have an unacceptable impact on these features will not be supported.
- c) New residential developments on or adjacent to the waterfront should safeguard public access to the waterfront and, where appropriate, incorporate the access into the design and layout. Proposals which would have an unacceptable impact on public footpaths and other public access will not be supported.

Policy Background

It has been agreed between the Emsworth Neighbourhood Forum and Havant Borough Council that the Havant Local Plan 2036 will lead on housing policy and site allocations within the neighbourhood area. This is due to the strategic nature the housing delivery in the area which cannot be dealt with by a neighbourhood plan. The emerging Local Plan includes housing allocations. Whilst the development of these sites will principally be determined by their respective policy in the Local Plan, the policies in this Plan will also form part of the development plan.

In this context, the Emsworth Neighbourhood Plan will have an influencing role on housing across the neighbourhood area through a range of policies, including this general housing policy, more specific housing policies and policies on design and related matters.

Policy L1a) ensures that new residential development in the neighbourhood area is compatible with the standards required by the Borough Council for the delivery of an element of affordable housing on site of ten or more dwellings. Nevertheless, Emsworth has a low proportion of socially-rented housing compared to local and national statistics. Within the context of the Borough Council's policy, the local community considers that the provision of affordable housing for rent is supported by the housing needs assessment where such provision is appropriate to the site concerned and does not detract from the viability of the wider development.*

* See paragraph 106 of Housing Needs Assessment, Emsworth Neighbourhood Forum, Havant, Hampshire, April 2016, Final Report, as follows: *“As such, Emsworth’s affordable housing need is likely to be towards the higher end of the spectrum. Across the borough as a whole, the existing Havant target is for 30-40% of all new housing, on average, to be affordable, so there appears to be evidence that the Borough Council should aim for an affordable percentage towards the 40% rather than the 30% end of this spectrum, at least for Emsworth”*

POLICY L2

Housing Mix

New housing developments of ten or more dwellings should demonstrate how the proposed mix of house types and tenures respond to the needs of Emsworth.

Policy Background

It is important that Emsworth can provide for both its existing community and newcomers to the town, for the long term. Currently there is a high demand for smaller and more affordable housing, leaving the elderly without many options to downsize and the young with little opportunity to start on the property ladder.

A mix of housing types will ensure that all members of the community can settle down and be assured that the town will remain available to them throughout their lifetime. The following housing advice has been taken from the Housing Needs Assessment, Emsworth Neighbourhood Forum, Havant, Hampshire, April 2016, Final Report and should inform all new housing developments.

Meeting the needs of younger people

Homes designed for younger purchasers are needed to help young adults join the housing market. These people are likely to need smaller units,

including flats. This could help ensure fewer young people leave Emsworth; even if they still need to commute to work elsewhere, at least they can start on the local housing ladder.

Provide smaller dwellings

Provide a proportion of smaller dwellings (e.g. 1-2 bedrooms), for which there is evidenced demand. Providing these smaller units will also be an effective response to the increase in private renting seen locally, younger people moving away and would offer the opportunity for the older population to downsize locally. For smaller units aimed at older people downsizing, bungalows or flats could be suitable.

A range of housing types & sizes

To provide a wider range of dwellings and a more balanced community, the neighbourhood plan area may wish to encourage the provision of more flats and terraced housing which would complement the large number of existing larger detached houses. This is supported by our conclusions on the need for smaller dwellings above; they would meet a need arising from both the older and younger populations.

In order to provide a greater balance/mix of dwellings, and to cater for the increase in families with children evidenced by the census data, there is likely to be a need for a proportion of larger, family sized dwellings.

Although family housing will continue to be in demand, a proportion of it should be three bedroom units, i.e. smaller than the standard 4-5 bedroom offer. If smaller housing is to be provided, then older person households can downsize into it, thus freeing up existing 4-5 bedroom units for family occupation and reducing the number of larger new units that need to be built.

Need for specialist housing for the disabled and/or elderly

The growing number of people over 60 living in Emsworth suggests a requirement for specialist housing for the elderly and/or disabled. Specialist housing for the elderly, including smaller units suitable for independent living as well as more specialised housing types such as sheltered accommodation, need to be provided in appropriate locations within walking distance of services, facilities and public transport, recognising the accessibility requirements of the older population and the fact that care homes are also places of employment. New homes should also use designs that can successfully accommodate electric mobility scooters, with features such as adequate storage areas and level access between external and internal areas.



Policy L2 — These photos show a small selection of Emsworth’s rich mix of house types and this policy seeks to continue this tradition.

POLICY L3

Independent Living

- a) Proposals to deliver specialist housing to promote independent living for older residents will be supported, particularly in the centre of the town, where there is good access to public transport, shops, and services.
- b) Proposals for the redevelopment of existing residential properties which include design measures to support independent living will be supported.

Policy Background

The older generation should be able to act independently and go about their lives with ease. Central housing provision, rather than out-of-town complexes, will enable elderly people to continue interacting with the community and be close to all essential services. The simple act of walking to the shop brings a variety of health benefits such as exercise and social interaction, with a decrease in isolation, which is often a significant challenge for elderly people who have lost their partner. The second part of the policy applies both to proposals for the physical redevelopment of existing residential properties and for the conversion and reconfiguration of existing properties.

HERITAGE

Protecting historic Emsworth for future generations.

Policy Objectives

Page 83

— Create living and working environments that respond to Emsworth’s rich and outstanding heritage; the need for sustainable development, whilst supporting existing businesses and their aspirations.

— Maintain and enhance the surrounding townscape setting of the town centre and waterfront, its roofscape and higher ground, waterways, landmark buildings, and urban marshland edges.



POLICY H1

Design & Heritage

Any new development or alteration to an existing structure that affects, or has the potential to affect a heritage asset (whether designated or undesignated) will be required in its design, scale and materials to conserve or enhance the significance of the heritage asset, the wider historic character of Emsworth, and to have regard to the design guidance within this neighbourhood plan.

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Policy Background

This policy recognises the way in which heritage assets play an important role in the environmental fabric of the neighbourhood area. Its focus is on both the heritage assets themselves and how the development proposed takes account of wider design guidance in the Plan.

Planning applications which have an impact on heritage assets in the neighbourhood area should provide the following information:

a) Any application for new development or alteration to an existing structure that affects, or has the potential to affect, a heritage asset must include an appraisal of the site and its surroundings, with drawings

showing its relationship to heritage assets, whether designated or undesignated, including roofscapes and views.

b) Any application for new development or alterations to an existing structure must include an appraisal of the impact of construction work and traffic on heritage assets, whether designated or undesignated.

c) The application must clearly explain how the development proposals have taken account of the findings of such an appraisal.

POLICY H2

Buildings of Local Historic Interest

a) The following properties are identified as Buildings of Local Historic Interest. They should be conserved for their strong local historic and architectural interest and contribution to local character:

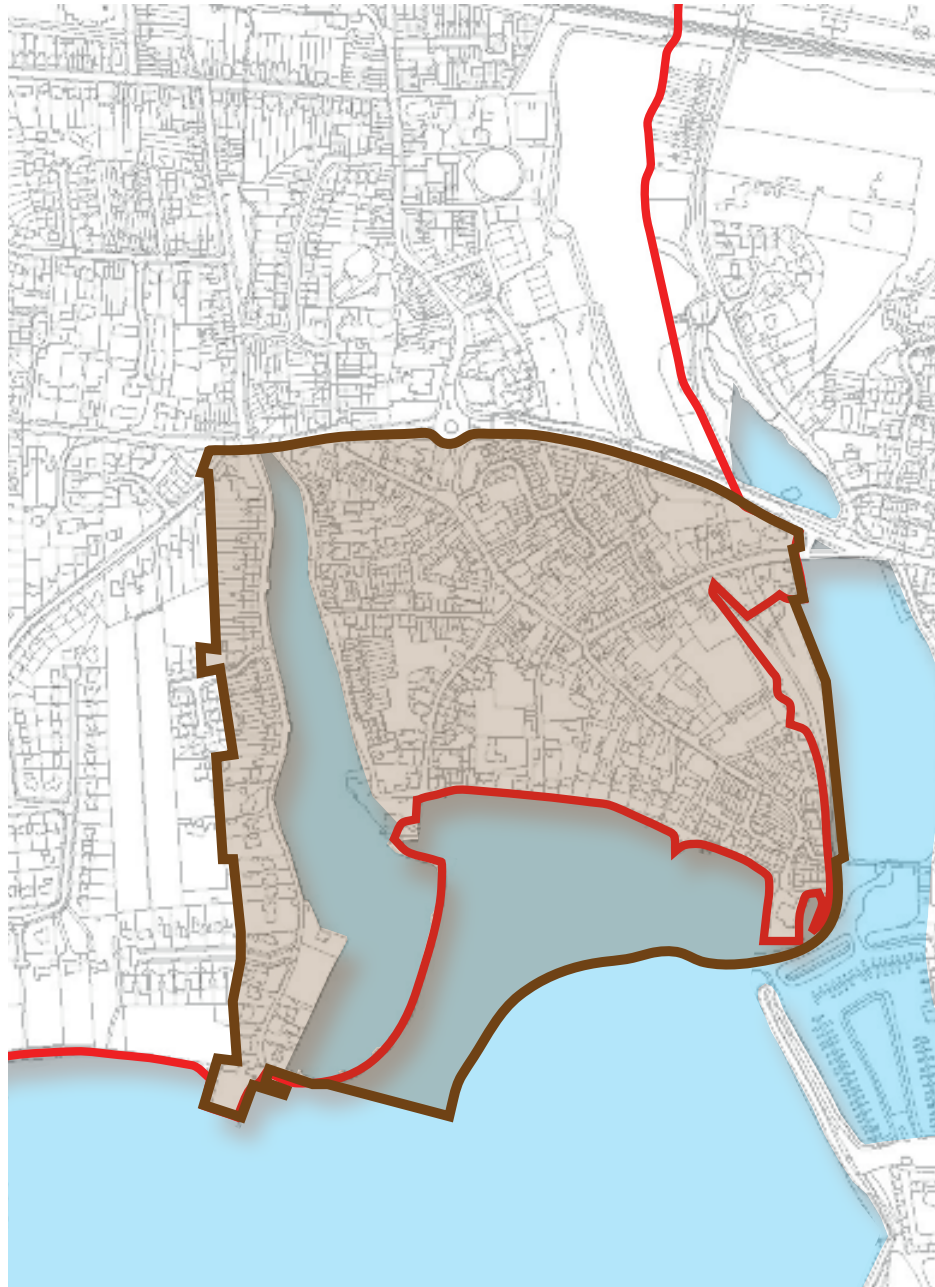
- Emsworth Community Centre
- 10 North Street (Fire Station, Old Town Hall & Museum Building)
- The Old Post Office
- St James Church

b) Proposals for the change of use of the identified buildings to uses other than for public and community purposes (Use Class D1) will not be supported unless it can be demonstrated that the existing community use is no longer viable. Proposals for the introduction of alternative or additional

uses into the identified buildings which would be complementary to the community use concerned will be supported where they enhance the vitality and the availability of amenities in the neighbourhood area.

Policy Background

It is important that these buildings do not become derelict and beyond repair. Any community activity that requires a meeting space should first be referred to these buildings for suitability, therefore maintaining important historic heritage. These historic landmarks contribute to the local character of the town and represent a glimpse of many different eras. Maintaining these buildings is vital for both the current and future generations to understand and appreciate the history of the town.



- Neighbourhood Plan Boundary
- Conservation Area

Figure 7, Reference map for the H policies — the Emsworth Conservation Area

WORKING

Providing long-lasting jobs for a sustainable economy.

Policy Objectives

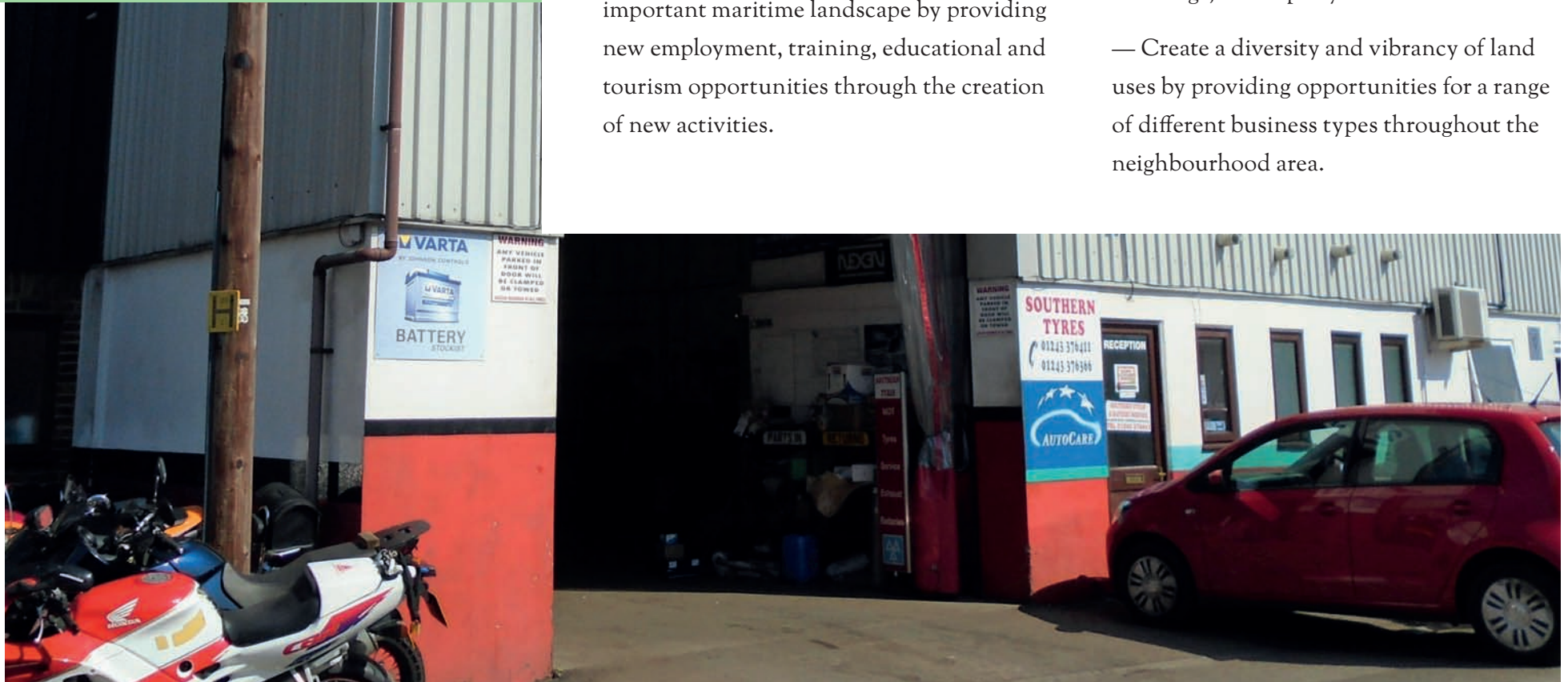
- Create living and working environments that respond to Emsworth’s rich and outstanding maritime heritage and the demands for high-performing sustainable development, whilst supporting existing businesses and their aspirations.
- Safeguard and enhance the area’s important maritime landscape by providing new employment, training, educational and tourism opportunities through the creation of new activities.

— Safeguard and enhance the area’s services sector and creative industries, both of which are very important in the Emsworth economy.

— Reinforce Emsworth’s public destination potential by including, within development, opportunities for the arts and culture, youth facilities, tourism, leisure, retail, moorings, and slipways.

— Create a diversity and vibrancy of land uses by providing opportunities for a range of different business types throughout the neighbourhood area.

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POLICY W1

Employment Premises & Design Quality

- a) Proposals for new employment development outside existing industrial and employment areas should through its design, scale, and materials provide an attractive business environment which takes account of the character and appearance of Emsworth.
- b) New employment and industrial proposals should demonstrate through a Design & Access Statement how they respect the character and appearance of the neighbourhood area. Where their location provides practical opportunities to do so, development proposals will be supported where, as appropriate to their scale and location, they provide clear and convenient connections with the town centre and create public access to the waterfront and/or with surrounding areas.

Policy Background

Policy W1 comments on the Plan's requirements for new employment development. An important element of its focus is one which seeks to ensure that new employment development does not detract from Emsworth's role as a quality visitor attraction/destination.

POLICY W2

Strong Economy & Youth Training

- a) Proposals for new business development that would contribute to the range and diversity of Emsworth's tourism and employment activities will be supported.
- b) Development proposals that specifically provide job opportunities for those leaving education and seeking further training will be supported.

Policy Background

It is important that Emsworth can offer jobs for its residents and strengthen its local economy. By maintaining employment opportunities, the town will be home to a mix of ages and cultivate a more thriving setting. Young people will be less likely to have to move elsewhere for work, therefore providing them with a certain stability when needed. New business activities are supported throughout the neighbourhood area. However, the Plan expects that any such new developments should not undermine the wider town centre economy, either individually or cumulatively.

POLICY W3

Changes to Employment and Commercial Uses

Any application to change the use of land from industrial to other uses will only be granted in exceptional circumstances and where it can be demonstrated that continuing provision cannot be made for industrial or other employment uses on a proportion of the site without harm to residential amenity.

Policy Background

Industrial sites should remain as such and not be taken over by residential, or any other form of development. It is important to maintain employment prospects alongside the arrival of large numbers of houses, to provide a town that works for everyone. Working age people should not be forced to move elsewhere for jobs, or commute daily, which will further contribute to environmental and congestion problems.

POLICY W4

Technology & Tourism

- a) Development of employment opportunities in identified growth sectors will be supported, especially in the creative, leisure, marine and technology sectors.
- b) Developments which are focussed on further growth of the tourism industry will be supported.

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Policy Background

These industries bring many positive benefits to Emsworth and have further potential to be successful. Emsworth is well equipped for a thriving marine industry, with the accompanying benefits in tourism and leisure. Concentrating growth in these areas will attract experts in these fields and encourage investment across the whole town.

Visitors to Emsworth bring a large contribution to the local economy, as well as enhancing the vibrancy of the town. Emsworth offers a unique waterfront coupled with a town centre in a distinct local character; it is valuable to recognise these strengths and enhance them, as well as addressing the weaker areas in which the town can improve.

Development which promotes the visitor economy could lead to a significant effect on the European designated nature conservation sites near Emsworth. As a result, a package of avoidance and mitigation measures could be necessary. However, whether there would be a significant effect and what could be done to remove that effect are completely dependent on the specifics of any proposal, its nature and scale.

Nonetheless, avoidance and mitigation measures could include sympathetic design or a contribution to the Solent Recreation Mitigation Strategy. Any proposals should engage early through Havant Borough Council's pre-application service in order to determine whether avoidance and mitigation measures could be required and what these are likely to be.

POLICY W5

Home Working

Insofar as planning permission is required, proposals for home-based workspaces will be supported subject to the following criteria:

- a) They would not generate an unacceptable impact on the amenities of any residential properties in the immediate locality;
- b) Any associated vehicular movements and/or deliveries would respect the character and appearance of the immediate locality in general, and that of residential areas in particular; and
- c) They take appropriate account of any heritage assets within the curtilage of the property concerned

Policy Background

Working from home is of great benefit to both the town and the worker. The town's economy can benefit from its local contributors, while the worker will no longer need to spend time and money commuting. Reducing commuting will also free up more leisure time in which people can enjoy community activities, thus improving the town's social life. However, disruption to other residential properties in the form of noise or traffic generation must be avoided.

A high-speed broadband connection allows flexibility for workers who may be able to split time between the office and home, as well as full operational ability for home workshops. Policy W5 sets out the Plan's approach to home working. It acknowledges that not all proposals for home working will constitute a material change of use and will not therefore require planning permission.

POLICY W6

Creative & Digital Industries

The continued growth of Emsworth's diverse cultural facilities and creative and digital industries will be supported, in particular:

- a) Existing cultural venues, facilities and land uses linked to the creative and digital sector will be protected and support will be given for the development of new cultural and creative venues in the town centre and in places with good public transport connectivity
- b) Insofar as planning permission is required, the use of vacant properties and land for pop-ups or temporary uses for cultural and creative activities during the day and at night-time will be supported to stimulate vibrancy and viability and promote diversity in the town centre

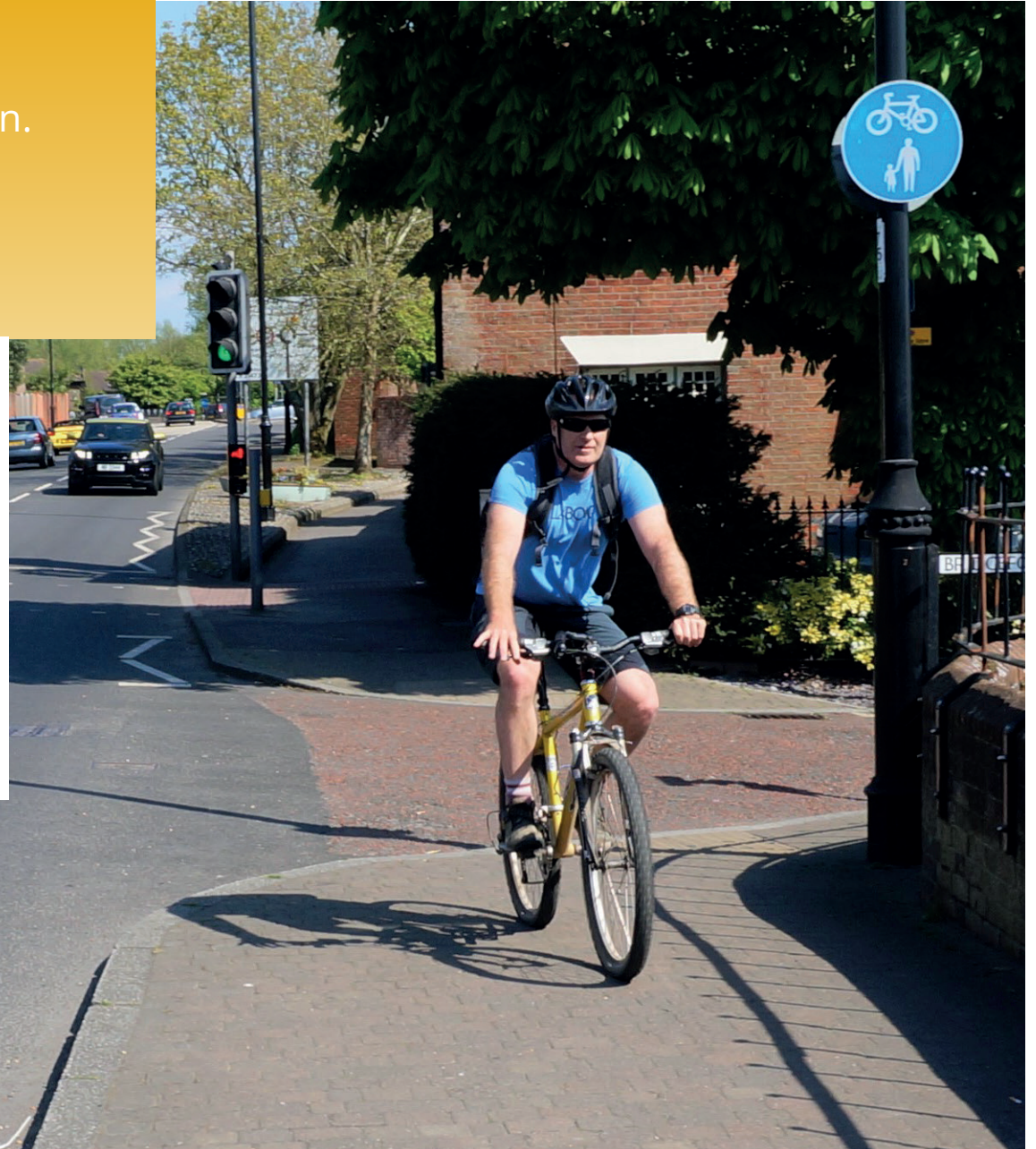
MOVING

Strengthening links throughout the town.

Policy Objectives

— To provide a range of movement choices that are convenient, sustainable, safe and enable well-being and healthy lifestyles.

— To support changes to streets, spaces and the public realm that can deliver lasting benefits for the local economy, the local environment and local communities.



POLICY M1

Cycle Storage Provision

- a) All proposed new residential development applications should include cycle storage facilities based on one per one or two-bedroom dwelling or two per three- or more bedroom dwellings.
- b) All new non-residential development applications should include covered and secure storage space in accordance with the most recent technical standards prepared by Havant Borough Council.

Policy Background

Including sufficient cycle storage within homes and places of work will increase the likelihood of people choosing to cycle rather than drive. Designing out as many hindrances to cycling as possible will provide residents and workers with an easy and attractive option. This will result in health, social and environmental benefits to the whole town and its community. New homes should also utilise internal layouts that can successfully accommodate electric mobility scooters, such as adequate storage areas and level access between external and internal areas.

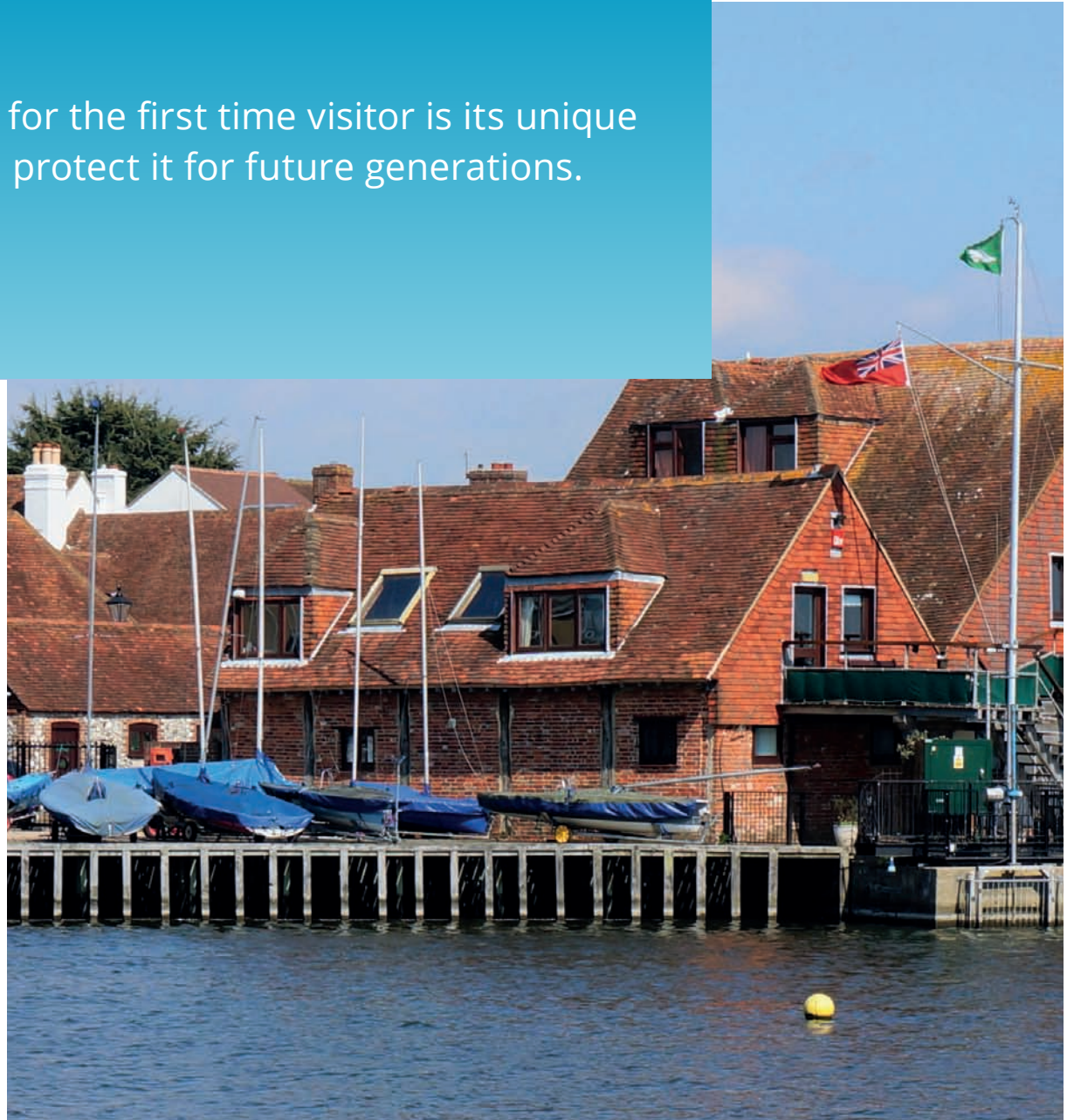
Many of the Plan's objectives for better movement around Emsworth are to be delivered as plan projects, rather than land use policies. They are listed in the Neighbourhood Plan Projects section.

WATERFRONT

The memorable image of Emsworth for the first time visitor is its unique waterfront. These policies set out to protect it for future generations.

Policy Objectives

- To avoid harm to areas designated for their ecological importance, whilst ensuring that a network of habitats is maintained.
- To open pedestrian, cycle and visual connections to adjacent marshland landscapes by providing and maintaining a waterfront edge route.
- Manage the threat of flood by safeguarding flood plain functions and ensuring that such measures necessary to protect the area are undertaken.
- Enable development potential to be realised by addressing capacity issues on the local sewerage and surface water network.



Waterfront Context

Emsworth comprises residential neighbourhoods, open spaces, nature reserves, employment space, farming fields and a popular town centre, edged by the waterside. Unlike many towns which developed around the railway line, this arrived later than the shipping trade, and Emsworth therefore has a much closer relationship with its waterfront than other similar coastal settlements.

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Emsworth is vulnerable to flooding and the Havant Borough Council Local Plan addresses this in its policies. It is essential for the town that such policies are strictly adhered to, especially in a time of rapid global climate change.

Figure 8 — Waterfront Context



Coastal Path

The highlighted coastal path stretches for around 4km. This route makes for an interesting walk, with different types of environment encountered along the way. Residents can gain health and leisure benefits from the coastal path, with its accessibility allowing more chance for regular exercise, benefiting both body and mind. The route provides the space for social interaction, with chance encounters with friends being more likely as pedestrians pass each other.

The unique promenade experience allows people to walk “across the water” with dramatic views in a variety of directions. This is an attractive route for tourists, which brings economic benefit to the town and surroundings.



Figure 9 — Coastal Path

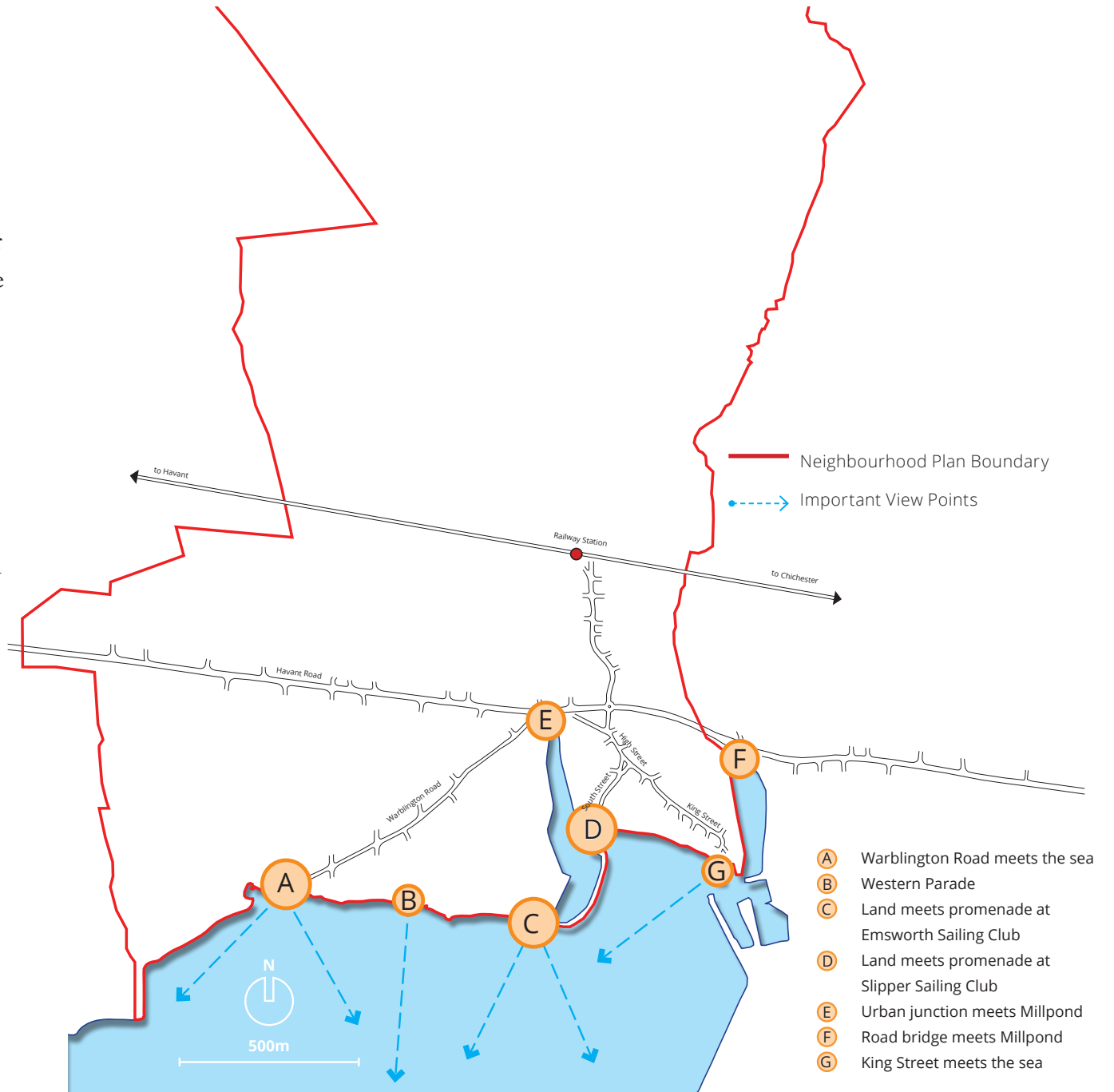
Focal Points

Points of interest along the coastal path make for a pleasant and more engaging walk. The distance between “stopping points” averages at around 350m along the 4km route, which allows those less mobile to undertake the route, or parts of the route, without it seeming too daunting.

As one moves along the path, the series of views give changing perspectives on the waterfront. The different types of location include the urban landscape, the meeting of roads and water, boats moored and moving, and where views of the land and sea can be glimpsed from different angles.

Along Western parade, there is a wide view over the sea and out to the horizon. Other points along the route give views across to the land opposite, and the slip ways make useful and interesting features where the urban centre meets the sea. Two sailing clubs illustrate the continuing close link with the larger harbour.

Figure 10 — Focal Points



Waterfront Character

Emsworth's unique waterfront is made up of five distinctive character areas. The green areas depict fields, paddocks, wetlands, and where the countryside edges flank the main waterfront.

The yellow highlights the shingle beach, one of two sailing clubs, a dinghy park, and mudflats. Millponds, west and east, are outlined in red and orange respectively.

Bath Road and Bridgefoot Path border the western millpond, overlooked by homes on either side. This area is an attractive location for tourists and locals, where families can feed the ducks and enjoy the waterfront while staying close to the town centre.

Lastly, the blue area depicts the harbour, which remains a hub of activity.

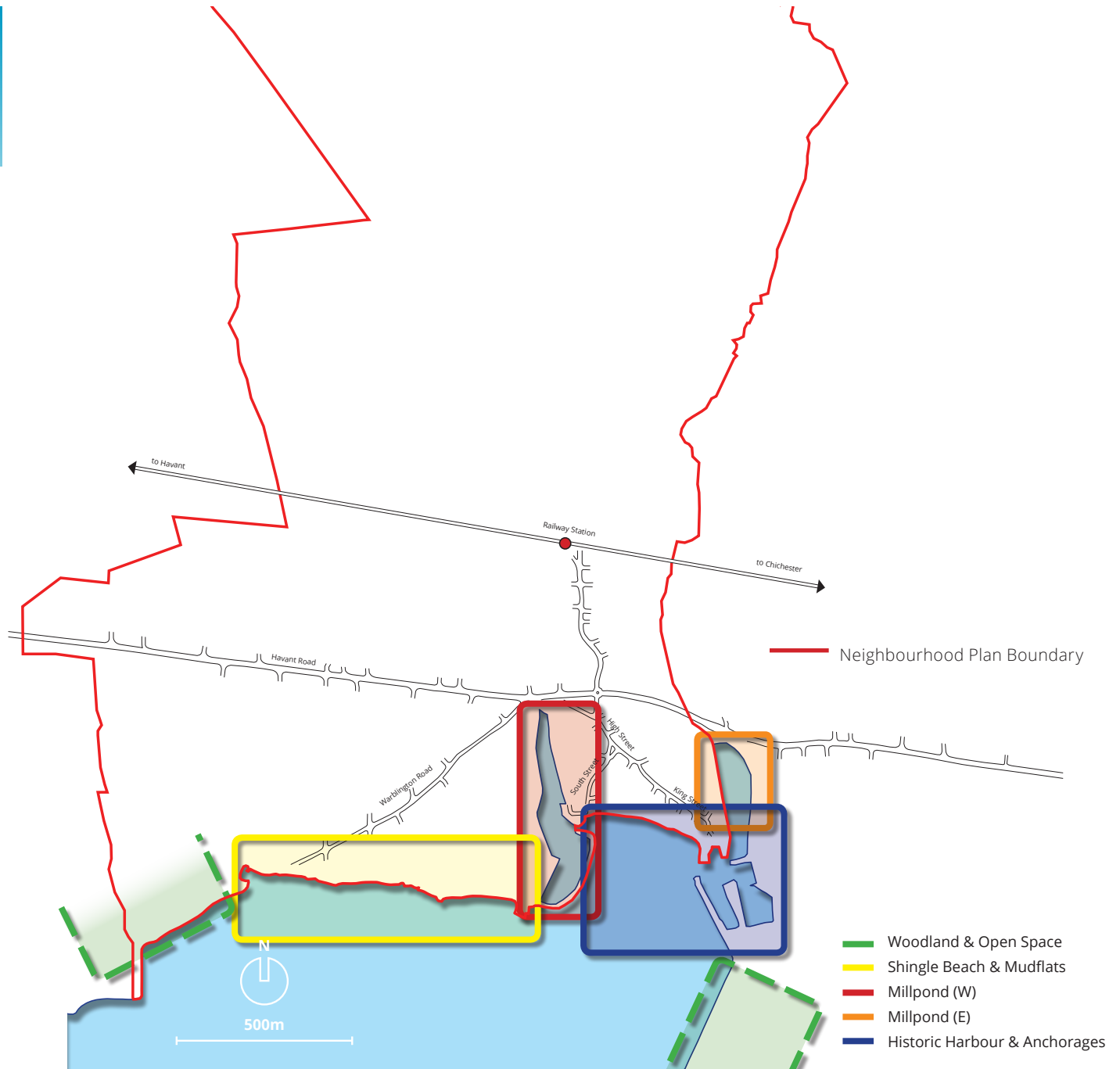


Figure 11 — Waterfront Character

POLICY WF1

Public Enjoyment of the Waterfront

- a) Proposals for new development at a waterfront site should provide public access to the waterfront where it is both appropriate and practicable to do so.
- b) Any developments or proposals that increase public access to the waterfront should not have a significant effect on protected species and/or habitats in the harbour.
- c) Applications for new development on waterfront sites should include an appraisal of options for the provision of public spaces and leisure amenities, including slipways and moorings, and must explain clearly how the proposals have taken account of this appraisal.

- d) Development proposals that contribute towards the delivery and enhancement of Natural England's England Coastal Path project* will be supported.
- e) Any new development should ensure the safeguarding of coastal defences.
- f) Insofar as planning permission is required, proposals that seek to repair the promenade will be supported.

* *England Coast Path: improving public access to the coast, Natural England*

Policy Background

Policy WF1 celebrates the attractive waterfront in Emsworth. It is an iconic feature of the neighbourhood plan. It has a clear focus on ensuring public access to the waterfront, safeguarding habitats and supporting projects which would help to deliver Natural England's England Coast Path project. Given the importance of the waterfront in the community, developers are actively encouraged to engage with local residents and affected interest groups before detailed proposals are finalised and/or planning application are submitted.

DESIGN POLICIES

To ensure high quality future development

Policy Objectives

— Create living and working environments that respond to Emsworth rich heritage and the demands for high-performing standards of sustainable development.

— Maintain and enhance the surrounding townscape setting of Emsworth, its roofscape and higher ground, waterways, landmark buildings and urban marshland edges.

— To ensure that the layout, form and density of all new development reflects the historic urban grain of the area and the specific urban characteristics of each part of the neighbourhood area, as described in this neighbourhood plan

— To ensure that applicants demonstrate through the planning application process how their proposals relate to the wider Emsworth context, with specific reference to clear and convenient connections with the town centre and with adjacent areas.



POLICY D1

General Design Policy

- a) All new developments and redevelopment proposals across the neighbourhood area should be of high quality, in accordance with the other policies and the other provisions contained within this neighbourhood plan.
- b) The impact of any development, along with any required landscape mitigation measures, should be specified in a Design & Access Statement. The scope and length of the statement should be appropriate to the proposal concerned and be submitted with the application.
- c) Development proposals should have regard to the Design Checklist in this plan. Applicants should use their Design & Access Statement to demonstrate how the checklist has influenced the proposal.

POLICY D2

Height, Mass & Materials

- a) All new buildings should enhance the character of the area and be appropriate in height, mass and materials. In most cases, this will mean buildings constructed or clad in materials typical for the area with any pitched roofs being of slate or tile.
- b) Other than in exceptional circumstances, new buildings should be no more than three storeys in height, including the use of the roof to provide for up to four floors of useable space.
- c) Proposals for the use of upper floors above retail or commercial premises and for the use of upper floors for residential development in new developments will be supported where, as appropriate to the nature of the development concerned, they are to a high design standard and respect the scale of neighbouring buildings.

POLICY D3

Layout, Form & Density

a) The layout, form and density of new developments should reflect the historic urban grain of the historic parts of the neighbourhood area and its specific characteristics, unless site specific conditions suggest otherwise.

b) Development proposals should make the most efficient use of land and be developed at the optimum density. The optimum density should result from a design-led approach to determine the capacity of the site, with particular consideration given to:

— the site context

— its connectivity and accessibility to surrounding areas by walking, cycling and public transport.

c) Proposed residential development that does not demonstrably optimise the density of the site will not be supported.

POLICY D4

Design of Public Spaces & External Areas

- a) Emsworth public spaces should be secure, accessible, inclusive, connected, easy to understand and maintain, relate to local context, and incorporate the highest quality design, landscaping, planting, street furniture and surfaces.
- b) Development should make the public realm comprehensible at a human scale, using gateways, focal points, and landmarks as appropriate to help people find their way, particularly towards the waterfront and other key features such as public footpaths, walking trails, green spaces and recreational spaces.
- c) Landscape treatment, street furniture and infrastructure should be of the highest quality, have a clear purpose, maintain uncluttered spaces, and should contribute to the easy movement of people through the space.
- d) Opportunities for the integration of high quality public art should be considered, and opportunities for greening (such as through planting of trees and other soft landscaping wherever possible) should be maximised. The heritage values of the place should inform treatment of the public realm, where appropriate.

POLICY D5

Integration & Strong Connections

- a) All redevelopment proposals need to demonstrate how they will relate to the wider Emsworth context, with specific reference to clear and convenient connections with the town centre, the creation of public access leading to the waterfront and with adjacent areas.
- b) Developments should create welcoming and inclusive neighbourhoods, promote active travel, enable the successful integration of the built form within its surrounding area, and deliver wider benefits to residents, such as access to shared amenity space and high-quality public realm.

POLICY D6

Resource Efficiency

- a) To help achieve both the sustainability goals of the neighbourhood plan and the wider objectives of local, national, and international planning policy (such as the Climate Act 2008) all developments in Emsworth should minimise the carbon footprint of the neighbourhood area through the promotion of good design. This will particularly apply for developments on sites on or adjacent to the Emsworth waterfront and in areas adjacent to the open countryside.

b) Applicants should give consideration to the following issues during the preparation of development proposals:

- High levels of energy conservation in the construction and use of new buildings
- Integration of rainwater capture and grey water recycling technologies in new buildings.
- The use of local building materials
- The minimisation of the amount of impermeable ground cover to reduce water run-off speeds
- The use of sustainable on-site energy sources, where applicable, including solar, wind, ground-source heat pumps, biomass

- The use of local forms of power to minimise power loss through the national grid
- The promotion of low CO₂ transport options through the provision of electric car charging points
- The inclusion of solar panels on roofs that can maximise the capture of solar energy will be supported, subject to the appropriate level of heritage and conservation assessment.

POLICY D7

Mitigate Light Pollution

- a) In any new development, light pollution shall be minimised by use of the lowest light levels compatible with safety, fittings that emit no upward light, low reflectance ground surfaces and use of spillover lighting where possible. This will particularly apply for developments on sites on or adjacent to the Emsworth waterfront and in areas adjacent to the open countryside.
- b) Lamp columns and other street furniture related to lighting shall be designed to respond in an appropriate manner to the heritage and conservation context of Emsworth.
- c) The use of movement responsive lighting will be encouraged to minimise any unnecessary light pollution.

DESIGN CHECK-LIST

Much of this section of the Neighbourhood Plan is based on the Emsworth Design Statement that was published in 2008. This has strengthened the Plan, and will help to ensure the continued use and relevance of the Emsworth Design Statement.

The EDS records the distinctive character of Emsworth and its relationship with the surrounding environment. It defines design principles or guidelines which have the objective of maintaining or enhancing this distinctive character.

The process of preparing the EDS was initiated, managed, and undertaken by members of the community through the Emsworth Residents' Association (ERA). The purpose of the EDS is to contribute to the protection and wherever possible the enhancement of the human, economic, structural, and environmental qualities of Emsworth so that the town continues to be a thriving community in an attractive setting. The Emsworth Forum is grateful to the ERA for its support and cooperation in integrating key elements of the EDS into this plan.

Given the wealth of character that can be found throughout Emsworth, it is considered essential to consider more than the historic core. In many cases the EDS was able to specify individual Design Considerations in such a way that they should be applicable throughout Emsworth.

It is not possible within a neighbourhood plan to focus in detail on individual features, properties, or streets in the same way a design brief or planning application can. However, this section of the neighbourhood plan provides a good introduction to Emsworth's character and will provide valuable design guidance to landowners, developers, architects, designers, and householders across the neighbourhood area. It will also provide an information source for members of the community when they wish to comment on design and development proposals.

Design guidance topics

For clarity and ease of access, the following design topics have been structured around four cornerstone themes as follows: Uses & Activities; Access & Movement; Streets & Spaces; and Form & Detail. These broadly coincide with the four principle built environment professions of town planning, highway engineering, landscape architecture and architecture. As a general rule, the scale becomes more detailed as the check-list progresses, from strategic issues that affect the whole neighbourhood to building and street level details.

The following design topics should be addressed through a Design & Access Statement (DAS) when applicants are seeking planning permission for development or redevelopment. See Policy Dr.

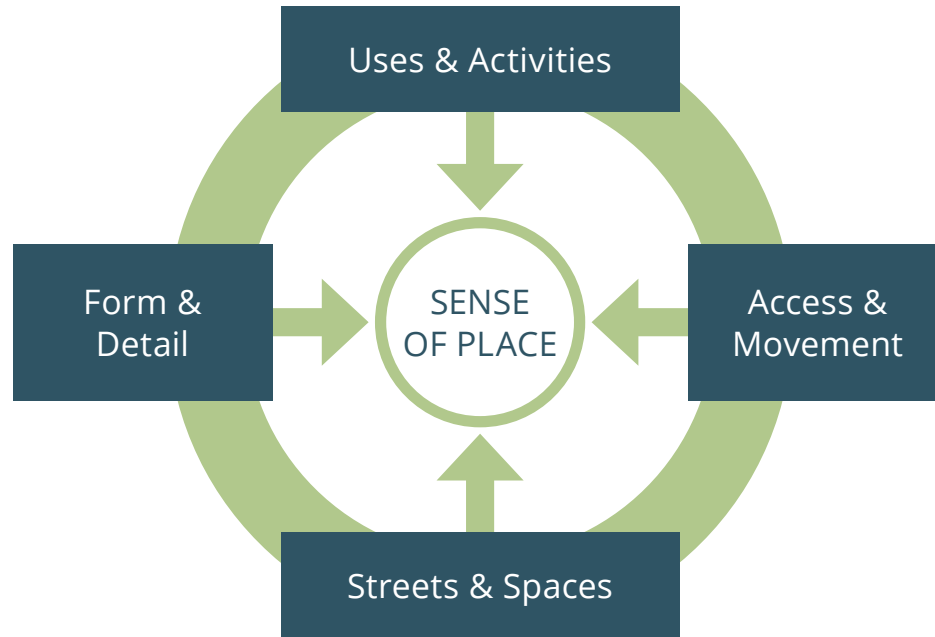


Figure 12, Sense of Place — How to create a positive sense of place through the successful combination of different components of design. Ensuring that all four components are working in harmony will be critical to future design quality across Emsworth.

Uses & Activities

Evolution and character

- o1/ Emsworth should evolve gradually and should not experience rapid large-scale development. All development proposals are required to demonstrate how they will contribute to this positive evolution.
- o2/ Good design should support and enhance Emsworth’s role as an attractive settlement within the wider south Hampshire landscape.
- o3/ Small scale “village atmosphere” with healthy mixture of residential, commercial and industrial use is an important element of the character of Emsworth. This too should be supported through sensitive and appropriate design.
- o4/ The strengths of Emsworth’s settlement pattern include a variety of buildings and styles, the sky being brought right down into the town by open spaces and water and relatively low building heights.
- o5/ The varied and distinctive character of each of the five distinct residential areas beyond the town centre should be maintained and enhanced — for further details, see plan and text on pages 82 and 83.

Layout and integration

- o6/ New buildings should be well-integrated and become part of a unified and interrelated composition, both with other buildings on site and with existing buildings adjacent to the site. This is particularly important in mixed-use developments that combine living and working.
- o7/ The layout of new developments should incorporate access routes and footpaths within the layout that reflect the historic character of Emsworth.

Access & Movement

Walking and car parking

- o8/ Designing for maximum pedestrian use in all parts of the town, including the urban spaces, will help create welcoming and safe environments.
- o9/ Access for people with disabilities and parking for wheelchairs and mobility scooters, whilst respecting the nature of the building and its surroundings, will be encouraged.

- 10/ Car parking is to be discreet, with a proper provision of off-road parking as appropriate. On-road parking needs to be accommodated carefully to ensure that footways and cycle paths are not blocked or narrowed.
- 11/ Courtyard entrances which permit access by emergency and other large vehicles for off-road loading and unloading, while ensuring that the street remains visually unaffected, are encouraged.

Rural access and wildlife

- 12/ The informal and semi-rural character of the footpaths and cycleways are in-keeping with their surroundings. Future interventions to grow the pedestrian and cycle network need to maintain this approach, through the use of complementary surface materials.
- 13/ Sensitive management of public access to open spaces is required in ways which help to maintain and enhance their rural qualities.
- 14/ There is a need to minimise the visual impact of new buildings and the physical impact of increased access. Therefore, the use of permeable surfaces such as bound gravel and porous rolled surfaces is encouraged where appropriate.
- 15/ Developments and initiatives that will help link wildlife and nature conservation habitats and avoid of the fragmentation of landscapes will be supported.

Streets & Spaces

Strategic landscapes

- 16/ The characteristic landscape features of Emsworth, including wooded shoreline, open coastal plain, broadleaved woodland and small hedgerow-bound fields are to be preserved and enhanced.
- 17/ The quality and character of Emsworth's landscape setting and associated views from within Emsworth and the Harbour are a further important characteristic and should be preserved and enhanced through new development proposals.
- 18/ Sites of Importance for Nature Conservation and associated wildlife corridors in and around Emsworth are to be protected.
- 19/ Development proposals should not adversely affect the coastal habitats within the AONB or the amenity of the informal and rural nature of open spaces in and around Emsworth.

Green spaces within urban areas

- 20/ In order to retain Emsworth's identity and avoid urban coalescence, the maintenance and enhancement of boundaries between urban areas and nature conservation areas is encouraged.
- 21/ Green spaces of appropriate scale and quality within new developments will be encouraged.
- 22/ All new houses should have private amenity space and/or gardens, at the front, back or side of the property, as appropriate.

Street scenes

- 23/ Street scene illustrations of a new development project help establish its overall impact on the surroundings, particularly the Emsworth skyline, and are to be encouraged with all planning applications.
- 24/ The street scene and nature of the surrounding area (e.g. plot size and design of adjacent buildings) are important determinants of character, particularly when the location is widely visible. Designers and architects must show an appreciation for such compositions and the effects their interventions will have upon them.

Woodland and trees

- 25/ Trees and hedgerows bordering open spaces, which can protect the rural nature of these areas and screen new development, are to be preserved and enhanced.
- 26/ Woodlands on the edges of the urban area, which provide a buffer to the urban environment, are an important characteristic of Emsworth, and should be preserved and enhanced.
- 27/ The small field hedgerow character that is found to the east of New Brighton Road around the Ems Valley north of A27 should be preserved and enhanced.
- 28/ The contribution made by gardens and the variety of green open spaces to the character of Emsworth needs to be acknowledged and appreciated by all development proposals.
- 29/ Use of trees and hedges for screening and softening the impact of new developments, both residential and commercial, is encouraged.
- 30/ Trees, groups or avenues of trees, and hedges, particularly along roads, make a special contribution to the character of the area through their large mature status and therefore should be protected.
- 31/ New tree and hedge planting needs to be maintained and should augment the historic planting, both along the approach roads to Emsworth and within the built environment, using an appropriate mix of species.

Building lines and street design

- 32/ The existing building and garden frontage lines and the balance of hedges, fences, mature trees and verges are to be respected.
- 33/ Long stretches of blank frontages including large double-doors in residential and shopping areas which detract from the street scene are to be avoided.
- 34/ Sensitive and judicious use of street furniture, signs and advertisements helps to keep clutter to a minimum and enhances the character of the street and spaces. The use of bollards should be kept to a minimum.
- 35/ Where the opportunity arises, the re-routing of services underground is encouraged.

Form & Detail

Construction, materials and build quality

- 36/ The build quality of new developments, and the materials selected as part of the construction process, should ensure a high standard of appearance over time.
- 37/ Construction techniques and materials should prevent a rapid deterioration that can lead to buildings with an unsightly or neglected appearance. Building maintenance should be cost-effective and easy to administer.
- 38/ Use of good quality materials, preferably local, which respect the neighbouring properties, mellow with age and can be easily maintained will be encouraged.

Rooflines and skylines

- 39/ The local character of Emsworth is typically defined by architecture of three storeys or less. New buildings should generally keep to this height while also being designed to respond to the surrounding context, thus visually creating a more integrated and seamless addition to the town.

- 40/ Rooms in the roof are encouraged where appropriate, particularly in the town centre, subject to the other provisions in this plan. Living above a commercial premise in the town centre is an efficient use of land and brings benefits such as vibrancy, mix of people, social interaction, and security to the town centre through passive surveillance.
- 41/ Silhouettes, including the roof line/skyline, which integrate well with the surrounding buildings and the existing skyline will be supported.
- 42/ Flat roofs can create maintenance issues and are considered to be out of character in Emsworth and should be avoided.

Density and scale

- 43/ The density of new development should be in character with the local surrounding area, and outside of the town centre should be designed to give an impression of spaciousness with opportunity for green landscape between buildings.
- 44/ New buildings should be in scale within the context of the surrounding buildings and located where they will not overwhelm their surroundings.
- 45/ House extensions are to be sympathetic with the style of the host house and use similar materials and fenestration. Modern style extensions to traditional houses will be acceptable provided they are of high quality design.

Resource efficiency

- 46/ Measures to help conserve water and energy in new buildings will be encouraged.
- 47/ New development should seek ecological enhancement to the immediate area, such as provision for birds and bats to be safely incorporated into new buildings.
- 48/ The reuse and recycling of building materials will be encouraged, as will the use of recycled materials from old buildings where it will help maintain or enhance integrity.
- 49/ New buildings are to use local construction materials, and reflect local building traditions, with materials obtained from local sustainable sources.

Lighting and safety

- 50/ Consideration should be given to the need for lighting, and where it is deemed essential, efforts should be made to seek to minimise its impact in the landscape through choice of light source and control of light spillage. Lighting should only be installed in areas of need, such as alongside pedestrian routes in and around the built areas. Areas adjacent to open spaces and undeveloped areas should be left unlit to avoid light pollution.

- 51/ All developments and improvements in Emsworth should be designed to ensure that safety and security are built in. Designs should ensure people feel safe during hours of darkness through unobtrusive path lighting and active frontages (i.e. doors and windows facing onto the street) and safe, permeable routes where appropriate.

Heritage and innovation

- 52/ Preservation of buildings of historical or visual value will be encouraged. Their use may need to change to reflect changing social, cultural and economic requirements.
- 53/ The contribution made by the historically and architecturally valuable buildings, as described by neighbourhood plan Policy H3, should be recognised in all redevelopment proposals that affect the historic core of Emsworth.
- 54/ Styles and materials that relate to those found within the Conservation Area will be encouraged.
- 55/ In other areas, imaginative, innovative, and quality designs, incorporating styles of the present age where appropriate, so they can take their place as part of the evolving history of Emsworth, will be encouraged.
- 56/ The use of contemporary design, materials and construction in new buildings to conserve energy and promote sustainability without harming the townscape and character of the area will be supported.

Elevation and decoration

- 57/ Window and door openings should be in proportion to the buildings themselves, as well as reflecting the overall setting. The size, proportions, materials and detailing of replacements should reflect the original in more historic parts of Emsworth.
- 58/ The removal of features such as chimneys or detailing where their removal could detract from the appearance of the original structure will be resisted. This will apply across the neighbourhood plan area, not just in the Conservation Area.
- 59/ Variety for variety's sake, unrelated ornamental detailing, mock/ faux styles which serve no purpose other than to attempt to camouflage inappropriate design or materials must be avoided.
- 60/ Focal points and elements of surprise which enhance character and identity will be supported.
- 61/ Shop fascias and hanging signs whose size, proportion and materials including lettering and illumination do not relate to the building and its surrounds are strongly discouraged, especially within the Conservation Area.

- 62/ The attractive and distinctive character of the approaches by road to Emsworth from the west, the east and the north should be preserved and enhanced.
- 63/ For larger properties, which play a significant role in the character of an area, conversion (rather than demolition and rebuild) will help to retain the character of the wider area and allow for a more sustainable use of materials.

Residential Character Areas

Beyond the town centre it is possible to identify five distinct residential areas. Each has its own character but they all display a variety of age and design; it is essential that this variety is maintained. Many of the features characteristic to Emsworth appear in more than one area. For example, there are several larger houses, often Edwardian or Victorian. In some cases, these are on large plots. Increasingly there are developments where the house (or houses) is (are) replaced by a block of flats or many smaller properties. This brings a significant change (and challenge) to the character of the neighbourhood.

1. North of Southleigh Road

Quiet suburbia, which seems very remote from the rest of Emsworth. There are older and larger properties on Hollybank and Long Copse Lanes, but many properties are post 1960s, mainly small detached and terraced houses and bungalows. A large area of social housing was built in the early 1980's.

2. East of New Brighton Road

Quiet suburban semi-open area of mixed housing. Many of the older properties at the southern end are of good character. This area borders onto open fields in the Chichester/Emsworth gap with a footpath linking Westbourne with Emsworth centre.

3. Triangle formed by Horndean Road, New Brighton Road and Southleigh Road

Many of more recent origin with intimate areas and generally of a similar style, including bungalows, semi-detached and detached houses.

4. West of North St. and north of Havant Road

This area best illustrates the phases in the expansion of Emsworth from east to west. It includes late 19th and early 20th century terraced and semi-detached houses and a few detached properties, 1930-1960 social housing including a few blocks of 3-storey flats, Victorian and Edwardian villas with modern infilling, bungalow estates, small 1960's estates in cul-de-sacs, and Emsworth Primary School.

5. South of Havant Road

A variety of mainly individually designed 19th and 20th century houses with some infilling. Extending westwards there are more recent estates of buildings of more uniform design. There are several "colonial" villas set back in large plots of land, particularly on the western side of Beach Road at the southern end. These are of architectural interest and contribute to the character of the area.

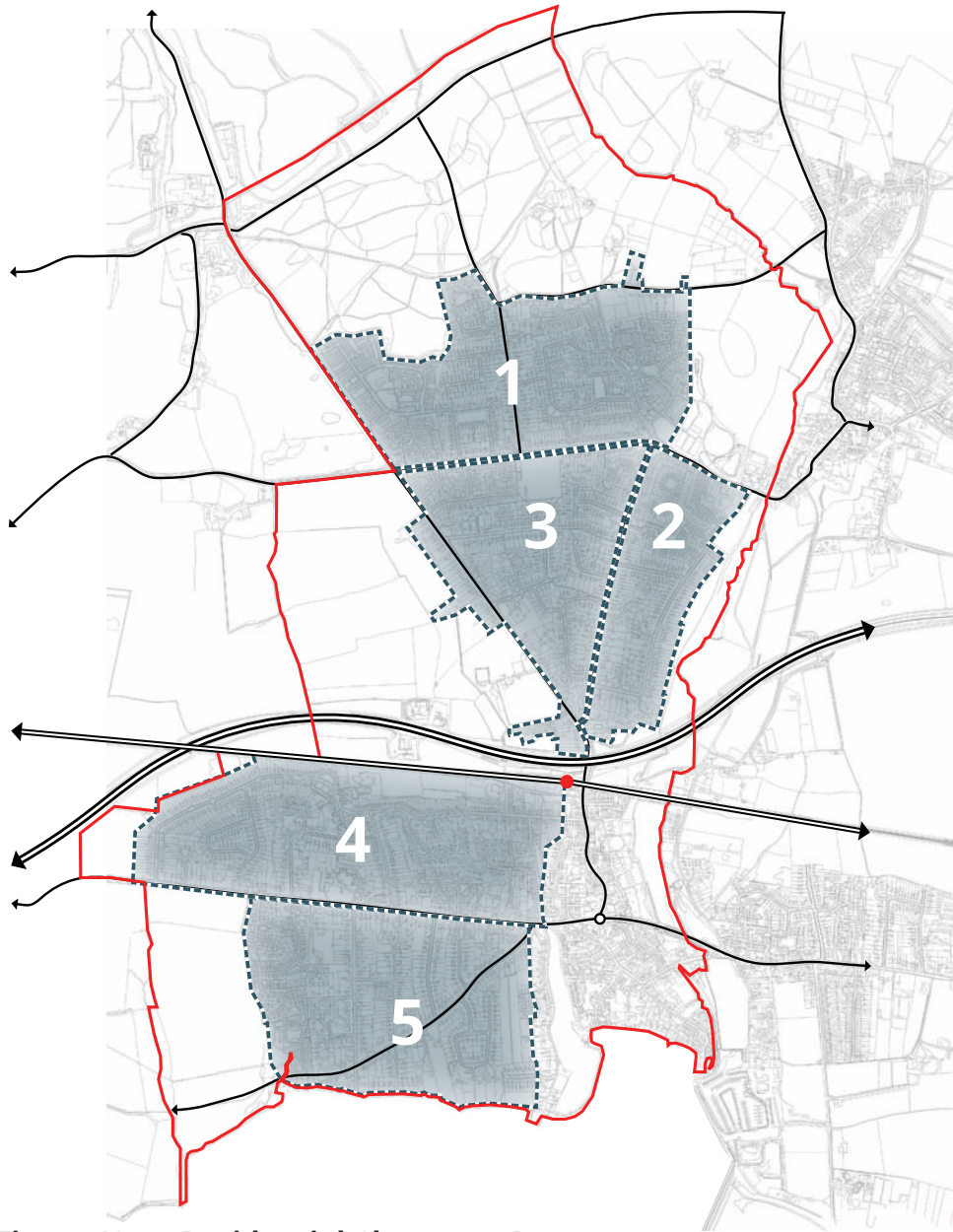


Figure 13 — Residential Character Areas

Neighbourhood Plan Projects

Actions to help implement the policies and meet the aims and objectives of the neighbourhood plan 2019-2036.

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Emsworth will inevitably experience growth over the next decade or more. This growth will only be successful if the right level of investment is made to improve the community and social infrastructure at the right time. Delivery of infrastructure need not all be “upfront” but current and forecasted infrastructure shortfalls must be independently evaluated and a full mitigation plan must be supplied by the developer before large-scale housing applications can be approved.

A schedule of specific projects has been identified through the neighbourhood plan process. This schedule will act as a starting point for these projects to be developed further. The projects will require further feasibility work outside the scope of the neighbourhood plan, to establish how they can be funded and delivered.



The Forum has established a Community Land Trust to progress some of the projects mentioned on the following pages.



Neighbourhood Plan Projects Schedule

Proposals for new and improved community and social infrastructure in the plan area, including the projects listed below, will be supported subject to those proposals meeting the objectives of this plan and being compatible with other planning policies in the plan.

Community

- Retailers and businesses to consider improving accessibility for mobility challenged customers and wheelchair users.
- Encourage more leisure and community facilities to the north of Emsworth.
- Encourage more leisure facilities across the whole town, in particular for young people.
- Investigate opportunities for amenities for local people, including safe cycle routes.
- Investigate the provision of public conveniences and update modernise the existing building in South Street.

Living

- Establish a community-led initiative to provide affordable housing responding to the needs of those living and working in Emsworth.
- Develop more renewable energy projects and investigate the opportunity for a solar farm on land to the west of the town.
- Create development briefs for the Victoria Hospital site, Sultan Road industrial area, and the station industrial site.
- Install acoustic fencing along the A27 and Main Road.
- Review and encourage education in schools to optimize safer cycling.

Heritage

- Create a list of assets of community value.
- Investigate the creation of an undesignated heritage list, comprising buildings that are currently not eligible to be listed and/or scheduled.

Working

- Town Centre businesses and trades people should be encouraged to become “dementia aware” in the way they promote and manage their operations.
- Promote the use of vacant retail sites to be used as “pop-up” shops and other temporary or meanwhile uses.
- Maintain and encourage support for banks and innovative financial services.
- Appoint a Town Centre Manager to coordinate related initiatives.
- Create a visitor centre and/or tourist information centre.
- Develop a detailed economic strategy for the town centre.
- Install additional cash machines in the town centre to help boost trade and visitors.
- Nominate Emsworth to become a pilot project for next generation broadband and/or mobile connectivity.

Moving

- Develop the Civic Square Project by conduct feasibility studies to consider ways to improve traffic flow, conditions for pedestrians and cyclists and enhance the character of the Havant Road Roundabout, High Street and wider town centre. Further details are shown at the end of this section.
- Develop a new bus service to Oak Park Community Health Centre.
- Investigate the provision of an “on — off” hopper bus serving all of Emsworth.
- Increase the number of secure cycle racks in appropriate locations across the neighbourhood area.
- Install charging points for electric vehicles in appropriate locations across the neighbourhood area.
- Support improvements to the network of footpaths and footways throughout the town to ensure they are safe, convenient and comfortable.
- Encourage footpath widening and resurfacing where necessary.
- Investigate the installation of new pedestrian crossings throughout major roads, including the High Street, Horndean Road, Havant Road and Southleigh Road.
- Create a series of on-street and off-street routes that are safe, convenient and comfortable for cycling.
- Create a shared network suitable for safe cycling. This will be

encouraged between the main areas of commercial and social activity in Emsworth and residential areas.

- Explore the opportunity for a mandatory 20mph vehicle speed limit in the areas of the town where there is no dedicated pedestrian footway, and where significant speeding has been identified on local roads, e.g. Beach Road and Bath Road.

Waterfront

- Promote Emsworth’s maritime and oyster heritage.
- Investigate opportunities for a seafront board-walk.
- Repair the promenade.

NOTE — Due to the environmentally sensitive nature of the waterfront in Emsworth, and the protections it is already afforded, the three waterfront projects as listed above will be subject to advice and/or approval from the necessary environmental, maritime and regulatory agencies.

Design

- Encourage more tree planting. Investigate how more Tree Preservation Orders (TPOs) can be applied in specific areas.
- Undertake a street furniture and signage audit with the aim of de-cluttering the public realm, and introduce more dog waste bins, subject to the results of the audit.

MAJOR NEIGHBOURHOOD PLAN PROJECT:

Havant Road Civic Square

Improvements to the A259 Havant Road will be sought to ease traffic flow, improve conditions for pedestrians and cyclists, and enhance the character of the High Street and wider town centre.

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Project Background

There is a wish to improve Havant Road from the perspective of all users. Proposals to redesign the Havant Road roundabout to improve the pedestrian and cyclist experience will be supported, provided these are accompanied by the appropriate feasibility studies and sufficient funding. Currently, the roundabout is a divisive block between the north and south of Emsworth, both physically and psychologically.

This division leads to areas of distinctly different qualities and characteristics, with North Street and the land towards the railway station not experiencing the footfall, and therefore the economic and social benefits of the High Street and land to the south. The large roundabout, and its pedestrian subway, presents a blockage to effective and convenient pedestrian movement.

Part of the vision statement for the Emsworth Neighbourhood Plan states that this north/south divide will be bridged by design and planning measures, which will reduce traffic noise and seek to ensure that all residents feel part of a single, well-supported community. The visualisation on the following page shows how this could be achieved.

Meanwhile, one of the objectives of the Emsworth Neighbourhood Plan is to reconnect parts of the community that are currently divided and fragmented through the presence of major road infrastructure and the resultant traffic noise. This project is a direct response to this objective and will assist greatly with this reconnection.



Figure 14, Havant Road Roundabout — Current Situation

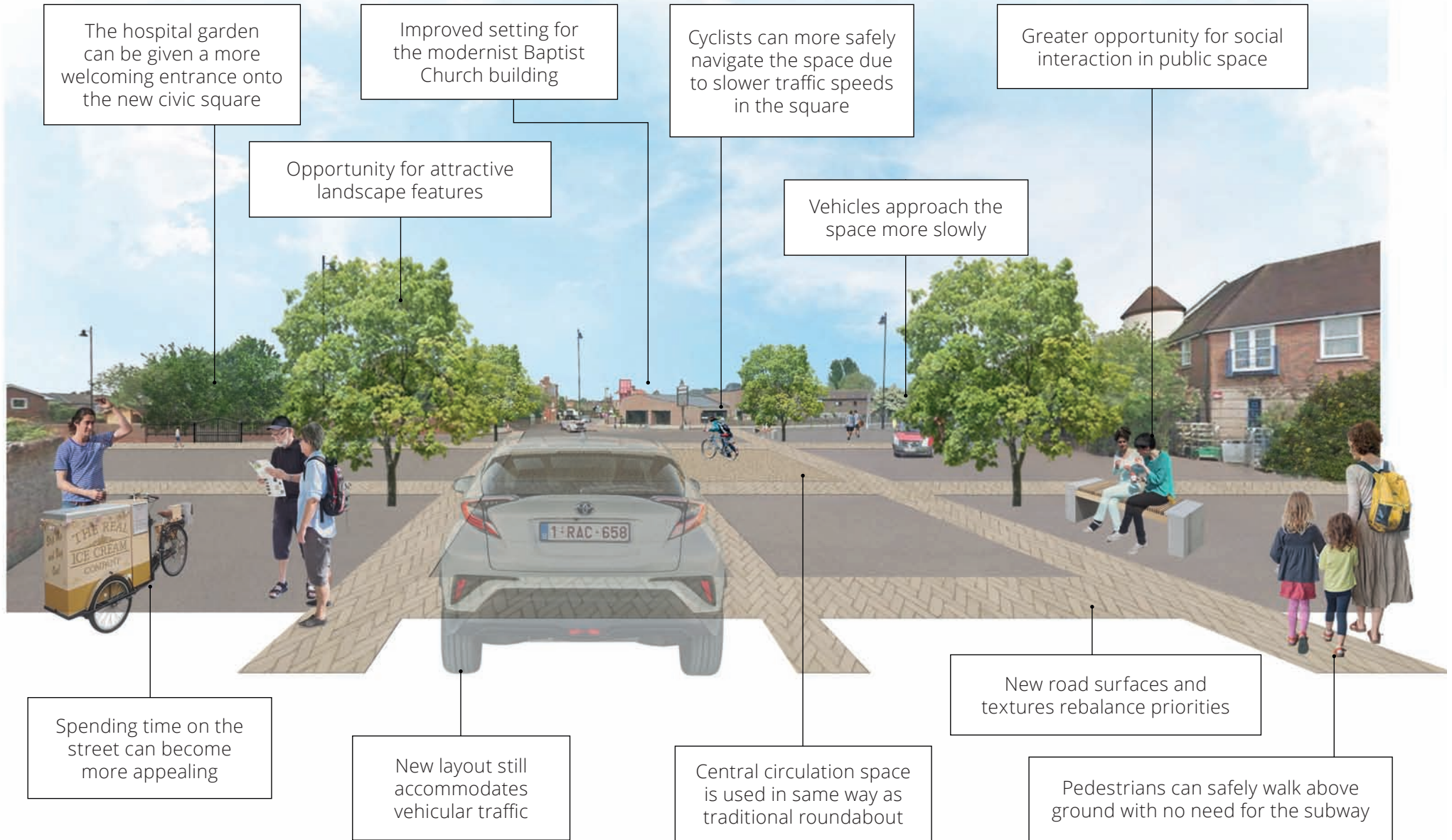


Figure 15, in support of Havant Road Civic Square Project, scheme visualisation showing potential for change from the current roundabout

The redesign of the Havant Road roundabout is a significant project which will require creative thinking and substantial funding. It is difficult to visualise such a dramatic transformation when studying the existing condition, and to understand how it will be successful. Therefore, the previous page contains an artist's impression of the possible changes which could be made to the Havant Road roundabout.

The methodology behind such shared space schemes appears counter-intuitive, yet results in ease of traffic flow for vehicles and improved conditions for pedestrians and cyclists. By removing formal traffic junctions, railings and stepped kerbs, drivers instinctively slow down as they look to understand the layout and watch for other users of the road. This steady, slow speed allows more vehicles to pass through the space at a given time, without queues of backed up traffic. This also reduces the air and noise pollution caused by vehicles repeatedly stopping and starting.

Emsworth could learn a great deal from the Poynton case study, with similar challenges caused by the divisive roundabout on the A259. A new central space remodelled on these lines could reconnect north and south and provide an attractive new civic space for residents and visitors alike. Similar examples of such civic spaces can also be found throughout Europe. See also: Emsworth North Street, Urban Design Considerations, AECOM, 2015.



Case Study — Poynton, Cheshire

Poynton town centre suffered from a divisive and congested traffic at its centre. The space was unpleasant for pedestrians and caused frustration for drivers, with detrimental impact upon the wider public realm. To solve these issues, a “double roundel” system was introduced, allowing a steady flow of traffic at low speeds. The space was de-cluttered and new paving laid. Since the implementation of the scheme, residents can now walk across the space more easily and the number of collisions has fallen sharply. The improvements have also boosted local businesses via increased footfall. The design has encouraged drivers to be more aware of their surroundings and the slower, constantly moving traffic has resulted in reduced noise pollution and the project has won national awards.

Further Information

Contacts at the Emsworth Forum for further information:

- Chair: Stephanie Elsy | stephanie@stephelsy.net
 - Secretary: Mike Bateman | mikebateman20@gmail.com
 - The Emsworth Forum, c/o The Community Centre, North Street, Emsworth, PO10 7DD.
-

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Full Council

22 September 2021

Appointment of Independent Persons

FOR RECOMMENDATION

Portfolio Holder: Cllr Narinder Bains

Key Decision: No

Report Number: *HBC/013/2021*

1. Purpose

- 1.1. Following Standards Committee on 13 September 2021, this report is to enable Council to appoint Independent Persons and an Independent Remuneration Panel in accordance with statutory provisions. Section 28(8) (c)(iii) Localism Act 2011 requires the appointment of Independent Persons to be “approved by a majority of the members of the authority”.

2. Recommendation

- 2.1. Members are requested to:
- a. note the recruitment process of the Independent Persons (IPs)
 - b. to approve the appointment of Mr Andrew Kirk, Mr David Heck and Mr Peter Moore as Independent Persons as selected by the interview panel and detailed in this report

3. Executive Summary

- 3.1. Under the provisions of the Localism Act 2011, the Council is required to appoint at least one Independent Person to assist the Council in promoting and

maintaining high standards of conduct amongst its elected members and town and parish councillors.

- 3.2. The Local Authorities (Members' Allowances) (England) Regulations 2003 requires an Authority to establish and implement a scheme which provides for the payment of allowances in accordance with the Regulations. To do this, the Councils must establish an Independent Remuneration Panel.
- 3.3. The councils' Independent Persons will be appointed to work across both East Hampshire District Council and Havant Borough Council and will be consulted on the decision to investigate complaints and will form the Independent Remuneration Panel.

4. Additional Budgetary Implications

None.

5. Background and relationship to Corporate Strategy and/or Business Plans

- 5.1. A review of IRP arrangements was required following resignation of members of the IRP and 2 IPs. This has provided an opportunity to combine the functions of the IP and IRP functions and necessitated the recruitment of new Independent Persons.
- 5.2. The councils Constitution Part 5 – Councillor Allowance Scheme, states that a new scheme must be adopted every four years, following a review from an Independent Remuneration Panel.
- 5.3. The councils Constitution Part 4, Section B – Code of Conduct for Councillors, states that the council will appoint at least one Independent Person, whose views must be sought by the Council before it takes a decision on an allegation which it has decided should be investigated, and whose views can be sought by the Council at any other stage.
- 5.4. A recruitment process was undertaken that consisted of:
 - a. Advertisement on the council social media (Appendix A)
 - b. Applicants were asked to complete and submit an application form, which was contained within the Application Pack (Appendix B).

The Application Pack contained:

- Person Specification
- Role Description
- Outline of reasons that persons would be disqualified from serving as an Independent Person
- Application Form
- Application Declarations

- c. Shortlisting was undertaken in line with the requirements of the role detailed in the Person Specification by:
- Jenni Harding, Democratic Services Team Leader
 - Mark Watkins, Interim Legal Team Manager
 - Daniel Toohey, Head of Legal Services
- d. Applicants were invited to interview. The interviews were conducted via Teams. The interview panel members were:
- Cllr Michael Wilson – Chair of Standards Committee for HBC
 - Cllr Malcolm Johnson – Chair of Standards Committee for EHDC
 - Daniel Toohey – Head of Legal Services
- e. The interview panel proposed the following 3 IPs be appointed:
- Andrew Kirk (re-appointed)
 - David Heck (new appointment)
 - Peter Moore (new appointment)

6. Options considered

- 6.1. Option A – the appointment of the IPs as selected by the interview panel.
- 6.2. Option B – to undertake further recruitment. The proposed appointments as currently selected by the interview panel, was the result of 2 rounds of a recruitment process as detailed in 5.4 above.

7. Resource Implications

- 7.1. Financial Implications
- 7.2. An annual stipend of £1,000 will be paid to each Independent Person to cover reimbursement of costs incurred undertaking the IP and IRP roles. It is anticipated that the total of £3,000 / annum will be met from existing budgets.

Section 151 Officer comments

Date: 26 08 21

This is an independent recommendation with a small cost of £3,000/annum, therefore no budget implications currently. It is anticipated to be within budget.

7.3. Human Resources Implications

There are no Human Resources Implications as an Independent Person is a voluntary role.

7.4. Information Governance Implications

All information related to the tasks undertaken by the IPs will be managed in line with information governance requirements by Legal and Democratic Services in order to protect any personal / confidential identifiable data.

7.5. Links to Shaping our Future Programme

None.

7.6. Other resource implications

None.

8. Legal Implications

8.1. The council is required to appoint at least one IP and have an IRP in place.

Monitoring Officer comments

Date: 26 08 21

The role of the independent person is a crucial element of the Council's governance processes. Previous independent persons have recently given notice of retirement and this recruitment exercise has been carried out to ensure that the Council has a full complement, to engage in and perform necessary tasks, and provide best practice governance for the organisation.

9. Risks

Failure to have a IPs / IRP in place would result in:

- the councils' being in contravention of the Local Authorities (Members' Allowances) (England) Regulations 2003
- the councils' being unable to undertake a timely independent review of councillor allowances as required by the Constitution
- the councils' being in contravention of the Localism Act 2011

10. Consultation

10.1. This process has been undertaken in consultation with:

- Legal Services
- Democratic Services
- Relevant statutory guidance
- Chairs of Standards Committees at both EHDC and HBC

A report will be submitted for Full Council approval in September 2021.

11. Communication

No wider communication will be needed other than Full Council approval.

12. Appendices

12.1. Appendix A – Advert
Appendix B – Application Pack

13. Background papers

13.1. As above in item 12.

Agreed and signed off by:

Portfolio Holder: Cllr Narinder Bains – 27 08 21

Director: Lydia Morrison – 27 08 21

Monitoring Officer: Daniel Toohey - 26 08 21

Section 151 Officer: Matthew Tiller – 26 08 21

Contact Officer

Name: Daniel Toohey

Job Title: Head of Legal Services

Telephone: 02392 446228

E-mail: daniel.toohey@havant.gov.uk

Appendix A - Advert

Appointment of Independent Persons

The Localism Act 2011 confirmed the Council's continuing duty to promote and maintain high standards of conduct by members and co-opted members of the authority.

We are looking for "Independent Persons" to work with the Council to help to ensure high standards of conduct in the Council and amongst elected Councillors within Havant Borough & East Hampshire District.

If you think you have the qualities to take on this challenging role, we would like to hear from you.

You should be impartial, have a good standing in the community, and support the Council's goals of being accountable, open, principled, and committed to equality opportunities. Ideally, you will live or work in and around either East Hampshire or Havant and understand the area and some of the issues facing it.

We are unable to consider anyone who is, or has been within the last five years, a member, co-opted member or officer of either Havant Borough Council or East Hampshire District Council, or any of the Local Parish Councils within the District; or is a relative or close friend of a member, co-opted member or officer of either Hampshire Borough Council or East Hampshire District Council, or any of the Local Parish Councils within the District. You must be aged 18 or over.

Independent Persons are entitled to an annual stipend to cover any out of pocket expenses in carrying out the duties of the role.

To find out more, please call XXX, or Email: XXX

Interviews will take place on XXX

Please contact XXX for an information pack / download, complete and return the completed Application Pack via email, or post to XXX, For the Attention Of: XXX

Closing date is XXX.

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East Hampshire District Council

and

Havant Borough Council

RECRUITMENT PACK FOR

APPOINTMENT OF

VOLUNTARY INDEPENDENT PERSONS

**Appendix B – Application Pack
East Hampshire District Council and Havant Borough Council**

Appointment of three Independent Persons to be consulted on Councillor Code of Conduct Complaints and to act as the Council’s Independent Remuneration Panel.

Councillor Complaints

Under the provisions of the Localism Act 2011, the Council is required to appoint at least one Independent Person to assist the Council in promoting and maintaining high standards of conduct amongst its elected members and town and parish councilors.

East Hampshire District Council and Havant Borough Council will appoint three Independent Persons, who will be consulted on the decision to investigate complaints and before it makes a decision on an investigated complaint. The Independent Person may be consulted on other standards matters, including by the Councillor who is subject to an allegation.

Independent Remuneration Panel

The Local Authorities (Members’ Allowances) (England) Regulations 2003 requires an Authority to establish and implement a scheme which provides for the payment of allowances in accordance with the Regulations.

To do this, the Councils must establish an Independent Remuneration Panel. The Panel must produce a report making recommendations as to the payment and amount of all forms of allowances, the duties to which special responsibility allowances should attach and whether allowances should be index linked. The Panel is required to make recommendations to the Council whenever the Council decides to either revoke or amend its current scheme.

Full details of the role and responsibilities of the Independent Person are included in this Recruitment Pack.

An annual stipend of £1,000 will be paid to each Independent Person.

For further details, including the eligibility criteria please visit the Council’s website or contact:-

XXX

The closing date for applications is XXX. An informal discussion, to ascertain suitability, will be held on XXX.

Appendix B – Application Pack

INDEPENDENT PERSON APPOINTED UNDER THE STANDARDS REGIME

PERSON SPECIFICATION

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> No specific qualifications or background is required however a clear commitment to the role and its responsibilities are essential 	✓	
Knowledge and Skills: <ul style="list-style-type: none"> A good communicator Enhanced questioning skills A natural problem solver Assertive Inquisitive, open minded and non-judgmental Have a general understanding of the principles behind the Members' Code of Conduct. Have experience of setting remuneration levels in complex organisations Awareness of the background to the new Standards Regime Computer Literate 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Experience: <ul style="list-style-type: none"> A demonstrable interest in local issues Experience in Committee working. An interest in public service, particularly local government Live and/or work in Hampshire. 	✓ ✓	✓ ✓
Competencies: <ul style="list-style-type: none"> A person in whose impartiality and integrity the public can have confidence. Able to understand and comply with confidentiality requirements Able to make a significant contribution to the work of the Committee Committed to undertaking the background work in preparation for meetings To be available to attend and contribute to meetings 	✓ ✓ ✓ ✓	
Other Requirements: <ul style="list-style-type: none"> Able to attend Council offices for meetings and consultations as required through the Standards Process Able to attend programmed meetings, ad hoc if required, and devote preparation time for each meeting. Able to travel between Councils in order to attend meetings as required Able to access emails and undertake work at home if required Be available for telephone/email consultation Must not currently have and must not enter into any contractual relations with the Council under which he/she will gain personally Will have disclosed and agree to continue to disclose to the Council any matter in his/her background which, if it became public, might cause the Council to reconsider the appointment. Will not be a member of any political party or have a public profile in relation to political activities. 		

Appendix B – Application Pack

INDEPENDENT PERSON

ROLE DESCRIPTION

1. To attend regularly and participate in meetings of any Committee established to deal with the conduct of Councillors, including consultative meetings/informal dispute resolutions with the Monitoring Officer and/or Councillors [Note:- meetings may be held during the evening as well as during the day and may require travelling between Councils. Consultations may take the form of a telephone conversation or email correspondence].
2. To participate as an independent person in hearings in relation to complaints of Councillor misconduct under the Code of Conduct.
3. To actively promote ethics and standards within the District, Borough, Town and Parish Councils within the County.
4. To develop and apply knowledge of the Code of Conduct in relation to matters alleging breaches of the Code of Conduct.
5. To assist in the preparation of reports and determination of allegations of Councillor misconduct in conjunction with the Monitoring Officer and Council Members.
6. To analyse and exercise fair and impartial opinion on conduct issues and to set standards of ethical behaviour.
7. To provide a view on the governance of the Council (both at Principal and Parish levels) and the conduct of their Councillors from an external perspective
8. To develop a sound understanding of the ethical and wider regulatory framework
9. To be aware of the views of the local community on ethical standards and to reflect those in carrying out the role.
10. Be prepared to undertake training and to participate in training events organised by the Council to promote awareness of the Code of Conduct
11. To attend meetings of the Council and civic and other functions in order to raise the profile of ethics and standards within the authority.
12. To review and provide comment on the Council's process of mayoral expense provision.
13. Attend meetings of the Independent Remuneration Panel to consider information in connection with the Members' Allowances Scheme.
14. To formulate a view and make recommendations to the Council as to any appropriate changes to the Members' Allowances Scheme, as laid down in the Local Authorities (Members' Allowances) (England) Regulations 2003 and Section 7, Superannuation Act 1972, namely:-
 - (a) the level of basic allowance for all Councillors;
 - (b) categories of special responsibility for which a special responsibility allowance should be paid and the levels of those allowances;
 - (c) the rate of childcare / dependency allowance;
 - (d) Travel & Subsistence Allowance; and
 - (e) any annual uplift.
15. To sit on the Independent Persons Panel, if required as and when, to hear, consider, ask questions and comment in respect of Statutory Officer discipline or grievance, and to prepare a report on same.

Appendix B – Application Pack

Persons will be disqualified from serving as an Independent Person if they:

1. Are an elected Councillor of any Local Authority;
2. Are employed or appointed by East Hampshire District Council or Havant Borough Council;
3. Are a senior employee (in a politically restricted post) of another local authority;
4. Are the holder of any position within a political party at local, regional or national level;
5. Are the subject of a bankruptcy restrictions order or interim order;
6. Have been convicted in the last 5 years of an offence with a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine;
7. Are in debt to or in dispute with either East Hampshire District Council or Havant Borough Council; or
8. Are a relative or personal friend of an elected member of either East Hampshire District Council or Havant Borough Council

APPLICATION FOR POSITION OF INDEPENDENT PERSON

1. Personal Details

Name:

Address:

Post Code:

Contact Details:

Daytime Telephone Number:

E-mail address:

2, Qualifications

(Please list in particular any qualifications which you think are relevant to the position of Independent Person)

3. Why do you wish to be considered for appointment as Independent Person and what particular attributes do you believe you would bring to the role?

4. Please provide any additional information you may wish to give in support of your application:

Appendix B – Application Pack

5. Criminal Convictions and Cautions

Have you ever received a caution, including conditional Cautions, or been convicted by a Court of any offence or been reprimanded? Please see further information on spent and unspent convictions at the end of the application form.

YES

NO

If yes please give details and dates of any convictions (excluding driving offences))

Note: This does not apply to convictions which are spent in accordance with the Rehabilitation of Offenders Act 1974.

6. References will be taken up for all applicants who are invited for interview

<p>1. Name Address Telephone</p>	<p>2. Name Address Telephone</p>
--	--

7. I confirm that, I...	Yes	No
Am able to attend Council offices for meetings and consultations as required through the Standards Process		
Am able to attend programmed meetings, ad hoc if required, and devote preparation time for each meeting.		
Am able to travel between Councils in order to attend meetings as required		
Am able to access emails and undertake work at home if required		
Am available for telephone/email consultation		
Do not currently have and must not enter into any contractual relations with the Council under which I will gain personally		
Have disclosed and agree to continue to disclose to the Council any matter in my background which, if it became public, might cause the Council to reconsider the appointment.		
Am not a member of any political party or have a public profile in relation to political activities.		

Appendix B – Application Pack

I wish to apply to be an Independent Person.

In submitting this application, I declare that:-

- I am not and have not during the past five years been a member or officer of the District or Borough Council.
- I am not related to, or a close friend of, any Member or Officer of the District of Borough Council.
- I am not currently an Officer or Member of any other relevant authority (this includes parish, borough, district, county and unitary council and Police and Fire Authorities.
- I am not actively engaged in local party-political activity.
- I understand that this is a voluntary role which attracts an annual stipend of £1,000 to cover costs incurred. I will not be an employee of either East Hampshire District Council or Havant Borough Council and confirm that I therefore not do not have the rights of employees or workers for the two authorities.

Signed:

Dated:

Please return this application form by XXX to XXX with a subject title: Independent Person, or addressed to XXX

Please find our Privacy Policy: <https://www.easthants.gov.uk/privacy-policy>

Appendix B – Application Pack

Spent and unspent convictions

A criminal record will not necessarily be a bar to obtaining a position. Declaring a criminal conviction will not be taken into account unless relevant to the position.

Convictions that are unspent

- Unspent convictions **will come back on** [all levels of criminal record check](#) (basic, standard and enhanced).
- Offences which will never be considered as unspent can by the Home Office are set out here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756791/List_of_offences_that_will_never_be_filtered_PDF_.pdf

Convictions that are spent

- Spent convictions and cautions **will not come back** on a [basic](#) criminal record check. Convictions become spent over a period of time depending upon the offence. For a list of rehabilitation periods please refer to this guidance document:
https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2017/05/Spent-poster_2017-for-web.pdf
- Some spent cautions and convictions **are removed from standard or enhanced checks** if they meet a set of technical rules known as [filtering](#). If your caution or conviction is now filtered, it will not show up on these checks.
- Most spent convictions and cautions will still appear on standard or enhanced checks. The Council will assess convictions against the role when making a recruitment decision.
- Spent convictions and cautions will [stay on your police record](#) – they are not deleted.

For further information relating to your personal circumstance please ensure you check your query with <https://www.criminalrecordsservices.com/dbs-check/what-is-the-difference-between-spent-and-unspent-convictions/> or <https://hub.unlock.org.uk/disclosure-calculator/> before completing this form.

NON-EXEMPT

HAVANT BOROUGH COUNCIL

Council

21st September 2021

Caravan Site Licensing (residential sites): Fit and Proper Determination Policy

FOR DECISION

Portfolio Holder: Cllr Narinder Bains, Cabinet Lead for Community Safety and Organisational Development

Key Decision: No

Report Number: *HBC/259/2120*

1. Purpose

1.1. This paper is submitted to the Council for policy decision and to meet a statutory requirement. At its meeting held on 14 September the Licensing Committee considered the attached policy and made the recommendation set out in 2 below.

2. Recommendation

2.1. It is recommended that Council approve the submitted Caravan Site Licensing: Fit and Proper Person Determination Policy 2021-2026, and the appended Fee Procedure

3. Executive Summary

3.1. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person ("the Regulations"). Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person

appointed to manage the site, unless they are eligible for an exemption under the Regulations.

3.2. The Regulations, made on 23 September 2020, allow local authorities to receive applications from site owners, or the person appointed to manage the site, from 1 July 2021 up to and including 30 September 2021 for existing sites.

3.3. The council must be satisfied that the site owner “*is a fit and proper person to manage the site*” or, if the owner does not manage the site, “*that a person appointed*” to do so by the site owner “*is a fit and proper person to do so*” or has, with the site owner’s consent, “*appointed a person to manage the site.*”

3.4. Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager, who must pass the fit and proper person assessment, the council can instead appoint a person to manage the site, but only with the consent of the site owner.

3.5. Principally, the fit and proper person test applies to a “relevant protected site”. A relevant protected site is a site, which requires a licence and which is not solely for holiday purposes or is otherwise not capable of being used all year round. The fit and proper person requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site i.e. park home owners. This policy and the accompanying appendices will enable the council to apply The Regulations appropriately.

4. Additional Budgetary Implications

4.1. None

5. Background and relationship to Corporate Strategy and/or Business Plans

5.1. This policy contributes to achieving the theme titled ‘A safe environment, healthier and more active residents’, within the Havant Borough Council Corporate Strategy 2020-24

6. Options considered

- 6.1. Approve the policy and appended Fee Procedure. This will support the council in the decision making process for Fit & Proper Person applications, and provide clear instruction as to how we will approach situations where it is decided that an applicant has failed the fit and proper person test.
- 6.2 Do Nothing – This would mean we do not have a reliable decision making process in the event of a person applying who does not meet the fit and proper person criteria.

7. Resource Implications

7.1. Financial Implications

The financial implications are not significant. As per the Fee Procedure the average time taken to process a Fit and Proper Person application is approximately 9 hours. However by our estimation there is just 1 caravan site in the borough that this piece of legislation would apply to.

We are able to recover the cost of this work to the council by way of a licence fee. Details of this fee have been provided in the Fee Procedure and Fee Calculation included as appendices. We have determined that the fee to accompany an application would be £246, this is in line with other local authorities.

Section 151 Officer comments

Date: 12th August 2021

It is expected that the licence fee will cover the costs of administration. Therefore this proposal is within current budgets.

7.2. Human Resources Implications - None

7.3. Information Governance Implications

The council must set up and maintain a register of persons who they are satisfied are fit and proper persons to manage a site in their area. This register must be open to inspection by the public during normal office hours. This register also must be published online.

The register will provide a record of the outcome (as discussed above) of the fit and proper person tests the council have carried out for sites. There is a template available on the Government Guidance, and the register must include the following:

1. the name and business contact details of the person;
2. the name and address of the relevant protected site to which the application relates;
3. the status of the person (site owner or manager of the site);
4. the dates of the first and last day of the period for which the person's inclusion in the register has effect;
5. whether any condition is attached to the person's inclusion in the register, and where any condition is attached to the person's inclusion in the register
7. the number of any such conditions;
8. the dates of the first and last day of the period for which any such condition applies (if applicable), and the date any condition is varied or satisfied (if applicable).

The team will liaise with the Data Protection Officer to ensure all necessary steps are taken to ensure compliance with Data Protection legislation

7.4. Links to Shaping our Future Programme

No links, this relates to a statutory requirement

Shaping our Future Lead comments/sign-off

Date: 27th July 2021

There are no implications for the Shaping our Future Programme.

7.5. Other resource implications - None

8. Legal Implications

8.1. None

Monitoring Officer comments

Date: 21st July 2021

The Regulations require that the Council assess whether persons are fit and proper persons to manage non-commercially family occupied sites. In coming to a determination the matters identified at paragraphs 2 to 4 Schedule 3 of the Regulations must be considered. These matters are satisfactorily contained in the Guidance

9. Risks

- 9.1. If we do not implement a policy for this purpose, we would not have a reliable decision making process to use in the event of a person making an application, who does not meet the fit and proper person criteria.

10. Consultation

- 10.1. None required

11. Communication

- 11.1. Letters will be sent from Environmental Health to the existing site operator in the borough.

12. Appendices

- 12.1. Caravan Site Licensing: Fit and Proper Determination Policy
FIPP Fee Procedure
Fee calculation

13. Background papers

13.1. None

Agreed and signed off by:

Portfolio Holder: Narinder Bains 20/07/2021

Director: Simon Jenkins 02/07//2021

Monitoring Officer: Surinder Atkar 21st July 2021

Section 151 Officer: Mathew Tiller 12th August 2021

Contact Officer

Name: Sam Ings

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**CARAVAN SITE
LICENSING F&PP
DETERMINATION
POLICY**
Agreed July 2021
Revision due June 2026

**Caravan Site Licensing: Fit and Proper Person
Determination Policy 2021-2026**

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Introduction

The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person (“the Regulations”). Local authorities are accordingly required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations¹.

The Regulations, made on 23 September 2020, allow local authorities to receive applications from site owners, or the person appointed to manage the site, from 1 July 2021 up to and including 30 September 2021 for existing sites.

The council must be satisfied that the site owner “*is a fit and proper person to manage the site*” or, if the owner does not manage the site, “*that a person appointed*” to do so by the site owner “*is a fit and proper person to do so*” or has, with the site owner’s consent, “*appointed a person to manage the site.*”

Where a site owner or their manager fails the fit and proper person test, and they are unable to identify and appoint a suitable alternative manager, who must pass the fit and proper person assessment, the council can instead appoint a person to manage the site, but only with the consent of the site owner.

Principally, the fit and proper person test applies to a “relevant protected site”. A relevant protected site is a site, which requires a licence and which is not solely for holiday purposes or is otherwise not capable of being used all year round. The fit and proper person requirement will ensure that site owners, or their managers, have integrity and follow best practice. Additionally, it provides the safeguard that such individuals will not pose a risk to the welfare or safety of persons occupying mobile homes on the site i.e. park home owners.

The Evidence

When conducting the fit and proper person assessment, the council must consider the following points relevant to the application:

1. **Is the individual able to conduct effective management of the site.** This includes, but is not limited to, securing compliance with the site licence and the long-term maintenance of the site. It follows that, the council must have regard to:
 - (i) whether the person has a sufficient level of competence to manage the site;
 - (ii) the management structure and funding arrangements for the site or
 - (iii) the proposed management structure and funding arrangements.

¹ *i.e. it is a non-commercial, family occupied site under Regulation 3

(a) Competence to manage the site

This includes reviewing the competency of the appointed individual. The individual must have sufficient experience in site management, or have received sufficient training, and be fully aware of the relevant law as well as health and safety requirements.

(b) The management structure and funding arrangements for the site

The council should consider whether relevant management structures are in place and whether they are adequate to ensure effective management of the site. The council may want to ensure that the applicant has a robust management plan, this should also be reviewed to ensure it addresses the following issues: the pitch fee payment, proximity of the manager to the site, manager's contact details for residents (including out of office and emergency contact details), the complaints procedure, maintenance, staffing, and refuse removal.

It is advisable that the site is managed by an applicant based in the UK and a management structure would be unlikely to be suitable if the applicant is an individual, or a company (including its directors), which does not reside or have a permanent UK address. This is because there may be complex issues as a result of this, such as needing the court's permission to serve a claim in a foreign country. The applicant's interest in the land will also have an important impact, as would their financial standing, management structures and competence, all of which could contribute to the overall assessment of their suitability to manage the site effectively.

(c) The proposed management structure and funding arrangements in place for managing the site

The council must consider whether the applicant has sufficient funds (or has access to sufficient funds) to manage the site and comply with licence obligations. Evidence of these funds should be readily available.

Another consideration is if funding is through a third party (including an associated company), we should be wary if this is not disclosed as this will impact on our ability to deem whether the application is financially viable.

2. Personal information relating to the applicant concerned. This would include a DBS check and should include evidence that the applicant:

- (a) has not committed any offence involving fraud or other dishonesty, violence, firearms or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
- (b) has not contravened any provision of the law relating to housing, caravan sites, mobile homes, public health, planning or environmental health or of landlord and tenant law;
- (c) has not contravened any provision of the Equality Act 2010 in, or in connection with, the carrying on of any business;
- (d) has not harassed any person in, or in connection with, the carrying on of any business;

- (e) is not or has not been within the past 10 years, personally insolvent;
- (f) is not or has not been within the past 10 years, disqualified from acting as a company director;
- (g) has the right to work in the United Kingdom and,
- (h) is a member of any redress scheme enabling complaints to be dealt with in connection with the management of the site (when this is in place).

Local authorities have a duty to investigate any conduct which could amount to harassment and any evidence obtained should be reviewed to determine whether it is sufficient to be used to prosecute a site owner. Local authorities may also rely on convictions by the courts as evidence of harassing behaviour which would reduce the risk of the council being successfully challenged on any refusal to approve an applicant on this basis.

The council may have records of previous harassment complaints made against a site owner or their manager. Even if no action was taken on these complaints it is still advisable that these be taken into consideration in the fit and proper person determination. These complaints may identify further potential risks and can also provide an indication of potential underlying problems with the management of the site or the site owner's lack of experience/skills in dealing with customers. Local authorities may also wish to address any underlying issues by attaching conditions to the individual's entry on the register.

3. Upon rejection of a person's application by any other local authority this should be centrally recorded and include the details of the person involved and the reasons for the rejection.

Items to take into consideration

4. "The applicant" is defined at paragraph 2 of the Regulations as "the person who makes an application under regulation 6".
5. The "relevant person" is also defined at paragraph 2 of the Regulations to mean "the subject of the fit and proper person assessment under Regulation 7".
6. The conduct of any person associated or formerly associated with the relevant person (whether on a personal, work or other basis) is also an important factor to be considered in the fit and proper person assessment.
7. Site owners may be required to provide details of any current or former associates of the relevant person in the application form. Those associates will not include other current joint owners as that information would have already needed to have been provided in their own application forms.
8. It is not routinely required to provide information of all current or past associates of the site owner. However, it is advisable that, prior to making any final decisions, the council considers the conduct of past and current associates relevant to that individual's application. The site owner can be asked to provide additional information during the application process.
9. Local authorities are required to establish whether an individual is considered to be an associate of the relevant person and then whether their conduct is relevant

to the application. A relevant associate could be defined as any individual who may have played a part, directly or indirectly, in a decision or action, which has had an impact on residents' rights, or the quiet enjoyment of their homes.

10. The Regulations are drafted widely giving the opportunity for local authorities to take into consideration other relevant matters. However, a local authority should be cognisant that poor management practices do not affect a person's conduct, unless they are also a breach of the criminal or civil law. A person cannot be deemed unfit due to conduct, simply because of poor management, although that factor is highly relevant to determining any question of suitability or competence. However, all conduct is relevant in relation to the person's fitness to hold a licence and/or manage the particular mobile home site.
11. Local authorities are able to decide the specific matters they deem relevant to the fit and proper person application. These matters could be in relation to current or previous issues, or events, that have occurred in relation to the park site or any other park site owned or managed by the site owner or site manager in another local authority area. Additionally, the site owner's conduct regarding other business, outside of the park homes sector, can also have implications on the financial and management arrangements of the site in question. Any matters which the council believe to be of relevance to the application should primarily focus on the relevant person's conduct, competence and their suitability to manage the site.
12. It is advisable that evidence is obtained by the council to support any additional matters that they require to be taken into consideration for the application. This is to mitigate any risks should they face being challenged at a tribunal because of their final decision. The evidence could include previous tribunal and court decisions, documents or records from Companies House, or other public bodies or financial institutions. Allegations which have not been investigated or documented may be difficult to use as evidence to support an authority's decision.

Applications

The Regulations use various terms in the application process and these are outlined below:

As mentioned earlier "Relevant person" is defined in paragraph 2 of the Regulations and is "the subject of the fit and proper person assessment under Regulation 7". Please note that this could be the site owner or person appointed to manage the site by the site owner.

"Relevant officer" is defined in paragraph 1 of Schedule 2 of the Regulations, where the applicant is a company, a relevant officer will be a director or other officer of the company; or, where the applicant is a partnership, a partner; or, where the applicant is a body corporate, a member of the management committee of that body.

"Required Information" is defined in paragraph 14 of Schedule 2 of the Regulations (even though the Regulations incorrectly state that this information is contained in paragraph 13) as: the person's name and business contact details; details of the person's role or proposed role in relation to the management of the site; where the person has not yet been appointed, the address, telephone number and email

address (if any) at which the person may be contacted in respect of the application; details of each relevant protected site (other than that to which the registration application relates) — for which the person holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960, or in which the person has a legal estate or equitable interest, or which the person manages.

The application for inclusion in the fit and proper register, must therefore include the following:

The applicant and site details required

13. Details of the site and the applicant:

- (1) The applicant's name and business contact details.
- (2) Where the applicant is not an individual, the following information in relation to the individual completing the application on behalf of the applicant and each relevant officer:
 - (i) the person's name;
 - (ii) details of the person's role (if any) in relation to the management of the site.
- (3) The name and address of the site.
- (4) Evidence of the applicant's legal estate or equitable interest in the site.
- (5) Confirmation that the applicant is the occupier within the meaning of section 1 of the Caravan Sites and Control of Development Act 1960.
- (6) The name and business contact details of any other person that has a legal estate or equitable interest in the site.

14. The name and address of each other relevant protected sites:

- (1) for which the applicant holds a licence issued under section 3 of the Caravan Sites and Control of Development Act 1960;
- (2) in which the applicant has a legal estate or equitable interest; or
- (3) that the applicant manages.

15. The applicant must clearly specify whether their application is made in respect of either the applicant, or site owner, or the person that the applicant or site owner has appointed to manage the site.

Information relating to the site manager

16. In circumstances where a "site manager" has been appointed to manage a site more information is needed. The person who is applying for the site manager to be registered as a fit and proper person (the relevant person) must provide the following information: the site manager's name and details of that person's role (if any) in relation to the management of the site.

If the site manager has appointed or intends to appoint a further individual ("A"), 'Required Information' would also be needed from A. And where A is not a relevant officer of the site manager, the relevant officer to whom A is accountable. for the day-to-day management of the site, should be the one to provide the Required Information.

Additional information when the applicant is the relevant person and an individual

17. When the applicant is the relevant person, and is an individual, and the applicant has appointed, or intends to appoint, someone else (“B”) to be responsible for the day-to-day management of the site, ‘Required Information’ would be needed from B. If B is not an individual but is, instead, for example, a company, and B has appointed an individual (“C”) to do the day-to-day management, ‘Required Information’ would be needed from C. Where C is not a Relevant officer of a company, the relevant officer to whom C is accountable for the day-to-day management of the site would also need to provide the Required information.

Additional information where applicant is relevant person and not an individual

18. When the applicant is the relevant person but is not an individual and the applicant has appointed or intends to appoint someone else (“B”) to be responsible for the day-to-day management of the site, Required information would be needed from this person. If B is not a Relevant officer of the applicant the person to whom B is accountable for the day-to-day management of the site (“C”) would also need to provide the Required Information. Where B itself is not an individual, the individual (“D”) that B has appointed or intends to appoint to be responsible for the day-to-day management of the site would also need to provide the Required Information. Where D is not a Relevant officer of B, the relevant Officer to whom D is accountable for the day-to-day management of the site would also need to provide the Required Information.

19. It can be seen from the above that the Regulations prohibit the operation of a relevant protected site unless the site owner or its site manager (whatever the management structure might be) has been assessed by the local authority as a fit and proper person to do so. This has been included to ensure that consistent standards are applied to companies and other organisations that are not individuals.

Disclosure and Barring Service

20. Criminal Records Certificates must be issued under section 113A (1) of the Police Act 1997 and will be required where: (a) the Relevant person is an individual and (b) for each individual in relation to whom the applicant is required to provide information for example, a site manager or individuals A, B, C or D as outlined above.

21. With reference to the above law, the Criminal r may be either basic or enhanced, at the discretion of the local authority.

22. The certificate must have been issued no more than six months before the date of the application. It is incumbent upon the site owner to ensure that any certificates provided meet this requirement.

Declaration

A declaration made and signed by the “appropriate person”, which means:

- (a) where the applicant is a company, a director or other officer of the company;
- (b) where the applicant is a partnership, one of the partners;

- (c) where the applicant is a body corporate and the conduct of the management of the body is vested in its members, a member;
- (d) where the applicant is not a body falling within (a) to (c) above, a member of the management committee;
- (e) where the applicant is an individual, that individual.

23. Where the applicant is not the relevant person, the declaration must confirm that the applicant has made all reasonable enquires into the matters mentioned in paragraph 9 of the Regulations and considerations relevant to the fit and proper person assessment as set out below.

24. The declaration should also state that the information provided in the application is correct and complete to the best of the applicant's knowledge and belief.

Considerations relevant to fit and proper person assessment

25. Proper management of the site includes, but is not limited to, securing compliance with the site licence and the long term maintenance of the site.

26. To be able to secure the proper management of the site, the council must (amongst other things) have regard to whether the relevant person has a sufficient level of competence to manage the site and the management structure or proposed management structure and funding arrangements.

Decisions, notification and rights of appeal

27. The council must make a decision on the application in a timely and practicable manner and either:

- (a) where the decision is to grant the application unconditionally and include the relevant person on the register for 5 years, serve a final decision notice on the applicant; or
- (b) otherwise, serve a preliminary decision notice on the applicant.

28. On receipt of an application the council may:

- (a) grant the application unconditionally;
- (b) grant the application subject to conditions; or
- (c) reject the application.

Granting the application unconditionally

29. Where the council is satisfied that the applicant meets the fit and proper person test unconditionally, we must include the applicant on the register for 5 years. The council must issue a final decision notice to the applicant to inform them of its decision.

30. The final decision notice must clearly state:

- (a) the date the final decision notice is served;
- (b) the final decision;
- (c) the reasons for the decision;
- (d) when the decision is to take effect;
- (e) information about:
 - (i) the right of appeal to the First Tier Tribunal; and

(ii) the period within which an appeal may be made.

To include the applicant on the register subject to certain condition(s)

31. In some circumstances, the council can specify that the individual for the fit and proper person test will only be successful if certain conditions are met. If these conditions are satisfied, the council can grant an application subject to those condition(s). The council can also grant an application for less than 5 years.
32. It may be the case that the council decides to include the person on a register subject to condition(s), if it would only be satisfied that the person would meet the fit and proper requirement if the condition(s) were complied with. An applicant will be able to appeal against the decision to attach (or vary) any condition to an entry on the register. It is therefore imperative that we have clear and justifiable reasons for attaching any condition(s) and that any conditions imposed can be enforced by the council.
33. Conditions will need to be clearly stated for the applicant's understanding and this will also allow for local authorities to ensure that they are enforceable.

An example of the requirements are included in the Table 1 below.

Table 1

Specific	The specific condition/s a site owner is being requested to address.
Measurable	The conditions required and the outcome(s) expected.
Achievable	The applicant should be reasonably expected to be able to achieve the condition. For example, it may not be reasonable to expect a site owner of one small site to have the same resources to introduce the same procedures as a medium sized company.
Realistic	The applicant should have a clear understanding of how the required outcome can be reached and that there are no circumstances or factors which would make the achievement of the outcome impossible or unlikely.
Timebound	A clear timescale in which the task/action must be completed.

What can a condition relate to?

34. The fit and proper person test is aimed at ensuring that the person managing the site is competent and the conditions should relate directly to the person's ability to secure the proper management of the site.
35. Where a person has contravened legislation, or committed offences set out in paragraph 2 above, it is not recommended that conditions are set in relation to those matters. This is because such a condition would be unlikely to meet the tests set out above in paragraph 33. For example, if a person has committed fraud or violence, that specific incident cannot be reversed by requiring the person to perform a specific task.
36. Local authorities are advised that, in cases where the person has committed those listed offences or contravened legislation, these breaches should be

considered, together with all the other information available, when reaching their preliminary decision.

37. An example of a condition could relate to the payment of an annual fee. A condition can also be set with respect to ensuring the relevant person has the ability to secure the proper management of the site. In summary, conditions can relate to any factors which are relevant to the person's competence to manage the site, the management structure, or funding arrangements for the site, an associated person's influence, and any other relevant factors.

38. **Example 1** - A local authority has evidence of a site owner's failure over a certain period of time to address residents' complaints. This is an example of poor management which could be resolved by the site owner implementing an adequate complaints procedure. A condition could be attached requiring the site owner to *"implement an effective and accessible three stage complaints process for residents by xx date and provide the LA with quarterly reports of complaints and outcomes, from that date and for the first year"*.

If the condition is met within the specified time frame, the local authority can record this in the register. If, at a future date, it is found that the site owner failed to implement a complaints procedure, a further opportunity to comply may be given and this could include a new condition of the site owner providing quarterly reports of complaints and outcomes for each year. The site owner could also be expected to complete a relevant "CPD customer service/Dealing with complaints" course by a certain period. However, should the local authority consider the actions as unlikely to achieve the desired outcome, the site owner could be removed from the register.

39. **Example 2** – If, when considering an application, certain documents or information are unavailable to the applicant, because of delays from third parties, the local authority may wish to attach a condition to the entry on the register that the site owner "is to provide the authority by registered post, with the original xx document by xx date".

40. **Example 3** - An associated person has been visiting the park and, through their action 'X', has caused distress to the residents impacting their well-being and security. A condition could be attached to the register requiring the site owner to put measure(s) in place by xxx date preventing the associated person, or any other person, from carrying out action X on the site.

Decisions not to include the applicant on the register

41. Should the council determine that the applicant does not meet the requirements, and attaching conditions would not be appropriate, the council can refuse to grant the application.

42. Where the council makes a decision to include the applicant on the register, subject to conditions, or not to include the applicant on the register, a preliminary decision notice to the applicant must be issued.

43. The preliminary decision notice must clearly state:

- (a) the date the preliminary decision notice is served;
- (b) the preliminary decision;
- (c) the reasons for it;
- (d) the date it is proposed that the final decision will have effect;
- (e) information about the right to make written representations
- (f) where the preliminary decision is to refuse the application, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
- (g) where the preliminary decision is to grant the application subject to conditions, the consequences of failing to comply with any conditions.

Right to make a representation

44. An applicant who receives a preliminary decision notice will have 28 days in which to make representations to the council. The 28-day period begins with the day after the day on which the notice was served.
45. The council is obliged to consider and take any representations it receives into account before making a final decision.

Final decision notice

46. The council must, as soon as reasonably practicable, after the end of the period allowed for making representations, make a final decision and serve the decision notice on the applicant.
47. The final decision notice must set out:
- (a) the date the final decision notice is served;
 - (b) the final decision;
 - (c) the reasons for it;
 - (d) when the decision is to take effect;
 - (e) information about the right of appeal and the period within which an appeal may be made;
 - (f) where the decision is to refuse the application, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
 - (g) where the decision is to grant the application subject to conditions, the consequences of failing to comply with any condition.

Appeals

48. The applicant can decide to appeal the decision by making an application to the First-tier Tribunal (Property Chamber) (“the tribunal”) within specific timeframes set by the tribunal. The applicant is permitted to appeal against any decisions served by the Local Authority. These could include:
- (a) including the relevant person on the register for an effective period of less than 5 years;
 - (b) including the relevant person on the register subject to conditions; and
 - (c) rejecting the application.

49. Where an applicant accepts the council's decision not to include the person originally stated in the application on the register, they will be required to seek alternative management arrangements to comply with the fit and proper person requirement. If they fail to do so they will be committing an offence.

50. An appellant will not be able to claim compensation for losses incurred pending the outcome of an appeal.

Withdrawal or amendment of notice

51. There may be circumstances where the council may decide not to continue or to withdraw a previously agreed action such as after serving:

(a) a preliminary decision notice but before service of the final decision notice;

(b) a final decision notice but before the decision to which it relates takes effect; or

(c) a notice of proposed action but before the proposed action is taken.

52. To withdraw or amend a notice, the council must serve notice to the person on whom the original notice was served.

53. There are no requirements for notices to contain specific information, however, it is recommended that a withdrawal or amendment notice should state:

(a) That it is withdrawing/amending the original notice (a copy of the original notice should be attached for reference);

(b) the reasons for withdrawing the notice;

(c) the date it takes effect; and,

(d) the implications of the decisions in relation to the person's entry on the register.

Removal from the register

54. If, after a person is included in the register, and new evidence relevant to the person's inclusion becomes available, the council may decide to:

(a) remove the person from the register;

(b) impose a condition on the inclusion of the person in the register (whether or not there are conditions already imposed);

(c) vary a condition; or

(d) remove a condition.

55. Local authorities must use their judgement when determining whether to review an entry and consider any subsequent actions are required. It is recommended that any such decision should be related to the person being a fit and proper person rather than, for example, site licensing issues which are governed separately. If the council decides to take any of the actions listed in paragraph 51

(a) to (c) above, we must serve a notice of any proposed action on the occupier.

56. The notice of proposed action must clearly state:

(a) the date the notice of proposed action is served;

(b) the action the council proposes to take;

- (c) the reasons for it;
- (d) the date it is proposed that the council will take the action;
- (e) information about the right to make written representations;
- (f) where the proposed action requires the removal of a person from the register, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of the regulations; and
- (g) where the proposed action is to impose a condition on the inclusion of a person in the register or to vary a condition, the consequences of failing to comply with said conditions.

57. A notice of proposed action is not required if the council decides to remove a condition attached to an entry. A removal of a condition is viewed widely as being a positive step, which is unlikely to be opposed. It is for that reason that a notice of proposed action is not required. As good practice though, it is recommended that local authorities make the site owner or their manager aware of the decision in writing and also ensure the register is updated.

Notice of action taken

58. Where a notice of proposed action is given, the occupier will have 28 days, starting from the day after the notice is served, in which to make representations.

59. The council must, as soon as reasonably practicable after the end of the 28-day period, decide whether to carry out the proposed action.

60. Where the council decides to take the action, we must serve a further notice on the occupier, indicating the action that has been taken, within the period of 5 working days beginning with the day after the day on which the action was taken.

61. The notice of action must set out—

- (a) the date the notice of action is served;
- (b) the fact that they have taken the action;
- (c) the reasons for doing so;
- (d) the date the action was taken;
- (e) information about the right of appeal and the period within which an appeal may be made;
- (f) where the action is to remove a person from the register, the consequences of causing or permitting the land to be used as a relevant protected site in contravention of regulations; and
- (g) where the action is to impose a condition on the inclusion of a person in the register or to vary a condition, the consequences of failing to comply with any condition.

Offences

62. There are 3 offences which can occur within the Regulations. They are as follows:

- Operating a site in contravention of the fit and proper person regulations - The site owner will have certain defences under the Regulations in any proceedings brought against them.

- Withholding information or including false or misleading information in the registration application - The site owner will not have any defences under the Regulations in any proceedings brought against them for this offence.
- Failing to comply with a specified condition - The site owner will have certain defences under the Regulations in any proceedings brought against them.

63. Local authorities are responsible for enforcing the regulations. A site owner found guilty of any of the above offences will be liable on summary conviction to a level 5 (unlimited) fine.

Defences

64. One defence is available to a site owner who has inherited a site and would be found to have a reasonable excuse for failing to make an application within the relevant periods as set out below.

Relevant periods in specific circumstances

65. The below table outlines limited circumstances where a site owner may have a defence.

Row	Circumstance	Relevant period for making an application in the circumstance
1	the occupier held a site licence immediately before the day on which regulation 4 (operating a site without being a fit and proper person) came into force on 1 October 2021.	From 1 st July 2021 before 1 October 2021, the day on which regulation 4 came into force
2	the period of a person’s inclusion in the register in relation to the site has come to an end other than as a result of action by the local authority under regulation 8(1)(a)(removal from the fit and proper register after new relevant evidence becomes available).	not less than two months before the end of the period of the person’s inclusion in the register
3	at the time that the occupier became entitled to within the period of 3 months possession of the land it was in use as a relevant protected site; and within the period of 28 days beginning with the day after the day on which the person became the occupier of the land the occupier notifies the relevant local authority of its intention to make an application under regulation 6 (application for inclusion in the register)	beginning with the day after the day on which the person became the occupier of the land
4	at the time that the occupier became entitled to possession of the land it was in use as a relevant	within the period of 28 days beginning with the day after the day on which the person became

	protected site; and the occupier does not give the notification referred to in row 3 above	the occupier of the land
5	a person appointed to manage the site no longer does so; and within the period of 28 days beginning with the day after the relevant day the occupier notifies the relevant local authority that the person no longer does so	within the period of 3 months beginning with the day after the relevant day
6	a person appointed to manage the site no longer does so; and the occupier does not give the notification referred to in row 5 above	within the period of 28 days beginning with the day after the relevant day
7	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has removed a person from the register; and within the period of 28 days beginning with the relevant day in relation to the local authority's decision the occupier notifies the relevant local authority of its intention to make a new application under regulation 6 (application for inclusion in the register) in relation to the site	within the period of 3 months beginning with the relevant day
8	the breach of regulation 4(1) arises because the local authority has removed a person from the register; and the occupier does not give the notification referred to in row 7 above	within the period of 28 days beginning with the relevant day
9	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has rejected an in-time application; and within the period of 28 days beginning with the relevant day in relation to the rejected application the occupier notifies the relevant local authority of its intention to make a new application under regulation 6	within the period of 3 months beginning with the relevant day
10	the breach of regulation 4(1) (operating a site without being a fit and proper person) arises because the local authority has rejected an in-time application; and the occupier does not give the notification referred to in row 9 above	within the period of 28 days beginning with the relevant day

The Fit and Proper Persons Register

66. The council must set up and maintain a register of persons who they are satisfied are fit and proper persons to manage a site in their area. This register must be open to inspection by the public during normal office hours. This register also must be published online.
67. The register will provide a record of the outcome (as discussed above) of the fit and proper person tests the council have carried out for sites. There is a template available on the Government Guidance, referred to as Annex A, and the register must include the following:

- (a) the name and business contact details of the person;
- (b) the name and address of the relevant protected site to which the application relates;
- (c) the status of the person (site owner or manager of the site);
- (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;
- (e) whether any condition is attached to the person's inclusion in the register; and
- (f) where any condition is attached to the person's inclusion in the register—
 - (i) the number of any such conditions;
 - (ii) the dates of the first and last day of the period for which any such condition applies (if applicable); and
 - (iii) the date any condition is varied or satisfied (if applicable).

68. Where a person has met the fit and proper person test, the register will give details of that person and of the site, including decisions made on how long a person's inclusion is for, up to a maximum of 5 years.

69. In order to comply with the fit and proper person requirement a site owner must at least two months before the period (e.g. 5 years) comes to an end submit a new application for the person (or alternative) to be included in the register.

70. Where there are rejected applications, the following information must be included in the register:

- (a) the name and address of the site to which the application relates;
- (b) that an application in respect of the site has been rejected; and
- (c) the date on which the application was rejected.

Details of the rejected application will remain on the register until a successful fit and proper person application is made in respect of the owner or manager of the site.

It must be noted that the name of the rejected applicant will not be included on the register. Local authorities will however be able to consider requests for further information about the entry on the register, for example, the details of the specific conditions attached and any additional information, on a case by case basis and in accordance with data protection legislation.

71. Where the council has, with the site owner's consent, appointed a person to manage the site, the council must include the following information:

- (a) the name and business contact details of the person;
- (b) the name and address of the site which the person has been appointed to manage;
- (c) the status of the person;
- (d) the dates of the first and last day of the period for which the person's inclusion in the register has effect;
- (e) whether any condition is attached to the person's inclusion in the register; and
- (f) where any condition is attached to the person's inclusion in the register—
 - (i) the number of any such conditions;

- (ii) the dates of the first and last day of the period for which any such condition applies (if applicable); and
- (iii) the date any condition is varied or satisfied (if applicable).

Monitoring and Review

This document will be reviewed every 5 years. Changes will also be introduced into this document where necessary to accommodate new legislation, guidance and local needs.

Environmental Health will work closely with other regulatory bodies to ensure effective coordination and collaboration to secure necessary regulatory compliance and outcomes.

We will consult and work with business representative organisations to ensure our services continue to improve and remain fit for purpose. We are committed to delivering excellent regulatory services and welcome constructive feedback and comments to further refine our service offer and will review how we are performing against the standards we have set ourselves.

For further information, please contact Environmental Health on 01730 234304, or ehealth@easthants.gov.uk



F&PP FEE PROCEDURE

**Agreed July 2021
Revision due June 2026**

Appendix 1

Caravan Site Licensing: Fit and Proper Person Fee Procedure

Contents

- 1 Introduction
- 2 Fees for Fit and Proper Persons Register Applications
- 3 Such other matters as the local authority considers to be relevant

Introduction

1. A relevant protected site is a site, which requires a licence, which is not solely for holiday purposes or is otherwise not capable of being used all year round. A relevant protected cannot operate unless the local authority is satisfied that the manager qualifies as a fit and proper person, Sections 12A -12E of the Caravan Sites and Control of Development Act 1960, as implemented by Section 8 Mobile Homes Act 2013 (subject to paragraph 10 below).
2. A site owner under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 (SI 2020/1034) (“the Regulations”) must apply to their local authority for the relevant person (themselves or their appointed manager) to be added to the register of fit and proper persons managing sites in their area (“the register”).
3. The site owner may only apply to be added to the register if they hold, or have applied for, a site licence for the site. This provision also applies where the site owner or site manager is a registered company.
4. The Regulations permit the local authority to determine the fee for an application or registration for someone to be added to the register. It is imperative that the fee is included with the application and failing to include this may mean that the site owner is in breach of the requirements of the Regulations.
5. Existing Site owners will be required to submit a completed application between 1 July and 1st October 2021 (3 months) and pay the fee, outlined below, to the council, which will also include any additional fees. New site owners must submit a completed application within 3 months of the date that they became responsible for the site.

Fees for Fit and Proper Persons Register Applications

Initial application fee

6. The local authority believes that fit and proper person assessment and/or checks to be included on the fit and proper register will take on average, a total of 540 minutes per application. This time of 540 minutes includes updating and publishing the register.
7. The local authority will take into account the following matters on which costs are incurred, or likely to be incurred (by various departments, including costs incurred by outsourcing contracts), when determining its fees for consideration of applications for entry on a fit and proper person register:

- (a) Initial enquiries;
 - (b) letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;
 - (c) sending out forms;
 - (d) complete application form received and scanned
 - (e) updating files/ computer systems and websites;
 - (f) processing the application fee;
 - (g) land registry searches;
 - (h) Processing the application and reviewing necessary documents and certificates
 - (i) DBS check
 - (j) Determination F & P
 - (k) preparing preliminary and final decision notices;
 - (l) set conditions
 - (m) review by manager or lawyers; review any representations made by applicants or responses from third parties;
 - (n) updating the public register;
 - (o) carrying out any risk assessment process considered necessary and
 - (p) reviews of decisions or in defending appeals.
8. It is important that charges must be limited to recovering the costs of exercising the fit and proper person test function only and not other costs that have already been charged for by other service areas.
9. The fee is set at £246 for the fit and proper person application. Please see the table in Appendix 2: Fee Calculation, which outlines the above and provides transparent justification for the fee to be imposed upon receipt of the initial application. The purpose of this table is to demonstrate that the fees imposed are fair and transparent providing justification as to why a site is required to pay the fee.

Additional considerations for an application fee:

10. The local authority will be required to conduct relevant background checks regarding the applicant's background in management and their financial standing. The results of these checks will allow the local authority to decide on whether or not to accept the application. The time taken for these checks should be accounted for in the fee, irrespective whether or not the entry on the register is granted.
11. Where an applicant contacts the local authority before making an application, to ascertain the likelihood of the success of that application, the authority is expected to provide informal advice, for example, the conditions surrounding an application, for example the information required to be submitted and general guidance on making the application. There is further guidance relating to this in the fit and proper person determination policy.
12. Any preliminary advice the local authority provides, prior to receiving an application, must be accounted for in the fee and cannot be charged separately.

Such other matters as the local authority considers to be relevant

Where no fee is applied

13. In certain circumstances, the local authority may determine that no fee is required to be paid. A site is exempted from a fee only if it is occupied by members of the same family and is not being run as a commercial residential site.

An appointed manager fee

14. This is where the local authority is provided with the site owner's consent to appoint an individual to manage a site. The costs associated with this should be reasonable and are recoverable from the site owner.

Revising Fees

15. The local authority may revise its fees procedure and will be required to publish the revised version. Any changes will need to be justifiable and reasonable, ensuring full transparency for the site owner.
16. The items that can be included in calculating the application fee are set out in Appendix 2: Fee Calculation.
17. The purpose of publishing the fee procedure is to show that the fees imposed by the local authority are fair and transparent so that anyone required to pay a fee can understand the charges.

Amending conditions attached to an entry on a register

18. A local authority may alter the conditions attached to an entry on a register (by adding new conditions or changing or deleting existing ones), following a review. The local authority must notify the site owner of its interim decision (except in the case where it is deleting a condition) and consider any representations made by the site owner, before reaching a final decision. If the site owner is unhappy with the decision to alter, or not alter, the conditions, they will have a right of appeal to the First-tier Tribunal (Property Chamber).

Site visits – Officer and travel time

19. Officer time can be considered as part of the fee, where site visits are required to ascertain whether or not site condition(s) are met. Travel time to and from the site, including fuel costs, can also be taken into account and could be calculated using a single value for travel costs which could be applied to all sites.

Payment of fees

20. As outlined above in paragraph 4, a local authority is not required to consider an application for entry on the register unless that application is accompanied by the correct fee. If the correct fee is not paid, the application will not be valid and the site owner could be in breach of the Regulations.

21. If a local authority decides not to approve an application the applicant is not entitled to a refund of the fee paid.

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<u>Action</u>	<u>Business Support</u>	<u>Private Sector Housing Officer</u>	<u>Private Sector Housing Team Leader</u>
Initial enquiries		45	
Letter writing/ telephone calls etc to make appointments and requesting any documents or other information from the site owner or from any third party in connection with the fit and proper process;		60	
Sending out forms;	15		
Application form received and scanned	15		
Updating files/ computer systems and websites;		30	
Processing the application fee;	30		
Land registry searches;		15	
Processing the application and reviewing necessary documents and certificates;		60	
CRB Check		15	
Determination F & P		30	
Preparing preliminary and final decision notices;		15	
Set conditions		30	
Review by manager or lawyers; review any representations made by applicants or responses from third parties;			30
Updating the public register;	15		
Carrying out any risk assessment process considered necessary and		15	
Reviews of decisions or in defending appeals.		60	60
Total Time (minutes):	75	375	90
Cost:	£24	£163	£60

Grand total: £246

<u>Role</u>	<u>Hourly Rate (including on costs)</u>
Business Support	£19
PSH Officer	£26
PSH Team Leader	£40

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Cabinet Lead Reports – Full Council 22 September 2021 Councillor Alex Rennie

Leader of the Council

Corporate Performance

The 2021/22 Quarter 1 Performance Report has now been issued and discussed at Cabinet on 8 September 2021. It will be available to the public via the Havant Borough Council website.

Headlines from the Quarter 1 performance report are as follows:

- Planning permission has been granted for the Havant Thicket Reservoir which will safeguard water supply in the borough for decades to come, as well as providing a recreational asset for local residents to enjoy.
- The Local Plan for Havant borough has entered a significant new stage in its development, with the first independently managed hearings being arranged for early in Q2.
- We continued to help more than 700 local businesses by distributing Covid-related support grants as the country came out of lockdown
- The Beachlands area of Hayling Island has retained its prestigious Blue Flag Award following a ‘mystery shopper’ style visit from the organisation that awards the status.
- The local elections in May were run smoothly despite the additional Covid-19 safety requirements.
- Due to driver shortages significant parts of some waste collection rounds were not carried out to schedule and collection days were delayed. Customers were asked not to report these as missed bins, however, so that the service could focus on the individual missed collections that they were otherwise unaware of.
- The mobilisation phase of Shaping our Future has been completed, following the all member briefings, overview and scrutiny meetings and approval of the business case and associated resources by Cabinet.

County Deal

Hampshire County Council (HCC) has now formally sent an expression of interest to Government on the County Deal. Following this, I've had several phone calls and meetings with Cllr Keith Mans, Leader of HCC to discuss the matter. At the moment HCC has not outlined its key asks to Government and HBC will continue dialogue with them.

Digital

Many will be aware that we have experienced a number of phishing attacks in the last month. World-wide, the instances of cyber crime are becoming more common and attacks more sophisticated. We must all be on our guard to

protect the Councils systems and the data of our residents. To support Councillors and Officers in keeping ahead of the game when it comes to the fight against cyber-crime, a new e-learning solution will be launched in October. In addition, all external emails that are now sent to officers and Councillors have an automatic header to remind users that they came from outside the organisation.

Progress is also being made on providing new IT for Councillors. An initial paper has been drafted which outlines the costs and benefits with discussion taking place with Cabinet colleagues in the coming month as well as being looked at by an O&S Scrutiny Panel.

Communications and Marketing

Website update

Since the start of this year, the website has had:

- More than 240,000 visits
- Bin collections was the most viewed service area
- The website was mainly viewed from Havant and Portsmouth
- 56% of users access the website from a mobile device

There are on average 30 updates made to the website each day to ensure it is relevant and up to date.

Website changes

Coronavirus

The website has been updated to reflect the legal restrictions being lifted (step 4 of the roadmap). Although restrictions have lifted, there is still a strong emphasis on managing the risk to ourselves and others. In the top six boxes, we have added tabs on 'coronavirus testing' and the 'vaccination programme.'

The 'coronavirus testing' page includes information such as the different types of tests available and the reasons to get tested.

The 'vaccination programme' page includes how to book your vaccine and how to avoid scams.

There are also many links to the GOV.UK website and the NHS website which provides additional information.

Supporting Afghan evacuees

A new page has been created on the website to outline the council's role in helping Afghan evacuees - <https://www.havant.gov.uk/supporting-afghan-evacuees>

Our housing team is doing everything it can to work with partners to help house Afghan families.

New bin collection pop up

When you visit the 'bin collections' page on the council website, you will now see a pop up which asks if you would like to sign up to our bin collections mailing list.

Since going live in July, we have had 100 new signups through the pop up. The bin collection mailing list now has more than 4,200 subscribers.

Accessibility update

New accessibility regulations came into force in September 2020 which ensures the website can be used by as many people as possible. The last accessibility test was on Tuesday 24 August 2021. The test was carried out by [Site Improve](#) who gave this website an accessibility score of 91.5/100.

Social media

Since the end of the first quarter of 2021-22, our social media channels have continued to grow.

During the summer holidays, we have been sharing information about local events, for example the Marine Funday on Hayling Island. We have also had a lot of winners recently on the Havant Borough Community Lottery, so we have been encouraging residents to sign-up.

In mid-August we posted about my bin round with a Norse crew. With this content, we posted our first Tik Tok and reel on Instagram – a reel is a short video which remains on the profile as opposed to an Instagram story which only last 24 hours. The reel has been viewed more than 3.3k times, which is more than three times the number of people who follow the account. As a Council we will continue to explore how we can post access different types of residents through new forms of social media.

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Cabinet Lead Reports

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Councillor Clare Satchwell

Cabinet Lead for Planning, Hayling Seafront Strategy and Coastal Management

Cabinet Lead Report – Full Council 22nd September 2021

This weekend saw the return of the Kite Surfing Armada on Hayling Island. On a new site and facing the challenges of Covid there were times when it looked like the event would not go ahead.

The Council and its officers worked really hard to support this event and it was a great success.

Benefits of events like this can often be indirect (particularly for local businesses) but it brought world class athletes (and great bands) to our beautiful seafront for residents and visitors to enjoy. The new location worked really well and near perfect weather meant that a full **British Kitesurfing Championship** was held on the Saturday.

I hope that everything from my broad portfolio is covered in this report however, please do not hesitate to contact me.

Development Management

Covid-19

The impact of the Covid-19 pandemic on working practices continues, and case officers continue to routinely work from home with only limited members of staff attending the Plaza where they are not in a position to work from home. Site visits are being carried out with appropriate risk assessments in place.

The number of applications being submitted remains high, with a significant number of new major applications received. Workloads per case officer remains high.

Despite these challenges, the team have been able to maintain a high level of performance, with over 90% of applications as a whole determined within agreed deadlines during Q1 2021-22.

Casework

A large number of significant planning applications remain under consideration by the team, including a number of cases where technical issues and/or S106 negotiations are prolonging the time being taken to reach a decision. These include Wellington Way redevelopment, Waterlooville (264 apartments and multi-storey car park); new 81 bed hotel at Larchwood

Avenue, Bedhampton; BaE Systems site redevelopment, Waterlooville; Padnell Grange, Cowplain (86 dwellings); Camp Down, Purbrook (hybrid application for up to 780 dwellings, community/nursery facility, retail unit and public open space); land west of Coldharbour Farm Road, Emsworth (44 dwellings); land west of Hulbert Road, Havant (120 dwellings); former SSE site, Bartons Road, Havant (191 apartments and 2 drive-thru restaurants); land west of B&Q, Purbrook Way, Havant (new Lidl foodstore) and Brockhampton West (up to 29,000sqm employment units).

Mill Rythe Holiday Village, Hayling Island (new holiday accommodation); 32 New Lane, Havant (redevelopment of Pfizer site with new distribution warehouse facility) are to be considered at the Planning Committee on 9 September 2021.

New major applications submitted include revision to part of Forty Acres, Havant Road, Bedhampton (additional 34 dwellings), Land south of Mallards & west of Langstone Road, Havant (65 dwellings), Reserved matters west of Havant Crematorium, Barton Road, Havant (70 dwellings) and Solent Road, Havant (Portsmouth Water HQ & employment site Class B2/B8).

Planning Committee

At the Committee meeting 12 August, Members considered an amendment to a previous approval at Langstone Technology Park relating to flexible use industrial units in the south-western corner of the site. Committee resolved to grant permission for this Section 73 application.

The outstanding appeal for non-determination at Sinah Lane, Hayling Island has been withdrawn. Three appeals have been lodged regarding refusals of CLU and applications for wedding venue at Tournurbury Woods, Hayling Island.

The appeal at Lower Road, Bedhampton (50 dwellings) was allowed.

Planning Policy

The Local Plan examination continues. The first stage hearings took place in July. Following these, several follow up topic papers and pieces of evidence have been provided to the inspectors. These are set out in two letters to the inspectors (CR15 & CR16). The letters together with all of the documents are in the examination library at <https://www.havant.gov.uk/examination-library>. This includes information on a variety of subjects including the housing trajectory, access to one of the development sites, information on benchmark land values and the report which was recently approved at the PfSH Joint Committee regarding nutrient neutrality.

The inspectors will write in due course regarding the outcome of stage 1 of the examination and whether stage 2 can proceed.

In the meantime, as officers highlighted through the statements and the hearings, a meeting of the Planning Policy Committee will consider some further information which has been submitted regarding the omission sites in the plan.

Planning Enforcement

The team have a current caseload of some 168 enquiries which include some 57 cases of unauthorised building works, 53 breaches of conditions and 24 unauthorised changes of use.

The service has experienced an increase in demand over the past few months including new and more complex cases and additional necessary work towards various enforcement appeals against previous enforcement activities.

Major development sites across the Borough are commencing or about to commence and these sites of 50+ houses can impact on the service and take significant time to resolve. The team are committed to managing each big development site quickly and efficiently at the earliest opportunity to enable customer confidence and satisfaction.

The positive aspect is the team has managed to secure compliance with many problematic situations and have resolved many enquiries in the recent months. New Major development sites have been tackled quickly and collaboration with the neighbourhood teams and management of these has been seen already to be quick and effective which is a real positive step for the service. In addition, the team won an enforcement appeal which required a large development to be removed.

Previous reporting found that during lockdown the team were unable to undertake site visits which led to the need to prioritise more serious cases for action and some long delays in resolving minor issues which led to an increase in customer dissatisfaction. The team has improved its vision on delays and is working towards completing all outstanding cases as quickly as possible.

Hayling Seafront Strategy

I am pleased to report that at its 8 September meeting Cabinet agreed to note the progress being made on development of a Hayling Seafront Strategy and approve a draft vision on which we can engage the public as part of a programme of engagement this coming autumn. This takes us on an exciting step forward to progress a vision to regenerate Hayling Seafront.

Over the summer we have welcomed visitors back to Hayling Island by providing additional litter picking, bin emptying and toilet cleaning regimes. Staffing has been a challenge, but a lot has been learned. These have been funded through the Welcome Back Fund programme.

Coastal Management

South Hayling Beach Management Activities (BMA) (2017-2022)

Following the successful procurement exercise to appoint a new beach management Contractor, the Council have now appointed Les Searle Group to undertake this contract between 1st July 2021 and 1st April 2022.

These works are funded by the Environment Agency, helping to maintain the 1:200-year standard of protection and reduce the risk of coastal flooding and erosion to the properties at Eastoke. Coastal Partners have recently received confirmation of a two-year extension to the existing Beach Management Plan, with the new end date of 31 March 2024.

The next beach recycling campaign is programmed to commence mid-September for approximately 3 weeks. Advanced work posters, letters to residents and local businesses, and information to Councillors will be distributed during the first week of September.

Repairs to Coastguard Station Timber Revetment

These works were successfully completed during late July by JT Mackley Ltd to programme and budget. These works allowed for the safe opening of the steps allowing safe passage to the beach, prior to the summer holidays.

South Hayling Timber Coastal Structure Maintenance 21/22

The Asset Maintenance Team are currently preparing tender documentation for the timber maintenance repairs to numerous structures along the South Hayling frontage. Work is provisionally planned for late September and is likely to take around 3 weeks to complete. Further Councillor updates will follow shortly.

West Beach – Scoping

Monitoring continues to advise on future actions.

The current position of the beach crest lies within the estimated initial cutback risk zone area identified prior to the structure being removed.. It is expected that under average wave and weather conditions the beach crest will continue to roll back into the 'rebound zone'. Scoping of potential alternative management approaches continues to inform future option discussions.

Northney Outfall Embankment Improvements

Following the early 2020 winter storms and flooding events, the location was subsequently inspected, and it was noted that the embankment of the inlet and outfall had been compromised due to high water pressures applied to them at the time. HBC CELT team working with the Coastal Service went out to tender for these repair works which were successfully completed by PTC Ltd to programme and budget during July 2021.

Hayling Island Coastal Management Strategy

Having completed the information gathering stage, the project is now in the option appraisal phase; A shortlist of coastal management options has been agreed and the economic appraisal of these options is now underway.

The project team held a virtual project update meeting with invited key stakeholders in July 2021 to keep them informed on strategy aims, process and progress to date. The meeting also provided the opportunity to share how initial stakeholder inputs on options, aspirations and opportunities have been considered as the project has progressed. During the meeting there was an opportunity for key stakeholders to put their questions to the team.

Langstone Flood and Coastal Erosion Risk Management (FCERM) Scheme – Detailed Design

Collaborative work has continued with AECOM, the detailed design consultant. AECOM have completed Phase One (Visual/Tactile Inspections) of the Structural Investigations (SI) of existing walls and buildings. Phase Two (Non-destructive Testing/Inspection) and Three (Intrusive Investigation) survey requirements are expected from AECOM soon. Progress is being made with the Ground Investigations (GI), with AECOM currently procuring and recommending a GI Contractor, which Coastal Partners will approve. GI works are anticipated to begin week commencing 13th September 2021. Our Environmental team, together with AECOM, have continued to progress with the required ecological surveys to support the GI and Intertidal survey and consenting documentation has been submitted to Natural England with reference to this. A scope and procurement strategy have both been confirmed for the Saltmarsh feasibility study following on from Coastal Partners successfully securing a fund for this study from the Water Environment Improvement Fund (WEIF) from the Environment Agency (EA).

The Project Team have been continuing with community and stakeholder engagement. Two Community Participation evenings were run by AECOM, with the assistance of Coastal Partners on 21st and 22nd July 2021, whereby around 60 people were in attendance, a summary report about these events is being produced and a follow up workshop has been scheduled for the end of August 2021 to discuss the design and community responses with AECOM and the ECI contractor, Mackley. Further communications are also being

made with key stakeholders with reference to opportunities for community funding contributions.

The programme remains for the detailed design stage to continue through to Spring 2022, at which time the project will be presented to Cabinet for approval to progress. Planning and consenting will take until approximately March 2023 and construction is anticipated to start in April 2023, after the lifting of the annual overwintering bird restrictions.

Broadmarsh Coastal Park, Flood and Coastal Erosion Risk Management (FCERM) Feasibility Study

The additional appraisal work for the northern frontage is now complete, giving us a complete picture on the leading technical options and an updated cost profile across the whole Broadmarsh frontage.

The implementation stage of the project is in progress, with the broader outcomes and funding strategy completed this month. Over the next few months, a decision will be made as to how the scheme could be funded and taken forward to stage 2: detailed design.

A project proposal report and presentation are being prepared with the aim to brief Executive Board and Cabinet Briefing in early Autumn.

Coastal Partners Geomatics Division

The Southeast Regional Coastal Monitoring Programme will recommence in early September. This involves topographic surveys using a wide variety of equipment depending on the location and terrain, including GPS backpacks, UAV flights or by quad bike.

The team recently saw the retirement of Simon Stapleton after +40 years' service to HBC. Recruitment for his post will start shortly. The team however continue to carry out inspections of coastal defences and regularly support the HBC Civil Engineering and Landscape Team (CELT) by delivering topographic detailed highway surveys to aid designs for highway schemes. As well as undertake surveys for RegenCo and other Partners.

Coastal Environmental Initiatives.

The Coastal Environment team are actively working across a number of initiatives that aim to protect and improve the natural coastal environment within the Havant Borough, such as:

- **Hayling Island Coastal Management Strategy and linked initiatives:** Aside from inputting to the policy development of the Hayling Island Strategy to ensure the natural environment is fully integrated into the decision-making process, we are also taking this opportunity to join up wider environmental initiatives. We are currently mapping out all the

environmental initiatives that we are aware of and noting their objectives (i.e., Bird Aware Solent, RHCP, Solent nutrient mitigation projects, RSPB Shingle Shores (creation of bird roost islands), carbon sequestration and storage projects, Southern Water Harbour's summit, etc). The objectives and location of many of these initiatives overlap, and if joined up, could result in better outcomes for all – by delivering something 'greater than the sum of its parts'. To achieve this, we will identify opportunities to stack benefits that deliver multiple outcomes via a blended funding model.

- **Chichester Harbour Protection and Recovery of Nature (CHaPRoN):** The team have been directly approached and invited to attend the steering group meetings for this initiative, with a vision of 'working together for the protection and recovery of nature', focussed on Chichester Harbour. Initially we have input to a framework of actions that will help create a harbour where nature and people thrive in harmony. This could lead to some exciting joint funding and project opportunities.
- **Regional Habitat Compensation Programme (RHCP):** previous reports have provided a background to this, which legally requires the creation of intertidal habitats within our region to offset habitat losses resulting from 'coastal squeeze'. With a number of opportunities for coastal habitat creation within the Havant Borough, the team are now costing up proposals to undertake some high-level investigations to confirm viability and potential funding for habitat creation schemes, responding to some new potential future opportunities, working with landowners.
- **Summary note on funding for landowners:** This note has been developed to support coastal officers in understanding the grants available, to help aid discussions with landowners regarding habitat creation across the Southern Coastal Group area. This can be accessed on the Solent Forum's website, using the following link:
http://www.solentforum.org/services/Member_Services/Habitat_Restoration/Summary_Note_Grant_funding_Aug2021.pdf

Cabinet Lead Reports – Full Council 22nd September 2021

Councillor Gwen Robinson

Cabinet Lead for Housing, Communities and CIL

Housing

We have successfully recruited three Housing Support Officers to back fill current vacancies. Training, which is having to be carried out virtually, is going well, albeit challenging training three people at once. So as to maintain a high level of service, it has been decided to continue with the proficient agency staff that have been covering these roles until the new recruits are fully trained and able to take part in the duty rotas. This will then bring the team back up to capacity.

Rough Sleeper Programme

HBC has been successful in being awarded funding through the Rough Sleeper Accommodation Programme to acquire one unit of supported accommodation to house rough sleepers or those at risk of rough sleeping. This will be achieved in partnership with Abri housing with Two Saints providing the support. However, the project is being reviewed before implementation as the original bid was for three units, but the two bed unit was rejected by Homes England as deemed to be not financially viable. Two Saints therefore have to review the viability of funding available to provide support to just one unit, rather than three.

Brent House

At the time of this report, I am awaiting an update on the refurbishment works. This is to include the appointment of a contractor and contract start date. I shall keep members informed as I receive the information.

Land West of Hulbert Road

An outline planning application has been submitted for access and a footpath. The proposal is for up to 100 dwellings, which will consist of both houses & flats, as per the Concept Master Plan.

Communities

Local Response Centre (LRC)

As numbers are still rising within the borough, the LRC will continue to support residents until January 2022.

Figures up to and including the 7th September show that the number of residents having received their first dose of the vaccine stands at 94,102 with 86,648 having received their second

Havant Community Lottery

Since the Lottery started 3 and a half years ago £140,626.80 has been raised for local Good Causes. There are 105 registered Good Causes and 767 players.

Since my last report there have been eleven prizes of £25 across the borough, and two of £250.

The next prize draw takes place on 30th October, supporters could win £1,000 in John Lewis vouchers as well as up to £25,000 cash.

Armed Forces

The Ministry of Defence has honoured Havant Borough Council with a Silver award as part of the Defence Employer Recognition Scheme.

The Council, which re-signed its Armed Forces Covenant in February, has long-standing bonds with the local Armed Forces and has worked hard to make its working environment welcoming and attractive to current and former servicemen. Policies will be put in place to support Reservists and members of the Cadet Forces, allowing them to fulfil their Armed Forces commitments while working at the Council.

Former servicemen and women and their spouses have a guaranteed interview when applying for HBC roles, providing they meet the job specification, and an employee assistance programme offers mental health first aid to veterans if required.

The council will receive its award at a ceremony in Portsmouth, due to be held in September.

Community Networks

The two Community Network meetings, Leigh Park and Waterlooville, continue to go from strength to strength with over 25 organisations attending the last meeting. With Covid numbers increasing we have made the decision to run the meetings virtually until the end of the year.

The information gained from these meetings is added to our Community Bulletin and What's On Facebook page.

Sport and Leisure

Play Investment 2021 – 2022

Officers are currently placing orders for this year's play investment programme, items this year have been identified due to their end of life, or, because they offer little play value. Work has been undertaken in partnership with Norse South East to ensure that input has been received in light of ongoing maintenance.

Works will be completed prior to April 2022. Before any work takes place Ward Councillors will be informed of improvements or alterations taking place within their ward.

Officers have also instructed an independent consultant to undertake an audit on all owned play areas. A report will be written from the findings of the audit and will become a strategic document that informs officers on how best to invest in play within Havant.

Waterlooville Recreation Ground Play Area Refurbishment

Officers continue to work with Waterlooville Action Group (WAG) to refurbish the play area at Waterlooville Recreation Ground. The project has been successful in raising £85,000. Officers and the WAG are awaiting on final decisions from further funding applications which will see the project fully funded. Officers have been working with the Procurement and Legal teams to produce all documents required to go out to tender for a contractor to complete the design and build of the play area. This went live Thursday 26th August and will close mid-October.

Artificial cricket wicket at Bidbury Mead

Contractors for the installation of the artificial cricket wicket have been identified at Bidbury Mead, in partnership with Bedhampton Mariners Cricket Club. Works are provisionally scheduled for the week commencing 4th October 2021. Efforts are focused on working with the Estates team to produce all formal documentation needed for onsite works and future

maintenance of the facility. Officers will project management the construction of this installation which will allow the club to improve their training and match play offer and reduce the pressure on the over used grass wickets.

A New Direction

Officers are working in partnership with Horizon Leisure Centres to deliver a 12-week physical activity programme funded by Public health, designed to support women aged 35-54 in becoming confident in themselves and to improve their overall wellbeing. The fully subscribed programme of 50 participants is due to begin the week commencing 13th September. Efforts are focused in supporting and monitoring Horizon's delivery of this programme across Havant and Waterlooville Leisure Centres.

Hayling Island Bowls Club Artificial Surface Project

Officers continue to project manage the build phase of the project to install the all-weather bowls surface and associated floodlights. Works have progressed well and there are an estimated one and half weeks left of the programme. Following completion, the bowls club will be responsible for the management and maintenance of the surface. There will be an opening event in October to celebrate the £160,000 project which enables year round bowls to be played by a wider audience and will improve the financial sustainability of the club.

Emsworth Recreation Ground Play Refurbishment

The project to refurbish and replace the existing play equipment has, unfortunately, been delayed owing to issues with material shortages at the manufacture stage. Officers have continued to liaise with the contractor to ensure that the works do not slip further. Currently officers are expecting the contractor to be on site the end of September and complete works within four weeks, during this time officers will project manage the build phase. This project is supported by CIL funding and will cost £84,000. Once construction is complete officers will work in partnership with Verity's Gift to deliver an opening event.

Hayling Island New Skatepark Provision

Officers continue to support the Hayling Skate Park user group in their aspirations for new provision at the existing West Beach location. Sport and Leisure officers have already secured £55,198.50 of Section 106 money for new provision at the site. The group have also been successful in securing Circa £17,000 of community funding.

The project is currently waiting on a decision from The Veolia Environmental Trust for £75,000 worth of funding. The decision date was the 7th September so the project will shortly know if it has been successful. If so this project would have a small short fall.

In the meantime officers have begun to draft a specification for tender for a design and build contractor and have worked internally with other teams, including Regeneration to ensure that the project aligns to wider council strategy. It has also been confirmed by the Planning Team that if the play area were made slightly larger on the existing site, planning permission would not be required.

Get Up & Go

The physical activity programme for inactive residents aged over 55's, as funded by Sport England, is running at full operation with 19 weekly sessions, either online or face-to-face in line with Covid safety guidelines. Several new activities have recently been launched including chair-based yoga, walking netball, and lawn bowling, all of which have engaged new residents and formed positive partnerships with organisations within the community. The successful lawn bowling delivery model is due to be replicated at Hayling Bowls Club following the completion of their refurbishment later in the year. Officer focus is currently on developing and implementing the beginning stages of a sustainable model in order to continue programme delivery beyond the currently funded period which comes to an end in April 2022. This has included an application to Hampshire County Council for £85,000 of funding from their Get Going Again fund, to support clinically vulnerable people.

Hooks Lane MUGA to Car Park

Civil Engineering colleagues have now submitted a request for quotes from contractors to complete the works to bring the MUGA into use as a car park and await their returns.

This project, funded in full by CIL, acts to support the priorities of the Havant Playing Pitch Strategy and provide ancillary facilities required for the new artificial grass rugby pitch to reach its maximum community capacity and also supports the other organisations and educational establishments on the site.

Community Infrastructure Levy (CIL)

Government recommends that CIL charging schedules are revised at the same time as local plans. As the Council is fully aware, our Local Plan is currently at examination. As such, the Council is updating the CIL charging schedule as well. This was submitted in June 2021. The report was received on 27 August 2021 and confirms:

- The submitted CIL Charging Schedule provides an appropriate basis for the collection of the levy in the area.
- The Council has provided sufficient evidence that shows the proposed rates would not threaten delivery of the relevant submission Local Plan.

- The submitted CIL Charging Schedule satisfies the drafting requirements without the need for further modification.

This means that the Council is now free to adopt the new charging schedule for use. However, as it relates to the emerging Local Plan, the Council intends to consider these two policies for adoption simultaneously, once the Local Plan examination is complete.

Further information can be found at www.havant.gov.uk/cil-charging-schedule-review-examination

Recent Expenditure

Since the last Council Meeting we are pleased to confirm the following spends are either complete or in process of being completed (to 31/08/2021):

Project Reference in Exacom	Name of Project	Date agreed at Council	Strategic CIL (S) or Neighbourhood CIL (N)	Amount of CIL spent (rounded)
20	Warblington Footbridge	21/02/2018	S	£2,485
29	Emsworth Community Centre Lighting	21/02/2018	N	£7,420
117	Emsworth Men's Shed	26/02/2020	N	£7,000
191	Acorn Community Centre Extension (Project Delivery)	24/02/2021	N	£31,654
194	Citizens Advice Centre and Help Hub	24/02/2021	N	£55,000
195	Surgery Fit Out Upgrade Emsworth Surgery	24/02/2021	N	£12,200
198	Energy Efficiency Improvements at The Spring Arts Centre	24/02/2021	N	£32,050

We have also agreed to allocate S106 funds totalling £54,219, Community Team are leading on this project:

Project Reference in Exacom	Name of Project	Planning Application No and Name	Date agreed by S151 Officer or their deputy	Amount of Potential S106 spend (rounded)
174	Emsworth Pavilion	10/74014/000 Hampshire Farm	16/06/2021	£54,219

Our public facing Exacom System provides up-to-date information on CIL income and expenditure and can be viewed via this link:

<https://pfm.exacom.co.uk/havant/>

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Cabinet Lead Reports – Full Council 22 Sept 2021

Councillor Julie Thain-Smith

Cabinet Lead – Environment & Climate Change

1. Adoption of the climate change and environment strategy 2021 to 2026 progress

I am grateful to my Councillor colleagues on the Cabinet and the Overview and Scrutiny panel for their constructive feedback on the draft strategy. The strategy has been shaped by helpful and positive 'climate conversations' with our local community and has been guided by colleagues and partners in identifying and shaping the priorities. It represents the first stage to provide Havant Borough Council with a mandate to take action on climate change and to improve the local natural environment.

In anticipation that the strategy is adopted following Cabinet's recommendation, I will be developing a proposal for the governance structure. The first task will be to evaluate all the initiatives and identify which ones should be tackled first.

2. Domestic retrofit for energy efficiency

Every installation of cavity wall insulation, loft insulation or more efficient heating systems represents a carbon saving as well as saving money.

There are three funding streams;

- a. The energy company obligation **ECO3 programme** continues, and I'm pleased to report that we have secured additional resources to process claims which will help build resilience in the officer team, allowing the climate lead officer more time to focus on business cases in other priority areas.

The value of retrofit measures provided by local installers under this Ofgem approved scheme was £450K in Q1 2021-22. Since the beginning of September, we have seen just over £180K approved.

- b. **Green Homes Grant Local Authority Delivery Programme Phase 1 (GHG LAD 1)** Funding from the Department for Business Energy and Industrial Strategy (BEIS) through partners Portsmouth City Council and Agility ECO. Phase 1 has been extended to December 2021. We anticipate that our share of benefits for Havant Borough Council residents will be in the region of £50K.

- c. Phase 2 (**GHG LAD 2**) is led by BEIS Regional Energy Hub for the South West. The allocation of funding is based on an evaluation of energy performance certificates of the housing stock in Havant Borough Council. The procurement of a managing agent to oversee this scheme has been completed and details are emerging as to how the council will promote this scheme to all relevant residents.

Subsequent funding under GHG LAD: The officer team anticipate funding for subsequent phases of GHG LAD to be focused on homes with energy performance certificates of D, E and F (the worst performing homes), and for households on incomes less than £35,000. The government target is to have all homes improved to energy performance certificate level C by 2030. Therefore, we are scoping a piece of work to analyse the housing stock and identifying a pipeline of eligible homes.

Additionally, there is an important role for the council in communicating these funding opportunities, and matching approved installers with homes and householders.

We also want to engage with the 'able-to-pay' market, to offer Havant residents compelling ways to play their part in tackling climate emissions by making their homes more energy efficient. The emerging communication strategy for the climate change and environment strategy will include this aspect.

3. Transport & travel

<https://www.hants.gov.uk/transport/strategies/transportstrategies>

The Local Walking and Cycling Infrastructure Plan (LCWIP) for Havant has been published, and sets out a recommended approach to planning networks of walking zones and cycling routes which connect places.

The LCWIP can be found on the Hampshire County Website, and the consultation runs until the end of October. <https://havantlcwip.commonplace.is/>

4. Havant Borough Big Green Week,

Organised by members of our community from 18th - 26th of September 2021 and incorporates events supported by 33 different organisations and includes people of all ages and backgrounds.

Cabinet Lead Reports – Full Council 22 September 2021

Councillor Lulu Bowerman

Cabinet Lead Capita and Commercial Contracts

Capita

Customer Services performance remains a challenge in terms of telephone call response times. This is due to ongoing issues with waste collections and the volume of calls. The Council continues to work with the Norse Joint Venture and Capita to help mitigate this. Communications between Norse and the Capita Contact Centre have improved materially with regular meetings which are helping to ensure customers are kept better informed with improved complaint responses. However, high call volumes may remain a challenge whilst service challenges persist.

The Communications team have also been involved with the improvements and have requested that the information they receive is as accurate as possible so that their posts on the website and social media and information to the call handlers regarding the current situation with waste collections is informative and timely to limit negative feedback from residents when possible.

Longer term, development work is underway to support linkages between systems used by Capita and Norse, to improve operational reporting and facilitate use of in cab technology.

With regard to IT Services, work continues on engagement with Capita, to support developments within the Shaping our Future Project.

Commercial Contracts

Norse - Environmental Services

Waste services

The on-going difficulties of ensuring full 'crews' for the refuse collection vehicles continue nationally and locally and unfortunately it seems unlikely there will be a quick solution to them, although the government is investigating different ways of easing this problem. Despite the challenges, our waste collection services have made a good recovery from the service level problems we experienced earlier in the summer and are now relatively stable with few issues but this situation is still dependent on the number of

HGV drivers and loaders available to work on a daily basis due to the skill shortage, “track and trace” and how reliable agency staff are for working everyday.

Part of the solution moving forward is for Norse to train more drivers and I am pleased to announce that the first candidate going through their HGV course passed last week. There will be some internal assessments to be conducted and then he will be out working a round. Obviously, an important part of this solution is not only to recruit and train new staff but also to retain them as the market for HGV drivers is very competitive at the moment so this is being looked at as a matter of urgency.

Other improvements being carried out include a report into 'route re-balancing' of how collections are carried out street by street as this will improve the work programme for each crew. Norse are also installing the Bartec 'in-cab' system for all the collection vehicles in Havant so data such as missed bins and their locations can be logged.

Garden waste and glass collections remain the biggest challenges for Norse/HBC.

We are continuing to operate Garden Waste collections unlike many councils. However, due to the need to focus on refuse and recycling it is the first to suffer when we have staffing shortages. Garden Waste collections are still running behind schedule but Norse are providing additional resources for catch up whenever possible. An additional smaller vehicle has also been commissioned that does not require an HGV driver to operate it and this is helping to alleviate the backlog of missed bins.

We will keep the situation under close review going into the autumn when Covid and other illness may increase which will once again have a serious impact on services.

On 23 August the decision was made to stop any further sign ups for the garden waste service until April 2022 which will enable the review of the collection rounds to be undertaken and an additional vehicle to be considered for commission in order to cope with this very popular service.

The help of fellow councillors with the reporting of missed bins on behalf of the residents in their wards has been much appreciated as this helps with resolving the issues more quickly. Residents are encouraged to continue to register their missed collection with customer service and then leave their bins in their usual collection place and check or log a missed bin via HBC's website: <https://www.havant.gov.uk/bin-collections>

Hampshire County Council has stopped glass being taken to the HMRC's by residents and so our collection rate has had to increase substantially which is providing a considerable challenge. “Bring site” glass collections have also been affected recently by staff shortages and the crew have been experiencing a large amount of excess at the sites when they are emptied.

The “bring site” collections have been more regular in the last couple of weeks and the service is now getting back on track.

All these factors have been taken into consideration when considering how to improve the glass collection service. A survey is being carried out of all glass collection sites in the borough and a proposal is being considered for some of the current glass collection bins of 1100 litres to be replaced by skips which could give much increased capacity and improve the safety aspects for the drivers and loaders.

Commercial glass waste will also be investigated and checked.

Grounds Maintenance and Street Cleaning

Grass cutting is continuing throughout the Borough. NSE are currently on the 5th cut of the season. Progress for each cut is still taking longer than usual this year due to the length of grass, however with this drier, warmer weather we are currently experiencing we are hoping the grass growth will steady and the crews will be able to make better progress.

Hedge cutting and shrub bed maintenance has started and the crews are working their way around the Borough. The crews are prioritising hedges and shrubs that are overgrowing the footpaths. Street cleaning service have been continuing as normal with no service issues to report.

Conversations with Norse South East and Chevron have started to discuss the next scheduled 6 monthly sweep and litter pick of the A27. We are looking to programme this in for November time (the last sweep and litter pick was in May). Once road space is booked, we will be able to begin planning resource.

Hayling Seafront

We have utilised the Welcome Back Fund to provide extra resources for toilet cleaning and litter bin emptying over the summer period but acknowledge that with very fine weather these facilities can be quickly overwhelmed. We will review the position and consider improved arrangements for next year as part of annual service and budget planning.

We are exploring options for next year with additional litter bins. We are currently unable to use wheeled bins due to limited resources on the waste team so are looking at other temporary litter bins which can be manually emptied.

Norse have recently taken delivery of a steam cleaner and have now carried out deep cleans at all seafront toilet blocks.

Administration for the Beach huts has started work to consider how to make improvements in the positioning of certain beach hut locations this winter in time for Summer 2022.

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Cabinet Lead Reports – Full Council - 22nd September 2021

Councillor Narinder Bains

Deputy Leader and Cabinet Lead for Community Safety and Organisational Development

Community Safety

We continue to see good attendance from our partners at the Partnership Action Group. Certain parks and open spaces continue to provide a challenge for anti-social behaviour, but we are managing our response through the PAG.

The team is also involved in enforcement cases (fly tip) at the moment and last week we issued an FPN for one of these, following a successful investigation.

We continue to carry out high visibility patrols in our hotspot areas around Haying Island and the rest of the borough.

The team dealt with over a dozen unlawful encampments this summer. This year we have been attending sites with police and this has been well thought of by the officers. To that end, we are keen to continue with the approach for any future encampments.

Health and Safety (H&S)

No issues, risks or concerns to report. All monitoring of H&S processes and contractors continue to ensure compliance.

Further review of office space has been undertaken and covid controls continue where needed.

The Joint Health and Safety Committee meeting took place in July 2021, no issues to report, minutes are available on Skoop+.

The Council's Out of Hours service at EHDC and HBC, continues to offer support, advice and guidance to members of the public and partners when the offices are closed.

Business Continuity (BCP)

No issues, risks or concerns to report.

Review of P1/P2 critical functions has been undertaken to ensure there is sufficient resilience in the council to continue to deliver these services if reasonable worst case scenario re staffing levels was realised.

New Corporate and Service plans templates have been created to reflect the service changes and feedback during the pandemic, both now reflect the command and control protocols.

Potential for cyber security threat has increased. A review is underway to consider how this risk is best managed to ensure the resilience of IT systems and the continuity of service delivery.

Emergency Planning

Annual training programme has taken place for the Emergency Control Centre staff. New roles and arrangements have been introduced within the (ECC) across the County to streamline and simplify the approach.

Annual exercise to test ECC staffing to take place during September.

We are reviewing the Adverse Weather Plan in conjunction with several other teams in advance of winter weather e.g. snow. Flooding guidance booklets are being reviewed and updated.

Strategic HR and OD

Transformation

HR and OD work activity continues for the transformation programme. Focus now is on the development of a pack of “OD tools” for heads of service to use alongside the toolkits being developed by the team working under Vicki Potts and Sue Parker. We are also working on the development of a performance scorecard in conjunction with Matt Goodwin and on the Spans and Layers project commissioned from the LGA.

Future Working

The trial went live on 19th July. Weekly stats on usage are monitored which indicate that building usage is low. Activity is underway to explore how to create usable collaboration spaces for teams. A further survey will go out to staff in October 2021.

Employee Wellbeing

The third employee wellbeing survey closed, and feedback went to EB prior to discussion with Unison and further circulation. Several key measures have been identified are being put in place to support staff and have been added to the Wellbeing Action Plan. Employee wellbeing continues to be prioritised in light of both covid 19 and the future working styles trial.

Learning and Development

The e-Learning system has been relaunched and staff and councillors are reminded of the mandatory courses and timescales for completion. Work also continues on the development of a digital L&D passport which will apply to all staff and will set out the requirements for L&D on an annual basis.

Performance Management

Implementation of a revised approach to performance management has been developed by the HR advisory team, following approval by Executive Board. Implementation will be supported by learning and development opportunities in relation to performance management provided by our L&D providers and by the in-house team who are presenting a number of focused “bite-size” sessions both live and on-line. This supports the PDR and talent modules within the existing My View software package.

Recruitment

The team are working with the supplier and supported by the Communications team to launch the new recruitment and applicant tracking system later in September. This will enhance the digital use of recruitment processes and streamline the way recruitment and onboarding is delivered.

Equality and Inclusion

The team are supporting the Councils' lead officer to ensure we have a robust workforce plan in place to dovetail with the overall strategy.

Insight

The third wave of the COVID-19 residents survey was conducted over the summer and the results are now being analysed. The data – including details on mental and physical health, trust and understanding of COVID messaging and impacts upon personal finance – is currently being presented to relevant colleagues to inform the Council's work moving forward.

We also continue to provide economic dashboard updates to the Business and Economy Recovery Group on key statistics such as the local and national labour markets, UK GDP and business outlook, which continue to show signs of recovery. For instance, the claimant count rate in Havant has reduced for four consecutive months to its lowest level since the start of the pandemic and the numbers of residents claiming furlough support is at its lowest level since the scheme was introduced, reflecting a general trend of optimism in the national economic outlook.

We will continue to monitor these factors, especially with the end of the national furlough scheme in September and feed this data to the above group to inform forward actions.

Electoral Services

We are now three weeks into the annual canvass and the first deliveries have been completed by our team of canvassers. The new way of running this canvass means that the number of forms that must be returned by households is reduced to just over 13,000 which cuts down on both paper and postage costs.

Environmental Health

With COVID restrictions lifted the service are working towards addressing the backlog of work accumulated due to the challenges and additional responsibilities imposed by the pandemic. We are producing recovery plans to outline our methodology, and trying to recruit to vacant posts to ensure we have the resource necessary.

Cabinet Lead Reports – Full Council 22nd September 2021

Councillor Tim Pike

Cabinet Lead for Finance, Regeneration and Estates

Business Grants

The last main Government Business Grant scheme closed in June. During the coronavirus pandemic, Havant Borough Council issued more than £33million in grants to more than 2,000 local businesses.

The grants were delivered over 12 different schemes set up between March 2020 and July 2021.

The Council has successfully applied for further grant funding of £781,000 for its discretionary scheme (Additional Restrictions Grant), having fully spent the original allocations of £3.5 million.

Estates

A number of new team members have started recently and a further experienced member is due to join the team within a couple of weeks. These additional resources will enable the team to address many of the historic and strategic legacy issues and continue to provide an enhanced value-added property service.

Void rates within the portfolio continue to be very low indeed and represent less than 1% of the portfolio. There is only one vacant and unlet premises within the portfolio excluding the Meridian Centre.

A few new leases have also been agreed including two recent lettings at 1 Park Rd South.

Rental arrears across the portfolio continues to be very low due to proactive management. Greater attention is being given to debt recovery processes involving managing agents in order to improve debt collection statistics.

Regeneration

I am pleased to report that at its 8 September meeting Cabinet noted the progress on Havant's regeneration programme and the Havant town centre regeneration as well as approving the development of a refreshed Regeneration Strategy. Progress was approved to take forward some important projects in Havant town centre including Civic Plaza East and Bulbeck Road car park. The Regeneration Strategy focusses on a number of other key projects across the Borough including Hayling Island Seafront, Leigh Park and Waterlooville Town Centre, as well as Havant Town Centre.

Work is continuing on developing all the various threads relating to strategic infrastructure; Havant Thicket reservoir tree clearance works have started on site. Active travel plans, including the Hayling Billy Trail, are progressing. Hampshire County Council's consultation on the Local Cycling and Walking Infrastructure Plan (LCWIP) started on 6 September and runs until 31 October. This consultation covers the LCWIP for Havant. Meanwhile good progress is being made with a feasibility study on the mainland routes for the Hayling Billy Trail and bridge options. A consultation programme is being developed to get stakeholder views.

The outcomes of several funding bid applications are due in the autumn including the Levelling Up Fund for Havant Town Centre, Restoring Our Railways for the Hayling Billy Trail and One Public Estate for the Civic Plaza Site.

Economy

Havant Business Partnership

Havant Borough Council will partner with Langstone Park (formerly Langstone Technology Park) to host the next Havant Business Partnership on October 6. The event will provide a key opportunity to showcase the progress made in transforming the borough and an opportunity for leading businesses to shape our plans moving forward. There will also be contributions from Langstone Park on plans for strategic investment in new commercial space, along with DWP who will promote the exciting opportunity the national 'Kickstart' work placement scheme provides for local businesses and young job seekers.

Jobs Fair

We are currently working with DWP to hold another virtual jobs fair on 4 October for Havant & East Hampshire residents, after the extremely successful event held in October 2020. Both the Havant and EH fairs held last year had the highest participation level in the West of England region.

This is a key opportunity to connect local job seekers with local vacancies as well as being part of our priority to support young people into work.

Solent Freeport

The Outline Business Case for the Solent Freeport was submitted to Government by the Solent Freeports Consortium Ltd on 30 July 2021. This includes designation of Dunsbury Park as a 'tax site' through which business occupiers can benefit from a range of specific tax incentives. A further business case will follow in the autumn before Freeports become operational towards the end of 2021. Designation as a Freeport tax site will provide an opportunity for the Borough to play a key role in the flagship national Freeports programme, attract new inward investment, boost jobs growth locally and bring new training and employment opportunities to priority areas including Leigh Park.

Rebel Business School

Following the success of the previous programme delivered in December 2020, Rebel Business School (formerly Pop Up Business School) will be delivering an online course to Havant residents and businesses from 18th to 22nd October 2021. The course provides training in all aspects of starting and running a business, including digital skills and e-commerce. This is being delivered in partnership with East Hampshire DC, New Forest DC and Waverley BC and is part of the Council's economic recovery programme

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Minute Volume

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